SUPERVISORY TRAINING FOR APPROVING TIME OFF REQUESTS

On ADP Workforce Now

https://workforcenow.adp.com

September 2019

PROCESSING EMPLOYEE'S TIME OFF REQUEST

Login in to Workforcenow:

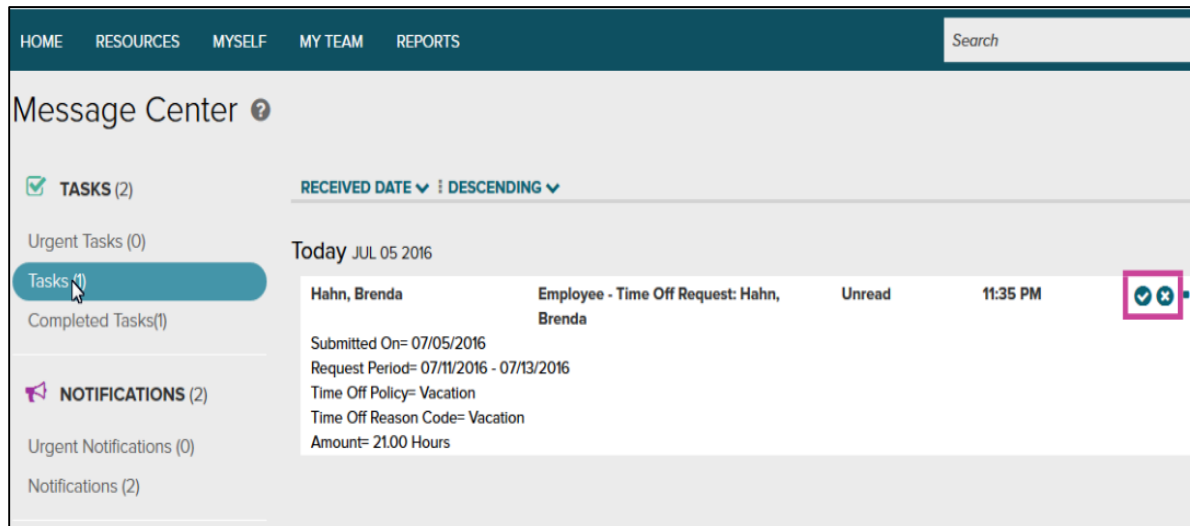*https://workforcenow.adp.com*

STEP 1

Message Center:

Pending actions like **time off approvals** will be listed under **"Tasks".** You have a pending time off request from Brenda Hahn. Click on **"View All Messages."**
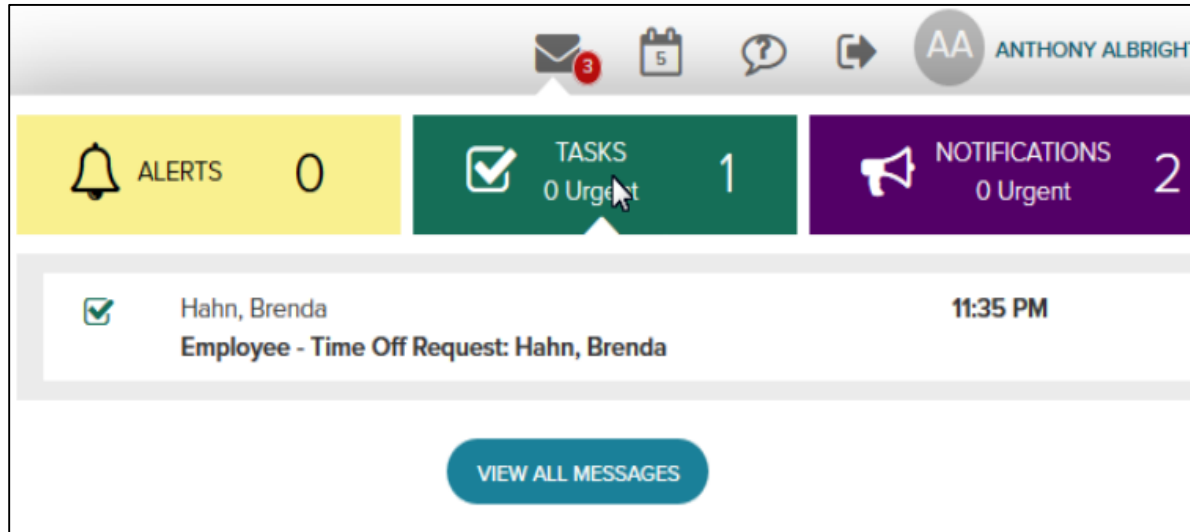
STEP 2

