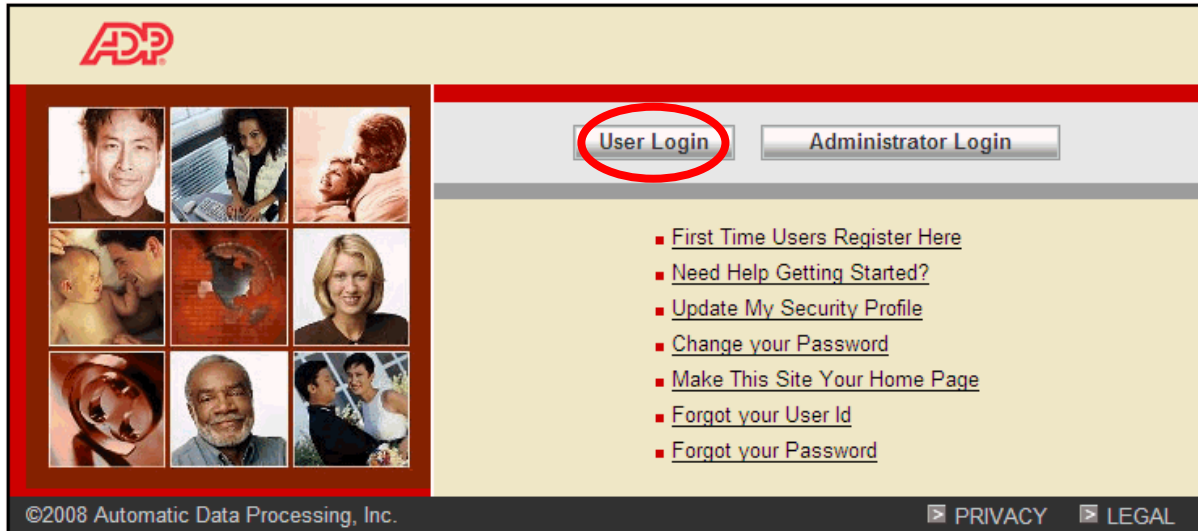
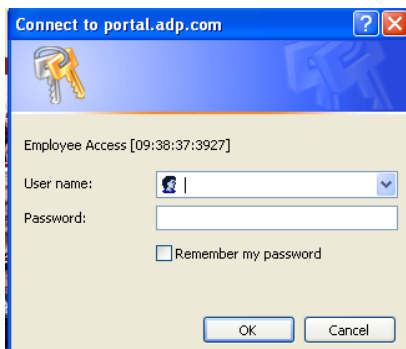


Request for Leave

1. Click the Employee Self Service link on your institution's webpage or access www.portal.adp.com through your web browser.
2. Click 'User Login' button.



3. Enter User Name and Password and click OK.



4. The Employee Self Service page will appear. The application links allow you to enter into each application. Click on the *Time and Attendance* tab then click Welcome.



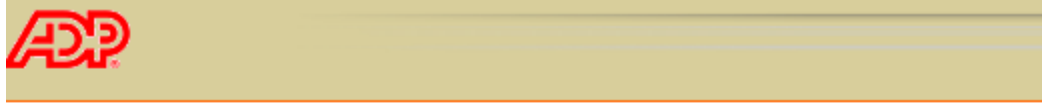
Request for Leave

5) Click on the **All other employees** link.

Time and Attendance
Managers/Approvers: Click [Here](#) to access eTIME
All other employees: Click [Here](#) to access eTIME.

Request for Leave

1) Click on **My ACTIONS** under the **MY INFORMATION** tab.



My Information

- [Inbox](#)
- [My Timecard](#)
- [My Reports](#)
- [My Actions](#)

2) To request time off, select **Monthly Employee- Request Time Off**

MY ACTIONS

Last Refreshed: 10:01 AM

Refresh

Categories

Actions

- [Monthly Employee - Request Time Off](#)
- [Monthly Employee - Cancel Time Off Request](#)
- [Request Leave Time](#)
- [Cancel Leave Time](#)

Request for Leave

The following screen will appear to indicate the type of Time Off and the duration.

Please note:

Your sick and vacation balances will be displayed.

