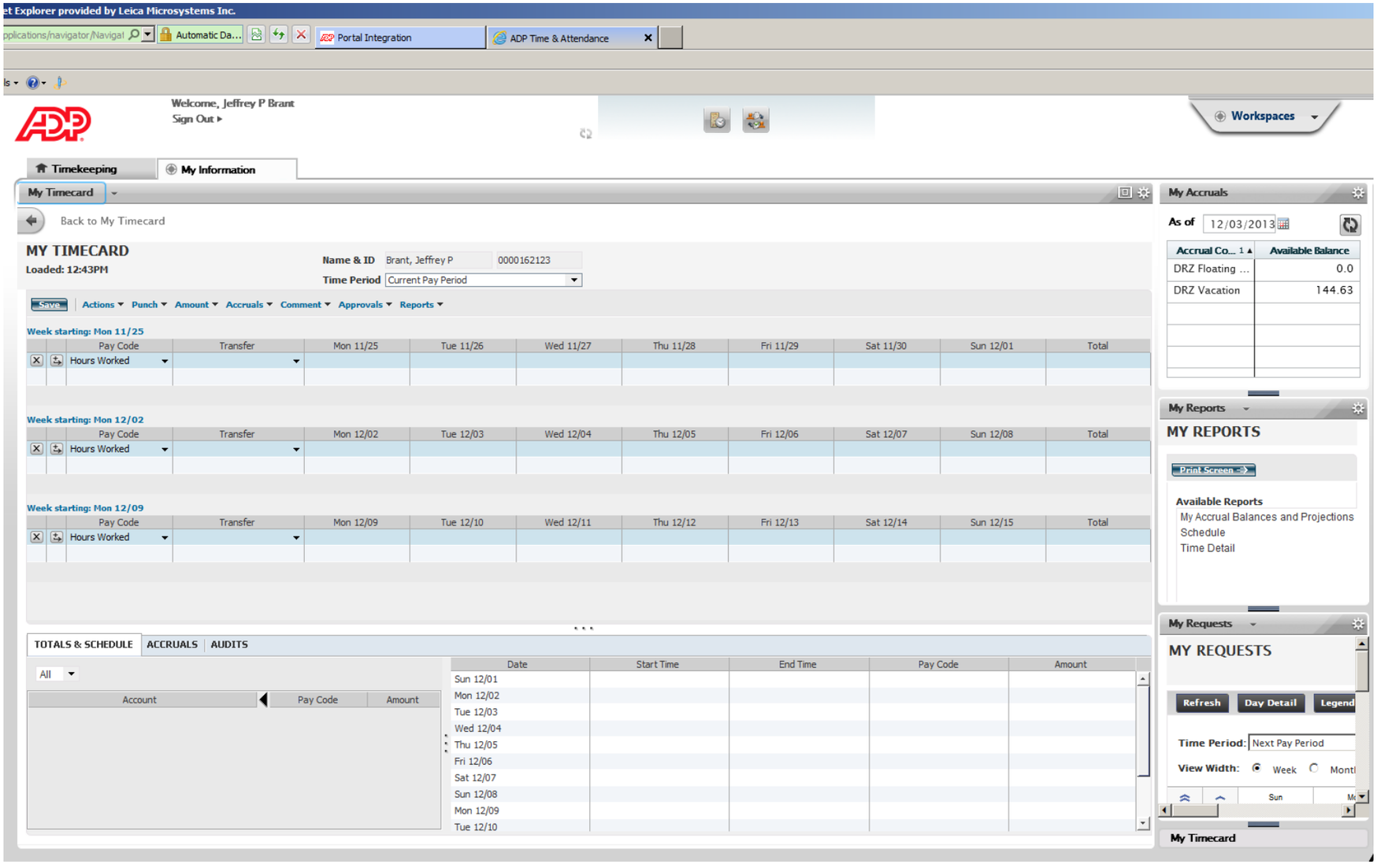