Select **"Tasks".** You can **Approve** (√) or **Deny** (**X**) the Requests using the appropriate icons.

HOME   RESOURCES   MYSELF   MY TEAM   REPORTS

Search

Message Center ❓

☑ **TASKS** (2)

Urgent Tasks (0)

Tasks (1)

Completed Tasks(1)

RECEIVED DATE ∨ ⋮ DESCENDING ∨

Today JUL 05 2016

Hahn, Brenda   Employee - Time Off Request: Hahn,   Unread   11:35 PM   ✔ ✖ ⋯
                  Brenda

Submitted On= 07/05/2016
Request Period= 07/11/2016 - 07/13/2016
Time Off Policy= Vacation
Time Off Reason Code= Vacation
Amount= 21.00 Hours

REVIEW

APPROVE

REJECT

VIEW HISTORY

📣 **NOTIFICATIONS** (2)

Urgent Notifications (0)

Notifications (2)

STEP 3

To review the request details, selection the **Actions Icon (…)** and select **"Review".**

HOME   RESOURCES   MYSELF   MY TEAM   REPORTS

Time Off Request for Brenda Hahn

Status: PENDING Approval by Albright, Anthony
Submitted By: Hahn, Brenda on 07/05/2016
Date Range

Start Day: End Day:
07/11/2016   To   **07/13/2016**
Includes every day from 07/11/2016 to 07/13/2016.

Request Details

VIEW EACH DAY INDIVIDUALLY   CHECK SCHEDULE ∨

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Jul 11, 2016 – Wed, Jul 13, 2016	Vacation - Vacation	3 x 7.00 hours	08:30 AM
Total: Includes 3 days		21.00 hours	

Balances As Of : 7/13/2016 📅 ↻

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

STEP 4

Click **View Each Day Individually.**

3

STEP 5

View the request. Brenda is requesting 3 days.

STEP 6

You can view her time off balances. As of the last day in this request, she will have sufficient hours to take these vacation days.

Time Off Request for Brenda Hahn

Status: **PENDING Approval** by Albright, Anthony

Submitted By: Hahn, Brenda on 07/05/2016

Date Range

Start Day: 07/11/2016   To   End Day: 07/13/2016

Includes every day from 07/11/2016 to 07/13/2016.

Request Details

COLLAPSE ROWS   ☐ Review Each Day Individually   CHECK SCHEDULE ⌄

DATE	TIME OFF POLICY	AMOUNT	START TIME
Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM

Balances As Of : 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

Brenda Hahn

lbright, Anthony

07/05/2016

2016

6 to 07/13/2016.

☐ Review Each Day Individually   CHECK SCHEDULE ⌄

FF POLICY	AMOUNT	START TIME
n - Vacation	7.00 hours	08:30 AM
n - Vacation	7.00 hours	08:30 AM
n - Vacation	7.00 hours	08:30 AM
	21.00 hours	

DENY   APPROVE

Balances As Of : 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

My Team Time Off

Date Requested	Time Off Policy	Status	Date Submitted
07/11/2016			
Martinez, Raul	Vacation-Vacation	Approved	06/30/2016

STEP 7

To ensure you have adequate coverage for your team click "**Check Schedule**".

SCENARIO:

Raul Martinez has already been approved for a vacation day on July 11th - the same day as Brenda is requesting.

If having more than one person off on the same day poses a concern for coverage, you will want to **Deny** Brenda's vacation day requests for 7/11 You can **Approve** her vacation requests for 7/12 and 7/13.

