

# **SUPERVISORY TRAINING FOR APPROVING TIME OFF REQUESTS**

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**September 2019**

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# PROCESSING EMPLOYEE'S TIME OFF REQUEST

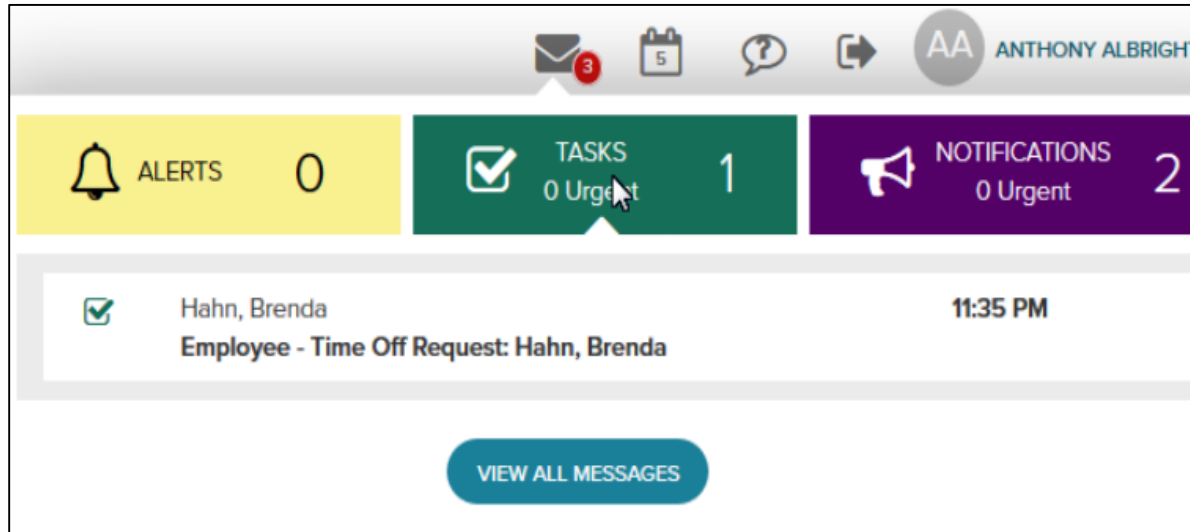
*Login in to Workforcenow:*

*<https://workforcenow.adp.com>*

## STEP 1

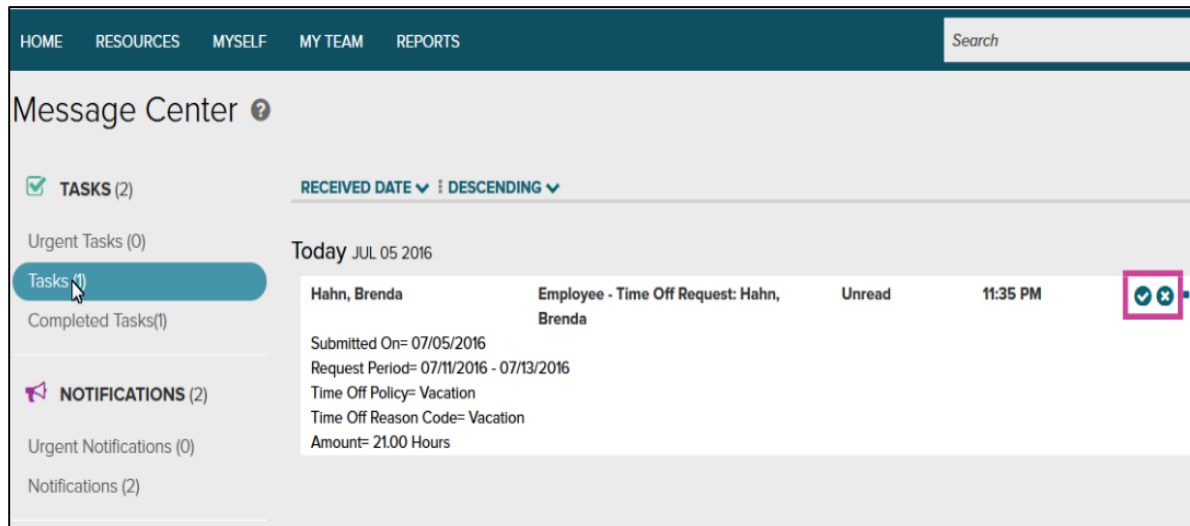
### Message Center:

**Pending actions like time off approvals will be listed under “Tasks”.** You have a pending time off request from Brenda Hahn. Click on **“View All Messages.”**



## STEP 2

Select **“Tasks”**. You can **Approve** (✓) or **Deny** (X) the Requests using the appropriate icons.



