

Requesting Time Off Instructions for Exempt Employees

Log into <https://workforcenow.adp.com>

Requesting Time Off on the computer

- To request time off such as a vacation day, go to Myself/Time Off/Request Time Off.
- You will be able to see your time off balance before you click “Request Time Off”.
- Use the drop down arrow to select the appropriate Time Off Policy.
- There is a comment and “please respond by X date” section where you can send a message to your manager to respond by a certain date (for example, you are purchasing air fare and are requesting a response by X date). However, the time at which your manager will respond is at their discretion.
- Click Submit
- The system will generate an email to your manager to review and approve/deny your time off request.

Request Time Off ?

Select the request dates on the calendar and click the button below.

REQUEST TIME OFF

Balances As Of:
11/14/2019

Time Off Policy	Balance
Sick Time	61.00 hours
Unpaid Time Off	--
Vacation	10.25 days

Request Time Off

Step 1 : Enter a Date Range

Start Date * 12/01/2019 to End Date * 12/01/2019

Step 2 : Enter Request Details

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
Sun Dec 1, 2019	Vacation - Vacation	1 day	8:00 AM	

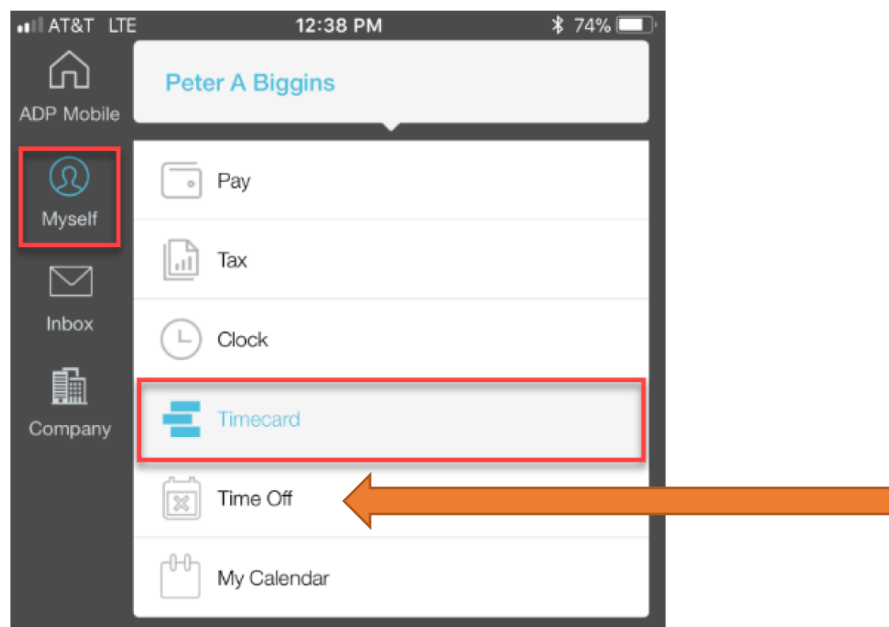
TOTAL : Includes 1 day 1.00 days

Comments:

Please respond by MM/DD/YYYY

Requesting Time Off on the mobile app

- Download the ADP Mobile application
- Go to the Time Off section of the Dashboard



- Click “Create Request”

- Approve By Date – optional field
 - Comments – optional field
 - Policy Type – select the appropriate time off request (Sick / Vacation / Jury Duty / Bereavement)
 - Enter the start date and end date
 - Click “Create”
- The system will generate an email to your manager to review and approve/deny your time off request.

Additional Notes

- You do not have to request paid company holidays; they are automatically populated
- You must submit a “Certification of Jury Service” to HR in order to receive payment for Jury Duty
- You must submit a copy of the death certificate, obituary or a funeral program that includes the family member’s name to HR in order to receive payment for Bereavement time off
- If you have any questions regarding any of the company’s time off policies, contact HR