*Note: To close the **My Team Off Schedule**, click on **Check Schedule** again or anywhere on the time off request page.*

STEP 8

Click on **Review Each Day Individually** so you can apply different actions to each day.

STEP 9

The first action listed on the drop-down box is **"Approve".**

If you want to deny the request, use the drop-down box to scroll down and select **"Deny"** in the action box next to the July 11th request.

Time Off Request for Brenda Hahn

Start Day: **07/11/2016**   To   End Day: **07/13/2016**

Includes every day from 07/11/2016 to 07/13/2016.

Request Details

COLLAPSE ROWS   ✔ Review Each Day Individually   CHECK SCHEDULE ⌄

ACTION	DATE	TIME OFF POLICY	AMOUNT	START TIME
* Deny ⌄	Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM
* Approve ⌄	Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM
* Approve ⌄	Wed, Jul 13, 2016	Vacation - Vacation	7.00 hours	08:30 AM

Total: Includes 3 days   21.00 hours

Comments:

Another Employee is taking Monday off.

CANCEL REQUEST   PROCESS

Balances As Of : 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	80.00 hours

STEP 10

Scroll down and you can add a **Comment** to explain to the employee why you partially approved the request. Click "**process**", and the partial approval is saved.

Time Off Request for Brenda Hahn

✔ Your approval of the time off request was submitted successfully.

Status: **MIXED** Reviewed by Albright, Anthony on 07/05/2016

Submitted By: Hahn, Brenda on 07/05/2016

Date Range

Start Day: **07/11/2016**   To   End Day: **07/13/2016**

Includes every day from 07/11/2016 to 07/13/2016.

Request Details

COLLAPSE ROWS

DATE	TIME OFF POLICY	AMOUNT	START TIME	STATUS
Mon, Jul 11, 2016	Vacation - Vacation	7.00 hours	08:30 AM	DENIED
Tue, Jul 12, 2016	Vacation - Vacation	7.00 hours	08:30 AM	Approved

Balances As Of : 7/13/2016

Time Off Policy	Balance
Jury Duty	40.00 hours
Personal	40.00 hours
Sickft	40.00 hours
Vacation	66.00 hours

The approved request is automatically displayed on the employee's calendar.

The employee is notified through the **message center** and through **email notification** that their request has been approved or denied.

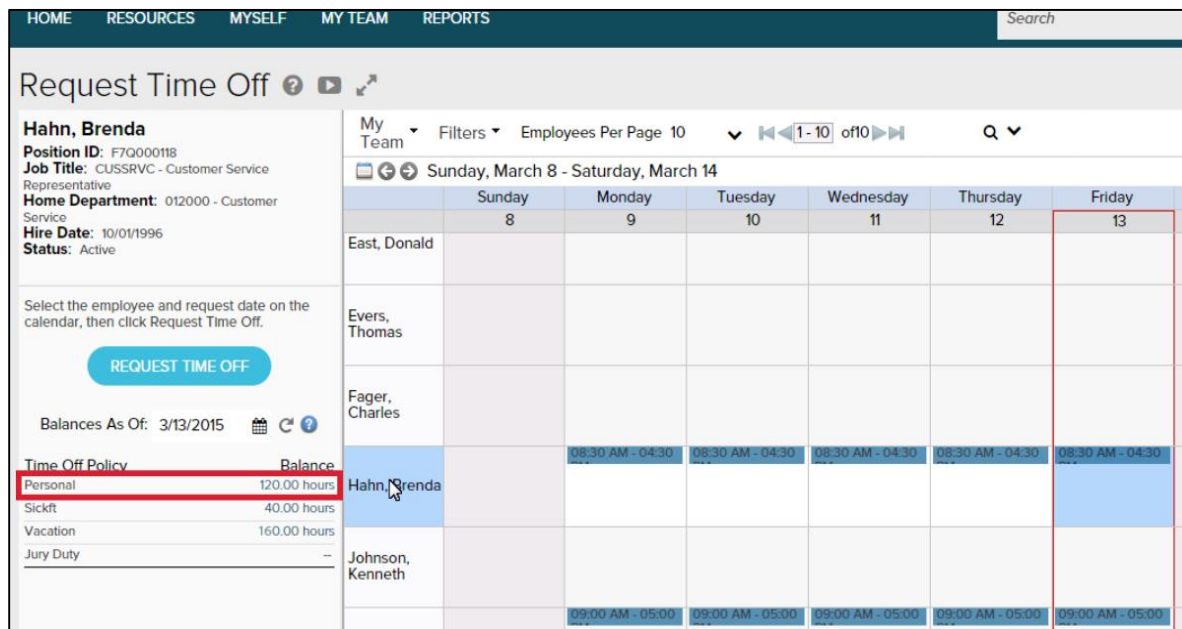The employee's time off balances are updated automatically.

