SUPERVISORY TRAINING FOR APPROVING TIME OFF REQUESTS

On ADP Workforce Now

https://workforcenow.adp.com

September 2019

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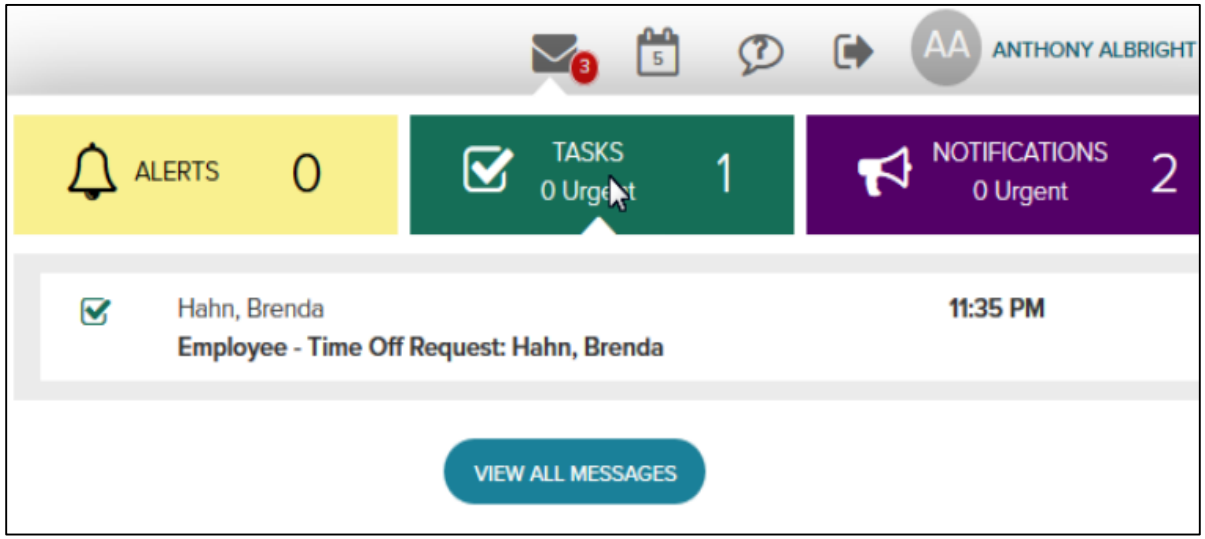
PROCESSING EMPLOYEE'S TIME OFF REQUEST



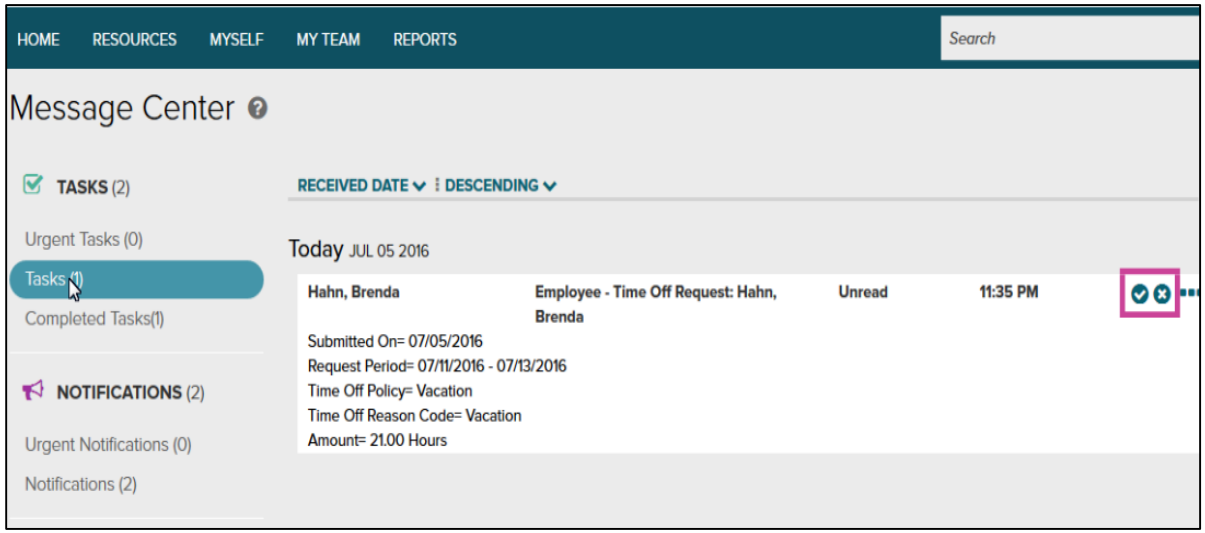
Login in to Workforcenow:

