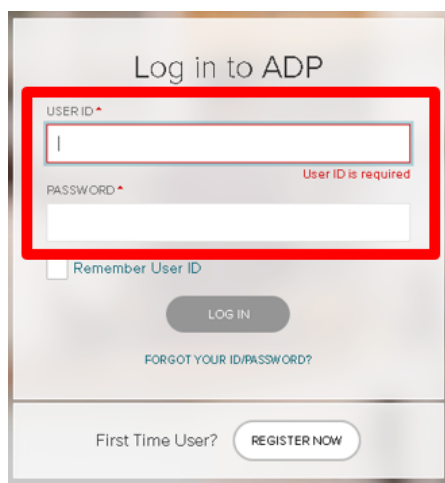


Time Off Requests in MyADP - ADP Vantage

SECTION 1: REQUESTING TIME OFF

STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm>.
- Enter your "USER ID" and "PASSWORD".
- Select "LOG IN".



Log in to ADP

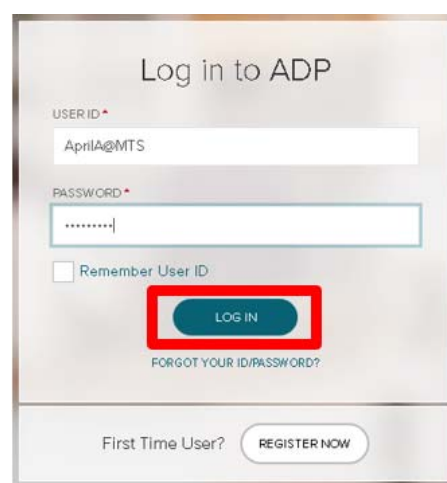
USER ID *
|
PASSWORD *
User ID is required

Remember User ID

LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW



Log in to ADP

USER ID *
AprilA@MTS

PASSWORD *
.....|

Remember User ID

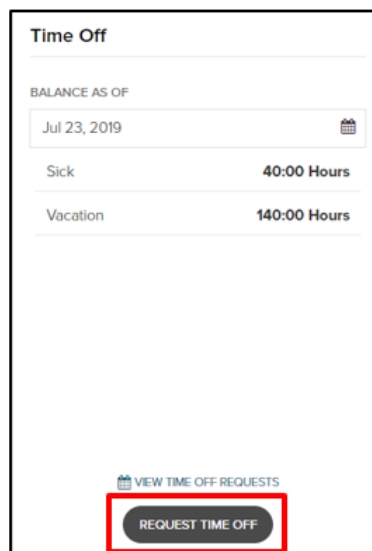
LOG IN

FORGOT YOUR ID/PASSWORD?

First Time User? REGISTER NOW

STEP 2

- Arrive at MyADP Dashboard. NOTE: If you don't see your Dashboard, click on "GO TO NEW DESIGN" to take you to your Dashboard.
- To request time off, go to the "Time Off" tile and click "REQUEST TIME OFF".



Time Off

BALANCE AS OF
Jul 23, 2019

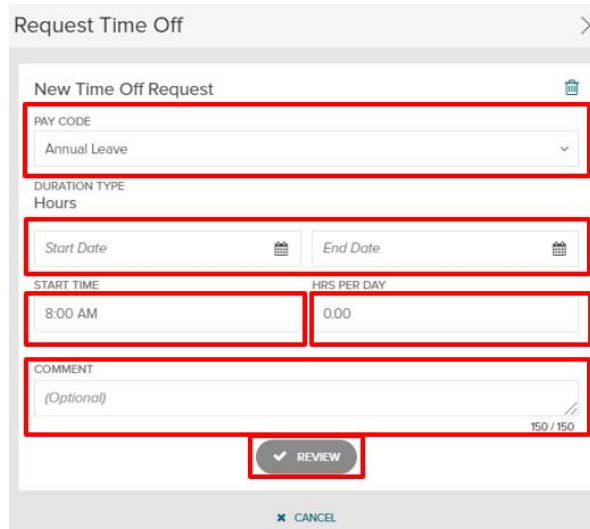
Sick	40:00 Hours
Vacation	140:00 Hours

VIEW TIME OFF REQUESTS

REQUEST TIME OFF

STEP 3

- Select the “PAY CODE” (e.g., Annual Leave, Floating Holiday), “Start Date” and “End Date”, “START TIME”, “HRS PER DAY” (hours per day), “COMMENT” (e.g., family vacation) then click “REVIEW”.
- NOTE: for a multi-day request, you must enter the hours per day, do not enter 24 hours for a three-day request.



