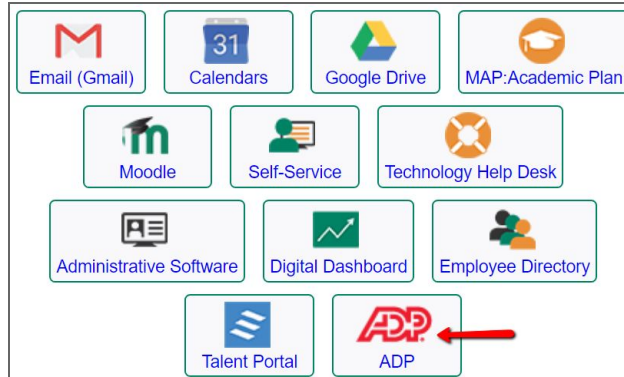


# Requesting Time Off in ADP

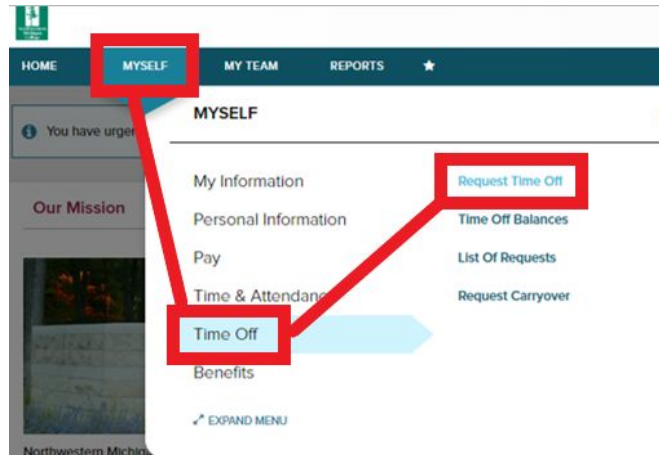
## Access ADP

- From the MyNMC home page, click the ADP tile:



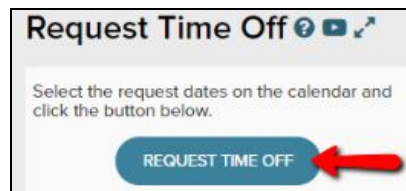
## Request Time Off

1. Select **Myself > Time Off > Request Time Off**



2. Select **“Request Time Off”**

- Note: You can use the calendar (not pictured) to pre-select your days off. Hold CTRL and highlight/select the individual days on the calendar before clicking request time off. This process eliminates step 3 below.



### 3. Enter Date Range

- Note: If your date range includes a weekend (i.e. you are requesting a Friday and the following Monday off), ensure the “Include Weekends” box is unchecked.

Request Time Off ⓘ

Step 1 : Enter a Date Range

Start Date \* 05/15/2020 to End Date \* 05/18/2020  Include Weekends

Select specific days within the start date and end date.

Sun Mon Tue Wed Thur Fri Sat

### 4. Enter Request Details

- Select the type of leave (i.e. “Time Off Policy”)  
**\*\*Note: A leave bank is available for “Covid-19” time off effective March 17, 2020.**
- Enter the amount of hours
- Adjust start time to reflect time of leave based on scheduled work time or shift
- Leave a note for each individual day if desired (not required).
  - Instead, an “overall” comment box is available (bottom left, also not required)
  - The “please respond by” date is informational and passes on to your supervisor

Step 2 : Enter Request Details

COLLAPSE ROWS

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
Fri May 15, 2020	Vacation FT Staff - Vacation	8.00 hours	8:00 AM	<input type="checkbox"/>
Mon May 18, 2020	Bereavement - Bereavement	8.00 hours	8:00 AM	<input type="checkbox"/>
TOTAL : Includes 2 days		16.00 hours		

Comments:

**Note:** Your current balances are reflected on the right side of the page. The system does not allow time off requests for balances you do not (or will not) have. It calculates your available balance for the time you are requesting, including other scheduled time off before that date.