- 1) Select the type of time off you are requesting.
- 2) Indicate the start date and time. Only include weekdays when requesting time off.
- 3) Type in a message (this is optional).
- 4) Select ***Specify Hours*** (do not select *Same Hours as Scheduled Shifts*).
- 5) Enter the *Start Time* (for example 8:00 AM).
- 6) Enter the hours vacation or sick per day (example 8 for a full day)
- 7) If taking a half day off in the afternoon, enter *Start Time* as 1:00 PM and 4 in *Hours per Day*.
- 8) Select ***Next***.


Time Off Balances (hours) as of today

Sick Balance:

Vacation Balance:

Time Off Request

* Request Type: 1

* Start Date: 

* End Date:  2

Message: 3

* Hours: Specify Hours Same Hours as Scheduled Shifts 4

Fill in only if Specify Hours is selected above

Start Time:

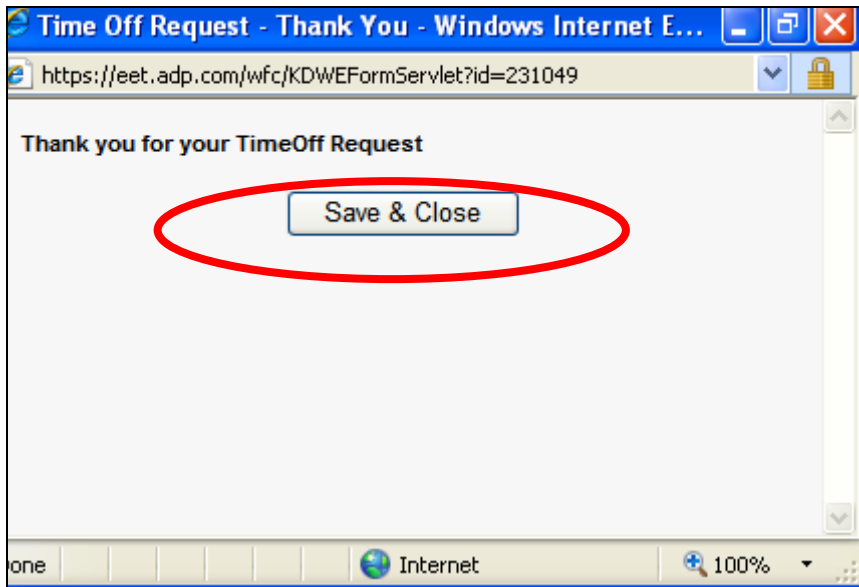
Hours Per Day:

