

Managing Time Off Requests in eTime



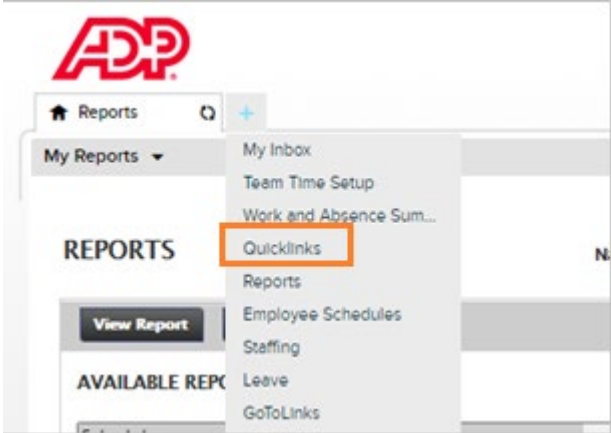
Contents:

Approve a Time-Off Request: 2

Submit a Time-Off Request on Behalf of an Employee: 4

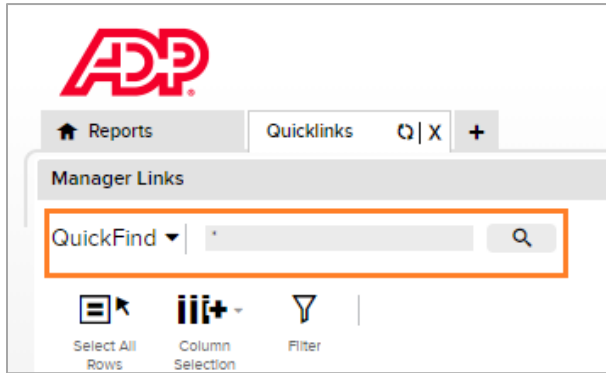
Approve a Time Off Request

When employees request time off, you will be required to approve, refuse, cancel, or edit those requests.

Step	Action
1	<p>Click the Add Workspace icon, then select Quicklinks:</p>  <p>The screenshot shows the ADP Reports interface. A dropdown menu is open from the 'Reports' header, listing various options. The 'Quicklinks' option is highlighted with an orange box. Other visible options include 'My Inbox', 'Team Time Setup', 'Work and Absence Sum...', 'Reports', 'Employee Schedules', 'Staffing', 'Leave', and 'GoToLinks'.</p>

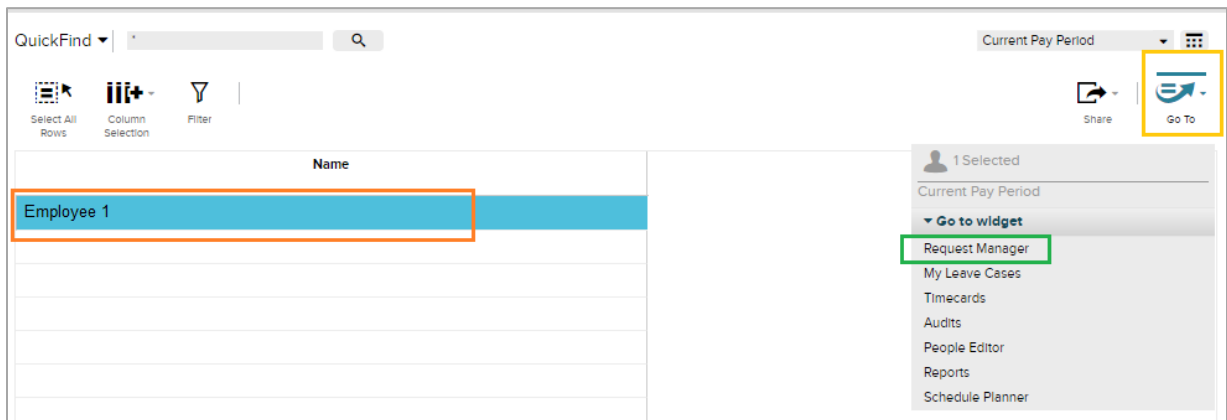
Use QuickFind to search for an employee, or select an option under Manager Links, then a hyperfind, to view a list of employees:

2



Select the employee, then click the *Go To* button and select **Request Manager**:

3



Toggle the top filters to view requests. If you are trying to view a specific request, the date filters must include the date(s) the employee is requesting off:

4



Select the request, then use the icons to respond to the request. You can also right-click the request for response options:

Modified By (Lastname, Firs...	Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date
Ken		Basic Global Time Off Request	12/18/2020 12:41 M		Ken	12/24/2020

5

To approve multiple time off requests, select the employees using CTRL + click, then click the **Go To** button and select **Request Manager**:

