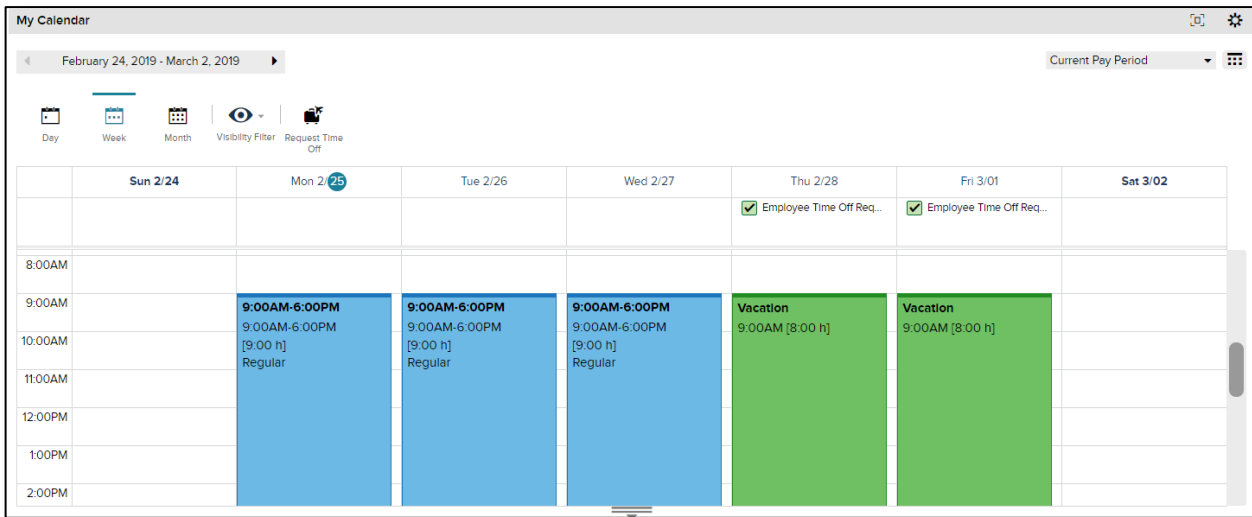


# ADP/Enhanced Time & Attendance: Time-Off Requests

Depending on your organization’s configuration, you may have access to request time off through Time & Attendance. Time-off requests can be configured to require approval by a manager, or be approved automatically.