Day Type: Scheduled and Non-scheduled Days Scheduled Days

5

9) Select *Save & Close*

Request for Leave



- 10) Your approver will receive an e-mail with your request your for leave (the message will be sent to the e-mail address they used when they registered for ADP Self Service). The e-mail message will link the approver to the ADP website. Your approver will have the ability to approve or reject the time requested.

```
>>> [redacted] > 6/11/2009 10:14 AM >>>
Kennedy, Alejandra S has submitted a Request for time off.

Request Details:

Accrual balances:
Sick: [redacted]
Vacation: [redacted]

Leave Type: Vacation
Start Date: 9/25/2009
End Date: 9/25/2009
Hours per Day:

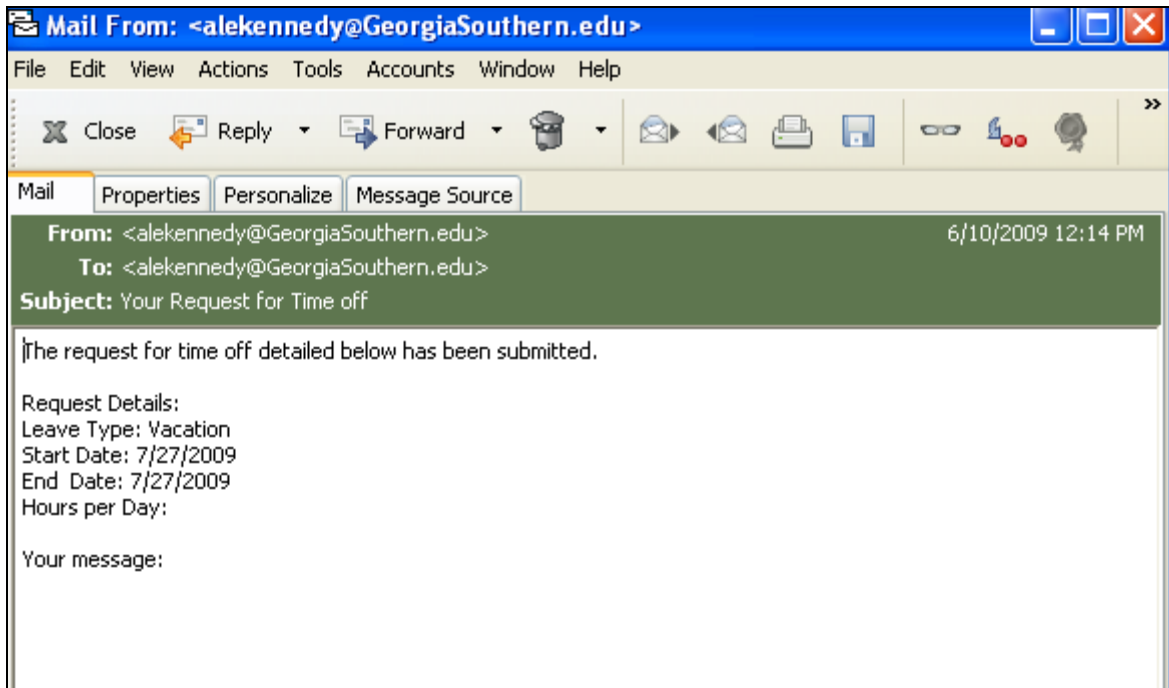
Employee's message:

Go to your task list to take immediate action.

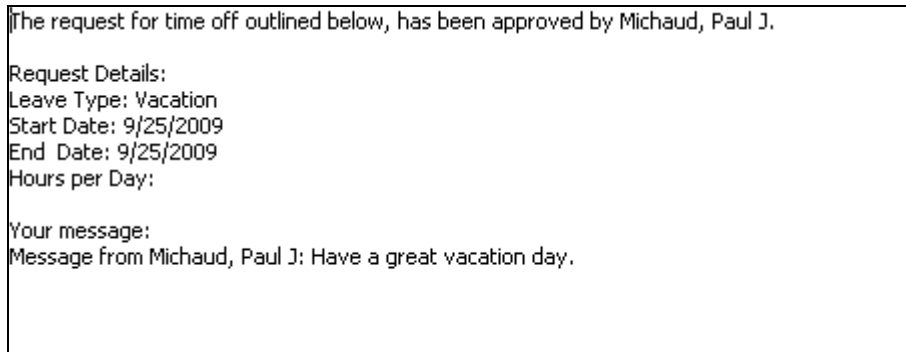
Click here to logon to ADP Self Service:
https://portal.adp.com/public/index.htm
```

- 11) Once the request for leave has been submitted, the requestor will receive an e-mail stating their request for time off has been submitted.

Request for Leave



- 12) Once the approver has either approved or rejected the time off requested, the employee will receive an e-mail stating whether the leave was approved or rejected. Below is an example of an e-mail message the employee will receive.

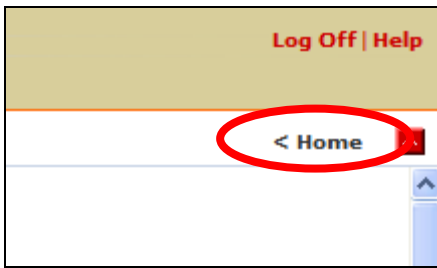


Your approved time should populate in your timecard.

