

EMPLOYEE TRAINING TIME OFF REQUESTS

On ADP Workforce Now

<https://workforcenow.adp.com>

September 2019

How to submit a Time Off Request

Myself / Time Off / Request Time Off

The screenshot shows the ADP web portal interface. At the top left is the ADP logo. To the right are navigation icons for Messages (27), Calendar, Learn, Bridge, Support, and MarketPlace. Below these is a dark teal navigation bar with tabs for HOME, RESOURCES, MYSELF (selected), MY TEAM, PEOPLE, PROCESS, REPORTS, and SETUP. A white dropdown menu is open under the MYSELF tab, listing various options: My Information, Personal Information, Pay, Time & Attendance, Time Off (highlighted with a blue arrow), Talent, and Benefits. The 'Request Time Off' option is highlighted in yellow and has a star icon. At the bottom of the dropdown is an 'EXPAND MENU' link. The background shows a 'Welcome to Daemen!' message and a photo of a building.



Request Time Off ? ▶ ↗

Current Position:
 DIR - Director (Primary) (Active) CHANGE ▾
 K9K997088

Select the request dates on the calendar and click the button below.

REQUEST TIME OFF

Balances As Of:
 9/24/2019

Time Off Policy	Balance
ADMIN VACATION	74.90 hours

My Calendar ▾ Month ▾ Filters ▾

📅 🔄 🗓️ October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1	2	3	4 Pay Schedule
6	7	8	9	10	11
13	14	15	16	17	18 Pay Schedule
20	21	22	23	24	25
27	28	29	30	31	1 Pay Schedule
3	4	5	6	7	8

Enter your start and end date and the number of hours. There is an option to leave comments and to request a response by date.

Request Time Off ?

Step 1 : Enter a Date Range USER PREFERENCES

Start Day * to End Day * C

Step 2 : Enter Request Details

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
Mon Sep 30, 2019	ADMIN VACATION -	7.00 hours	8:00 AM	🕒 🗑️

TOTAL : Includes 1 day 7.00 hours

Comments:

Please respond by 🗓️

SUBMIT

Select "Submit" and your supervisor will receive an email notifying them that you have submitted a request for time off. They will be directed to login to workforcenow to approve or deny the request.

ADP | 46 MESSAGES | CALENDAR | LEARN | BRIDGE | SUPPORT | MARKETPLACE | LOG OUT | TRACY MASSE

HOME | RESOURCES | MYSELF | MY TEAM | PEOPLE | PROCESS | REPORTS | SETUP | Search Workforce Now

Request Time Off

Current Position: DIR - Director (Primary) (Active) [CHANGE](#)
K9K997088

Select the request dates on the calendar and click the button below.

REQUEST TIME OFF

Balances As Of: 9/25/2019

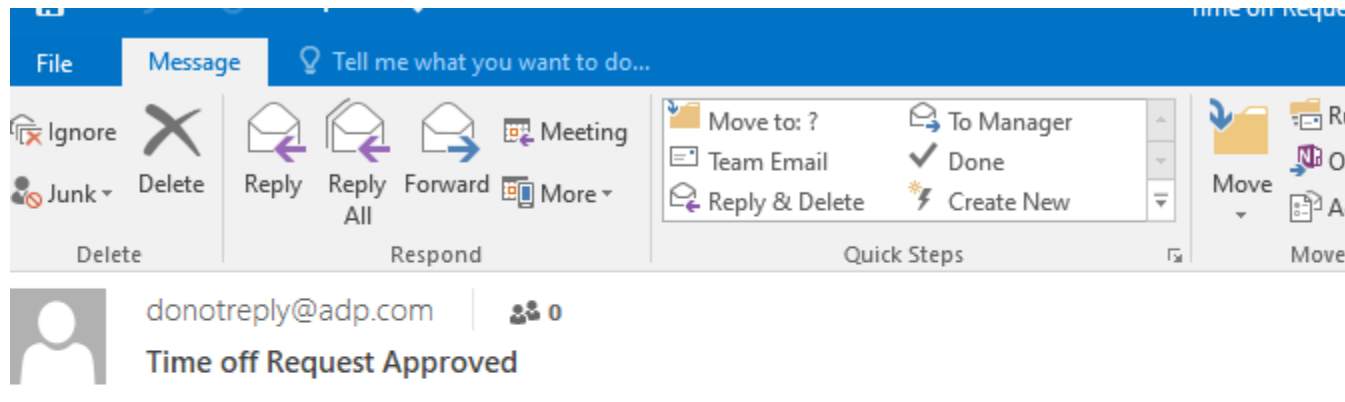
Time Off Policy	Balance
ADMIN VACATION	67.90 hours

