MyADP – Requesting Time off from the Desktop

On the Dashboard a. Find Time Off	Dashboard Dashbo	ard				
b. Select REQUEST TIME OFF			🌣 Manag	e Content		
			Timecard	>	Your Benefits	
	Time BALANCE AS OF		DEC 29 - JAN 11		View your current benefits or make a change to your benefits	
REQUEST TIME OFF	Jan 9, 2020	m	Total Hours	68.00 Hours		
	Benofits SICK	40 Hours			coverage.	
	VACATION	116.89 Hours				
	xLV-ADA	0 Hours				
	xLV-Administrat	Ive O Hours	Schedule	>	Your Pay	
	xLV-CFRA	480 Hours	Today			
	xLV-Discretiona	ry 0 Hours	9-70 AN E 70 DM		Take Home Pay	nt from Jan 3, 2020
	Balances do	+5 MORE BALANCES Balances do not include 1 pending requests.		6.00 Am - 5.00 Pm		Re
	m vi	EW TIME OFF REQUESTS			Total 80 trs	

SUBMIT TIME OFF REQUEST

- 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.

✓ REVIEW

6. Select

New Time Off Reques	t		
PAY CODE			
VACATION REQUESTED			8
SICK REQUESTED			
DURATION TYPE Hours			
01/23/2020	#	01/23/2020	I
START TIME	0	HRS PER DAY	
8:00 AM	5	8.00	
Your schedule for Jan 2	23, 2020 😧		
(Optional)			
			150 /

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.
 - a. If the information is incorrect, you may edit the information by selecting 🖋
 - b. If an additional request needs to be submitted select ^O NEW REQUEST

Request Time Off	×
VACATION REQUESTED Jan 23, 2020 / 8:00 am - 4:00 pm	a 🗸
D • 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			
	Pending	Approved	Cancelled	
TYPE:	DATE: SUBMITTED:			
O VACATION	Jan 23, 2020 Jan 9, 2020		A	
REQUESTED	8:00 AM - 4:00 PM (8 Karen Fausto Elizalde		(III)	
Submitted	HRS)			