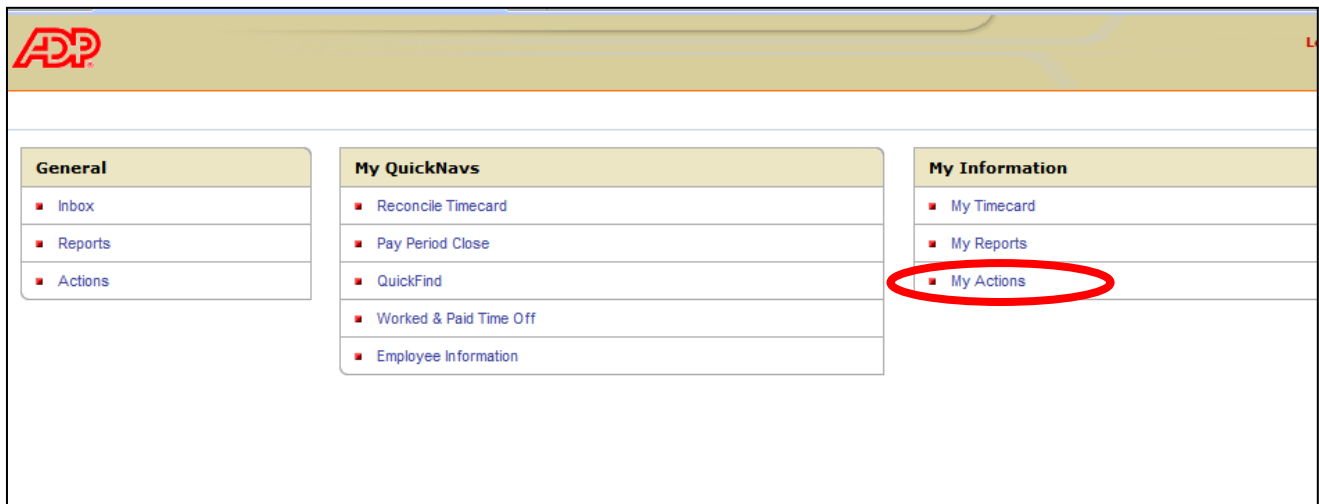
Cancel Time Off

- 1) Click on the "Home" tab.

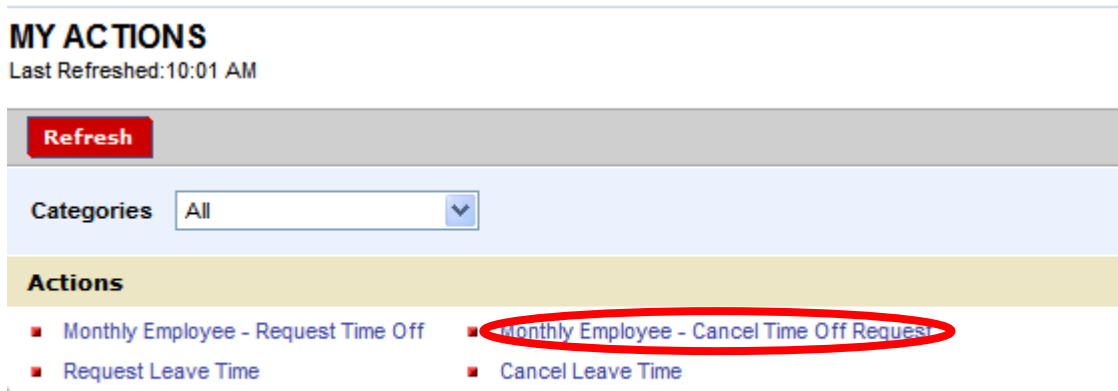
Request for Leave



- 2) Go to the **My Information** tab, and click on **My Actions**. This screen may differ if a monthly employee is an approver.



- 3) To cancel time off, select Monthly Employee- Cancel Time Off Request



- 4) Type in the information for the time off that you want to cancel. Make certain it matches a request for time off that has already been submitted or approved.

Request for Leave

Employee ID:

Employee Name:

Sick Balance:

Vacation Balance:

* Request Type: Sick

* Start Date:

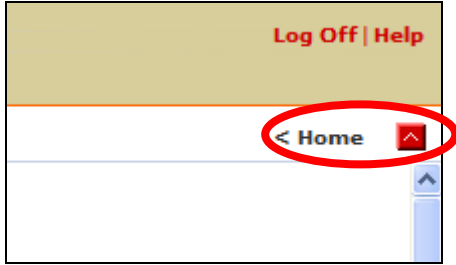
* End Date:

- 5) Select Save & Close.
- 6) Your approver will receive a message indicating that you have canceled your request for time off.