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## Message Center ?

**TASKS (2)** RECEIVED DATE ▾ DESCENDING ▾

Urgent Tasks (0)

Tasks (1)

Completed Tasks(1)

**NOTIFICATIONS (2)**

Urgent Notifications (0)

Notifications (2)

Today JUL 05 2016

Hahn, Brenda	Employee - Time Off Request: Hahn, Brenda	Unread	11:35 PM	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Submitted On= 07/05/2016  
Request Period= 07/11/2016 - 07/13/2016  
Time Off Policy= Vacation  
Time Off Reason Code= Vacation  
Amount= 21.00 Hours

- REVIEW
- APPROVE
- REJECT
- VIEW HISTORY

### STEP 3

To review the request details, selection the **Actions Icon (...)** and select **“Review”**.

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## Time Off Request for Brenda Hahn

Status: **PENDING Approval** by Albright, Anthony

Submitted By: Hahn, Brenda on 07/05/2016

Date Range

Start Day: **07/11/2016** To End Day: **07/13/2016**  
Includes every day from 07/11/2016 to 07/13/2016.

Request Details

[VIEW EACH DAY INDIVIDUALLY](#)
[CHECK SCHEDULE ▾](#)

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Jul 11, 2016 - Wed, Jul 13, 2016	Vacation - Vacation	3 x 7.00 hours	08:30 AM
<b>Total: Includes 3 days</b>		<b>21.00 hours</b>	

Balances As Of: 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

### STEP 4

Click **View Each Day Individually**.

**Time Off Request for Brenda Hahn**

Status: **PENDING Approval** by Albright, Anthony  
 Submitted By: Hahn, Brenda on 07/05/2016

**Date Range**

Start Day: **07/11/2016** To End Day: **07/13/2016**  
 Includes every day from 07/11/2016 to 07/13/2016.

**Request Details**

[COLLAPSE ROWS](#)  Review Each Day Individually [CHECK SCHEDULE](#) ▼

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM
<b>Total: Includes 3 days</b>		<b>21.00 hours</b>	

Balances As Of: **7/13/2016**

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

**STEP 5**

View the request. Brenda is requesting 3 days.

**Time Off Request for Brenda Hahn**

Status: **PENDING Approval** by Albright, Anthony  
 Submitted By: Hahn, Brenda on 07/05/2016

**Date Range**

Start Day: **07/11/2016** To End Day: **07/13/2016**  
 Includes every day from 07/11/2016 to 07/13/2016.

**Request Details**

[COLLAPSE ROWS](#)  Review Each Day Individually [CHECK SCHEDULE](#) ▼

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM
<b>Total: Includes 3 days</b>		<b>21.00 hours</b>	

Balances As Of: **7/13/2016**

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

**STEP 6**

You can view her time off balances. As of the last day in this request, she will have sufficient hours to take these vacation days.

**Time Off Request for Brenda Hahn**

Status: **PENDING Approval** by Albright, Anthony  
 Submitted By: Hahn, Brenda on 07/05/2016

**Date Range**

Start Day: **07/11/2016** To End Day: **07/13/2016**  
 Includes every day from 07/11/2016 to 07/13/2016.

**Request Details**

[COLLAPSE ROWS](#)  Review Each Day Individually **CHECK SCHEDULE** ▼

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM

Balances As Of: 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

### STEP 7

To ensure you have adequate coverage for your team click **“Check Schedule”**.

### SCENARIO:

Raul Martinez has already been approved for a vacation day on July 11<sup>th</sup> - the same day as Brenda is requesting.