My Calendar | Month | Filters

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Pay Schedule	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Pay Schedule	21
22	23	24	25	26	27	28
29	30 Approved- ... 7hrs.	1	2	3	4 Pay Schedule	5
6	7	8	9	10	11	12

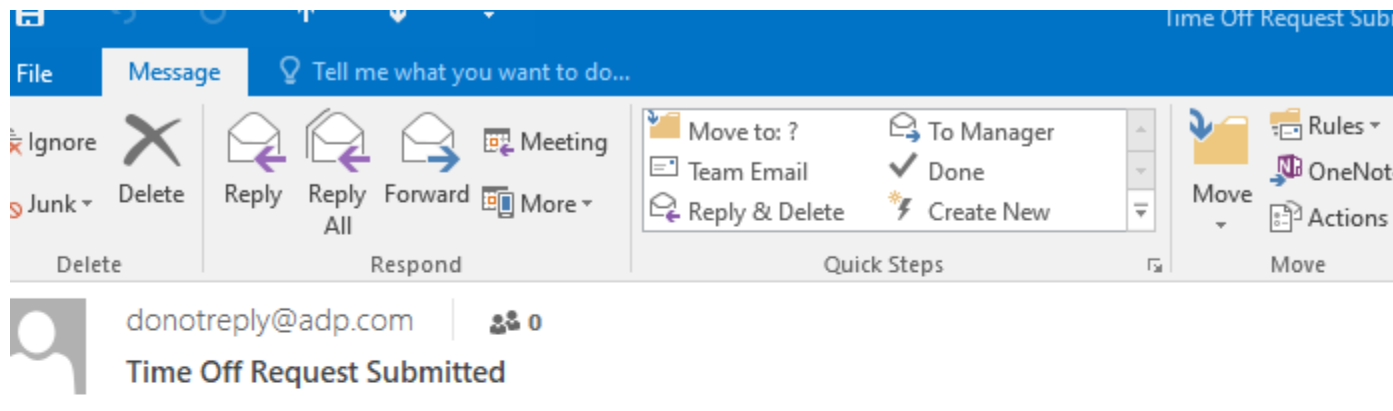
When your supervisor approves or denies a request, you will receive an email notifying you of such. See example of an Approved request below.



Tracy M Masse

Employee - Time Off Request submitted on Wed Sep 25 16:03:02 EDT 2019 has been approved.

Below is an example of the email your supervisor will receive when you submit a request:



Tracy Masse

Heather Colby has submitted Employee - Time Off Request on Wed Sep 25 16:37:03 EDT 2019.

Please login to [Workforce Now](#) to approve or deny the request.

This is an unmonitored email and replies will not be answered.

TIME OFF POLICY OPTIONS

STAFF (Hourly Employees):

- **Personal / Sick:** available in quarter hour increments.
- **Vacation:** available in quarter hour increments; please provide 2 weeks-notice for extended periods of a week or more.

Note: Vacation is accrued at the end of each pay period and becomes available to use at the beginning of the next pay period.

ADMINISTRATION (Salaried Employees):

- **Vacation:** Please provide 2 weeks-notice for extended periods of a week or more. Vacation accruals are calculated monthly and become available on the first of each month.

TEMPORARY EMPLOYEES:

Individuals who are working at Daemen through an employment agency will not be set up in the ADP time off system.

OTHER TYPES OF PAID TIME OFF:

Jury Duty, Military Leave and Bereavement Requests must be submitted on paper Time Off Request Form along with appropriate documentation for the leave. The [Employee Time Off Request Form](https://www.daemen.edu/about/working-daemen/employee-forms) is available on the Daemen Website - <https://www.daemen.edu/about/working-daemen/employee-forms>

NOTE: You cannot request vacation, personal/sick unless you have it available in your accruals.