# **ADP Time Off**

# **Employee Manual**





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### **Request Time Off**

- 1. Log Into ADP <u>www.bergen.edu/time</u>
- 2. Click the "Myself" tab.
- 3. Then select Time Off>Request Time Off.

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HOME RESOURCES MYSE	ELF MY TEAM REP	ORTS	Search	Q
Company M	Personal Information Employment Pay Time & Attendance Time Off	Request Time Off Time Off Balances – List Of Requests Request Carryover	Company Events	
Our Mission	Benefits		Making A Difference In Our	

4. Click the "Request Time Off" Button.

Request Time Off	0 🗖	e <sup>a</sup>							
Select the request dates on the calenda	ar and click	My Calendar ▼ Month ▼ Filters ▼							
the button below.		🔲 🕒 🕤 Augus	t 2018						
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
REQUEST TIME OFF		29	30	31	1	2	3	4	
				Pay Schedule					
Balances As Of:									
8/7/2018 🛗 연 🏟 🕜									
		5	6	7	8	9	10	11	
Time Off Policy	Balance								
Detial Cide 25	2.00 days								
Partial SICK- 35	2.00 days								
Sick 15 - 35	2.00 days	12	13	14	15	16	17	18	
V(A Prior (35)	2.00 days				Pay Schedule				
VA Prior 2 (35)	2.00 days								
VA Prior 7/1/16 (35)	2.00 days								
VA15 - 35	2.00 days	19	20	21	22	23	24	25	
Bereavement									
Jury Duty									
			07		20		04	4	
		26	27	28	29	-3U	-31	1	
						Pay Schedule			
			2	A	C	C	7	0	
		2	Jabor Dav	4	5	0	1	0	
			0001007						

5. Enter the start and end date of the time off request and uncheck "Include weekends" if it is displayed and you are not scheduled to work on the weekend.

Re	Request Time Off										
	Start Da	y: •			End Day	•					
	8/13/20	D18	₩	То	8/20/2	018	雦	C	Include Weekends		
	Selectis	pecific d	lays with	in the st	art date	and en	id date	!			
	Sun	Mon	Tue	Wed	Thur	Fri	Sa	t			
	Sun	Mon	Tue	Wed	Thur	Fri	Sa	it.			

6. If requesting off full days enter the number 1 in the "Amount" multiplier textbox. Enter the appropriate multiplier if requesting off a partial day (ie. ".5" for half a day).

Enter Request Details								
EDIT EACH DAY INDIVIDUALLY								
DATE	TIME OFF POLICY*	AMOUNT *	START TIME *					
Mon, Aug 13, 20 Mon, Aug 20, 2	VA Prior 7/1/16 (3 🗸	6 × 1.00	8:00 AM 🧿 📮					
Total: Includes 6 days		6.00 day						

a. When using 2 partial day policies for a single day click the copy button on that days request then change the "Start Time" for the second request to 12PM so that they do not overlap.

DATE	TE TIME OFF POLICY*		START TIME *			
Mon, Aug 20, 2	VA Prior 2 (35) - 🗸	0.50 day	8:00 AM 🧿	0 🚯 🛛		
Mon, Aug 20, 2	Personal 4 - 35 - 🗸	0.50 day	12:00 PM 🧿	C 🖻 🛛		
Total: Includes 1 day		1.00 day				

7. Select the appropriate Time Off Policy.

DATE	TIME OFF POLICY* AM
Mon, Aug 13, 20 Mon, Aug 20, 2	✓ 6 ×
Total: Includes 6 days Comments:	Bereavement - Bereavement FH - 35 - Vacation Jury Duty - Jury Duty Partial Sick - 35 - Sick Personal 4 - 35 - Vacation Sick 15 - 35 - Sick VA Prior (35) - Vacation VA Prior 2 (35) - Vacation VA Prior 7/1/16 (35) - Vacation

- 8. For Vacation time, use the policies in the following priority order to ensure the vacation time nearest to expiration is used.
  - 1. VA Prior 2 -Vacation assigned from 2 fiscal years ago
  - 2. VA Prior -Vacation assigned from last fiscal year
  - 3. VA## -Vacation assigned in current fiscal year

9. If different time off policies are needed for each day, select "Edit Each Day Individually" and change the policy for each day. From this section you can remove individual days from the request by pressing the "x" to the right of that day.