If having more than one person off on the same day poses a concern for coverage, you will want to **Deny** Brenda’s vacation day requests for 7/11. You can **Approve** her vacation requests for 7/12 and 7/13.

**Note:** To close the **My Team Off Schedule**, click on **Check Schedule** again or anywhere on the time off request page.

**Brenda Hahn**

Albright, Anthony  
 Submitted By: Hahn, Brenda on 07/05/2016

Date Range: 07/11/2016 to 07/13/2016

Review Each Day Individually **CHECK SCHEDULE** ▼

TIME OFF POLICY	AMOUNT	START TIME
Vacation - Vacation	7.00 hours	08:30 AM
Vacation - Vacation	7.00 hours	08:30 AM
Vacation - Vacation	7.00 hours	08:30 AM
<b>21.00 hours</b>		

Balances As Of: 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

**My Team Time Off**

Date Requested	Time Off Policy	Status	Date Submitted
07/11/2016			
Martinez, Raul	Vacation-Vacation	Approved	06/30/2016

Time Off Request for Brenda Hahn

Status: **PENDING Approval** by Albright, Anthony  
 Submitted By: Hahn, Brenda on 07/05/2016

Date Range

Start Day: **07/11/2016** To End Day: **07/13/2016**  
 Includes every day from 07/11/2016 to 07/13/2016.

Request Details

COLLAPSE ROWS  Review Each Day Individually  CHECK SCHEDULE

ACTION	DATE	TIME OFF POLICY	AMOUNT	START TIME
Approve	Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Approve	Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Approve	Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Total: Includes 3 days			21.00 hours	

CANCEL REQUEST PROCESS

Balances As Of: 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

**STEP 8**

Click on **Review Each Day Individually** so you can apply different actions to each day.

Time Off Request for Brenda Hahn

Status: **PENDING Approval** by Albright, Anthony  
 Submitted By: Hahn, Brenda on 07/05/2016

Date Range

Start Day: **07/11/2016** To End Day: **07/13/2016**  
 Includes every day from 07/11/2016 to 07/13/2016.

Request Details

COLLAPSE ROWS  Review Each Day Individually  CHECK SCHEDULE

ACTION	DATE	TIME OFF POLICY	AMOUNT	START TIME
Approv	Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Approve	Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Approve	Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Total: Includes 3 days			21.00 hours	

CANCEL REQUEST PROCESS

Balances As Of: 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

**STEP 9**

The first action listed on the drop-down box is **“Approve”**.

If you want to deny the request, use the drop-down box to scroll down and select **“Deny”** in the action box next to the July 11th request.

### Time Off Request for Brenda Hahn

Balances As Of: 7/13/2016

Start Day: **07/11/2016** To End Day: **07/13/2016**  
Includes every day from 07/11/2016 to 07/13/2016.

Request Details

Review Each Day Individually

ACTION	DATE	TIME OFF POLICY	AMOUNT	START TIME
Deny	Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Approve	Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Approve	Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Total: Includes 3 days			21.00 hours	

Comments:  
Another Employee is taking Monday off.

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

## STEP 10

Scroll down and you can add a **Comment** to explain to the employee why you partially approved the request. Click **“process”**, and the partial approval is saved.

### Time Off Request for Brenda Hahn

Balances As Of: 7/13/2016

Your approval of the time off request was submitted successfully.

Status: **MIXED** Reviewed by Albright, Anthony on 07/05/2016  
Submitted By: Hahn, Brenda on 07/05/2016

Date Range

Start Day: **07/11/2016** To End Day: **07/13/2016**  
Includes every day from 07/11/2016 to 07/13/2016.

Request Details

DATE	TIME OFF POLICY	AMOUNT	START TIME	STATUS
Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM	DENIED
Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM	Approved

