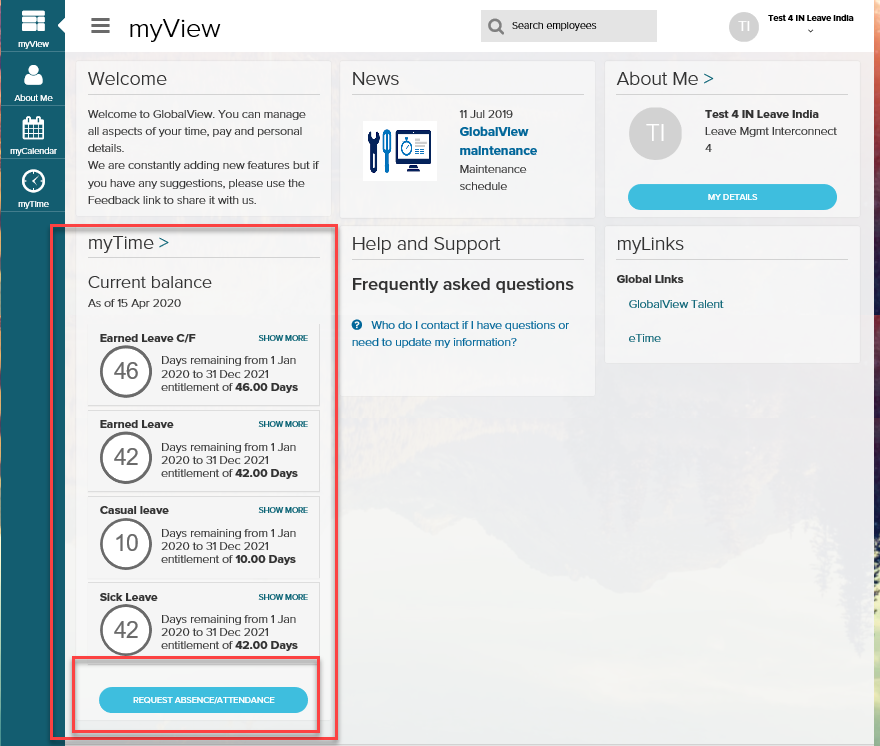
**ADP Leave Management System –** [**GlobalView Single Sign**](file:///C:\Users\MCRXAAndronache\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\SKESU044\adp.smiths.com)

To access ADP Leave Management System, please click on the GlobalView Single Sign On and the system will automatically take you on the GV Portal – myView Section where you will be able to see myTime Tail.

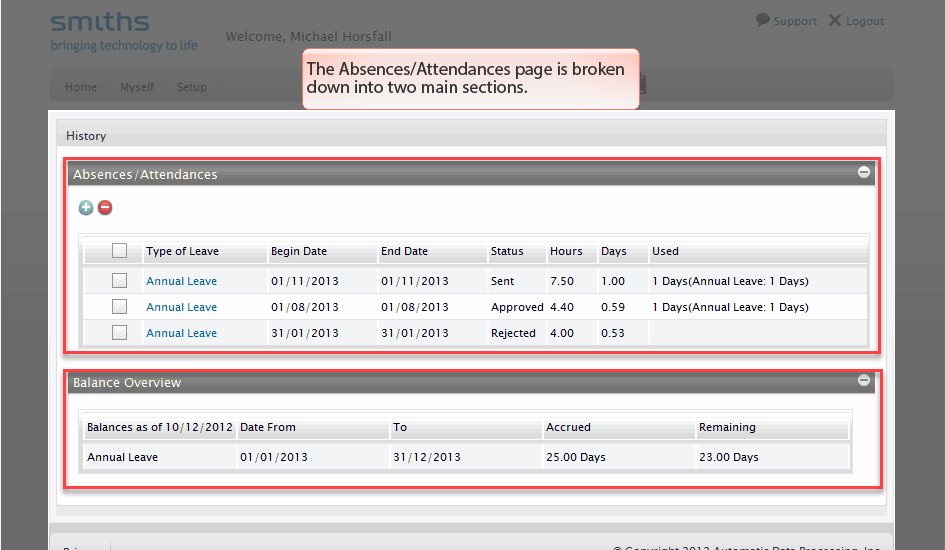
**myTime Section** contains information on the current balances and leave types available.

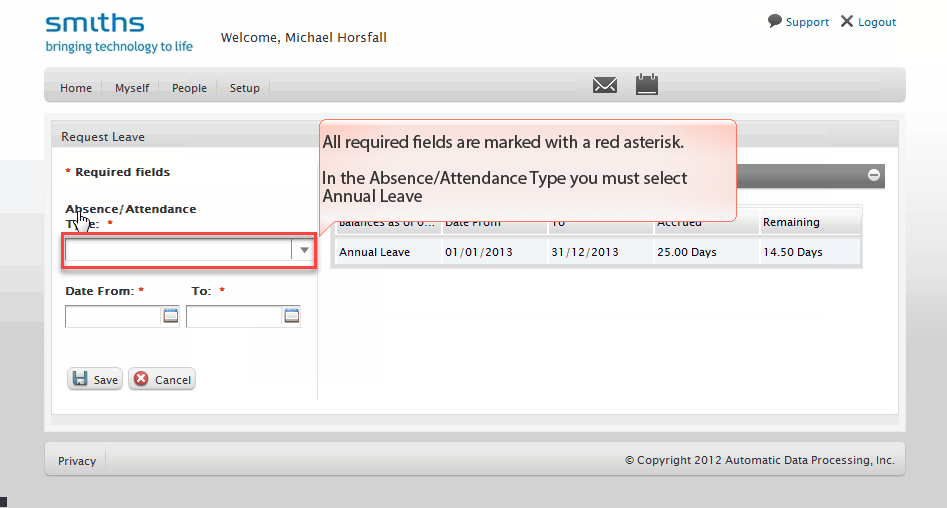
If you wish to place a leave request, please click on the “Request Absence/Attendance” button.