https://workforcenow.adp.com

STEP 1

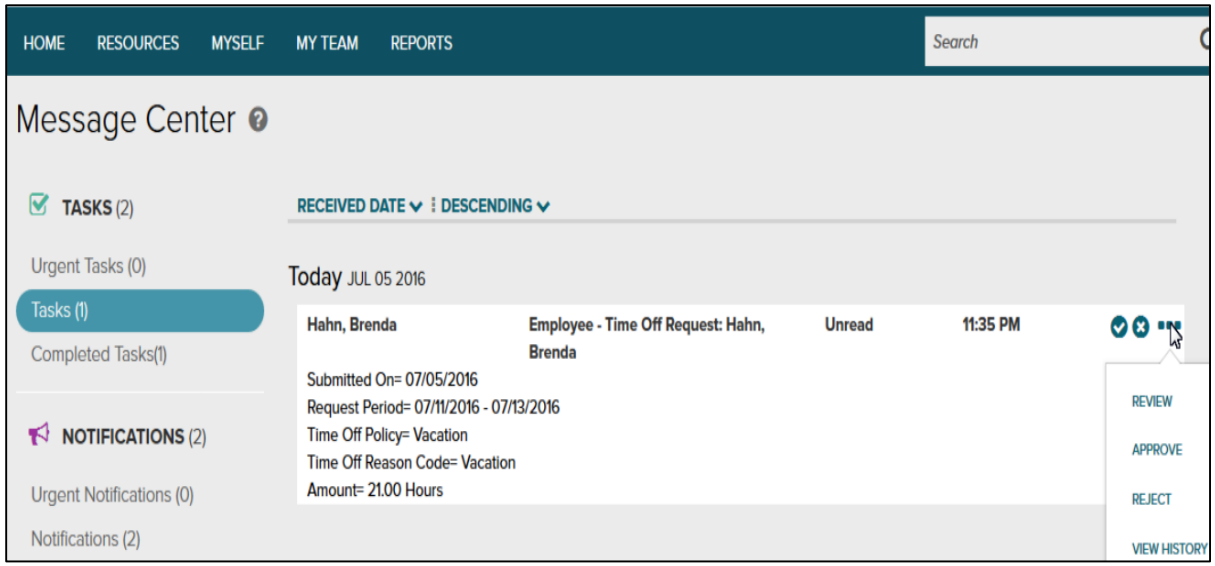
<u>Message Center:</u>

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."**



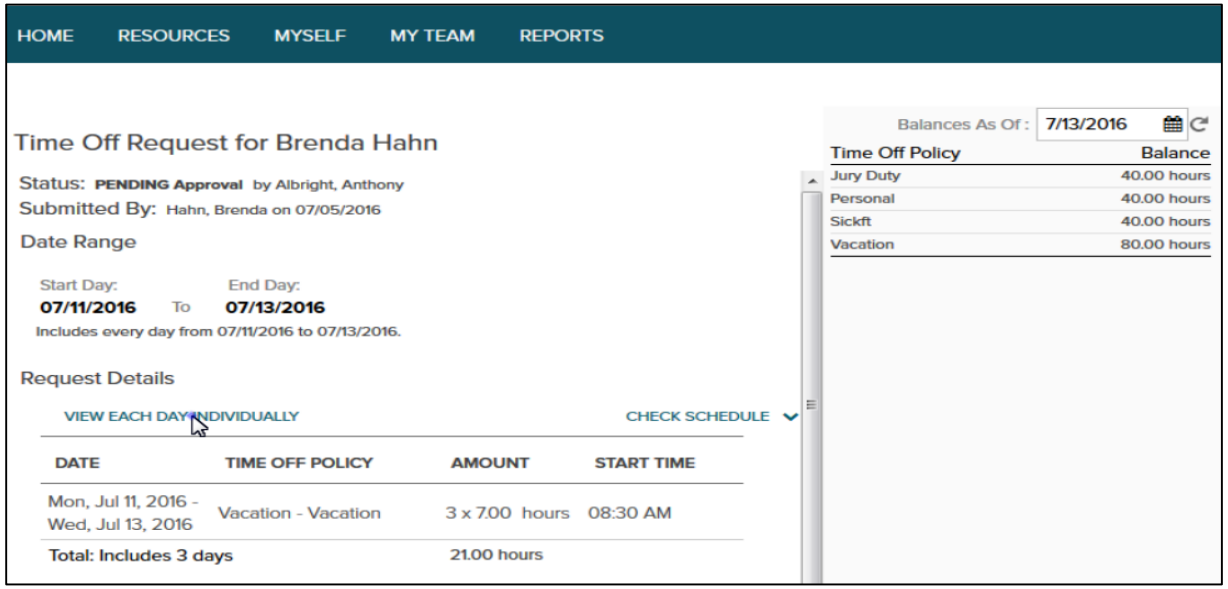
