

Overview

The Time Off feature allows you to track time-off requests and balances. You'll submit your time-off requests, either for a single day or for multiple days, in the following ways:

- On the My Time Off page: Select **Myself > Time Off > My Time Off**
- On your Calendar: Click the Calendar icon from the top of the page.
- On your Timecard: Select **Myself > Time & Attendance > My Timecard**

Before submitting your requests, view your available balances to determine whether you have adequate time to accommodate your time-off requests.

Viewing Time-Off Balances

You can view your balances before requesting time off to ensure that you have enough time available for your request. You can enter a date in the Balances As Of field to view your projected balances (not available if the policy is hours-based).

My Time Off

Balances [View more details](#)

Position : CHEF - Executive Chef - 24G601318
Status : Active

Balances as of *

CA FT Supplemental PSL 22 70.00 hours

Floating Holiday 40.00 hours

Vacation 80.00 hours

Leave of Absence (non-paid) --

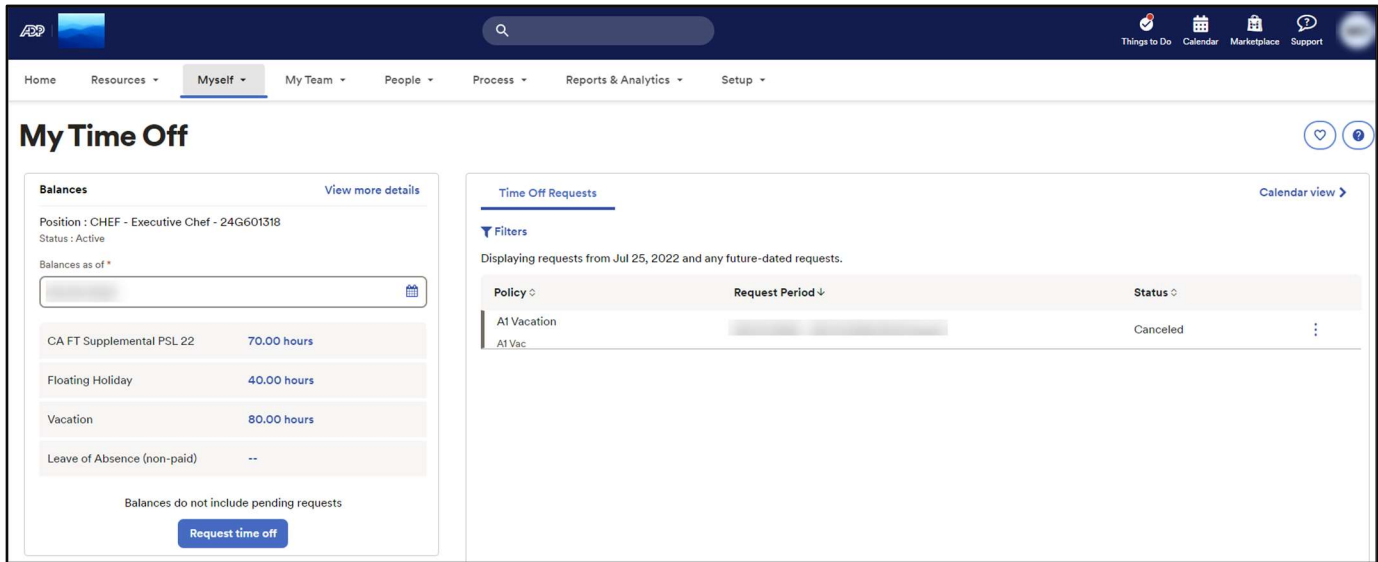
Balances do not include pending requests

[Request time off](#)

Element	Description
Balances As Of field	Use this field to project balances as of the date entered. The balances as of the date entered will reflect any accruals due and any approved time off during that period.
Balance	For each policy, the balance displays the sum of the transactions from the beginning of the policy period to the Balance As Of date. Clicking the balance opens the Time Off Balances slider, which provides more details about the balance calculation. The types of transactions that are displayed here vary based on the type of policy and your company's settings. Important: Pending requests are not included in the calculation of balances.

My Time Off

Use the My Time Off page to manage your time-off requests and balances.



Element	Description
Time Off Requests	View time-off requests. The Policy for the request, the Request Period, and the Status of the request are displayed.
Calendar View	Click Calendar View to view any time-off requests in a calendar.
View More Details	Click View More Details to open a slider with additional details about the time-off policies assigned.

Requesting Time Off

You can request time off, either for a single day or for multiple days, on the My Time Off page.