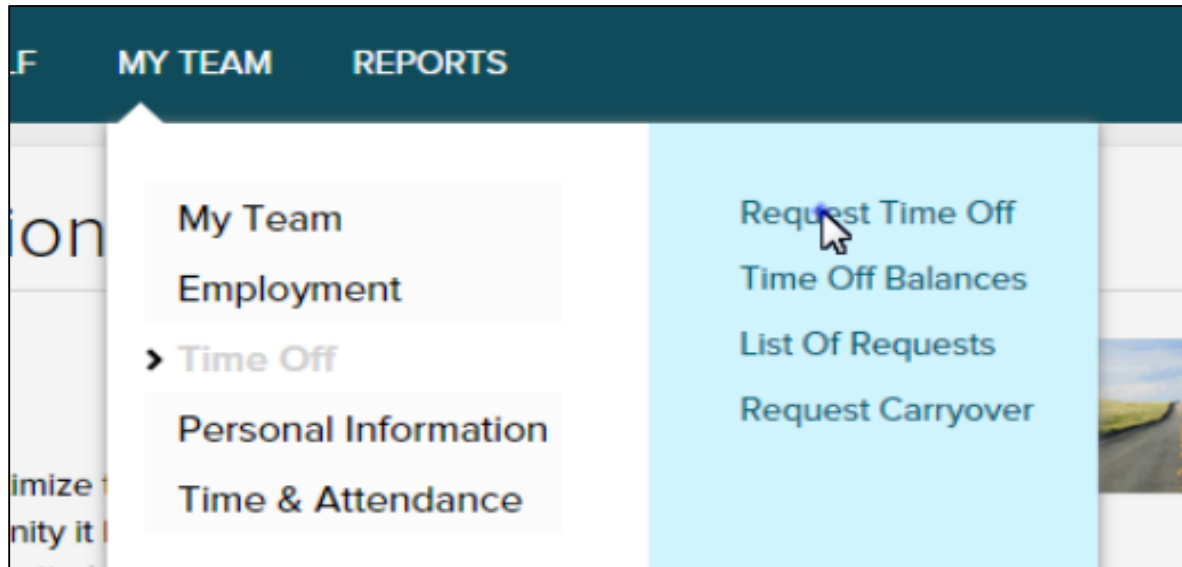
Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	66.00 hours

The approved request is automatically displayed on the employee’s calendar.

The employee is notified through the **message center** and through **email notification** that their request has been approved or denied.

The employee’s time off balances are updated automatically.

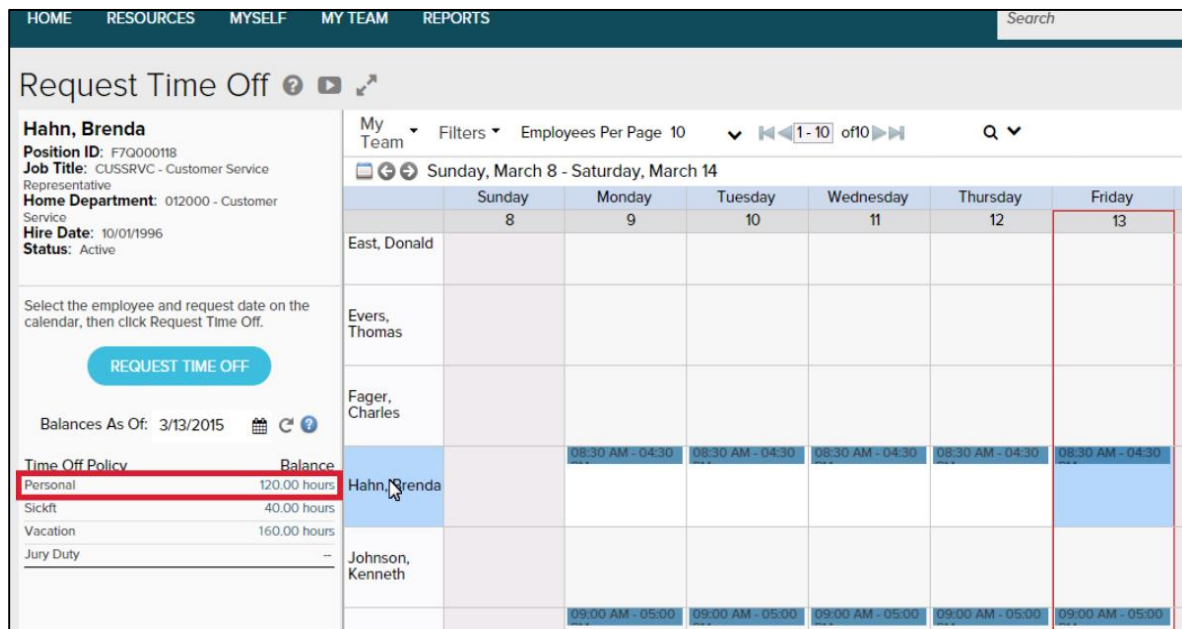
## ENTERING A REQUEST ON AN EMPLOYEE'S BEHALF



### STEP 1

Your employee Brenda Hahn has asked to take a Personal Day and you are going to enter a request on her behalf.