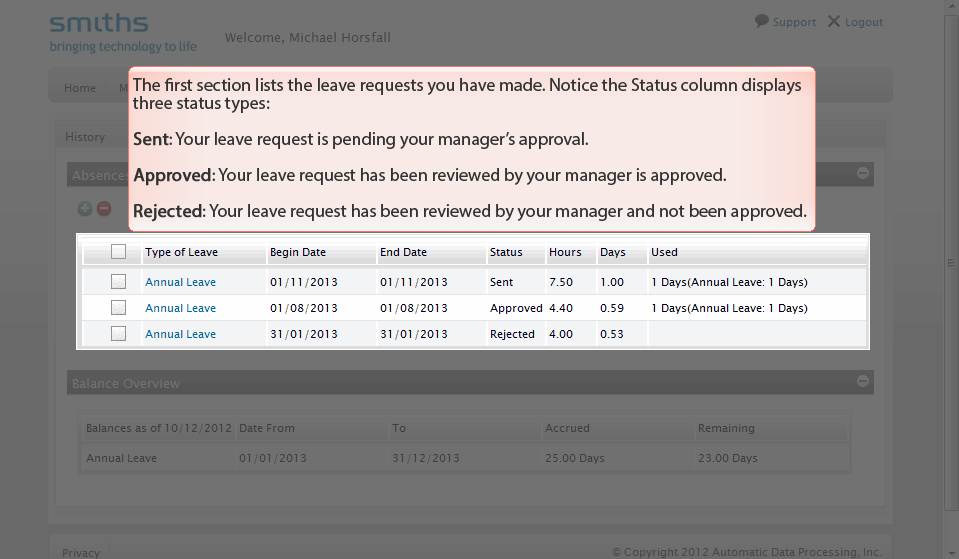


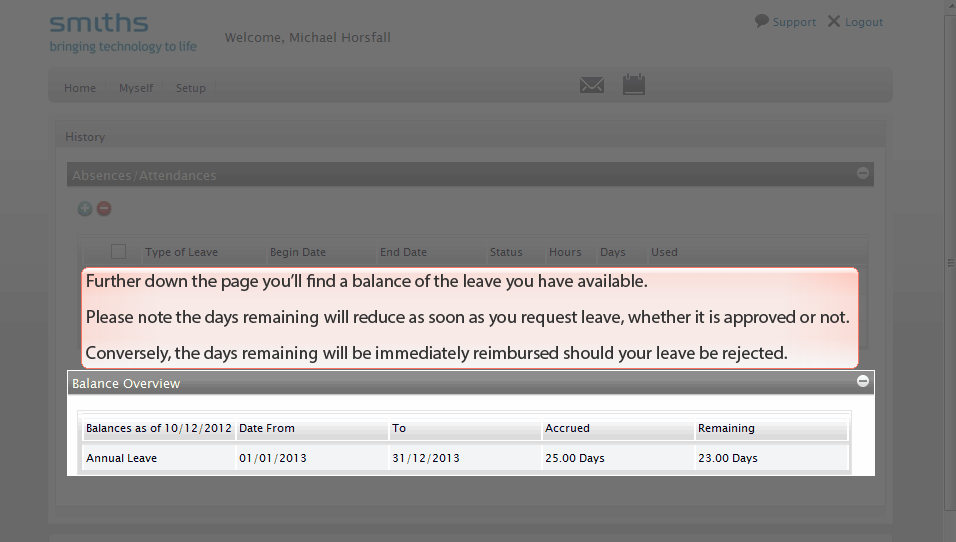
**ESS Portal tracks your leave balance and leave requests throughout the year.**

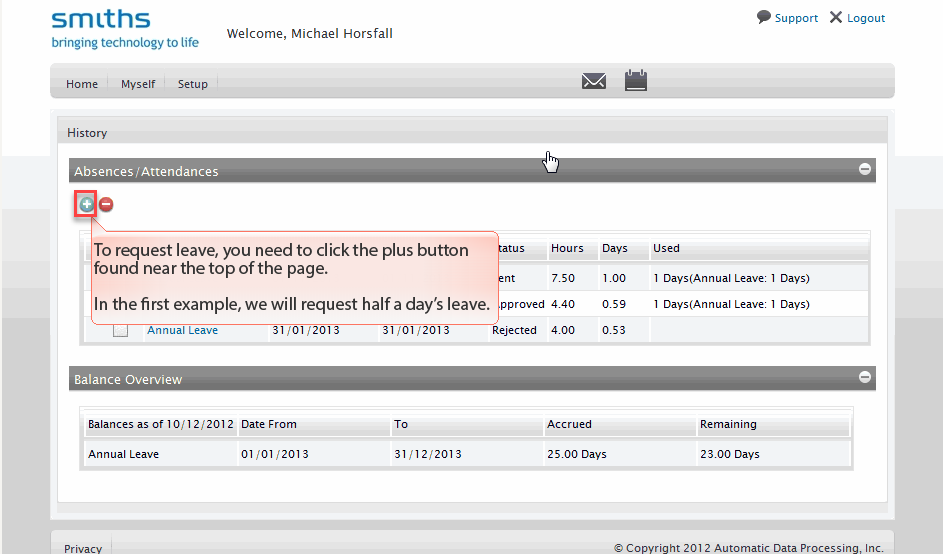
The screenshots below will guide you on how to access all the available information, how to request leave and cancel a leave request you have submitted.

