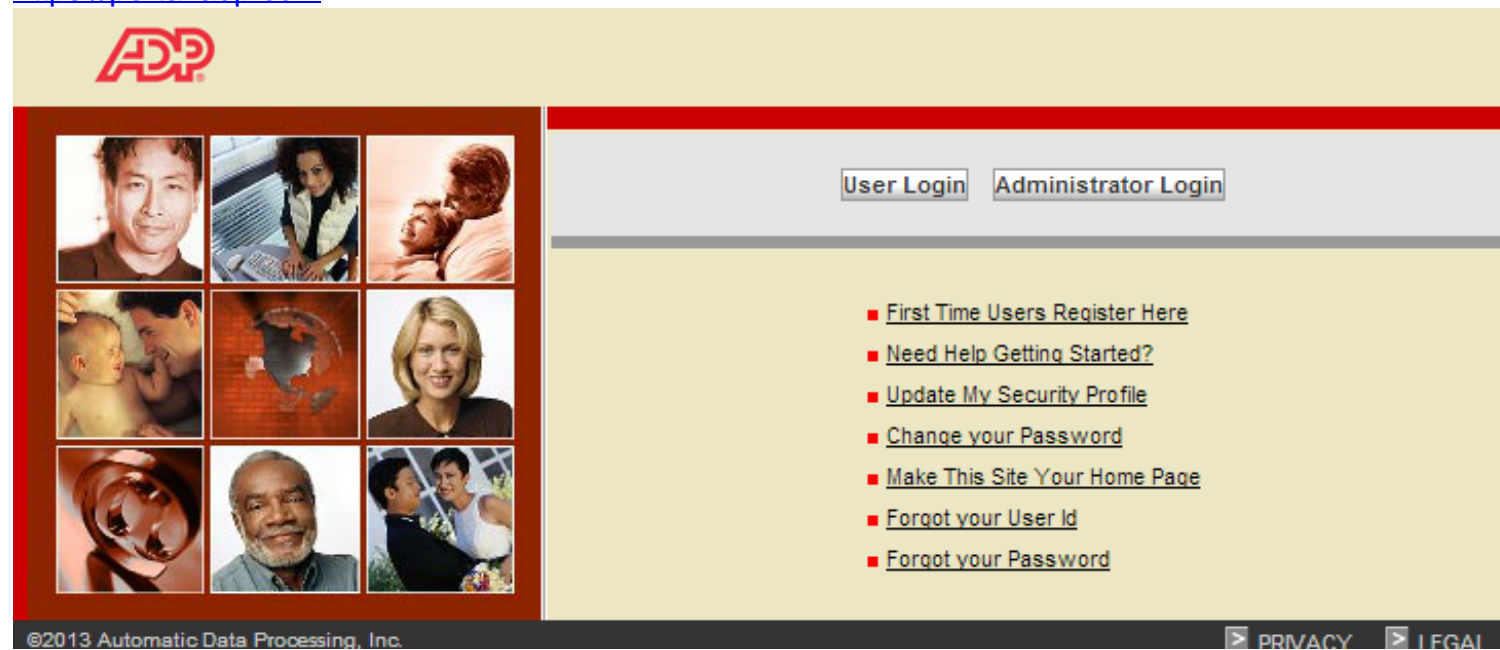


How to Request Time Off?

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.

 My Information

My Timecard

 [Back to My Timecard](#)

MY TIMECARD

Loaded: 12:43PM

Name & ID	Brant, Jeffrey P	0000162123
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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hours Worked ▼	▼								

Week starting: Mon 12/02

	Pay Code	Transfer	Mon 12/02	Tue 12/03	Wed 12/04	Thu 12/05	Fri 12/06	Sat 12/07	Sun 12/08	Total
X	HOURS WORKED ▼	▼								

Week starting: Mon 12/09

	Pay Code	Transfer	Mon 12/09	Tue 12/10	Wed 12/11	Thu 12/12	Fri 12/13	Sat 12/14	Sun 12/15	Total
X	Hours Worked ▼	▼								

TOTALS & SCHEDULE	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

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... 1 ▲	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: View Width: ☒ Week ☐ Month

		Sun	M
---	---	-----	---

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.

