

Administrator Employee Vacation and Sick Time ADP Instructions

Updated June 26, 2017

First Steps

- Go to the ADP web portal: <https://workforcenow.adp.com>
- Enter your user ID and password that you created previously, or, if you have not yet created an ADP user ID and password, see the “ADP Account Creation Instructions” section below.

General Notes

- The Request Time Off process can be used for past, current, and future days off.
- Ideally, time off requests should be submitted and approved before time is taken, and at a minimum, should be submitted and approved on a monthly basis.

Request Time Off Quick Instructions

- Select “Myself”
- Select “Time Off”
- Select “Request Time Off”
- Hit the “Request Time Off” button, or click the day time off is being requested for. Then hit the “Request Time Off” button.
- Complete the required fields, and select one of the following in the “Time Off Policy” field:
 - “Sick 7.5 hrs/day Salaried – SICK”
 - “Vacation 7.5 hrs/day Salaried – VAC”
 - “Vacation Carryover – Carryover”
- Adjust the hours in the “Amount” field if needed.
 - If you want to take a full day of vacation carryover, you must adjust the hours to 7.5 hours/day.
 - If you want to take less than a full day of sick, vacation, or vacation carryover time, you must adjust the hours. For example, if you want to take 3 hours off, then “3” needs to be entered in the “Amount” field in the time off request.
- Hit “Submit.”
- For more detailed instructions and screen shots, please see pages 2-6.

ADP Account Creation Instructions

- See the ADP "Employee Self Service Quick Reference Card" instructions file at https://support.adp.com/netsecure/pages/pub/docs/ADP_Employee_Self_Service_Registration.pdf
- Go to this web site: <https://workforcenow.adp.com>
- Under "First Time User?," click the "Register Here" button
- Enter the registration code of "hollinsedu-adp"
- Follow the steps in the above instruction file

Hints and notes:

- Enter your formal, legal first and last names that are on file with Human Resources (the name that appears on your pay stub, W-2, etc.).
- Select the “Last 4 digits of SSN, EIN, or ITIN” option, and enter the last four digits of your social security number. Note: Do not select the “Associate ID” option.
- Enter your birth month and day.
- You must enter an e-mail address. Official payroll information will be communicated to your Hollins e-mail address and through my.hollins, regardless if you use a personal e-mail address for your ADP web account.
- Entering your mobile number is optional, and will not change your phone number(s) on file with the university. If you need to update your phone number(s), please contact the Human Resources office.
- You will be able to create your user ID.
- Please note that you will be prompted to create a user ID, a password, and answers to security questions.
- Once you complete your registration, it is optional to click the button for “ADP Workforce Now” and log into the site.

Viewing Your Vacation and Sick Balances

Click **Myself > Time Off > Time Off Balances**

Time Off Balances

Pending and Scheduled requests are not included in the balances below.

Balances As Of:  

TIME OFF POLICY	CARRYOVER	+	TRANSFERRE...	+	EARNED/ADJUSTED	-	TAKEN	=	BALANCE
Sick 7.5 hrs/day Salaried	0		-		75.00 hours		-		75.00 hours
Vacation 7.5 hrs/day Sal...	75.00 hours	→	-75.00 hours		165.00 hours		-		165.00 hours
Vacation Carryover	-		75.00 hours	→	0		→		75.00 hours

This column reflects sick and vacation amounts earned each fiscal year.

This column reflects your current remaining balance. Please note pending and scheduled requests are not included in these balances.

If you have a "Vacation 7.5 hrs/day Salaried" policy balance as of June 30, a maximum of 75 hours (10 days) will automatically be transferred into the "Vacation Carryover" policy. You may find your vacation carryover balance in the "Vacation Carryover" policy "Balance" column. Please note that any adjustments made will be reflected in the "Earned/Adjusted" column only. The remaining balance will always be reflected in the "Balance" column.

Once time off is approved by your supervisor, and has been taken, it will be reflected in the "Taken" column. You will not have to wait until payroll has been processed to see "Taken" time.

Requesting Time Off

Click Myself > Time Off > Request Time Off

Click the **Request Time Off** button, or on the **calendar**, click the days to include in the request.

Then click the **Request Time Off** button.

The screenshot shows the 'Request Time Off' interface. On the left, there is a sidebar with a 'REQUEST TIME OFF' button and a table of 'Balances As Of:'. The main area displays a calendar for July 2016. A red box highlights the date 7th, and a blue box highlights the dates 12th through 15th. Arrows from the text above point to the 'REQUEST TIME OFF' button and the date 7th on the calendar.

Time Off Policy	Balance
Sick 7.5 hrs/day Sal...	75.00 hours
Vacation 7.5 hrs/day...	81.75 hours
Vacation Carryover	10.00 hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30 Pay Schedule	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Pay Schedule	30

NOTE: If the calendar option is used, the fields will automatically populate in the “Request Time Off” window (shown on the next page) to the days selected, and will default to 7.5 hours for sick and vacation hours and 8 hours for vacation carryover hours. If you want to take a full day of vacation carryover, you must adjust the hours to 7.5 hours/day. If you want to take less than a full day of sick, vacation, or vacation carryover time, you must adjust the hours. Note that the days selected do not include the weekend.