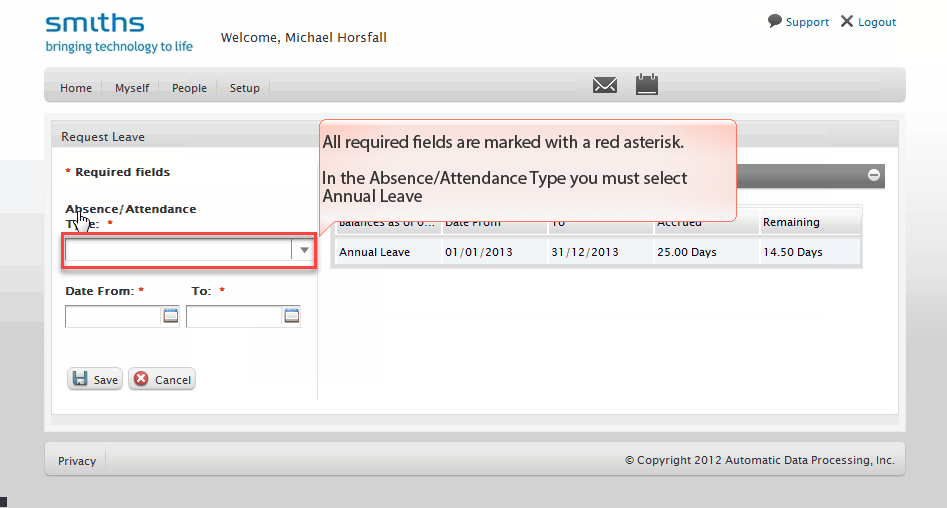


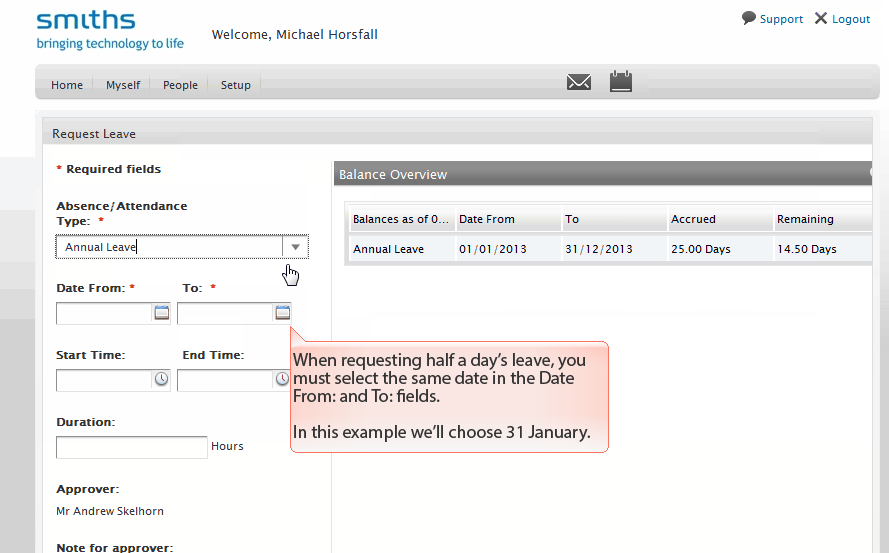


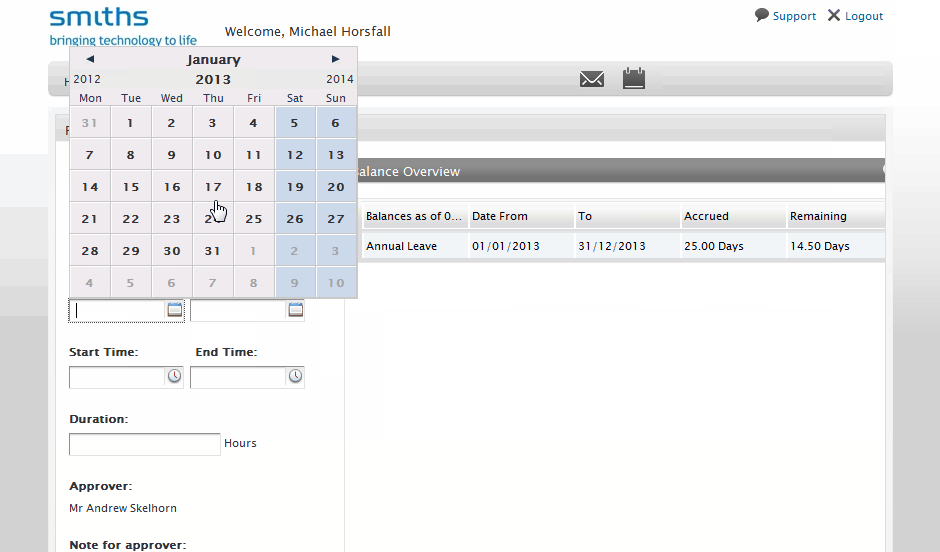


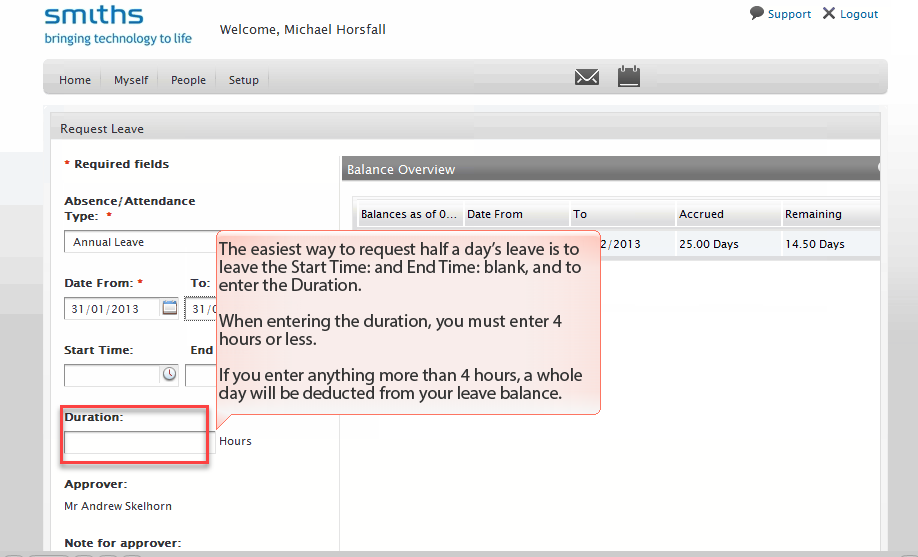