ENTERING A REQUEST ON AN EMPLOYEE'S BEHALF

STEP 1

Your employee Brenda Hahn has asked to take a Personal Day and you are going to enter a request on her behalf.

From the Home Page, click on **My Team**, **Time Off**, **Request Time Off**

STEP 2

On the time off calendar, the current day is highlighted in **RED**.

Click on Brenda Hahn's name. Here you can view Brenda's personal time balance to ensure she has enough hours for this request.

STEP 3

The **start** and **end dates** are populated automatically, but you can change the dates if necessary.

The **Amount** and **Start Time** is also populated automatically because

STEP 4

In the **Time Off Policy field** select the reason for Brenda's request, by clicking on the drop-down box. Then click **Submit**. You will get a message that your request was submitted successfully.
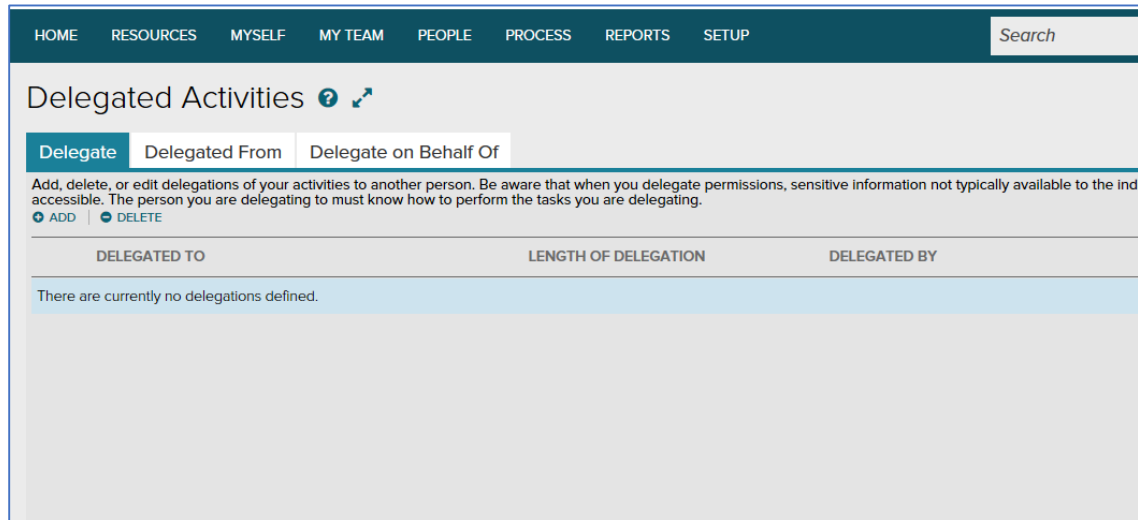
STEP 5

Brenda's personal day off is displayed with a status of **Approved** on the Calendar, and her **Personal Time Balance** has been automatically updated.