STEP 2

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



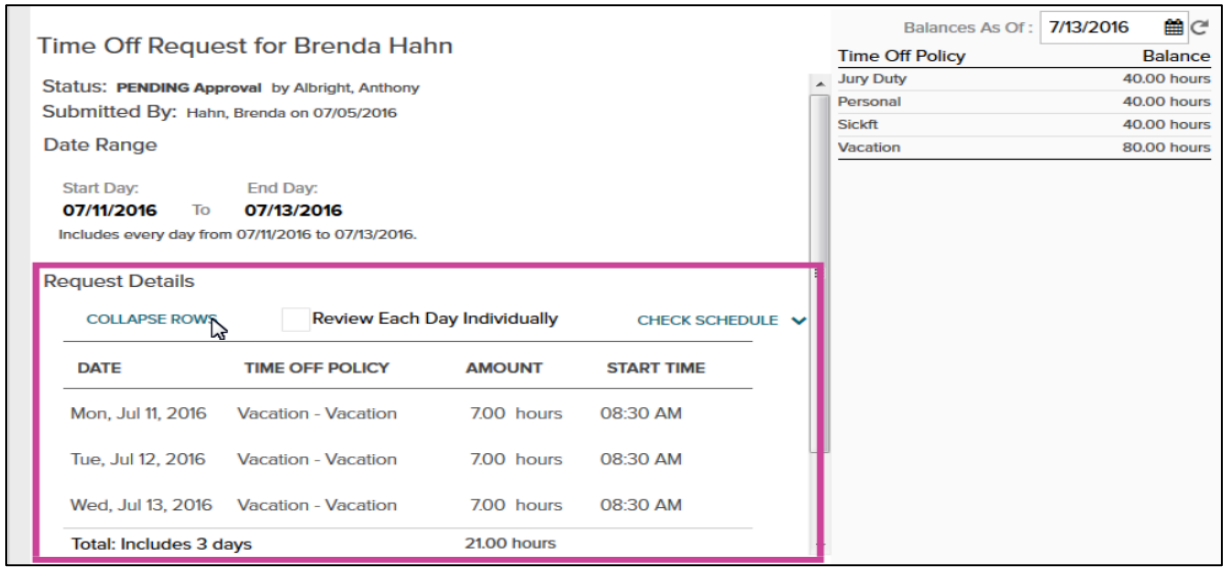
STEP 3

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