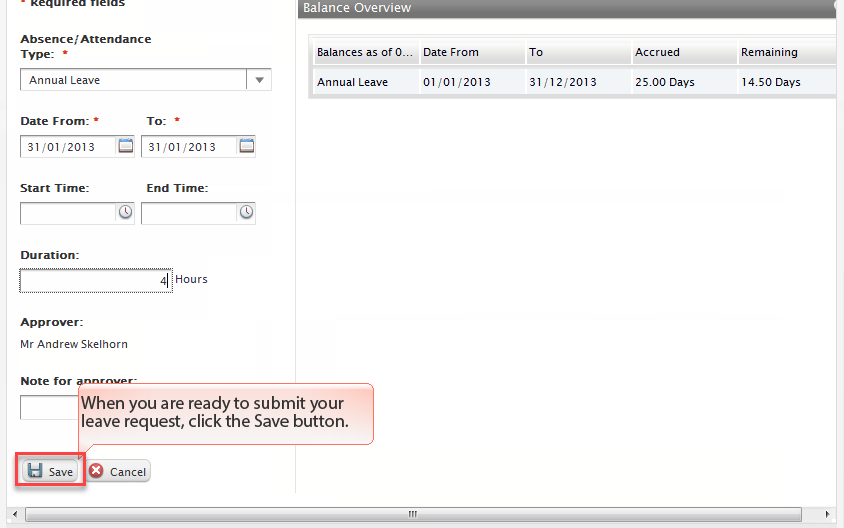


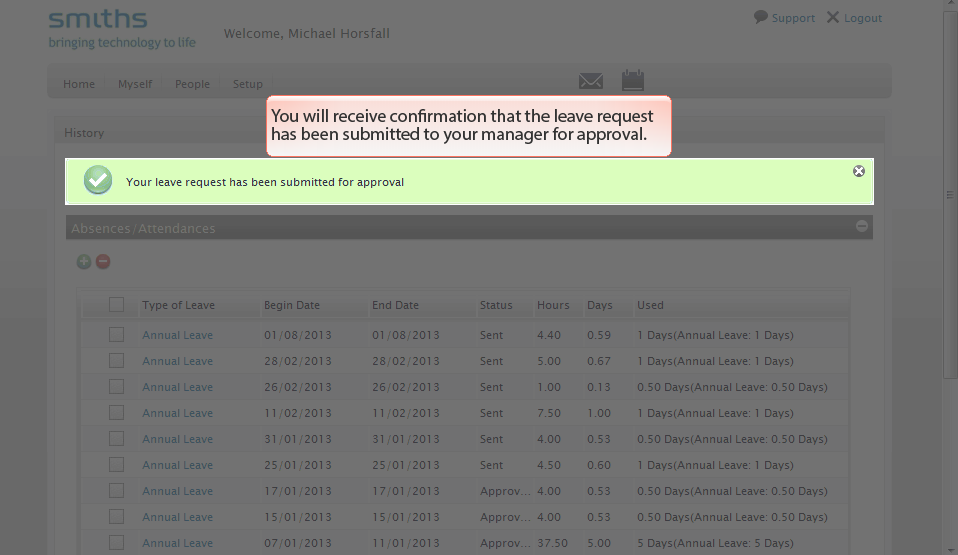


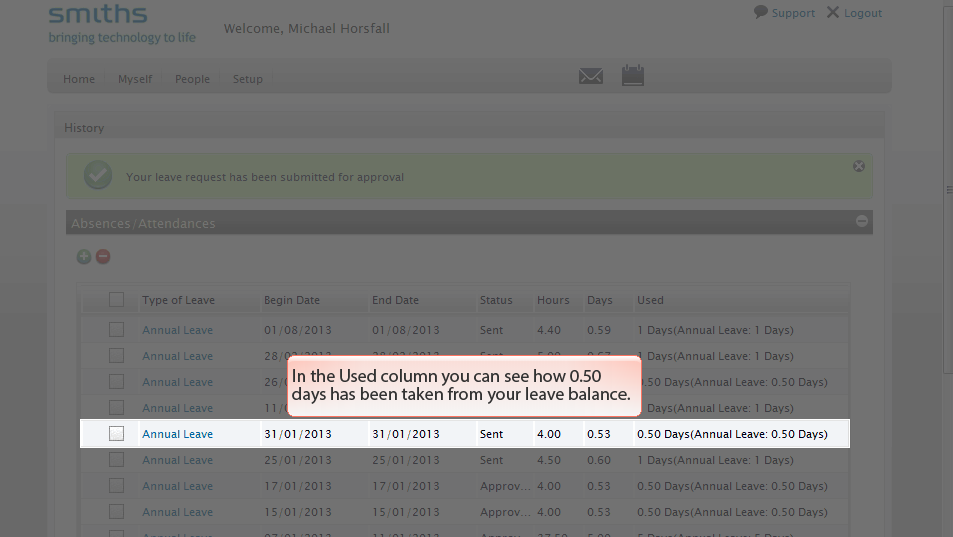


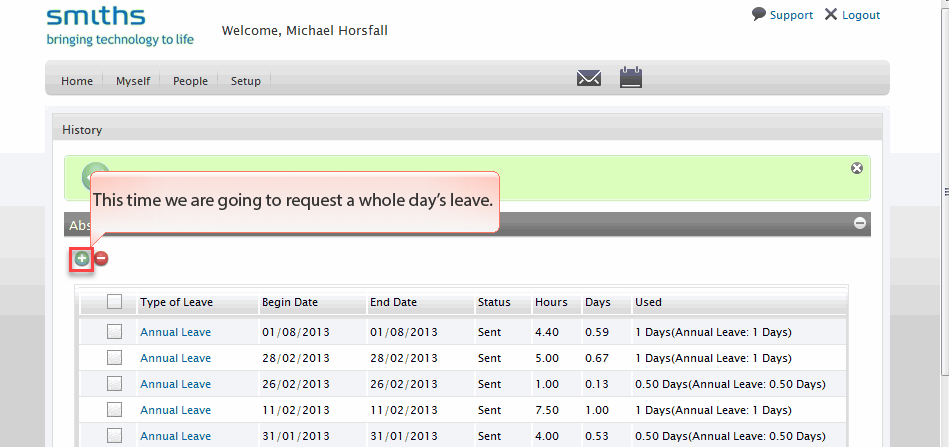


