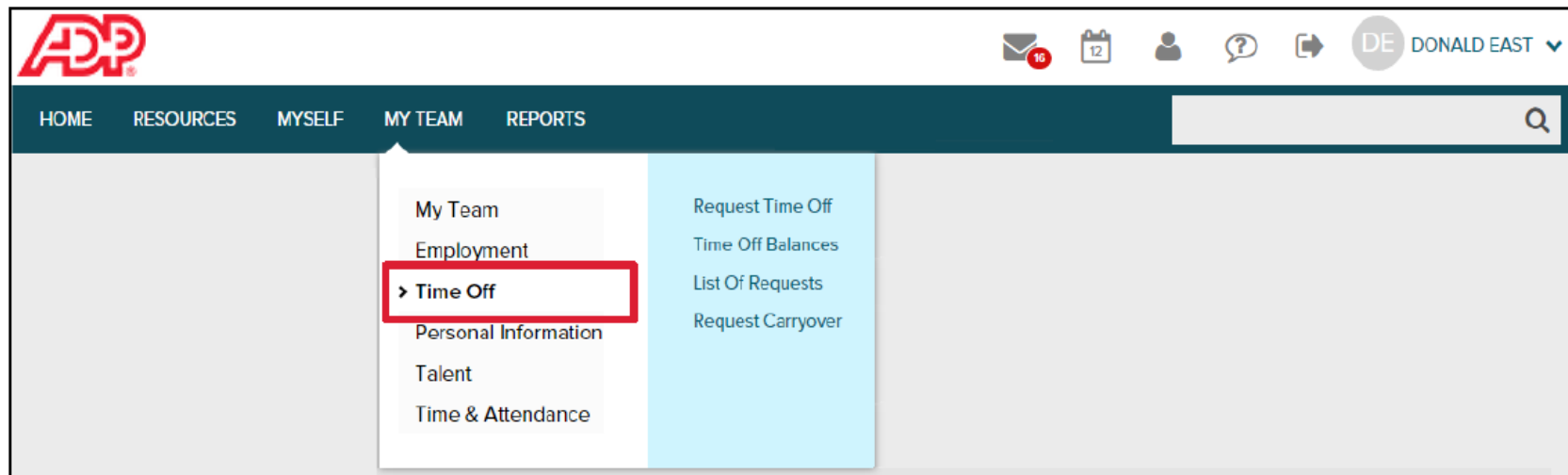




The Time Off Submenu




- Select **My Team > Time Off**.





How to Approve an Employee's Time Off Request – Message Center



- Select >  >  > **Review.**

To view a message summary, click the subject. To view full details and/or to respond to a message, select an action from the Action column. Details and actions available depend on the message type.

TYPE	FROM	SUBJECT	RECEIVED	ACTION
	Evers, Thomas	Employee - Time Off Request: Evers, Thomas	05/19/2015 04:01:22 PM	 Review
	Automatic Notification	External EPIP Load	03/12/2015 11:54:02 AM	 Approve
	Automatic Notification	External EPIP Load	03/12/2015 11:54:02 AM	 Reject
	Automatic Notification	External EPIP Load	03/12/2015 11:54:02 AM	 View History
	Automatic Notification	External EPIP Load	03/12/2015 11:54:02 AM	

- Review the request, then click **Approve**, **Deny**, or **Cancel Request**.

Time Off Request for Thomas Evers

Status: **PENDING Approval** by Dexter, John

Submitted By: Evers, Thomas on 05/19/2015

Date Range

Start Day: **06/25/2015** To End Day: **06/26/2015**
Includes every day from 06/25/2015 to 06/26/2015.

Request Details

[VIEW EACH DAY INDIVIDUALLY](#)

[CHECK SCHEDULE](#) ▾

DATE	TIME OFF POLICY	AMOUNT	START TIME
Thu, Jun 25, 2015	Vacation - Vacation	2 x 8.00 hours	08:00 PM
Fri, Jun 26, 2015			

Total: Includes 2 days 16.00 hours

Please respond by:
6/1/2015

Comments:

CANCEL REQUEST

DENY

APPROVE

Balances As Of: 6/26/2015  

Time Off Policy	Balance
Personal	120.00 hours
Sickft	40.00 hours
Vacation	456.00 hours
July Duty	-- hours



How to Approve an Employee's Time Off Request – List of Requests



- Select **My Team > Time Off > List Of Requests**.

The screenshot displays the ADP web application interface. At the top left is the ADP logo. The top right corner shows a user profile for 'DONALD EAST' with a dropdown arrow, along with icons for notifications (16), calendar (12), user profile, help, and share. Below the header is a navigation bar with tabs for 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. A search bar is located on the right side of this bar. The 'MY TEAM' tab is active, and a dropdown menu is open, showing options: 'My Team', 'Employment', '> Time Off', 'Personal Information', 'Talent', and 'Time & Attendance'. The '> Time Off' option is selected, and a sub-menu is displayed with options: 'Request Time Off', 'Time Off Balances', 'List Of Requests', and 'Request Carryover'. The 'List Of Requests' option is highlighted with a red rectangular box.



How to Approve an Employee's Time Off Request – List of Requests *(continued)*



- In the **Action** column, select the applicable action and click **Process Requests**.

List Of Requests ? ↗

i You have **1 PENDING REQUEST**

Pending Requests | Request History

MARK ALL APPROVED

ACTION	EMPLOYEE NAME	SUBMITTED ON	REQUEST PERIOD ▲	TIME OFF POLICY	AMOUNT	COMMENTS	SCHEDULE
<div style="border: 1px solid #ccc; padding: 2px;"><p>Leave Pending ▼</p><p>Leave Pending</p><p>Approve</p><p>Deny</p></div>	Evers, Thomas	05/19/2015	▶ 06/25/2015 - 06/26/2015	Vacation - Vacation	16.00 hours		CHECK SCHEDULE

PROCESS REQUESTS