

Accruals/PTO – Approving Time Off in ADP Time & Attendance

Approving Time Off

RUN Practitioner: Log into runpayroll.adp.com, choose Time Management. **Time & Attendance Administrator**: Log into https://time.adp.com.

1. Select People and Process > Employee > Time Off Requests

EOPLE AND PROCESS	REPORTS SETUP	
Timecard	Edit Employee	Annual Summary
Scheduling	Add Employee	Employee Information
Payroll	Time Off Requests	Attendance
> Employee	Accrual Balances	Delete Employee
	Holidays	Accumulator Balances

2. Click the **Request Number** in the row you want to review.

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foar: All	~	Status: Pending Review	Find Request	Number:		A FIND
Found REQUEST NUMBER -	STATUS	REQUESTER	TOTAL	TIME OFF BEGINS ON	DESCRIPTION	REVIEW E DATE

- 3. To Approve a Time Off Request:
 - a. To accept the request, click to select **Approve** in each row and click **Approve Request**.

APPROVE	DENY		SCHEDULE	SCHEDULE	REC	UEST DETA	ILS	COMPARE TO OTHER
▲ APPROVE	DENT	DATE	START	HOURS	PAY CODE	START TIME	HOURS	EMPLOYEES' NON-WORKED SCHEDULES
~		Wednesday, December 16, 2020	09:00 AM	8.00	Vacation	08:00 AM	4.00	٨
~		Thursday, December 17, 2020	09:00 AM	8.00	Vacation	08:00 AM	8.00	۸

b. To accept part of the request, click to select **Approve** and **Deny** and click **Partially Approve Request**. The requesting employee receives a notification to **Approve** or **Cancel** their altered request.

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4. To view other employees who have been approved for the same day > Click the Boat Icon under Compare to Other Employees' Non-Worked Schedules.

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