Note: For details about the transaction types, see the Online Help in ADP TotalSource.

Starting Point: **Myself > Time Off > My Time Off**

Step	Action
1	Click Request Time Off . Result: The Time Off Request slider appears.
2	In the Start Date and End Date fields, enter or select the first and last day of the request.
3	Clear the Exclude Weekends check box to include Saturday and Sunday in your request, if applicable. Note: The check box only appears if you included a weekend in your date range.
4	In the Time Off Policy field, select the appropriate time-off policy for the request.
5	In the Reason Code field, select a reason, if applicable.
5	In the Duration Type field, select the duration type, if applicable.
6	In the Start Time field, enter the start time for the request, if applicable.

Step	Action
7	In the Hours Per Day field or the Amount Per Day field, enter the appropriate amount. Note: The appropriate field is displayed based on the Duration Type.
8	Click Review to review the request.
9	In the Approve By Date field, enter or select the desired response date, if applicable.
10	In the Comments field, enter any notes about the request that you want to provide to your manager. Note: The reviewer sees all notes that you enter.
11	Click Submit .
12	On the Success window, click Close .

Canceling Time Off

At times, you may need to cancel time-off requests. You can cancel a time-off request that has a status of Pending, Approved, or In Progress. However, you will not have the ability to cancel an approved time-off request that is dated in the past.

Starting Point: Myself > Time Off > My Time Off

Step	Action
1	On the Time Off Requests tab, locate the time-off request that you want to cancel.
2	Click the Actions icon (⋮) and select Cancel . Result: The Cancel Request window appears.
3	In the Comments field, enter any notes about canceling the request that you want to provide to your manager.
4	Click Yes . Result: Your manager will receive a time-off cancellation notification.

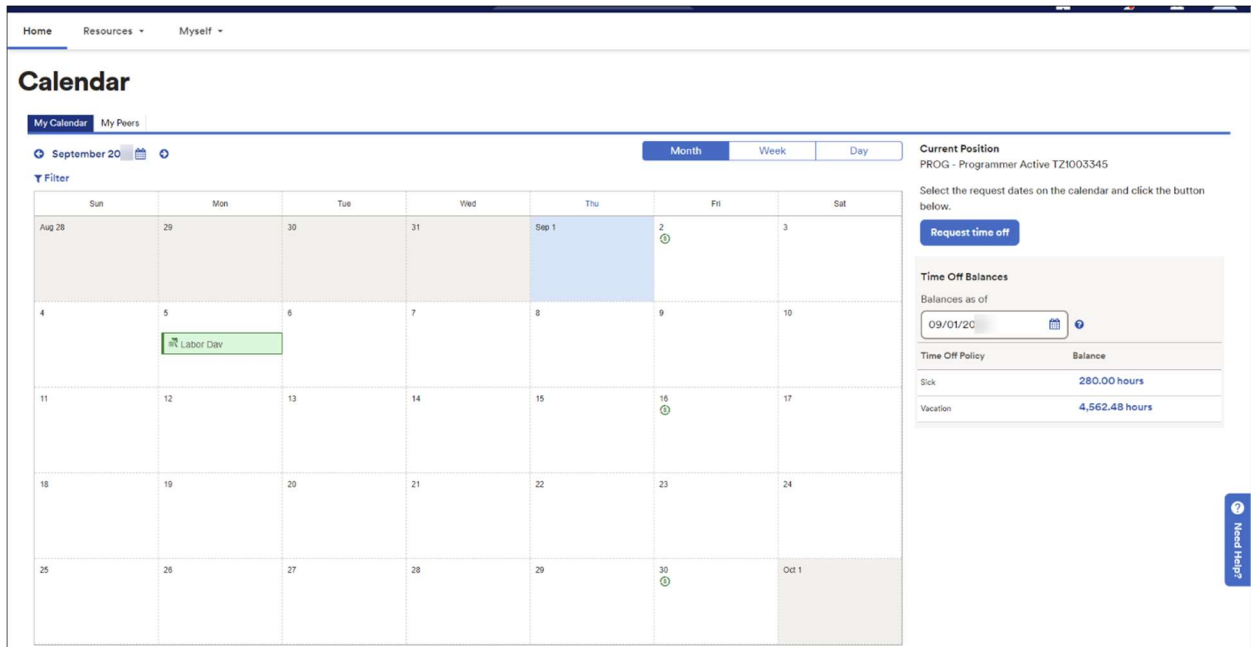
Changing a Time Off

You can only edit the details of a pending time-off request.