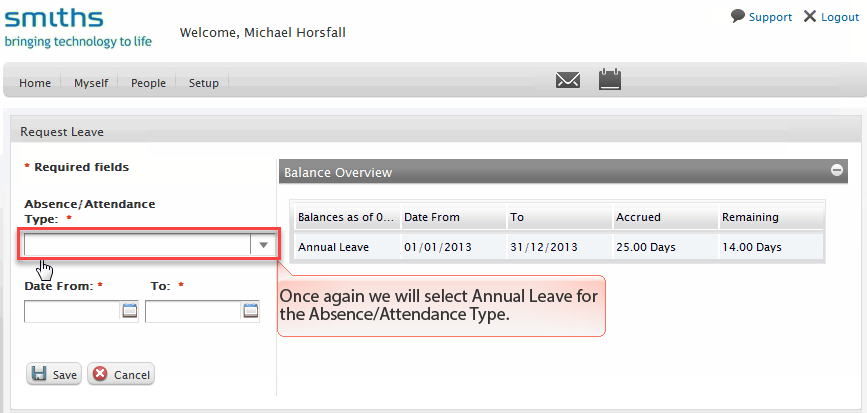


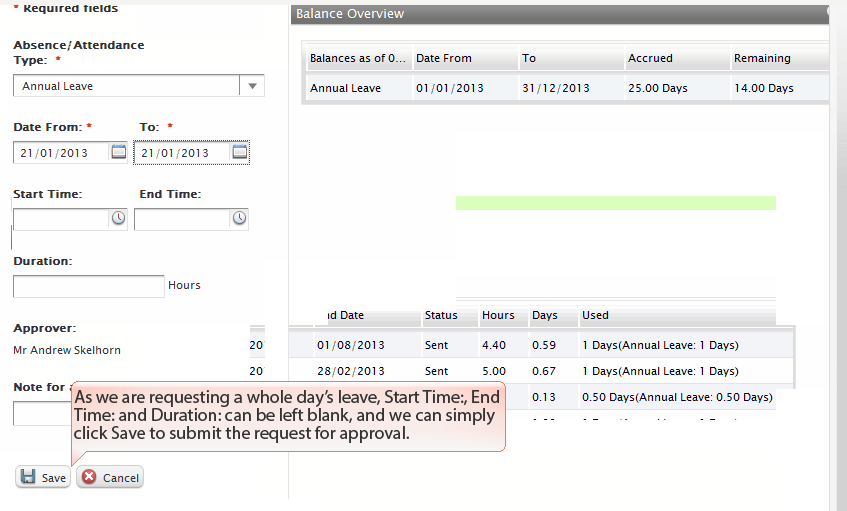


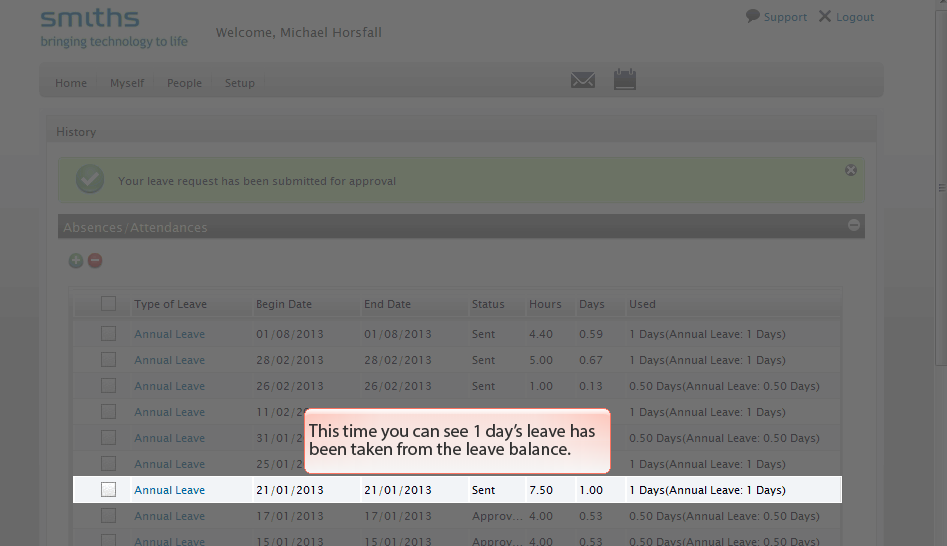


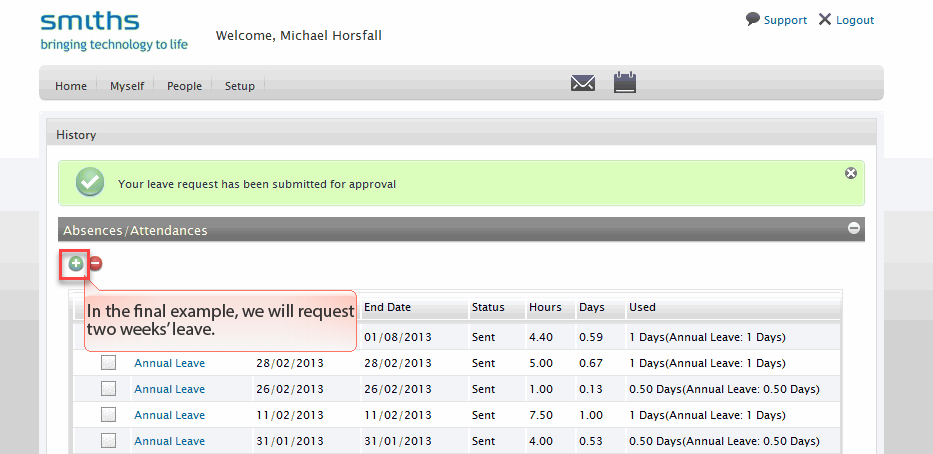