Name
Employee 1
Employee 2
Employee 3
Employee 4

6

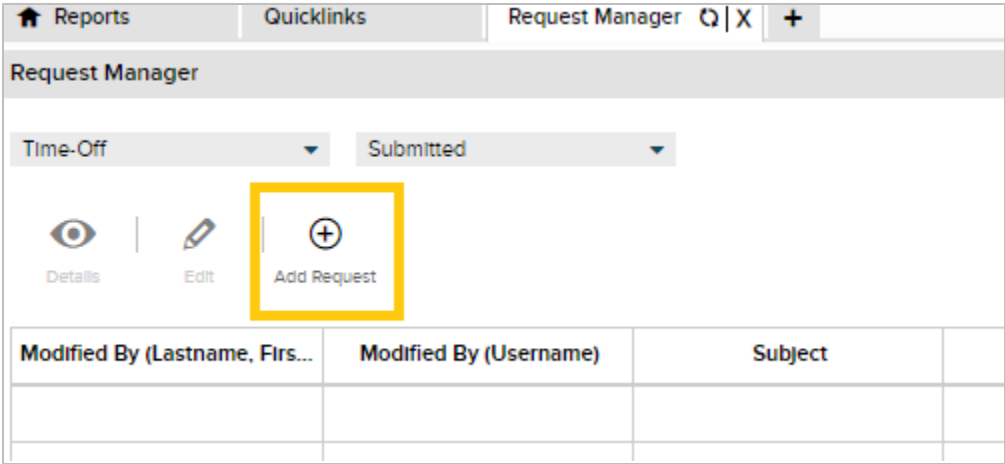
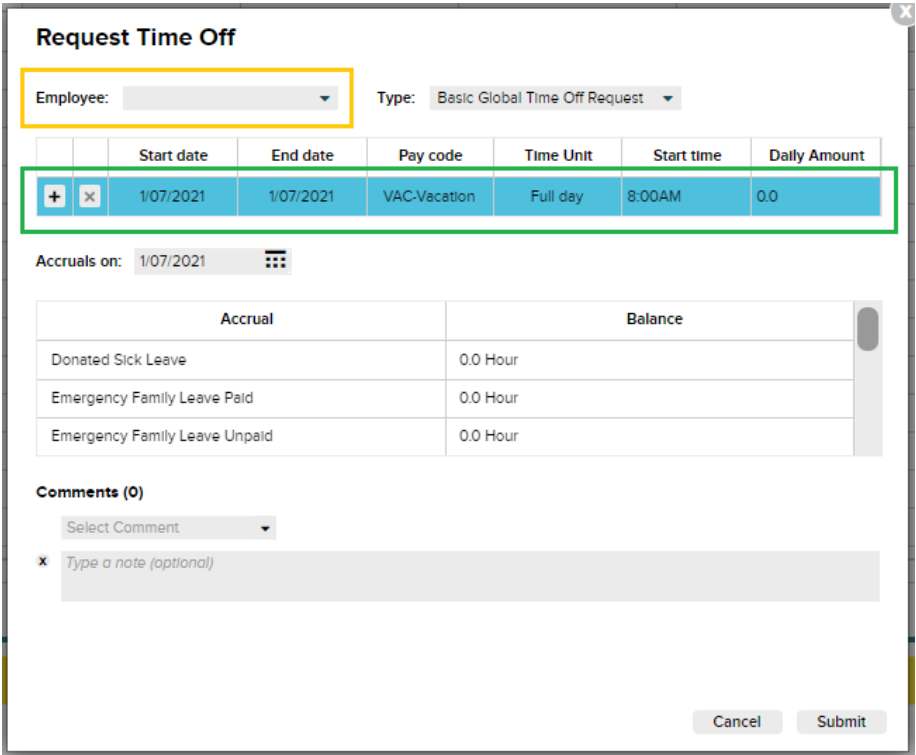
Select the requests you would like to approve using CTRL + click, then click **Approve**:

Modified By (Lastname, Firs...	Modified By (Username)	Subject	St
		Basic Global Time Off Request	12/18/2020
		Basic Global Time Off Request	12/18/2020
		Basic Global Time Off Request	12/18/2020

7

Submit a Time Off Request for an Employee

As a manager, you can create a time-off request on behalf of your assigned employees.

Step	Action
1	<p>Once in Request Manager, click Add Request:</p>  <p>The screenshot shows the Request Manager interface. At the top, there are tabs for Reports, Quicklinks, and Request Manager. Below the tabs, there are dropdown menus for 'Time-Off' and 'Submitted'. In the center, there are three icons: 'Details' (eye), 'Edit' (pencil), and 'Add Request' (plus sign). The 'Add Request' icon is highlighted with a yellow box. Below the icons, there is a table with columns: 'Modified By (Lastname, Firs...', 'Modified By (Username)', and 'Subject'.</p>
2	<p>Select the employee, then enter the start date, end date, pay code, and time fields:</p>  <p>The screenshot shows the 'Request Time Off' form. At the top, there is a dropdown menu for 'Employee' and a dropdown for 'Type: Basic Global Time Off Request'. Below this is a table with columns: 'Start date', 'End date', 'Pay code', 'Time Unit', 'Start time', and 'Daily Amount'. The first row of the table is highlighted with a green box. Below the table, there is a section for 'Accruals on: 1/07/2021'. Below this is a table with columns: 'Accrual' and 'Balance'. Below the table, there is a section for 'Comments (0)' with a dropdown menu and a text input field. At the bottom right, there are 'Cancel' and 'Submit' buttons.</p>

Enter any comments, then click **Submit**:

Request Time Off

Employee: Type: Basic Global Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	1/11/2021	1/11/2021	VAC-Vacation	Full day	8:00AM	0.0

Accruals on: 1/07/2021

Accrual	Balance
Sick	2128.82 Hour
Vacation	240.0 Hour
Vacation	240.0 Hour

Comments (1) Add Comment

x Time Off Request

x Type a note (optional)

Cancel

3

You will land back on the Request Manager page with the request selected. Click **Approve**:

Time-Off Submitted

Details Edit Add Request **Approve** Refuse Pending Retract

Modified By (Lastname, Firs...	Modified By (Username)	Subject
		Basic Global Time Off Request

4