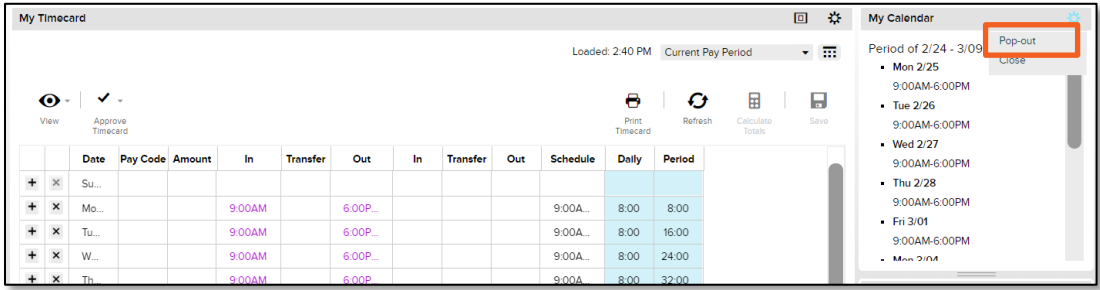
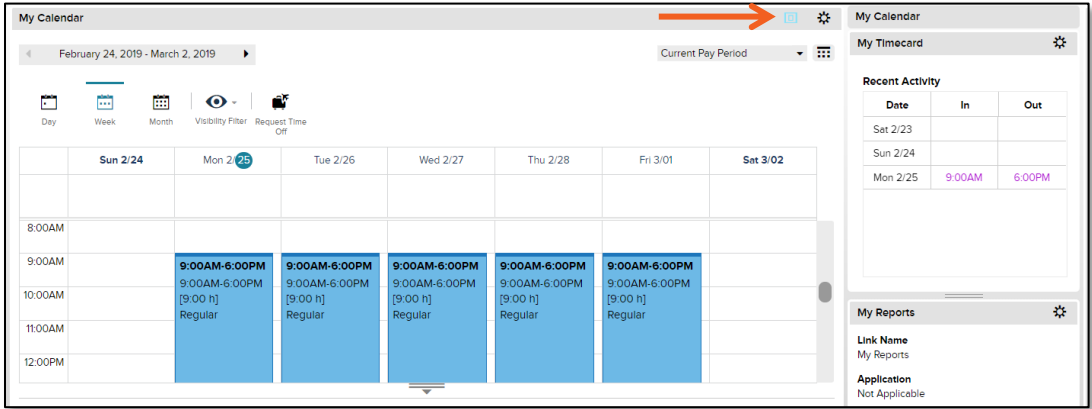
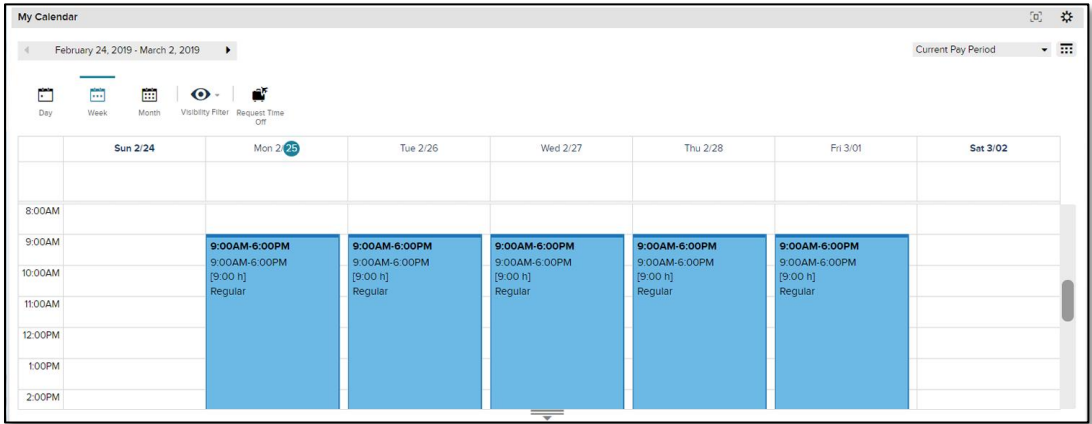
Let’s take a look at the various tasks associated with time-off requests.

- Navigate to My Calendar ..... 2
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# Navigate to My Calendar

In the My Calendar widget, you can view your schedule, request time off, and view the status of your time-off requests. Follow the steps below to access the My Calendar widget.

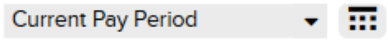
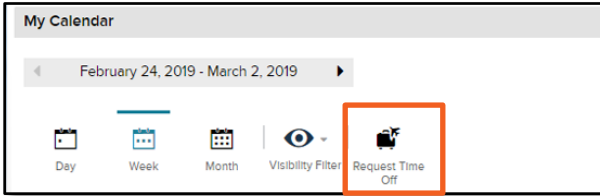
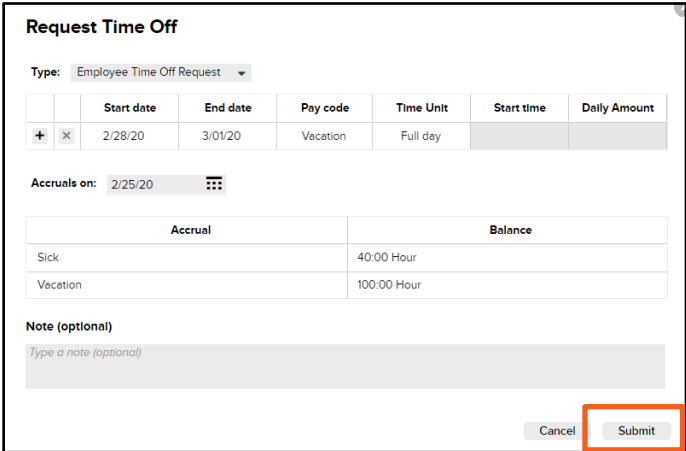
## Starting Point: My Information

