

ADP Time Off

Employee Manual

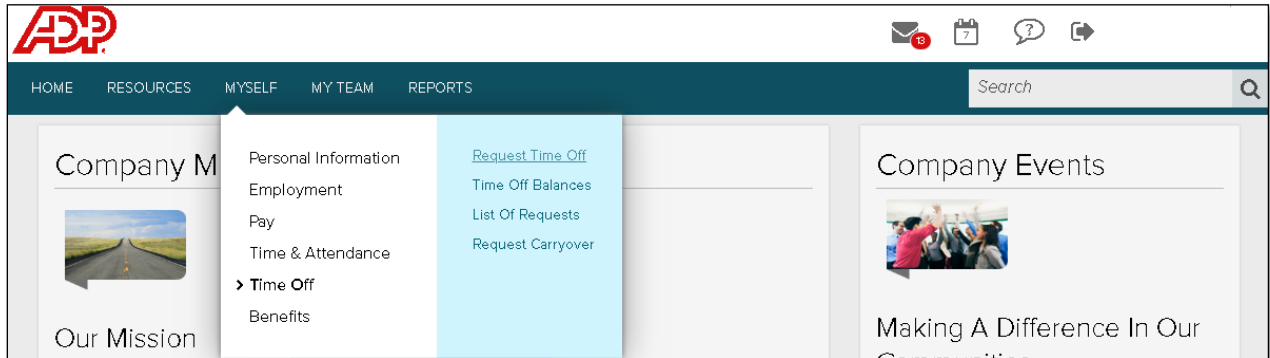


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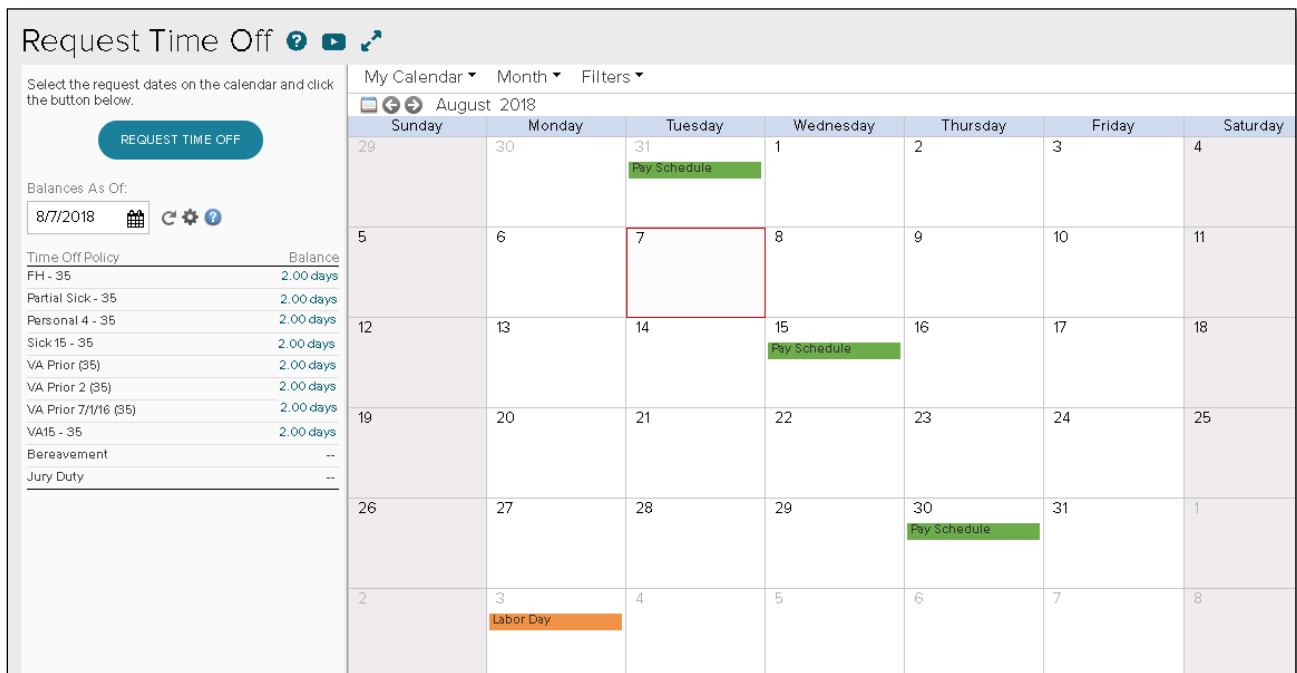
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Request Time Off

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






4. Click the "Request Time Off" Button.



- 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.

Request Time Off

Start Day: *  To End Day: *   Include Weekends



Select specific days within the start date and end date.

