


How-To Guide for Supervisors

Adding Time Off Requests for Employees



This would occur if an employee was not available to record/request the time off.

- <https://workforcenow.adp.com/public/index.htm>
- Enter your User ID and Password
- **My Team -> Time Off -> Request Time Off**
- Ensure you are viewing the correct employee
- Click the green plus icon  in the lower left portion of the screen

- Enter the **start and end date** of the time off needed for this employee (if it's one day, enter the same date in both fields)
- Press **Tab**
- The Request Details portion of the screen opens up to allow more entry
- Click the down arrow beside Time Off Policy
- Select the appropriate Time Off Policy for this employee
 - **Hourly/Non-Exempt = Earned Time**
 - **Salary/Exempt = Earned Time – Exempt**
- Based on your selection the Amount and Time fields should automatically populate with system defaults (**hours** for hourly/non-exempt employees, **days** for salary/exempt employees)
- **Edit the Amount field** to reflect the correct time off required for this employee
 - (example: 35 hours/week = 7 hours/day – not the default of 8)
- Edit the **start time** as appropriate (no need to change for salary/exempt employees)
- Enter a Comment if relevant
- Click **Submit**
- Since you are a supervisor entering this for your employee, the system automatically approves the entry and populates the timecard.
- You can now log out.

ADP Learning Bytes for Supervisors

<https://assessment.adp.com/tpd/sims/wfnpr/80469WFN4/80469coursemenu.htm>

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