Starting Point: Myself > Time Off > My Time Off

Step	Action
1	On the Time Off Requests tab, locate the time-off request that you want to change.
2	Click the Actions icon (⋮) and select Edit . Result: The Time Off Request window appears.
3	Edit the request, as necessary.
4	Click Review .
5	In the Comments field, enter any notes about the request that you want to provide to your manager.
6	Click Submit .
7	On the Success window, click Close .

Calendar



Requesting Time Off

You can request time off, either for a single day or for multiple days, on your calendar.

Note: For details about the transaction types, see the Online Help in ADP TotalSource.

Navigate to your calendar by clicking  (Calendar) on the menu bar.

Step	Action
1	On the My Calendar tab, select the days to include in the request.
2	Click Request Time Off . Result: The Time Off Request slider appears.
3	In the Start Date and End Date fields, confirm the days of the request. Update if necessary.
4	Clear the Exclude Weekends check box to include Saturday and Sunday in your request, if applicable. Note: The check box only appears if you included a weekend in your date range.
5	In the Time Off Policy field, select the appropriate time-off policy for the request.
5	In the Reason Code field, select a reason, if applicable.
6	In the Duration Type field, select the duration type, if applicable.
7	In the Start Time field, enter the start time for the request, if applicable.
8	In the Hours Per Day field or the Amount Per Day field, enter the appropriate amount. Note: The appropriate field is displayed based on the Duration Type.
9	Click Review to review the request.
10	In the Approve By Date field, enter or select the desired response date, if applicable.
11	In the Comments field, enter any notes about the request that you want to provide to your manager. Note: The reviewer sees all notes that you enter.
12	Click Submit .
13	On the Success window, click Close .

Canceling Time Off

At times, you may need to cancel time-off requests. You can cancel a time-off request that has a status of Pending, Approved, or In Progress. However, you will not have the ability to cancel an approved time-off request that is dated in the past.

Navigate to your calendar by clicking  (Calendar) on the menu bar.

Step	Action
1	On the My Calendar tab, click the time-off request that you want to cancel.
2	Select View/Cancel Request . Result: The Paid Time Off Request slider appears.
3	Click Cancel All . Result: The Cancel Request window appears.
4	In the Comments field, enter any notes about canceling the request that you want to provide to your manager.
5	Click Yes . Result: Your manager will receive a time-off cancellation notification.

Changing a Time Off

You can only edit the details of a pending time-off request.

Navigate to your calendar by clicking  (Calendar) on the menu bar.

Step	Action
1	On the My Calendar tab, click the time-off request that you want to edit.
2	Select Edit Request . Result: The Time Off Request slider appears.
3	Edit the request, as necessary.
4	Click Review .
5	In the Comments field, enter any notes about the request that you want to provide to your manager.
6	Click Submit .
7	On the Success window, click Close .

My Timecard

The screenshot displays the 'My Timecard' interface for Bethany, Beth. It includes a navigation bar with 'Home', 'Resources', and 'Myself'. The user's profile information is shown, including 'PROG - Programmer' and 'Home Department : 007000 - Programming'. The current pay period is set to 8/15/20 to 8/28/20. The main table shows time off entries for two weeks. The first week (Week 1) shows a VACATION entry for Monday, 8/15/20, from 08:00 AM to 04:00 PM, with 8:00 hours recorded. The rest of the week shows 0:00 hours. The second week (Week 2) shows 0:00 hours for all days. The interface also includes buttons for 'Approve Timecard', 'Save', 'Refresh', 'Preferences', and 'Legend'.

Requesting Time Off

You can add time off, either for a single day or for multiple days, on your timecard for the current pay period or the next pay period. Any future-dated time off requests should be submitted from the My Time Off page or the calendar. Click the Time Off Balances tab to view your time-off balances.

Note: For details about the transaction types, see the Online Help in ADP TotalSource.

Starting Point: **Myself > Time & Attendance > My Timecard**

Step	Action
1	In the Pay Code field for the correct date, select the appropriate time-off policy.
2	In the Hours field, enter the duration for the time off.
3	Repeat steps 1 and 2 for any additional days.
4	Click Save .

Canceling Time Off

At times, you may need to cancel time-off requests. You can cancel a time-off request that has a status of Pending, Approved, or In Progress. However, you will not have the ability to cancel an approved time-off request that is dated in the past.

Starting Point: **Myself > Time & Attendance > My Timecard**

Step	Action
1	For the appropriate row, click the menu and then select Delete Row .
2	Click Save .