Step	Action
1	<p>For the <b>My Calendar</b> widget, click the gear icon (⚙️) and select <b>Pop-Out</b>.</p> 
2	<p>Click the resize button (📐) to maximize the My Calendar widget.</p> 
3	<p>Use the My Calendar widget to view your schedule and manage your time-off requests.</p> 

## Submit a Time-Off Request (Hours)

To submit a time-off request to your manager, access the My Calendar widget. If you select the Hours as the duration for your time-off request, you need to enter the start time and length of your time-off request.

**Starting Point: My Information > My Calendar**

Step	Action
1	<p>Select the pay period that the time off will be requested in.</p> 
2	<p>Click the <b>Request Time Off</b> button.</p> 
3	<p>In the <b>Request Time Off</b> window, complete the following:</p> <ul style="list-style-type: none"> <li>• In the <b>Start Date</b> field, enter the first day of the request.</li> <li>• In the <b>End Date</b> field, enter the last day of the request.</li> <li>• In the <b>Pay Code</b> field, select the appropriate pay code.</li> <li>• In the <b>Time Unit</b> field, select appropriate option.</li> <li>• In the <b>Start Time</b> field, enter a start time for the request as applicable.</li> <li>• In the <b>Daily Amount</b> field, enter the length of the request in hours per day as applicable.</li> <li>• In the <b>Notes</b> field, enter any additional information about this request.</li> </ul> 
4	<p>Click <b>Submit</b>.</p> <p>The request is sent to your manager for approval.</p>

## Submit a Time-Off Request with Multiple Time-Off Periods

To send a time-off request with multiple time-off periods to your manager, access the My Calendar widget.

If you request time off around a weekend and you are not regularly scheduled to work weekend days, you will need to submit a request with multiple time periods: one time-off period for the days before the weekend and one time-off period for the days after.