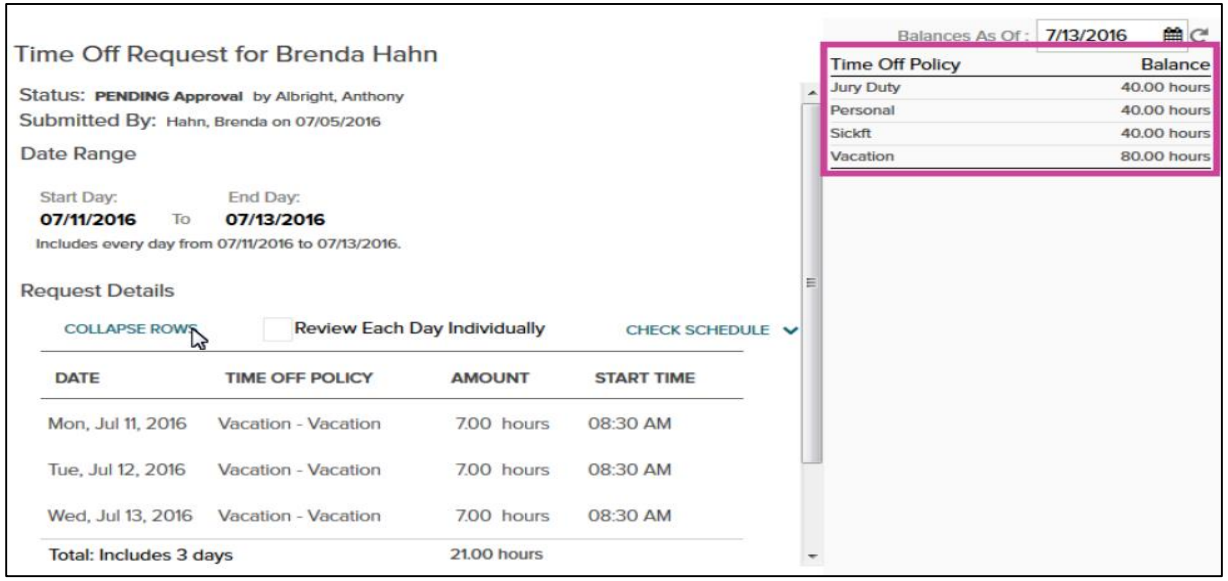
STEP 4

Click **View Each Day Individually.**



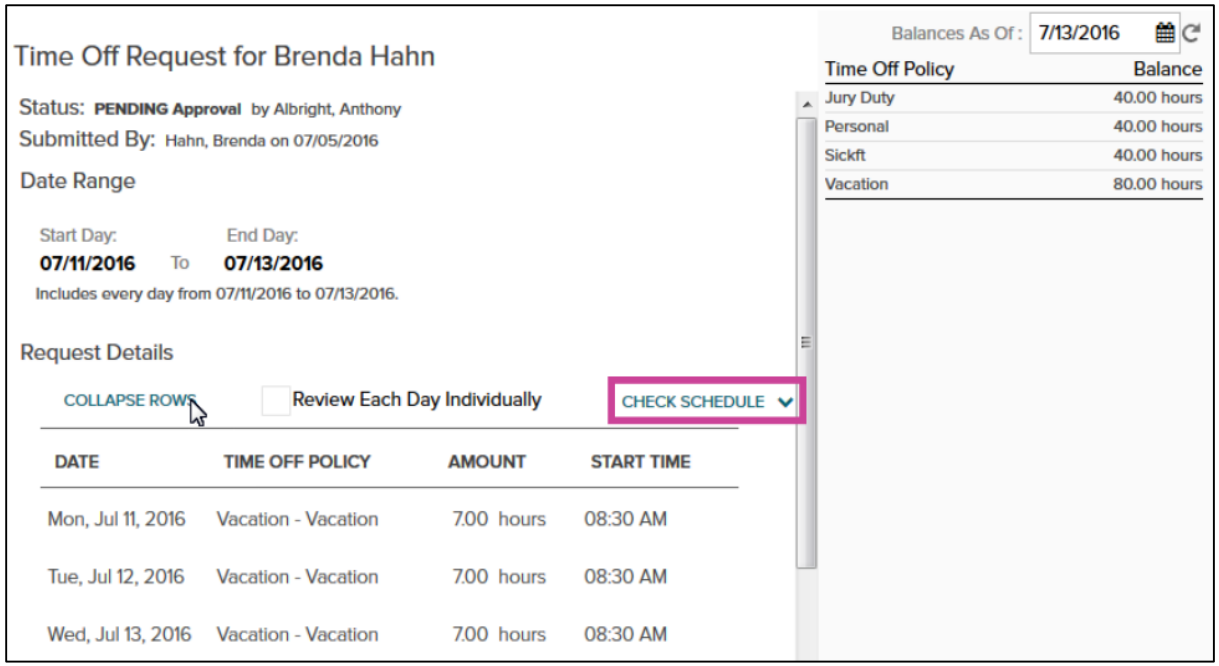
STEP 5

View the request. Brenda is requesting 3 days.



