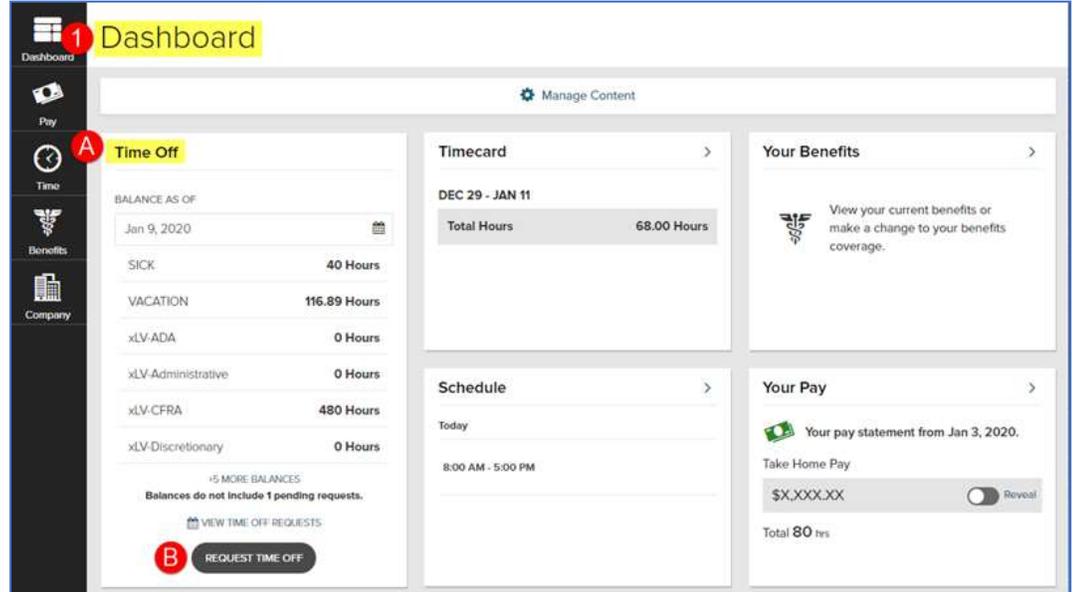# MyADP – Requesting Time off from the Desktop

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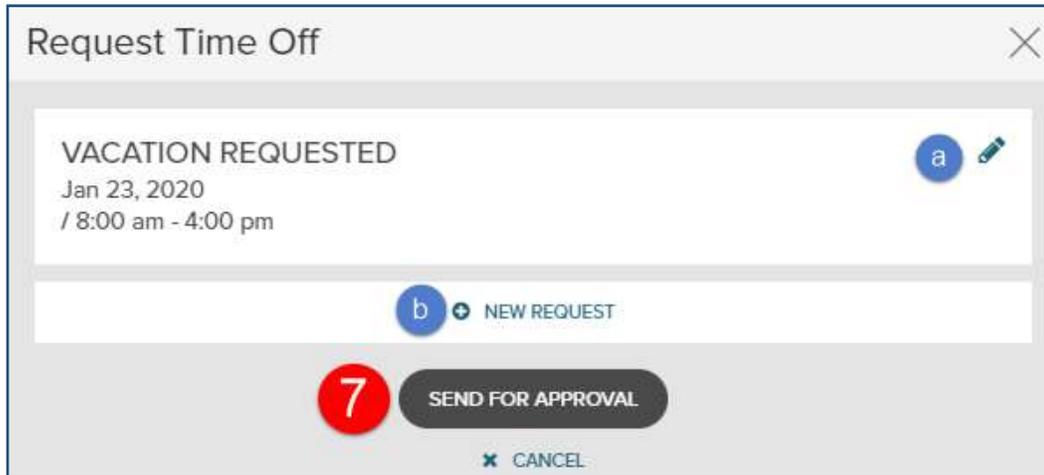
   REQUEST TIME OFF

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** ✔ REVIEW

MyADP – Requesting Time off from the Desktop

7. **SEND FOR APPROVAL:** Review your request. If all the information is correct select [SEND FOR APPROVAL] 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 ⊕ NEW REQUEST

MyADP – Requesting Time off from the Desktop

A. **PENDING** – View submitted requests that are pending approval

B. **APPROVED** – View approved requests

C. **CANCELLED** – View denied or cancelled requests