From the Home Page, click on **My Team, Time Off, Request Time Off**



### STEP 2

On the time off calendar, the current day is highlighted in **RED**.

Click on Brenda Hahn's name. Here you can view Brenda's personal time balance to ensure she has enough hours for this request.



Request Time Off for Brenda Hahn

1 Enter a Date Range

Start Day: \* 3/13/2015 To End Day: \* 3/13/2015

2 Enter Request Details

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Fri, Mar 13, 2015		7.00 hours	8:30 AM
Total: Includes 1 day		7.00 hours	

Comments:

CANCEL SUBMIT

Balances As Of: 3/13/2015	
Time Off Policy	Balance
Personal	120.00 hours
Sickft	40.00 hours
Vacation	160.00 hours
Jury Duty	-- hours

### STEP 3

The **start** and **end dates** are populated automatically, but you can change the dates if necessary.

The **Amount** and **Start Time** is also populated automatically because

Request Time Off for Brenda Hahn

1 Enter a Date Range

Start Day: \* 3/13/2015 To End Day: \* 3/13/2015

2 Enter Request Details

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Fri, Mar 13, 2015		7.00 hours	8:30 AM
Total: Includes 1 day		7.00 hours	

Comments:

CANCEL SUBMIT

Balances As Of: 3/13/2015	
Time Off Policy	Balance
Personal	120.00 hours
Sickft	40.00 hours
Vacation	160.00 hours
Jury Duty	-- hours

### STEP 4

In the **Time Off Policy** field select the reason for Brenda's request, by clicking on the drop-down box. Then click **Submit**. You will get a message that your request was submitted successfully.

**Request Time Off** ? ▶ ↗

**Hahn, Brenda**  
 Position ID: F7Q000118  
 Job Title: CUSSRVC - Customer Service Representative  
 Home Department: 012000 - Customer Service  
 Hire Date: 10/01/1996  
 Status: Active

Select the employee and request date on the calendar, then click Request Time Off.

**REQUEST TIME OFF**

Balances As Of: 3/13/2015 📅 ↻ ?

Time Off Policy	Balance
Personal	113.00 hours
Sickft	40.00 hours
Vacation	160.00 hours
Jury Duty	--