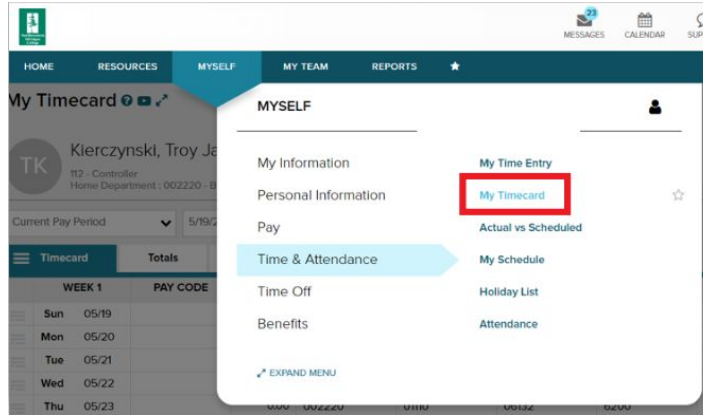
### 5. Choose “Submit” to send to your supervisor for approval.

SUBMIT

## Request Time Off (Alternative for Hourly Employees)

**Note:** Hourly employees should follow the previous guidance for requesting time off in advance (i.e. family trip, scheduled medical procedure, etc). The following requests via timecard cannot be used for future time off requests, only for leave requested or used in the *current pay period* or *next pay period*.

### 1. Select Myself > Time & Attendance > My Timecard



2. Select Current Pay Period or Next Pay Period depending on date of leave.
3. Select the Pay Code applicable to your leave used or requested. Enter hours.
4. Save your entry.

## Approve Time Off

### 1. Select My Team > Time Off > List of Requests > Action

Supervisors will receive an email notification of the submitted request. Follow the above path to take action (approve/deny). Reminders will be generated if action has not been taken.

## Frequently Asked Questions

1. **Should I use the ADP system for all time off submissions?**
  - Yes, this includes sick, vacation, personal time, jury duty, bereavement leave, FMLA, or any leave for special circumstances.
  
2. **What if I forget to submit the request and we are now in a new pay period?**
  - Time off requests from previous pay periods must be submitted immediately.
  - Vacation requests should be submitted in advance.
  - Time off requests for sick time should be submitted in the pay period they are taken.
  
3. **Can I see what my future leave balances will be if no more leave is taken?**
  - Yes, adjust the date in the **Balance As Of** field.
  - Note- you must click on the actual calendar date to take you to that specific date, and remember to reset to the current date to get your current accruals.
  
4. **As a supervisor, how will I know if an employee has submitted a request for time off?**
  - You will receive an email notification of the request. You are able to access all requests under **My Team > Time Off > List of Requests > Action**.
  
5. **As a supervisor, can I create a time off request on behalf of my staff?**
  - Yes, follow **My Team > Time Off > Request Time Off**.
  
6. **Am I able to change my request once it is submitted?**
  - Yes, requests can be cancelled even if already approved by a supervisor. Your cancelled time will be credited back to your “available balance”.
  - Under **Myself > Time Off > List of Requests** find your leave request and select an action to make changes. Please use the “Cancel” button instead of the Delete option.
  - Supervisors can perform the same action for one of their staff using **My Team > Time Off > List of Requests**.
  
7. **As a salaried employee, do I still use the “green” absence slip to report any time off?**
  - No, all time off is reported in ADP after 9/22/ 2019.
  
8. **What if I am out for Bereavement Leave or Jury Duty? How is that reported?**
  - This is reported no differently than other leave time. Be sure to select the Bereavement Leave or Jury Duty “Time Off Policy” when building your request.
  
9. **How do I know if my request has been approved or denied?**
  - You will receive an email notification. Also you can view your request status by following **Myself > Time Off > List of Requests**.

For questions on navigating ADP time off, please contact Human Resources 231.995.2612.