### Starting Point: My Information > My Calendar

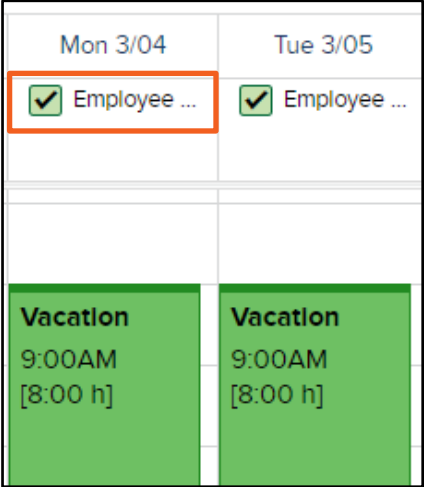
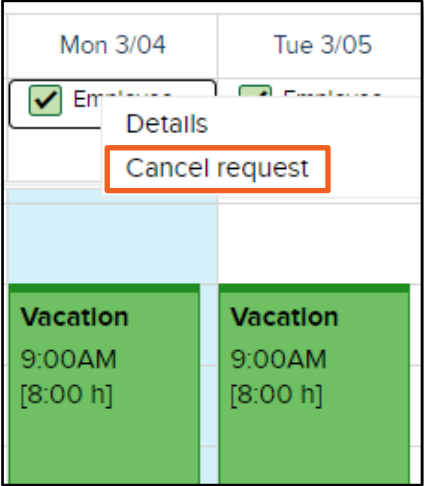
Step	Action
1	Select the appropriate pay period.
2	Click the <b>Request Time Off</b> icon. <div data-bbox="305 766 906 961" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'My Calendar' interface with a date range of February 24, 2019 - March 2, 2019. Below the date range are several icons: Day, Week, Month, Visibility Filter, and Request Time Off. The 'Request Time Off' icon is highlighted with a red rectangular box.</p> </div>
3	To add another time-off period, click <b>Add Another Time-Off Period</b> . <div data-bbox="771 1031 1453 1325" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'Request Time Off' form. At the top, it says 'Type: Employee Time Off Request'. Below this is a table with columns: Start date, End date, Pay code, Time Unit, Start time, and Daily Amount. The first row has a '+' icon in a red box, followed by '2/28/20', '3/01/20', 'Vacation', 'Full day', and empty cells for 'Start time' and 'Daily Amount'. Below the table, there is an 'Accruals on:' field with '2/25/20' and a menu icon. At the bottom, there are two columns: 'Accrual' and 'Balance'. Under 'Accrual', 'Sick' is listed with '40:00 Hour' and 'Vacation' with '100:00 Hour'.</p> </div>
4	For the second time-off period, complete the available fields (repeat step 3 in the previous procedure above). It is best practice to use only one pay-code type per time-off request. <div data-bbox="305 1461 951 1906" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'Request Time Off' form with two rows in the table. The first row has a '+' icon, '2/28/2019', '3/01/2019', 'Vacation', 'Full day', and empty cells for 'Start time' and 'Daily Amount'. The second row is highlighted with a red box and contains a '+' icon, '2/04/2019', '2/05/2019', 'Vacation', 'Full day', and empty cells for 'Start time' and 'Daily Amount'. Below the table, there is an 'Accruals on:' field with '2/25/2019' and a menu icon. At the bottom, there are two columns: 'Accrual' and 'Balance'. Under 'Accrual', 'Sick' is listed with '40:00 Hour' and 'Vacation' with '100:00 Hour'. Below this is a 'Note (optional)' field with a text area and a 'Type a note (optional)' placeholder. At the bottom right, there are 'Cancel' and 'Submit' buttons.</p> </div> <p><b>Note:</b> To remove a time-off period, click the <b>X</b> next to the time-off period row.</p>

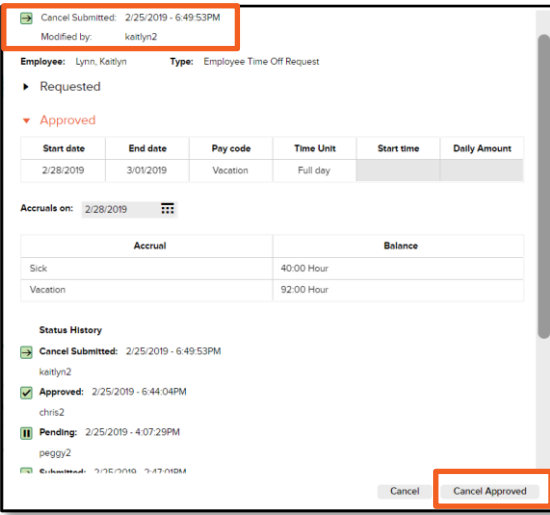
Step	Action
5	Click <b>Submit</b> . The request is sent to your manager for approval.

## Cancel an Approved Time-Off Request

Let's take a look at how to cancel a time-off request.

**Starting Point:** My Information > My Calendar

Step	Action
1	<p>Right-click the approved time off.</p> 
2	<p>Select <b>Cancel Request</b>.</p> <p><b>Note:</b> To view the specifics for this time-off request, select Details.</p> 

Step	Action
<p><b>3</b></p>	<p>The Cancel Time-Off Request window is displayed.</p> <p>In the <b>Notes</b> field, enter any additional information regarding the cancellation.</p> 
<p><b>4</b></p>	<p>Click <b>Cancel Approved</b>.</p> <p>A cancellation time-off request is sent to your manager for approval.</p>