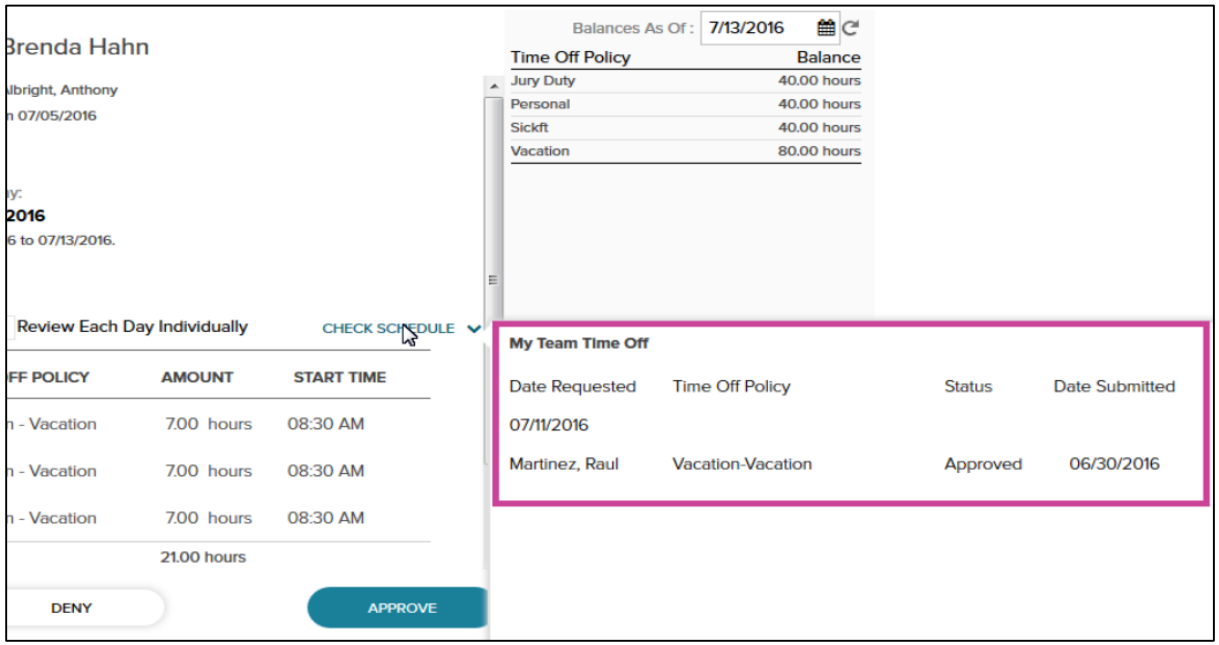
STEP 6

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.