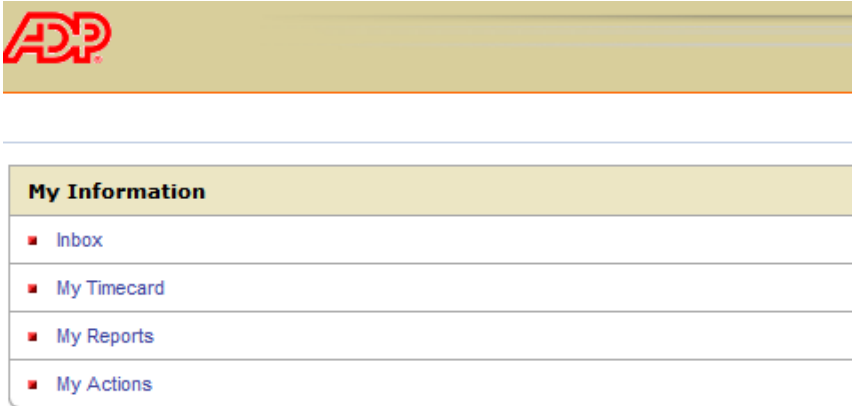
Request Leave Time

Request for Leave

- 1) Click on the “Home” tab , and then “Inbox” to view your requests.



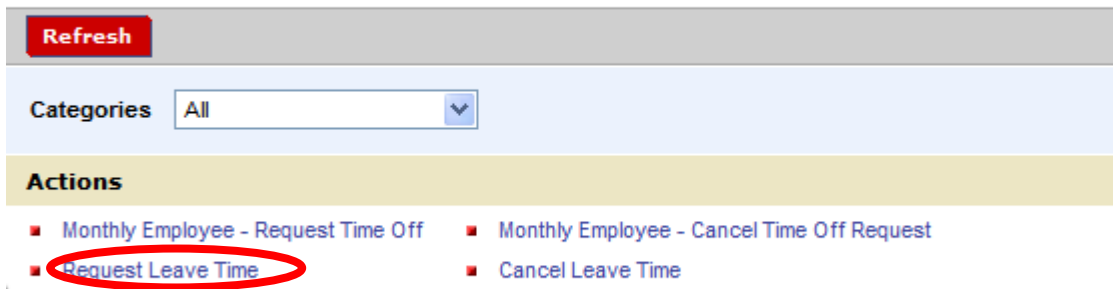
- 2) Go to the **My Information** tab, and click on **My Actions**. This screen may differ if a monthly employee is an approver.



- 3) To request leave time off, select – Request Leave Time.

MY ACTIONS

Last Refreshed:10:01 AM



- 4) Select the type of Leave Category, and then select “Next”.

Request for Leave

Employee ID: 0058699

Employee Name:

Manager:

* Leave Category:
FMLA
Medical
Military
Miscellaneous

- Depending on the *Leave Category* selected, a new screen will appear. Fill in the appropriate information pertaining to the leave that you are requesting. When complete, select *Send and Close*.
- Your approver will receive the request for leave, and will either approve or reject the requested leave. Please note: depending on the type of leave, requested, additional paper work may need to be completed in the Human Resources Office.

To Cancel Leave Time

- Select Cancel Leave Time.

MY ACTIONS

Last Refreshed: 10:01 AM

Categories

Actions

- Monthly Employee - Request Time Off
- Monthly Employee - Cancel Time Off Request
- Request Leave Time
- Cancel Leave Time

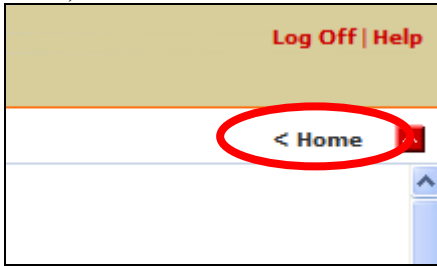
- On the following screen, enter the same Leave category from the original request. Select next will complete.

Select the same Leave Category as in the original request.

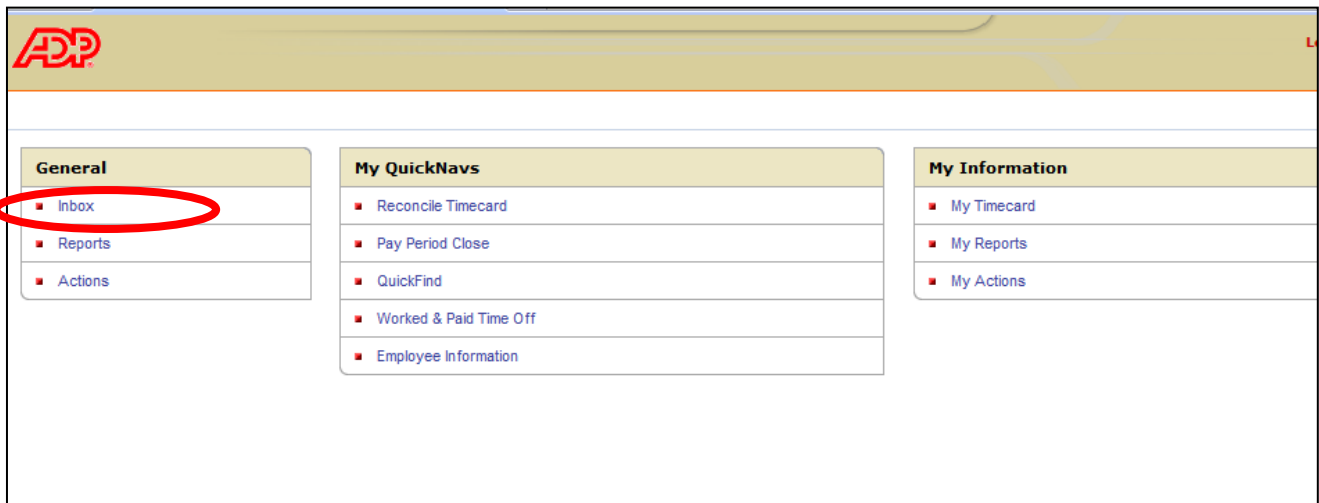
* Leave Category:

View your Messages

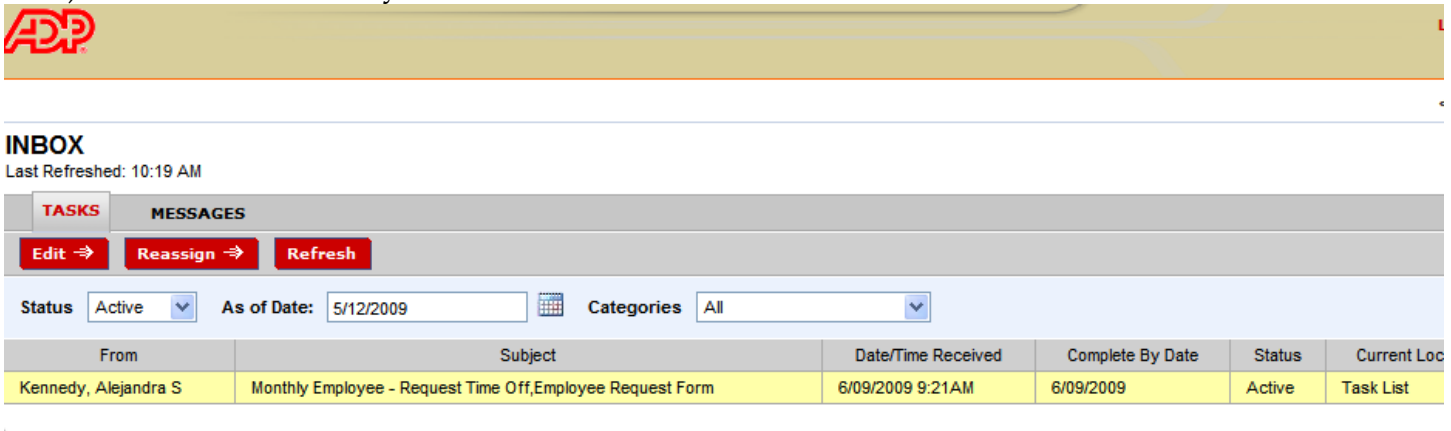
- 1) Click on the “Home” tab.



- 2) Go to the **My Information** tab, and click on **Inbox**. This screen may differ if a monthly employee is an approver.



- 3) Select **Task** to view your current tasks.



- 4) Select **Messages**, to view your messages.

Request for Leave



New **Open** **Reply** **Delete** **Refresh**

As of Date:

From	Subject	Received
Kennedy, Alejandra S	Your Request for Time off	6/11/2009 10:14AM
Michaud, Paul J	Your Request for Time off has been approved	6/10/2009 12:20PM
Kennedy, Alejandra S	Your Request for Time off	6/10/2009 12:13PM
Michaud, Paul J	RE: Your Request for Time Off has been rejected	6/10/2009 11:42AM
Kennedy, Alejandra S	Your Request for Time off	6/10/2009 11:33AM