Managing Employee Time Off Requests

As a manager of employees with Time Off available, it is necessary to approve all time off requests in a timely manner (minimum before the requested time). This is done within the ADP system. Once an employee submits a time off request through ADP, you, as the manager, will receive a notice in your email. A sample of this email is below:

> From: <noreply@adp.com>

DATE & TIME Employee - Time Off Request EMPLOYEE NAME

Please log into ADP to review and respond to this request.

****THIS IS AN AUTOMATED EMAIL. PLEASE DO NOT REPLY***

This email is sent from an automated system, so please do not reply.
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This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately by return email and delete the message and any attachments from your system.

NOTE: The date and time noted in the body of the email is not the date/time requested, just the date the request was submitted.

Responding to a Time Off Request for an Employee

1. Log into ADP
2. **My Team – Time Off – List of Requests**
3. The time off request is listed with a Status of "Pending"
4. Click the down arrow in the **Action** column to respond to the request:
   a. Action options are: **Leave Pending, Mark to approve and Mark to deny**
5. Optional: Enter comments or notes as needed. You can enter an individual note to each time off request line.
6. Select the desired action to respond to the time off request
7. The employee will receive and email notification indicating your response to the request

Other Time Off Activities

1. To verify the employee's time off policy balances before responding
   a. **My Team – Time Off – Time Off Balances**
2. To review the schedule of time off requests
   b. **My Team – Time Off – Request Time Off**

Adding a Time Off Request for an Employee

Managers can add time off requests for employees on their behalf (for example when an employee is out sick)

1. Log into ADP
2. **My Team – Time Off – Request Time Off**
3. A calendar view of the current week is displayed with any time off requests indicated
4. Click the day of the week for the employee you wish to add a time off entry for
5. Click the **Request Time Off** button to the right of the calendar
6. Verify the date(s), start time and hours for the request as well as which time off bank of hours/policy you will be utilizing
7. Click **Review**
8. Add a comment if appropriate
9. Click **Submit**
10. The time off request is added to the employee's request and timecard as approved

Please reference our current time off policies which are located on our Handbooks & Policies web page (https://my.sjcme.edu/resources/human-resources/handbooks-and-policies/).

Religious Holidays

A staff member may arrange for time off without pay in observance of religious holidays or may use these days from accrued time off. Requests for time off for religious holidays must be submitted and approved in advance by an employee's supervisor. Supervisors must consult Human Resources if approving the time off would create undue hardship on the department.