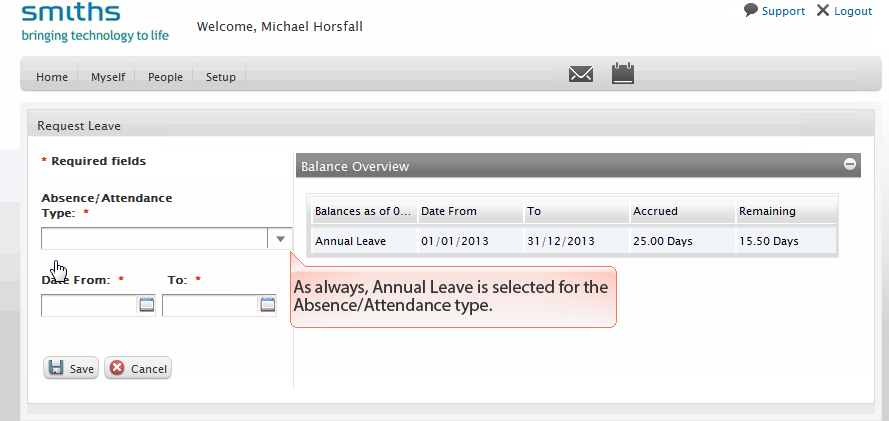


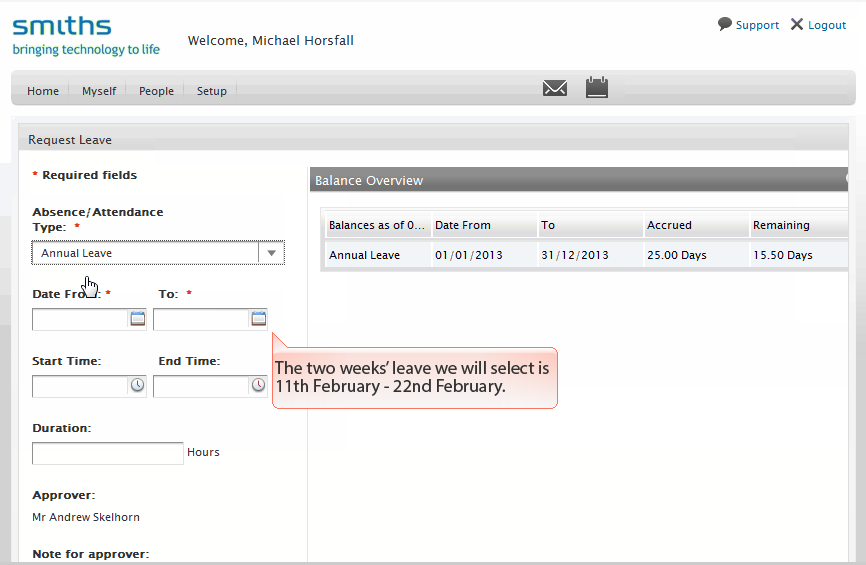


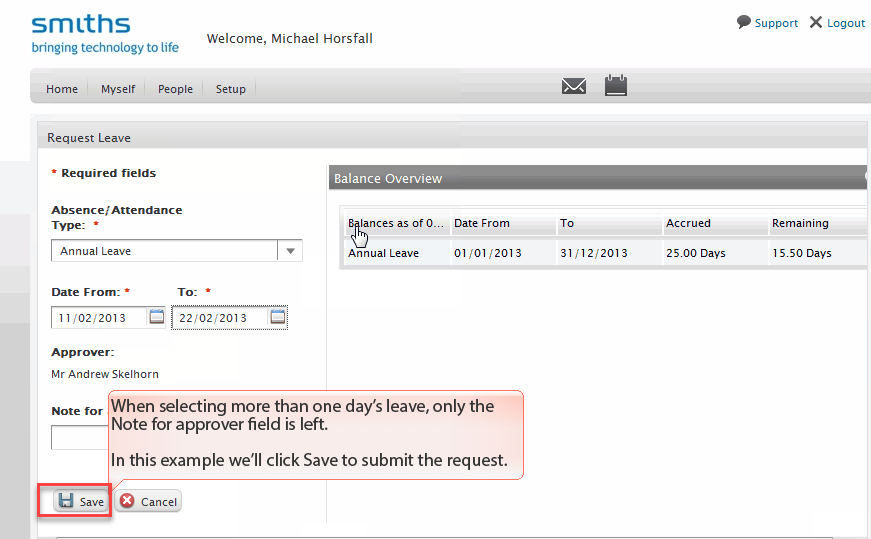


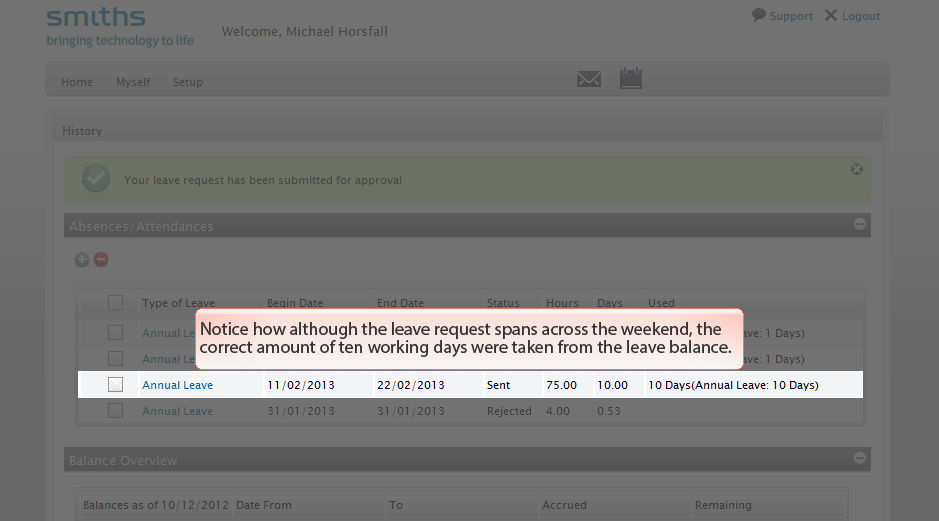