DELEGATING TIME OFF APPROVALS
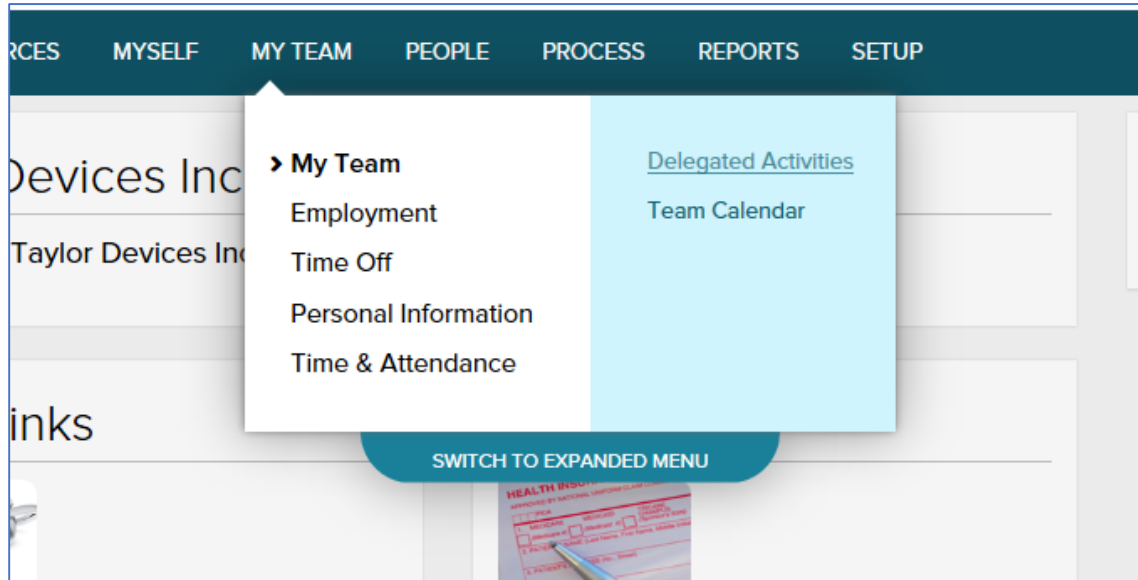
Click on **My Team / Delegated Activities**

Click on **"Delegate"**

| HOME | RESOURCES | MYSELF | MY TEAM | PEOPLE | PROCESS | REPORTS | SETUP | | Search |

Delegated Activities ❓ ↗
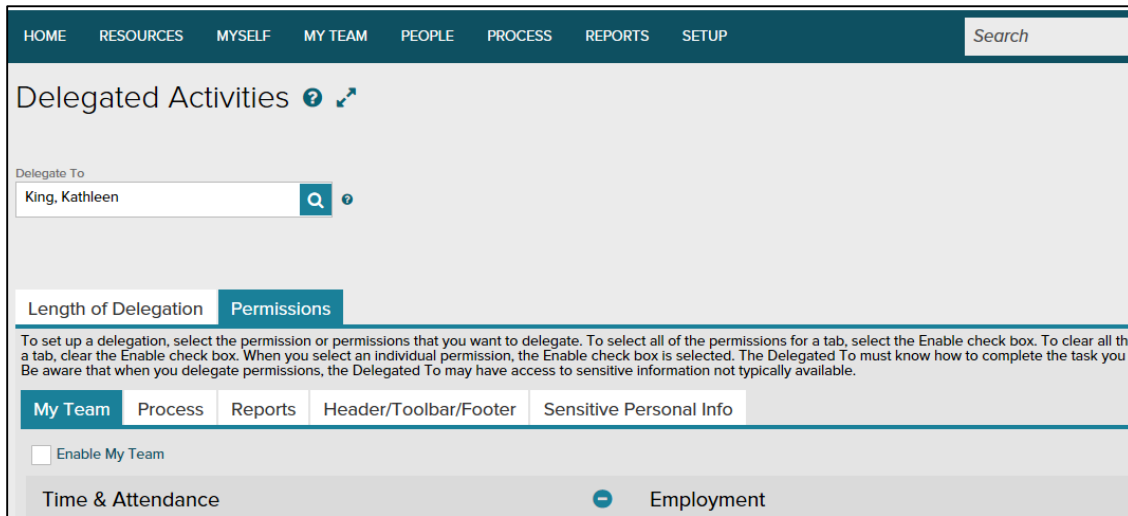
Delegate To

[ ] 🔍 ❓

CANCEL   SAVE ⌄

Click on the search bar to select the name of the employee you are delegating to.

