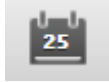


# How-To Guide for Exempt (Salary) Employees Requesting Time Off (Earned Time)



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 – Exempt – Earned Time**
  - Verify that the **Amount** correctly represents the number of days required
  - Leave the start time as is
  - 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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