


# How-To Guide for Supervisors Reviewing Time Off Requests

## Reviewing Time Off Requests:

- Supervisors will receive an email indicating that a request for time off has been added.
- To review and approve/deny a request, you must log into ADP WorkForce Now:  
<https://workforcenow.adp.com/public/index.htm>
- Enter your User ID and Password
- **My Team -> Time Off -> List of Requests**
  - Or click the envelope icon  in the upper right portion of the screen to access the Message Center.
- The list of requests for time off from employees is displayed
- Click the Green Action icon in the right column of the indicated message and select **Review** from the available options
- The full request is displayed:
  - The available balances for any time off policies this person qualifies for including any pending and scheduled time off, is in the upper right portion of the screen
  - The details of the time off requested are displayed in the center of the screen
  - Just above this detail section are a link to **Check Schedule** – this allows you to quickly see any other time off scheduled by other team members for the dates of this request
  - The other option available just above the detail area is a check box to **Review each date individually** – this allows you to approve/deny individual days if you don't want to approve/deny the complete request
  - Comments and response requested due date are below the listed request details
- Click **Check Schedule** to ensure sufficient personnel are available during the time frame to actually cover the work of this business function (click **Check Schedule** again to cancel this extra window).
- If you wish to approve some days requested but not others, check the box to **Review each date individually**
  - In the Action column, select the appropriate response for each day
- If you wish to respond to the whole Time Off request, scroll to the bottom of the window.
- You may enter a comment if it is relevant for the response.
- Click the button that corresponds to your response.

## Button Definitions:

- **Approve** – this indicates that you approve the requested time off entry. Approved time off requests will automatically be added to the employee's time card.
- **Deny** – this indicates that you do not approve the time off request.
- **Cancel** – this allows you to cancel an approved request after the fact if the employee ends up working that day instead.

## ADP Learning Bytes for Supervisors

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

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