equest Time Of	f				<b>Q</b>			
DATE	TIME OFF POLICY*	AMOUNT *	START TIME *					
Mon, Aug 13, 20	VA Prior 7/1/16 (3 🗸	1.00 day	8:00 AM 🧿	Ģ	<b>b</b> 8			
Tue, Aug 14, 2018	VA Prior 7/1/16 (3 🗸	1.00 day	8:00 AM 🧿	G	<b>b</b> Ø			
Wed, Aug 15, 20	VA Prior 7/1/16 (3 🗸	1.00 day	8:00 AM 🧿	G	<b>b</b> 8			
Thu, Aug 16, 2018	VA Prior 7/1/16 (3 🗸	1.00 day	8:00 AM 🧿	G	<b>b</b> 8			
Fri, Aug 17, 2018	VA Prior 7/1/16 (3 🗸	1.00 day	8:00 AM 🧿	D	<b>h</b> 8			
Mon, Aug 20, 2	VA Prior 7/1/16 (3 🗸	1.00 day	8:00 AM 🧿	G	<b>b</b> 8			
Total: Includes 6 days		6.00 day						
Comments:	Plea	ase respond by:						
	m	m/dd/yyyy 🋗						
CANCEL SUBMIT								

#### 10. Click submit to finalize the request.

R	equest Time Off	🌣 🕜 6
	Start Day: *         End Day: *           8/13/2018	
	Select specific days within the start date and end date.	
	Sun Mon Tue Wed Thur Fri Sat	
2	Enter Request Details EDIT EACH DAY INDIVIDUALLY	
	DATE TIME OFF POLICY* AMOUNT* START TIME*	
	Mon, Aug 13, 20 Mon, Aug 20, 2 VA Prior 7/1/16 (3 ✔ 6 × 1.00 8:00 AM Ø	
	Total: Includes 6 days 6.00 day	
	Comments: Please respond by:	
	mm/dd/yyyy 🋍	
	CANCEL	

### **Cancel Time Off Request**

- 1. Log Into ADP <u>www.bergen.edu/time</u>
- 2. Click the "Myself" tab.
- 3. Then select Time Off>List Of Requests.

AP?		
HOME RESOURCES	MYSELF MY TEAM REP	ORTS
Company M	Personal Information Employment Pay Time & Attendance <b>&gt; Ti</b> me <b>O</b> ff Benefits	Request Time Off Time Off Balances <u>List Of Requests</u> Request Carryover <mark>List (</mark>

4. The list of recent requests will be shown.

List Of Requests 🥝 📼 🚜										
Smith, Jonatha	m 👂	Tax ID (SSN)	Position ID							
Status	Policy.	Date Range 7/10/2018	mm/dd/yyyy 🇰		RESET	Q FILTER				
SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	LAST REVIEWED BY	COMMENTS ACTION				
▶ 08/09/2018	08/08/2018	Sick 15 - 35 - Sick	1.00 Days	Pending		D 🔊				
► 08/08/2018	08/17/2018	VA Prior 2 (35) - Vacation	1.00 Days	Approved		$\mathbf{O}$				
<ul> <li>08/07/2018</li> </ul>	08/13/2018 - 08/20/2018	VA Prior 7/1/16 (35) - Vacation	1.00 Days	Approved		$\mathbf{O}$				
* Multiple values exist for t	* Multiple values exist for this request. Expand the request by dicking the 🕨 at the beginning of the row.									

5. Click the action arrow next to the request you would like to cancel and select "Cancel Request".

	SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	LAST REVIEWED BY	COMMENTS	ACTION	
•	08/09/2018	08/08/2018	Sick 15 - 35 - Sick	1.00 Days	Pending		D	$\mathbf{\mathbf{b}}$	
•	08/08/2018	08/17/2018	VA Prior 2 (35) - Vacation	1.00 Days	Approved				View/Edit
۲	08/07/2018	08/13/2018 - 08/20/2018	VA Prior 7/1/16 (35) - Vacation	1.00 Days	Approved			$\mathbf{O}$	Cancel Request

6. The "Cancel Time Off Request" confirmation pop-up will appear. Click "yes" to cancel the request.

Cancel Time Off Request			
A The selected time off request will be canceled. Are you sure you want to continue?			
DATE	TIME OFF POLICY	AMOUNT	START TIME
Fri, Aug 17, 2018	VA Prior 2 (35) - Vaca	1.00 day	08:00 AM
Reason for cancel	ing:		
	NO		YES