Click on the bullet next to the person's name you want to delegate your time keeping tasks to.

Click **Done.**

| HOME | RESOURCES | MYSELF | MY TEAM | PEOPLE | PROCESS | REPORTS | SETUP | | Search | 🔍 |

Delegated Activities ❓ ↗

Delegate To

King, Kathleen   🔍 ❓

Length of Delegation | Permissions

Start date *   **Indefinite**
mm/dd/yyyy 📅   [ ] ❓

End date *
mm/dd/yyyy 📅

CANCEL   SAVE ⌄

Enter the **start date** and **end date** for the length of time you want to delegate. Click **"Save".**

Click on **"Permissions"**.
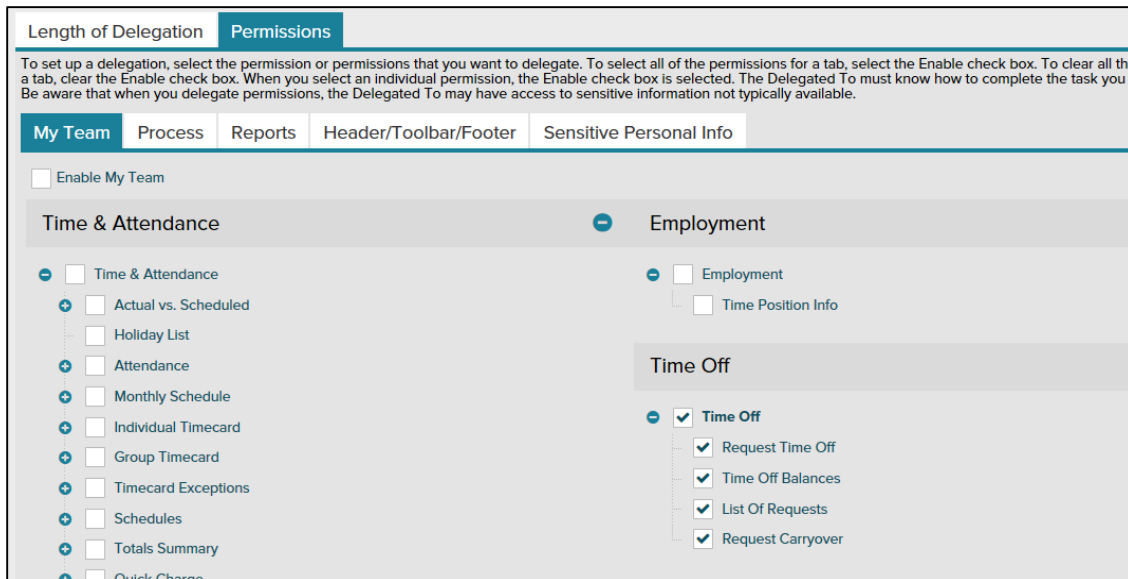
Check the **Time Off Box**. This will allow the person you delegated to assume your duties of Time Off Approvals in your absence.

"Click the **Save** button at the bottom of the page".

TIME OFF POLICY OPTIONS

STAFF (Hourly Employees):

- **Personal / Sick:** Available in quarter hour increments.
- **Vacation:** Available in quarter hour increments; please provide 2 weeks-notice for extended periods of a week or more.

Note: Vacation is accrued at the end of each pay period and becomes available to use at the beginning of the next pay period.

ADMINISTRATION (Salaried Employees):

- **Vacation:** Please provide 2 weeks-notice for extended periods of a week or more. Vacation accruals are calculated monthly and become available on the first of each month.

TEMPORARY EMPLOYEES:

Individuals who are working at Daemen through an employment agency will not be set up in the ADP time off system.

OTHER TYPES OF PAID TIME OFF:

Jury Duty, Military Leave and Bereavement Requests must be submitted on paper Time Off Request Form along with appropriate documentation for the leave. The Employee Time Off Request Form is available on the Daemen Website - https://www.daemen.edu/about/working-daemen/employee-forms

NOTE: You cannot request vacation, personal/sick unless you have it available in your accruals.