STEP 7

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

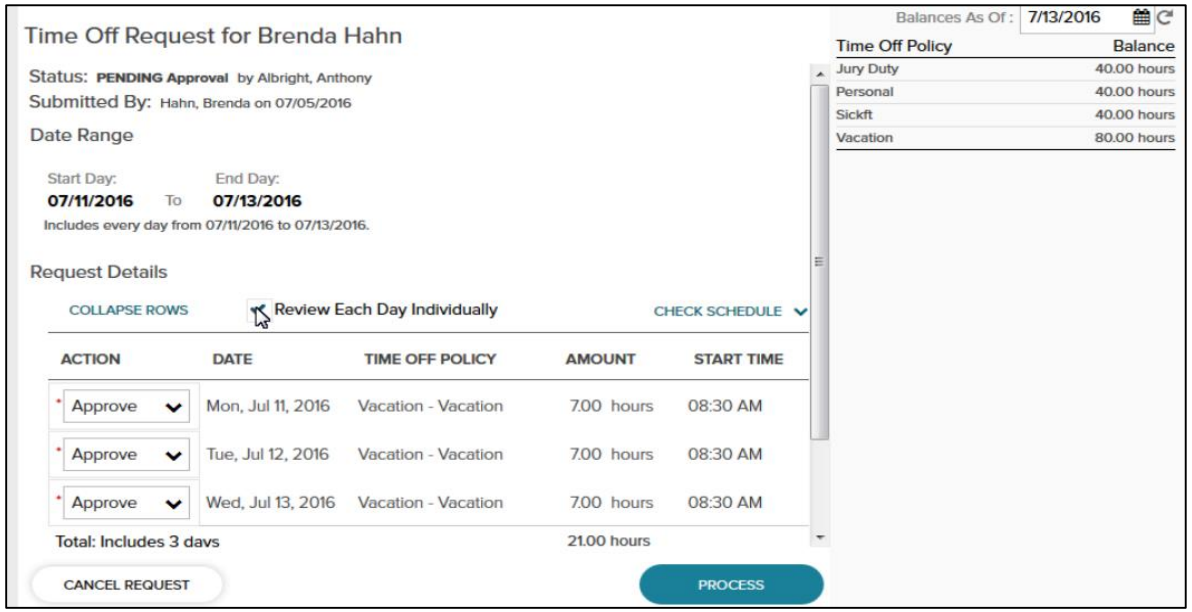


SCENARIO:

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

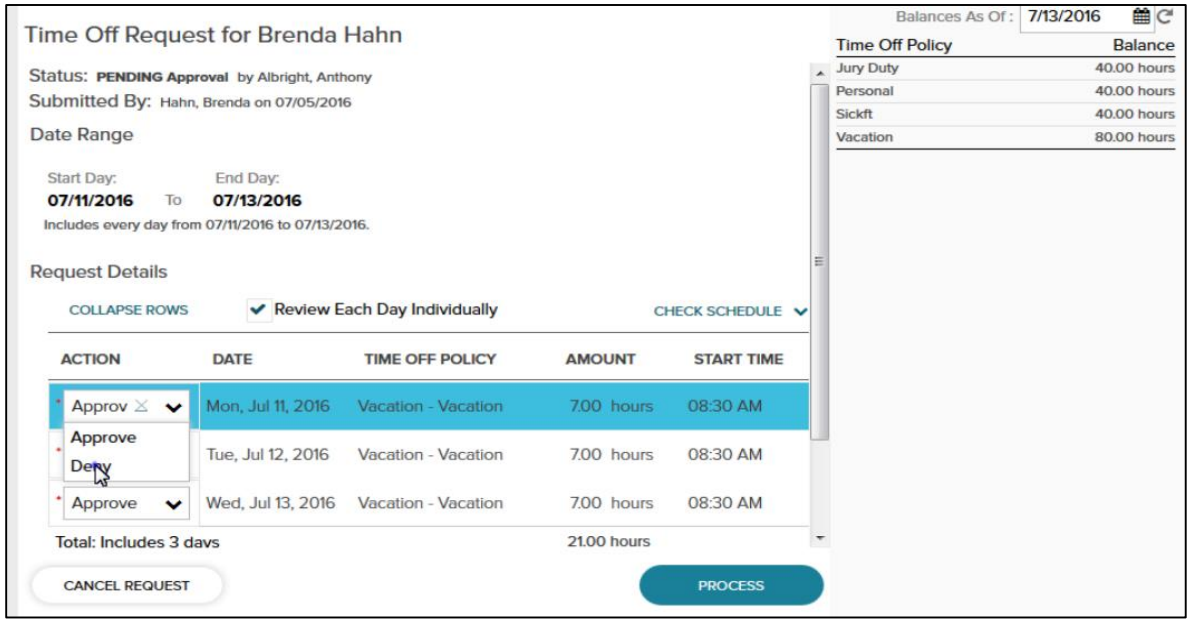
If having more than one person off on the same day poses a concern for coverage, you will want to **Deny** Brenda's vacation day requests for 7/11 You can **Approve** her vacation requests for 7/12 and 7/13.