Request Time Off

New Time Off Request

PAY CODE
Annual Leave

DURATION TYPE
Hours

Start Date End Date

START TIME HRS PER DAY
8:00 AM 0.00

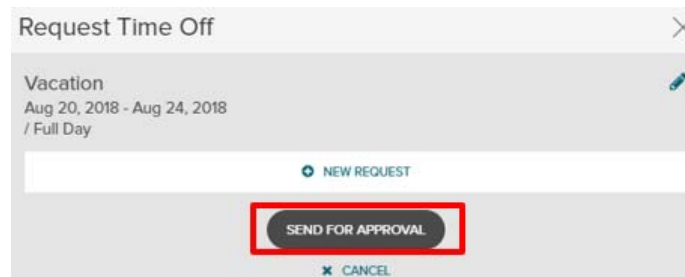
COMMENT
(Optional) 150 / 150

REVIEW

CANCEL

STEP 4

- Click “SEND FOR APPROVAL”.
- Your supervisor will receive an automated alert that your time of is ready to be reviewed.



Request Time Off

Vacation
Aug 20, 2018 - Aug 24, 2018
/ Full Day

NEW REQUEST

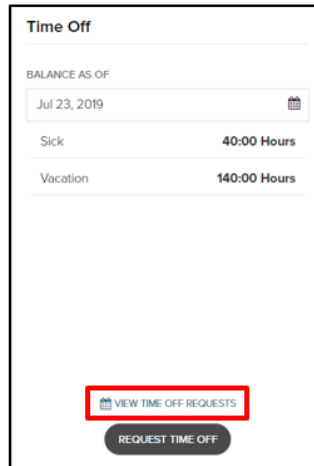
SEND FOR APPROVAL

CANCEL

SECTION 2: CANCELLING TIME OFF

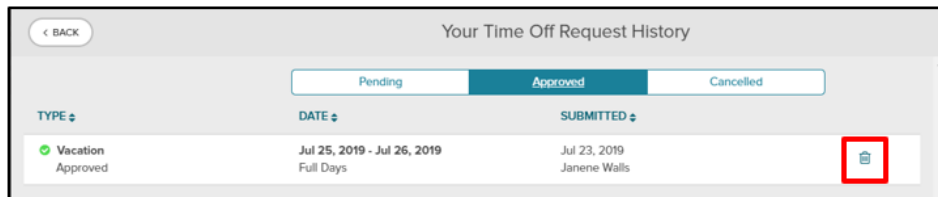
STEP 1

- In the “Time Off” tile, click “VIEW TIME OFF REQUESTS” to review your Time Off Request History.



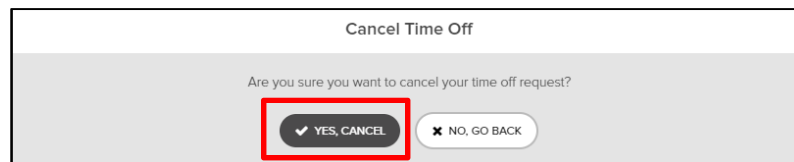
STEP 2

- Select the applicable status to view the request: Pending / Approved / Cancelled.
- Click the trash can icon on the right and click “Cancel”.
- NOTE:** You are only able to cancel requests in pending or approved status.



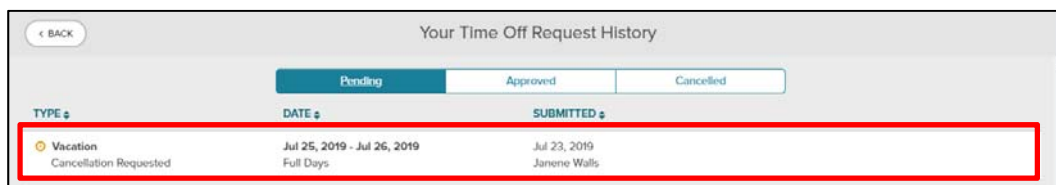
STEP 3

- Click “YES, CANCEL” to confirm that you want to cancel your time off request.



STEP 4

- Your cancellation request is now in pending status.



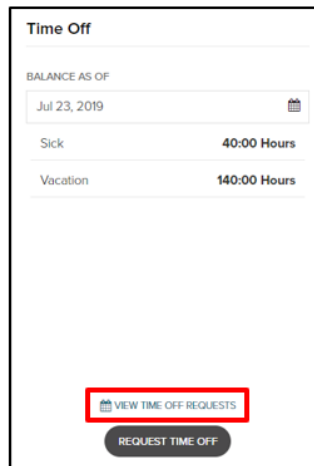
SECTION 3: VIEWING TIME OFF REQUESTS

There are two ways to view your time-off requests:

- In the Time Off tile, click “VIEW TIME OFF REQUESTS”
- In the Schedule tile, click the arrow to access the schedule.

STEP 1

- In the “Time Off” tile, click “VIEW TIME OFF REQUESTS” to review your Time Off Request History.
- NOTE: The Time Off tile displays balances as of the current date.



STEP 2

- Select the applicable status to view requests: Pending / Approved / Cancelled.
- Here you can view the type and date of the request and when it was submitted. You can also cancel the request if you want.
- The below image shows a vacation request with a pending status.
- You can click on Approved or Cancelled to view approved or cancelled requests.
- Click “BACK” to return to the Dashboard.