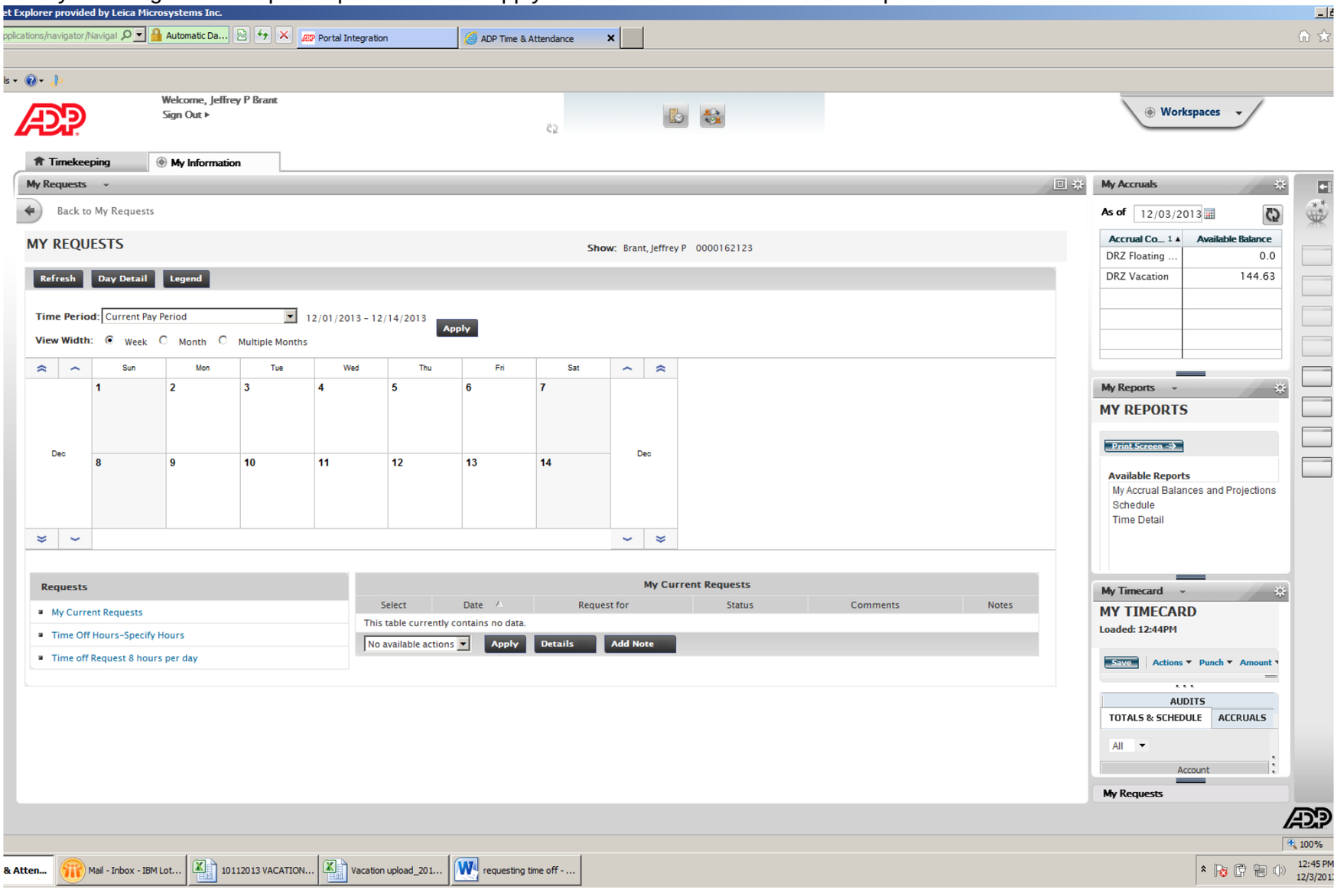
How to Request Time Off?