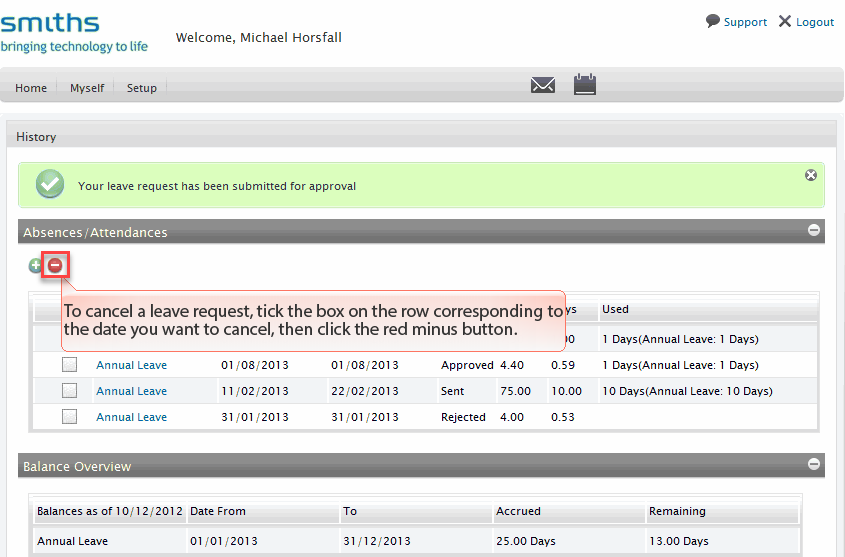


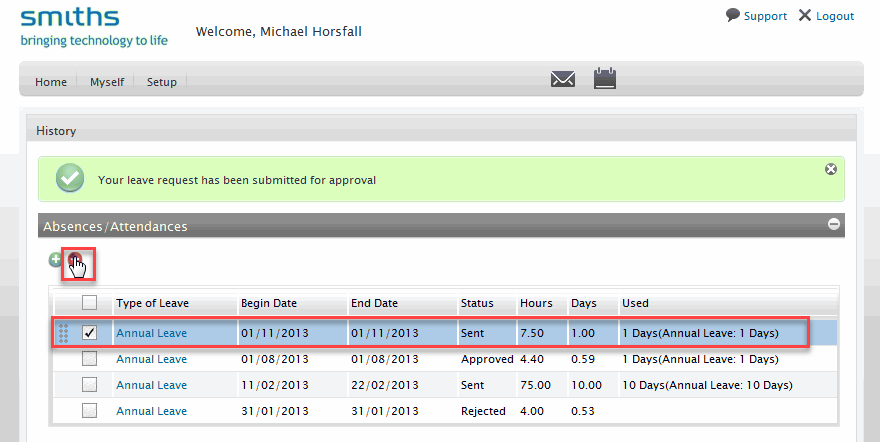


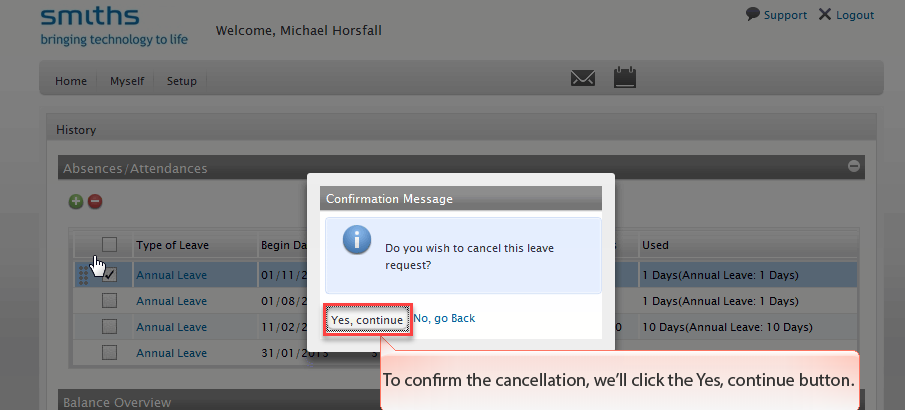


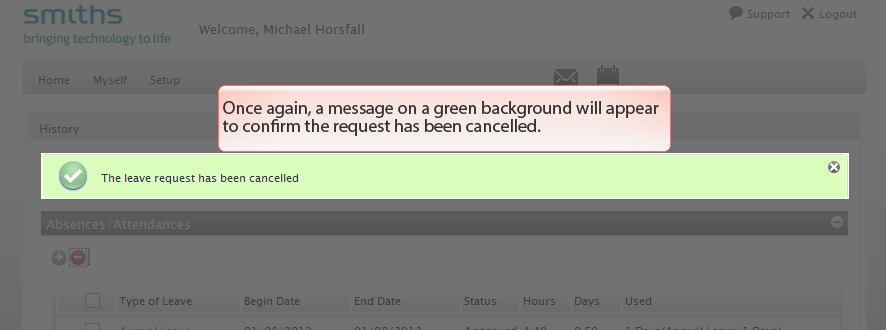


