


How-To Guide for Non-Exempt (Hourly) Employees Requesting Time Off (Earned Time)



All employees will use the URL: <https://workforcenow.adp.com/public/index.htm>

Requesting Time Off:

- <https://workforcenow.adp.com/public/index.htm>
- Enter your User ID and Password
- Verify that you have sufficient Earned Time accrued for any time you plan to request
 - **Myself -> Pay -> Personal Accrued Time**
- Select **Myself -> Time Off -> Request Time Off**
 - Or click the calendar icon in the upper right portion of the screen 
- The screen displays the Request Time Off Calendar
- Navigate in the calendar to the date range that corresponds to your planned time off
- Click the week day(s) for the time off you wish to request (you can click and drag to easily select several consecutive days)
- Click the **Request Time Off** button in the left column
- The Request Time Off window displays
 - Verify that the dates represent the dates you selected in the calendar
 - In the Time Off Policy section, select **Earned Time**
 - Enter/Verify the number of hours in the Amount field (NOTE: this should correspond to the regular hours you are scheduled for in a day)
 - Adjust the start time(s) if necessary
 - Enter Comments if relevant
 - In the Please Respond By field, click the calendar icon and select a date
 - Click submit
- A notification will be sent to your supervisor requesting their review and approval. Approved Time Off requests are automatically added to your time card for the scheduled days.

ADP Learning Bytes for Time Off

- Requesting Time Off
 - <https://assessment.adp.com/tpd/sims/wfnpr/80459WFN4/001submittingatimeoffrequestasanemployee.htm>
- Cancel a Time Off Request
 - <https://assessment.adp.com/tpd/sims/wfnpr/80460WFN4/cancelingatimeoffrequest.htm>
- Viewing Calendar to plan Time Off Request
 - <https://assessment.adp.com/tpd/sims/wfnpr/80460WFN4/viewingmycalendar.htm>

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