Log into ADP:
https://portal.adp.com

Go to My Request: Click on the my request header with your left mouse key and drag into the center of the screen.

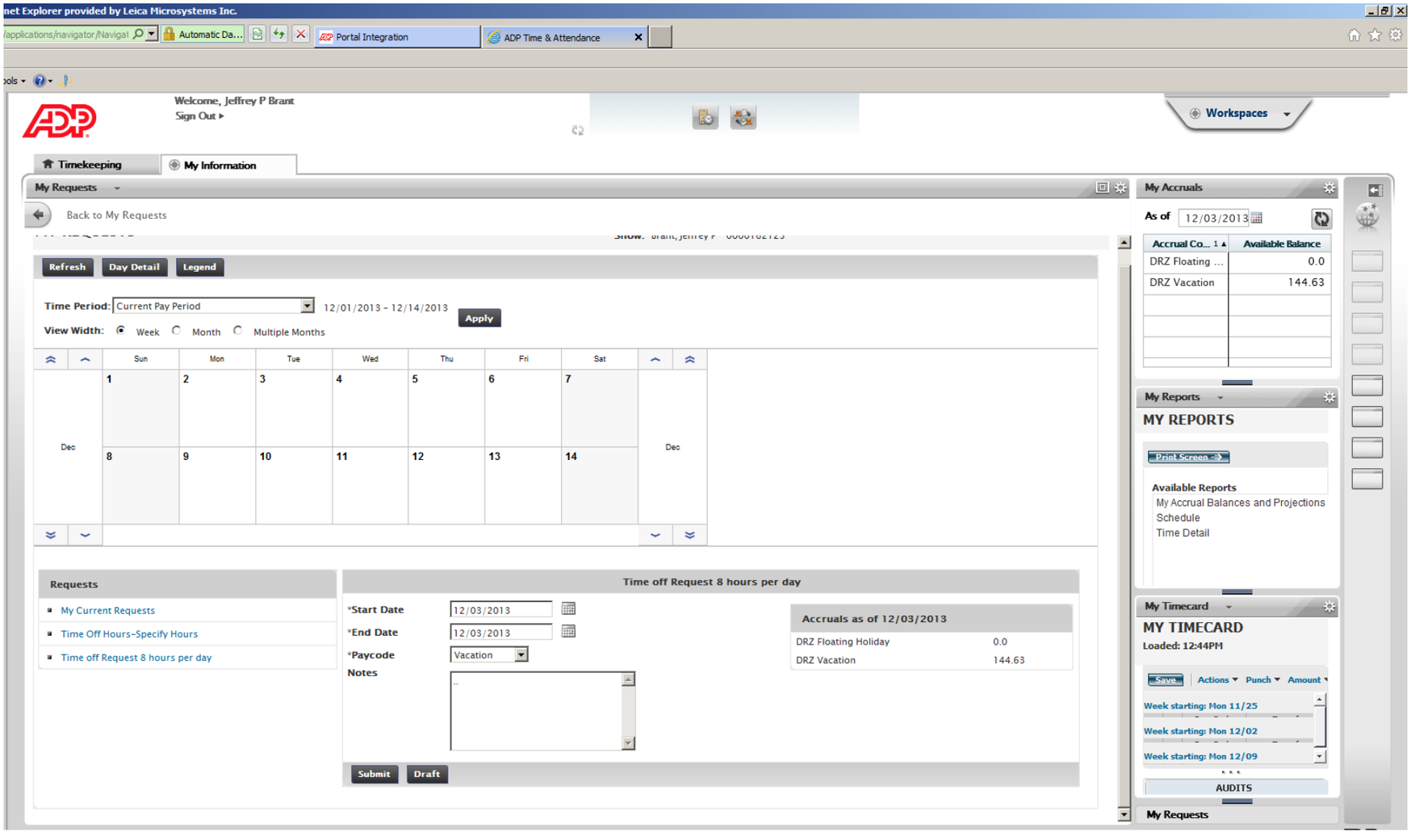

et Explorer provided by Leica Microsystems Inc.
Automatic Da...
Portal Integration
ADP Time & Attendance
Welcome, Jeffrey P Brant
Sign Out
Workspaces
Timekeeping
My Information
My Timecard
Back to My Timecard
MY TIMECARD
Loaded: 12:43PM
Name & ID
Brant, Jeffrey P
0000162123
Time Period
Current Pay Period
Save
Actions
Punch
Amount
Accruals
Comment
Approvals
Reports
Week starting: Mon 11/25
Pay Code
Transfer
Mon 11/25
Tue 11/26
Wed 11/27
Thu 11/28
Fri 11/29
Sat 11/30
Sun 12/01
Total
Hours Worked
Week starting: Mon 12/02
Mon 12/02
Tue 12/03
Wed 12/04
Thu 12/05
Fri 12/06
Sat 12/07
Sun 12/08
Week starting: Mon 12/09
Mon 12/09
Tue 12/10
Wed 12/11
Thu 12/12
Fri 12/13
Sat 12/14
Sun 12/15
TOTALS & SCHEDULE
ACCRUALS
AUDITS
All
Account
Pay Code
Amount
Date
Start Time
End Time
Pay Code
Amount
Sun 12/01
Mon 12/02
Tue 12/03
Wed 12/04
Thu 12/05
Fri 12/06
Sat 12/07
Sun 12/08
Mon 12/09
Tue 12/10
My Accruals
As of
12/03/2013
Accrual Co...
Available Balance
DRZ Floating ...
0.0
DRZ Vacation
144.63
My Reports
MY REPORTS
Print Screen
Available Reports
My Accrual Balances and Projections
Schedule
Time Detail
My Requests
MY REQUESTS
Refresh
Day Detail
Legend
Time Period:
Next Pay Period
View Width:
Week
Sun
My Timecard