Internet Explorer provided by Leica Microsystems Inc.

Applications/navigator/NavigatorAutomatic Data...Portal IntegrationADP Time & Attendance

ADP

Welcome, Jeffrey P BrantSign Out

Workspaces

TimekeepingMy Information

My RequestsBack to My Requests

MY REQUESTSShow: Brant, Jeffrey P 0000162123

RefreshDay DetailLegend

Time Period:Current Pay Period12/01/2013 - 12/14/2013Apply

View Width:WeekMonthMultiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7	
Dec	8	9	10	11	12	13	14	Dec

Requests

- My Current Requests
- Time Off Hours-Specify Hours
- Time off Request 8 hours per day

My Current Requests

Select	Date	Request for	Status	Comments	Notes
This table currently contains no data.					
No available actions	Apply	Details	Add Note		

My Accruals

As of12/03/2013

Accrual Co... 1	Available Balance
DRZ Floating ...	0.0
DRZ Vacation	144.63

My ReportsMY REPORTS

Print Screen

Available Reports

- My Accrual Balances and Projections
- Schedule
- Time Detail

My TimecardMY TIMECARD

Loaded: 12:44PM

SaveActionsPunchAmount

AUDITS

TOTALS & SCHEDULEACCRUALS

All

Account

My Requests

ADP

100%

& Atten...Mail - Inbox - IBM Lot...10112013 VACATION...Vacation upload_201...requesting time off - ...

12:45 PM12/3/2013

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

Internet Explorer provided by Leica Microsystems Inc.

applications/navigator/Naviga... Automatic Da... Portal Integration ADP Time & Attendance

Welcome, Jeffrey P Brant Sign Out

Workspaces

Timekeeping My Information

My Requests Back to My Requests

Refresh Day Detail Legend

Time Period: Current Pay Period 12/01/2013 - 12/14/2013 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7	
Dec	8	9	10	11	12	13	14	Dec

Requests

My Current Requests

Time Off Hours-Specify Hours

Time off Request 8 hours per day

Time off Request 8 hours per day

*Start Date 12/03/2013

*End Date 12/03/2013

*Paycode Vacation

Notes

Submit Draft

Accruals as of 12/03/2013

DRZ Floating Holiday	0.0
DRZ Vacation	144.63

My Accruals

As of 12/03/2013

Accrual Co... 1	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 Timecard

MY TIMECARD

Loaded: 12:44PM

Save Actions Punch Amount

Week starting: Mon 11/25

Week starting: Mon 12/02

Week starting: Mon 12/09

AUDITS

My Requests

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

Internet Explorer provided by Leica Microsystems Inc.

Applications/navigator/NavigatorAutomatic Da...ADP Portal IntegrationADP Time & Attendance

Welcome, Jeffrey P BrantSign Out

Workspaces

TimekeepingMy Information

My RequestsBack to My Requests

MY REQUESTS

Show: Brant, Jeffrey P 0000162123

RefreshDay DetailLegend

Time Period: Range of Dates12/21/201312/31/2013Apply

View Width: WeekMonthMultiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	15	16	17	18	19	20	21	
Dec	22	23 Whole (Submitted)	24	25	26 Whole (Submitted)	27 Whole (Submitted)	28	Dec
	29	30 Whole (Submitted)	31	1	2	3	4	

Requests

- My Current Requests
- Time Off Hours-Specify Hours
- Time off Request 8 hours per day

My Current Requests

Select	Date	Request for	Status	Comments	Notes
<input type="checkbox"/>	12/23/2013	Time off Request 8 hours per day	Submitted		
<input type="checkbox"/>	12/26/2013	Time off Request 8 hours per day	Submitted		
<input type="checkbox"/>	12/30/2013	Time off Request 8 hours per day	Submitted		

No available actionsApplyDetailsAdd Note

My Accruals

As of 12/03/2013

Accrual Co... 1	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 Timecard

MY TIMECARD

Loaded: 12:44PM

SaveActionsPunchAmount

Week starting: Mon 11/25

Week starting: Mon 12/02

Week starting: Mon 12/09

AUDITS

My Requests