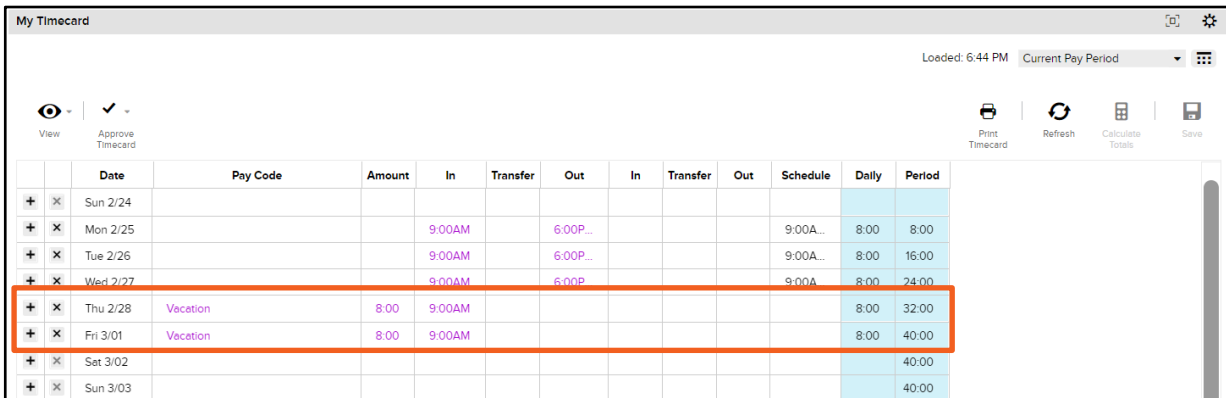
## View the Status of a Time-Off Request

### Notification

Depending on your manager’s action regarding your time-off request, you will receive a notification for the approval, refusal, or retraction of your time-off request. These notifications are displayed in your Inbox.

### Approved Time Off

If your manager approved your time-off request, the time off is displayed in your timecard.

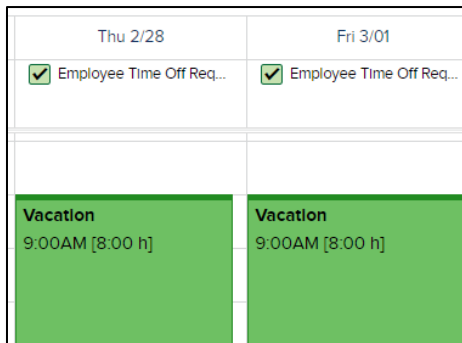


	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily	Period
+ X	Sun 2/24											
+ X	Mon 2/25			9:00AM		6:00P...				9:00A...	8:00	8:00
+ X	Tue 2/26			9:00AM		6:00P...				9:00A...	8:00	16:00
+ X	Wed 2/27			9:00AM		6:00P				9:00A	8:00	24:00
+ X	Thu 2/28	Vacation	8.00	9:00AM							8:00	32:00
+ X	Fri 3/01	Vacation	8.00	9:00AM							8:00	40:00
+ X	Sat 3/02											40:00
+ X	Sun 3/03											40:00




In addition, your approved time off is displayed on your calendar as blocked time.

### Status

You can view the status of your time-off request in the My Calendar widget. Point to the time-off request status to view the tool tip for more information.



Let’s review the various status indicators available for a time-off request.

Status Indicator	Description
 Employee Time Off Request	Your time-off request or your time-off request cancellation is sent to your manager.
 Employee Time Off Request	Your manager approved your time-off request or your time-off request cancellation.
 Employee Time Off Request	Your manager refused your time-off request.



### Accrual Balances

In the Request Time-Off window, you can view your accrual balances. To view your accrual balances for a different date, update the Accruals On field.

If you try to submit a time-off request and you do not have enough hours in your accrual balance, you will receive an error message.

**Request Time Off**

Type: Employee Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	2/28/20	3/01/20	Vacation	Full day		

Accruals on: 2/25/20

Accrual	Balance
Sick	40.00 Hour
Vacation	100.00 Hour

**Note (optional)**

*Type a note (optional)*

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