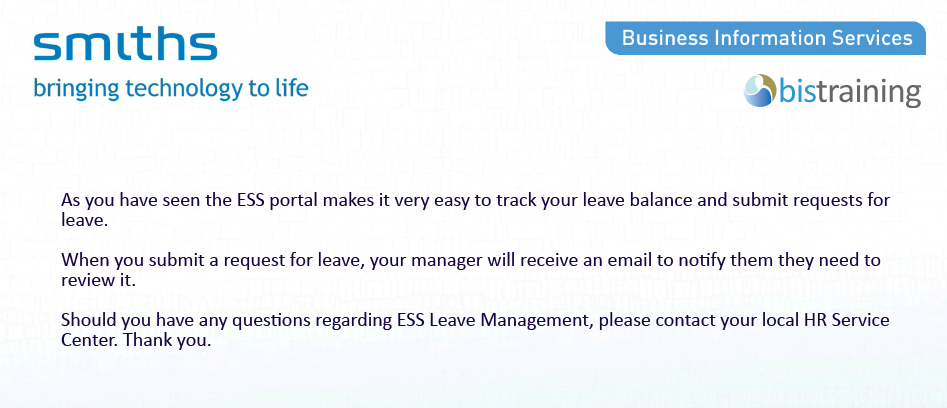












[Employee Request – Annual Leave – ESS Portal](http://bistraining.smiths.com/captivate/ess/requestdays/requestdays.htm)