1) Enter the desired **Date Range** fields.

2) For the **Time Off Policy** field:

If you are requesting...	Then...
The same time off policy and the same hours	In the Time Off Policy field, select the appropriate time off policy, and enter the amount of hours.
Different time off policies and/or hours	<ol style="list-style-type: none"> 1. Click Edit Each Day Individually. 2. In each day of the request, in the Time Off Policy field, select the appropriate time off policy, and enter the amount of hours.

3) In the **Amount** and **Start Time** fields, change the values, as needed.

4) In the **Comments** field, enter any notes about the request that you want to provide to your supervisor.
NOTE: All notes that you enter will be visible to your supervisor.

5) In the **Please Respond By** field, enter a response date, if desired.

Request Time Off

1 Enter a Date Range

Start Day: * 7/12/2016 To End Day: * 7/14/2016

Includes every day from 07/12/2016 to 07/14/2016. CHANGE RECURRENCE

2 Enter Request Details

EDIT EACH DAY INDIVIDUALLY

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Tue, Jul 12, 2016... Thu, Jul 14, 2016	Vacation 7.5 hrs. ▾	3 x 7.50 h...	8:30 AM ⌚

Total: Includes 3 days 22.50 hours

Comments: Family vacation

Please respond by: 7/8/2016

CANCEL SUBMIT

Balances As Of: 7/14/2016

Time Off Policy	Balance
Sick 7.5 hrs/day Sal...	75.00 hours
Vacation 7.5 hrs/day...	81.75 hours
Vacation Carryover	10.00 hours

6) Click **Submit**.

Results:

- A time off request is sent to your supervisor for review.
- A message will be sent to the e-mail address you have registered with ADP when the request is approved. Please note that you will not receive an e-mail notification if the request is changed, denied, or cancelled.
- Your pending, approved, and cancelled time off requests will be displayed on your ADP “List Of Requests” and ADP calendar.

To See Your Pending Requests on the Calendar

Click **Myself > Time Off > Request Time Off**

Time Off Policy	Balance
Sick 7.5 hrs/day Salaried - SICK	75.00 hours
Vacation 7.5 hrs/day Salaried - VAC	81.75 hours
Vacation Carryover - Carryover	10.00 hours

NOTE: The pending **Time Off Request** is displayed in pink.

To See Your List of Requests

Click **Myself > Time Off > List Of Requests**

Here you can see the status of each request, whether approved, pending, or denied.

SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	LAST REVIEWED BY	COMMENTS	ACTION
07/07/2016	07/13/2016	Vacation 7.5 hrs/day Salaried - VAC	7.50 Hours	Denied	McClane, Ashleigh-07/07...		
07/07/2016	07/11/2016	Vacation 7.5 hrs/day Salaried - VAC	3.00 Hours	Pending			View/Edit Cancel Request
07/07/2016	07/08/2016	Vacation Carryover - Carryover	7.50 Hours	Pending			
07/07/2016	07/25/2016	Sick 7.5 hrs/day Salaried - SICK	2.00 Hours	Approved	McClane, Ashleigh-07/07...		

This is a request that has been denied.

This is a request that has not yet been approved or denied.

This is a request that has been approved.

To **View/Edit** or **Cancel** your request, select the blue action arrow.

ACTION

-
- View/Edit
Cancel Request
Delete Request
-

NOTE: Please do not use the “Delete Request” function, as there will be no record of the request, whether edited or cancelled.

Once you select the blue action arrow for the time off period, the Request Time Off window displays.

Request Time Off

1 Enter a Date Range

Start Day: * 7/19/2016 To End Day: * 7/21/2016

Includes every day from 07/19/2016 to 07/21/2016. CHANGE RECURRENCE

2 Enter Request Details

COLLAPSE ROWS

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Tue, Jul 19, 2016	Vacation Carryover	7.50 hours	8:00 AM
Wed, Jul 20, 2016	Vacation 7.5 hrs.	7.50 hours	8:00 AM
Thu, Jul 21, 2016	Sick 7.5 hrs/day	2.00 hours	8:00 AM

Total: Includes 3 days 17.00 hours

CANCEL REQUEST CANCEL SUBMIT

Callouts:

- To change the date(s) of leave, enter the revised date(s) here, and select SUBMIT.
- To change the type of leave, change here, and select SUBMIT.
- To change the amount of leave, change here, and select SUBMIT.

To cancel the request, select **Cancel Request**.

Request Time Off

9/14/2015 To 9/14/2015

Includes 2 days from 09/11/2015 to 09/14/2015. CHANGE RECURRENCE

2 Enter Request Details

COLLAPSE ROWS

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
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Cancel Time Off Request

Are you sure you want to continue?

Reason for canceling
Canceled Trip

CANCEL REQUEST NO YES

It is optional to enter a reason for cancelling the request. Select **Yes** to finalize the request to cancel the Time Off Request.