My Team Filters Employees Per Page 10 1-10 of 10 Q

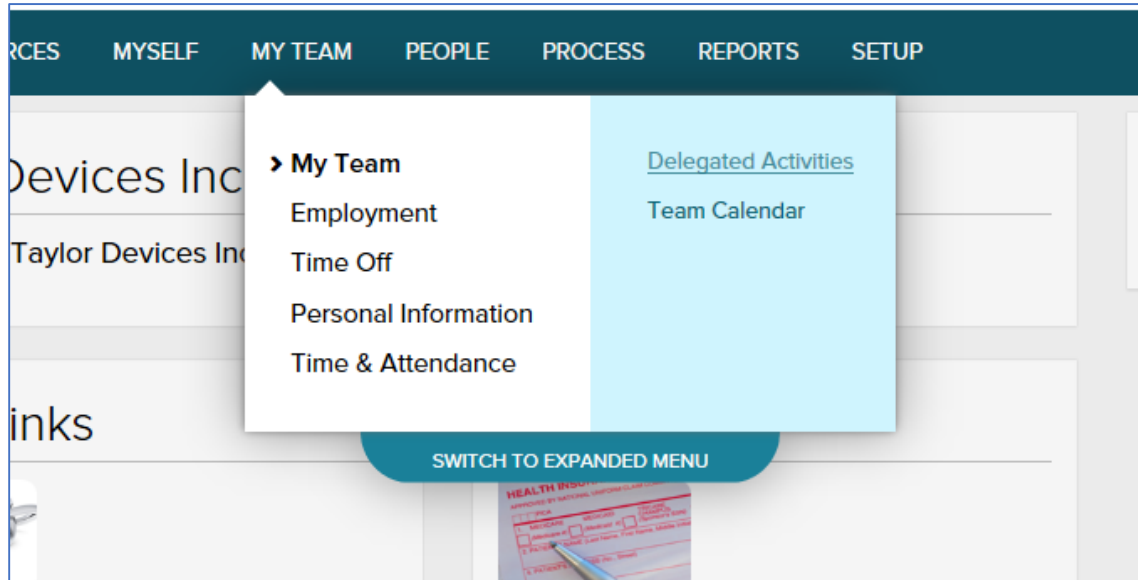
Sunday, March 8 - Saturday, March 14

	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13
East, Donald						
Evers, Thomas						
Fager, Charles						
Hahn, Brenda		08:30 AM - 04:30	08:30 AM - 04:30	08:30 AM - 04:30	08:30 AM - 04:30	Approved - 7hrs
Johnson, Kenneth						
Macgill, Mary		09:00 AM - 05:00	09:00 AM - 05:00	09:00 AM - 05:00	09:00 AM - 05:00	09:00 AM - 05:00

**STEP 5**

Brenda's personal day off is displayed with a status of **Approved** on the Calendar, and her **Personal Time Balance** has been automatically updated.

## DELEGATING TIME OFF APPROVALS



Click on **My Team / Delegated Activities**



Click on **“Delegate”**

The screenshot shows the top navigation bar with links: HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS, REPORTS, SETUP, and a Search bar. Below the navigation is the title 'Delegated Activities' with a help icon and a refresh icon. The main form area contains a 'Delegate To' search field with a magnifying glass icon and a question mark icon. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

Click on the search bar to select the name of the employee you are delegating to.

Click on the bullet next to the person's name you want to delegate your time keeping tasks to.

Click **Done**.

The screenshot shows the same 'Delegated Activities' form. The 'Delegate To' field now contains the text 'King, Kathleen'. Below this field are two tabs: 'Length of Delegation' (which is active) and 'Permissions'. Under the 'Length of Delegation' tab, there are two date input fields: 'Start date' and 'End date', both with a calendar icon. Between these fields is an 'Indefinite' checkbox. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

Enter the **start date** and **end date** for the length of time you want to delegate. Click **"Save"**.

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## Delegated Activities ? ↗

Delegate To  
King, Kathleen

Length of Delegation Permissions

To set up a delegation, select the permission or permissions that you want to delegate. To select all of the permissions for a tab, select the Enable check box. To clear all the permissions for a tab, clear the Enable check box. When you select an individual permission, the Enable check box is selected. The Delegated To must know how to complete the task you are delegating. Be aware that when you delegate permissions, the Delegated To may have access to sensitive information not typically available.

My Team Process Reports Header/Toolbar/Footer Sensitive Personal Info

Enable My Team

Time & Attendance Employment

Click on **“Permissions”**.

Length of Delegation Permissions

To set up a delegation, select the permission or permissions that you want to delegate. To select all of the permissions for a tab, select the Enable check box. To clear all the permissions for a tab, clear the Enable check box. When you select an individual permission, the Enable check box is selected. The Delegated To must know how to complete the task you are delegating. Be aware that when you delegate permissions, the Delegated To may have access to sensitive information not typically available.

My Team Process Reports Header/Toolbar/Footer Sensitive Personal Info

Enable My Team

Time & Attendance Employment

Time & Attendance

- Time & Attendance
- Actual vs. Scheduled
- Holiday List
- Attendance
- Monthly Schedule
- Individual Timecard
- Group Timecard
- Timecard Exceptions
- Schedules
- Totals Summary
- Quick Charge

Employment

- Employment
- Time Position Info

Time Off

- Time Off
- Request Time Off
- Time Off Balances
- List Of Requests
- Request Carryover

Check the **Time Off Box**. This will allow the person you delegated to assume your duties of Time Off Approvals in your absence.

“Click the **Save** button at the bottom of the page”.

## 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.