Sun **Mon** **Tue** **Wed** **Thur** **Fri** **Sat**





- 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...	VA Prior 7/1/16 	6 x <input type="text" value="1.00"/>	<input type="text" value="8:00 AM"/> 
Mon, Aug 20, 2...			
Total: Includes 6 days		6.00 day	

- 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	TIME OFF POLICY *	AMOUNT *	START TIME *
Mon, Aug 20, 2...	VA Prior 2 (35) - 	0.50 day	<input type="text" value="8:00 AM"/> 
Mon, Aug 20, 2...	Personal 4 - 35 - 	0.50 day	<input type="text" value="12:00 PM"/> 
Total: Includes 1 day		1.00 day	

7. Select the appropriate Time Off Policy.

DATE	TIME OFF POLICY*	AM
Mon, Aug 13, 20...		6 x
Mon, Aug 20, 2...		
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	
	VA15 - 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

- 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.

Request Time Off

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *	
Mon, Aug 13, 20...	VA Prior 7/1/16 (3 ▼)	1.00 day	8:00 AM ⌚	🗑️ 📄 ⌘
Tue, Aug 14, 2018	VA Prior 7/1/16 (3 ▼)	1.00 day	8:00 AM ⌚	🗑️ 📄 ⌘
Wed, Aug 15, 20...	VA Prior 7/1/16 (3 ▼)	1.00 day	8:00 AM ⌚	🗑️ 📄 ⌘
Thu, Aug 16, 2018	VA Prior 7/1/16 (3 ▼)	1.00 day	8:00 AM ⌚	🗑️ 📄 ⌘
Fri, Aug 17, 2018	VA Prior 7/1/16 (3 ▼)	1.00 day	8:00 AM ⌚	🗑️ 📄 ⌘
Mon, Aug 20, 2...	VA Prior 7/1/16 (3 ▼)	1.00 day	8:00 AM ⌚	🗑️ 📄 ⌘

Total: Includes 6 days 6.00 day

Comments:

Please respond by: 🗓️

- Click submit to finalize the request.

Request Time Off

Start Day: 🗓️ To End Day: 🗓️ Include Weekends

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 x 1.00 ...	8:00 AM ⌚	🗑️

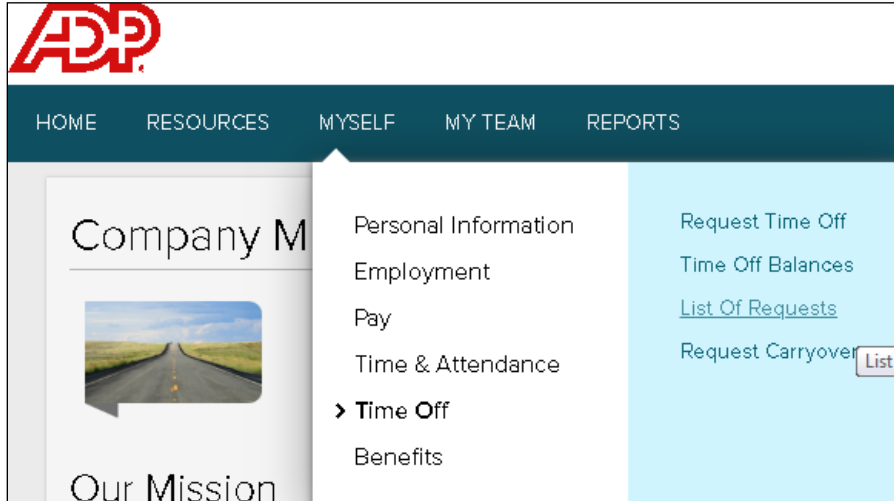
Total: Includes 6 days 6.00 day

Comments:

Please respond by: 🗓️

Cancel Time Off Request

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



4. The list of recent requests will be shown.

A screenshot of the 'List Of Requests' page for Jonathan Smith. The page includes a header with the user's name and ID, and a filter section with dropdowns for 'Status' and 'Policy', and a 'Date Range' field set to '7/10/2018'. A table below shows a list of requests with columns for 'SUBMITTED ON', 'REQUEST PERIOD', 'TIME OFF POLICY', 'AMOUNT', 'STATUS', 'LAST REVIEWED BY', 'COMMENTS', and 'ACTION'.

SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	LAST REVIEWED BY	COMMENTS	ACTION
▶ 08/09/2018	08/08/2018	Sick 15 - 35 - Sick	100 Days	Pending			▶
▶ 08/08/2018	08/17/2018	VA Prior 2 (35) - Vacation	100 Days	Approved			▶
▶ 08/07/2018	08/13/2018 - 08/20/2018	VA Prior 7/1/16 (35) - Vacation	100 Days	Approved			▶


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

A close-up view of the table from the previous screenshot, highlighting the row for the request submitted on 08/08/2018. The 'ACTION' column for this row is expanded, showing 'View/Edit' and 'Cancel Request' options.

SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	LAST REVIEWED BY	COMMENTS	ACTION
▶ 08/09/2018	08/08/2018	Sick 15 - 35 - Sick	100 Days	Pending			▶
▶ 08/08/2018	08/17/2018	VA Prior 2 (35) - Vacation	100 Days	Approved			▶ View/Edit Cancel Request
▶ 08/07/2018	08/13/2018 - 08/20/2018	VA Prior 7/1/16 (35) - Vacation	100 Days	Approved			▶

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

Cancel Time Off Request

 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 canceling: