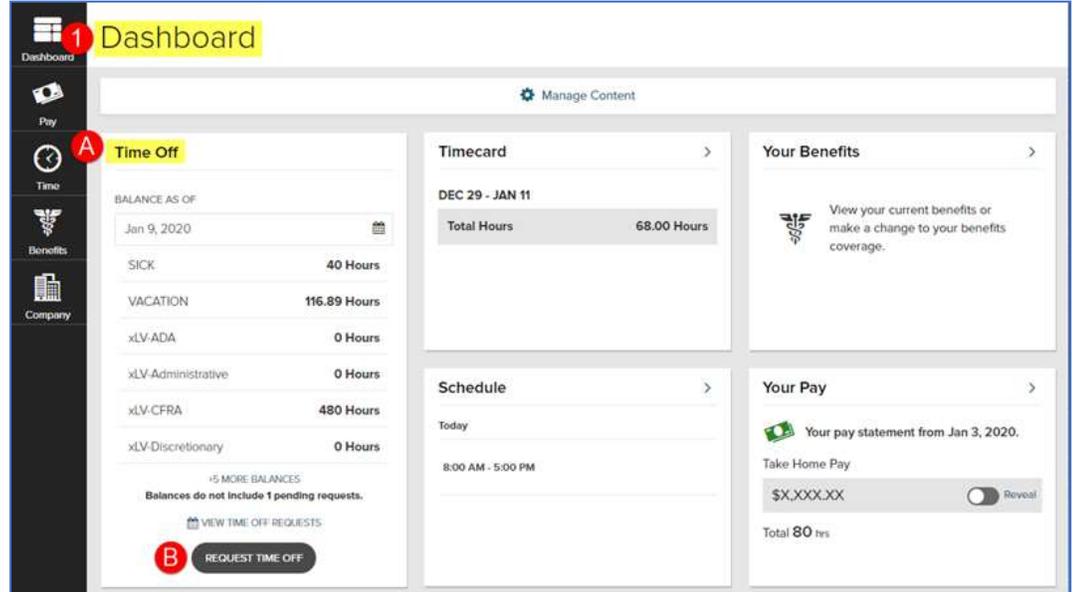


# MyADP – Requesting Time off from the Desktop

## SUBMIT TIME OFF REQUEST

1. On the *Dashboard*
  - a. Find *Time Off*
  - b. Select **REQUEST TIME OFF**



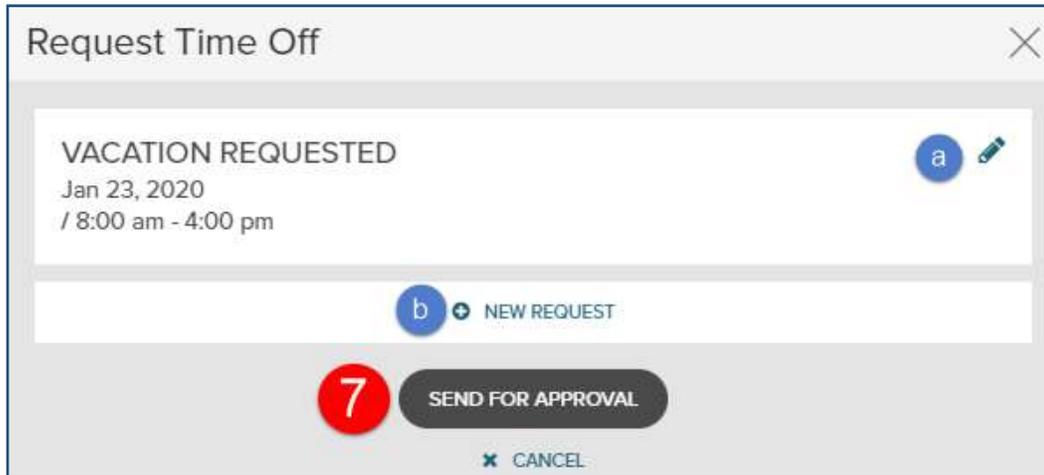
2. **PAY CODE:**  
Select *VACATION REQUESTED* or *SICK REQUESTED*
3. **DATES:** Select date(s) requesting off  
*NOTE: Do NOT include days off in your request.*
4. **START TIME:** Enter you shift start time
5. **HRS PER DAY:** Enter the number of hours you are requesting off for one single day **NOT** total days.

6. Select



## MyADP – Requesting Time off from the Desktop

7. **SEND FOR APPROVAL:** Review your request. If all the information is correct select  to submit to your department.
- If the information is incorrect, you may edit the information by selecting 
  - If an additional request needs to be submitted select 



Request Time Off

VACATION REQUESTED

Jan 23, 2020  
/ 8:00 am - 4:00 pm

 a

 b + NEW REQUEST

**7** SEND FOR APPROVAL

 x CANCEL

## MyADP – Requesting Time off from the Desktop

### HOW TO VIEW CURRENT AND PREVIOUS REQUESTS

- A. **PENDING** – View submitted requests that are pending approval
- B. **APPROVED** – View approved requests
- C. **CANCELLED** – View denied or cancelled requests

[← BACK](#)

### Your Time Off Request History

**A** **B** **C**

**Pending** **Approved** **Cancelled**

TYPE↕	DATE↕	SUBMITTED↕	
 <b>VACATION REQUESTED</b> Submitted	<b>Jan 23, 2020</b> 8:00 AM - 4:00 PM (8 HRS)	Jan 9, 2020 Karen Fausto Elizalde	