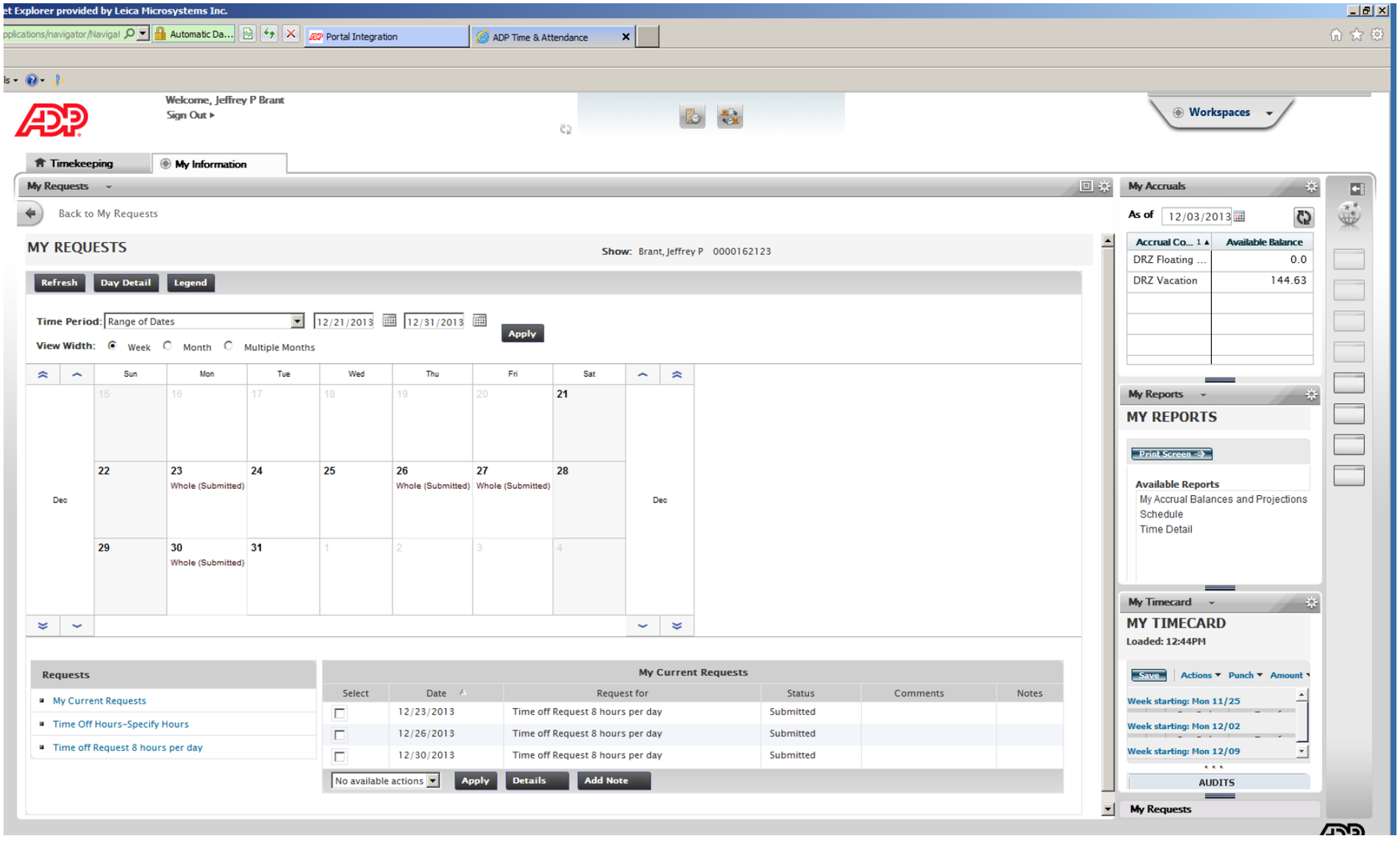
When my request is in the center of your screen change the Time period to include the time period you are requesting. Example is you like 12/23 off make sure the date range includes 12/23 date.
After you change the time period please hit the “Apply” button and the calendar will be updated.



Go to the bottom left and select “Time off request 8 hours per day”

A new box will appear to the left.
1) Enter your start and end date. Remember do not request weekend or holidays as vacation, eTime will charge your account for them. If you have a vacation that runs over a weekend two request need to be entered.
2) Make sure the paycode is what you are requesting. (Vacation, sick, etc…)
3) Then submit your request



After you submit your request your calendar will be updated with your request. It should read “Whole(submitted)”. Meaning the whole day has been submitted to your manager.

You will also see that now you have current request out there