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



STEP 8

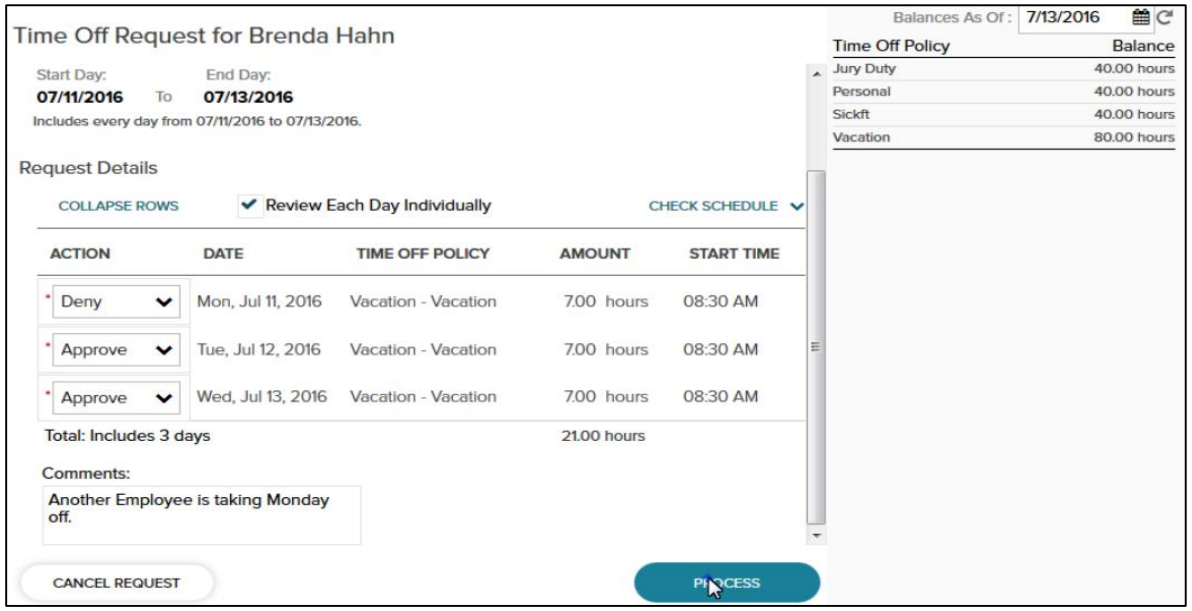
Click on **Review Each Day Individually** so you can apply different actions to each day.



STEP 9

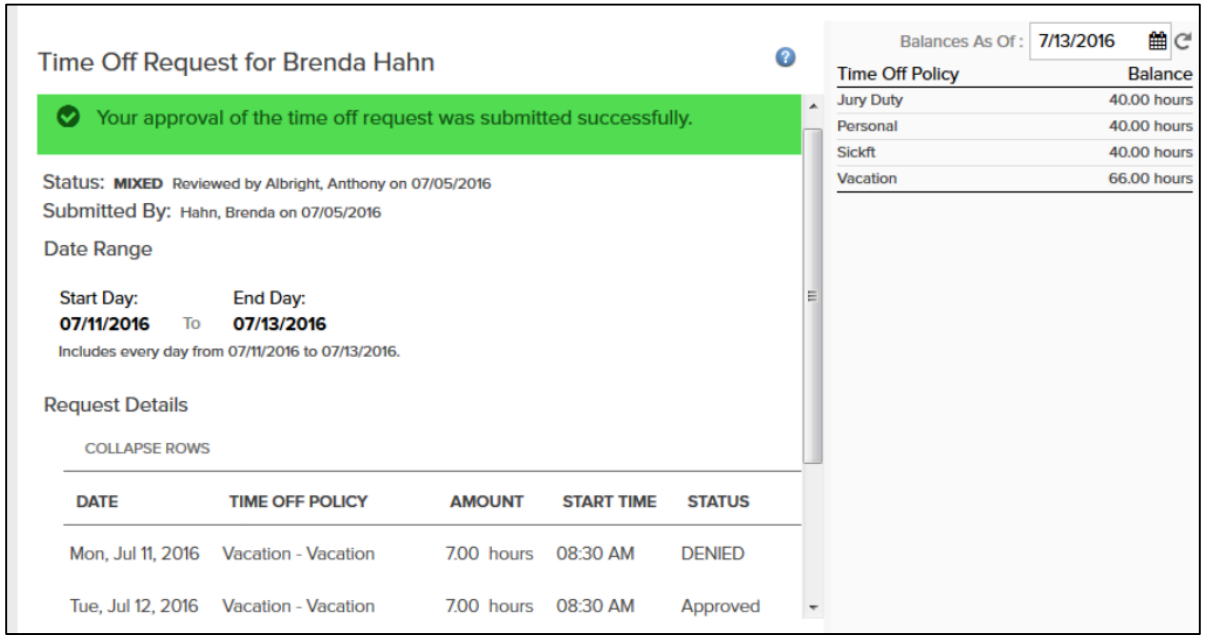
The first action listed on the drop-down box is **“Approve”.**

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.



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.



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.

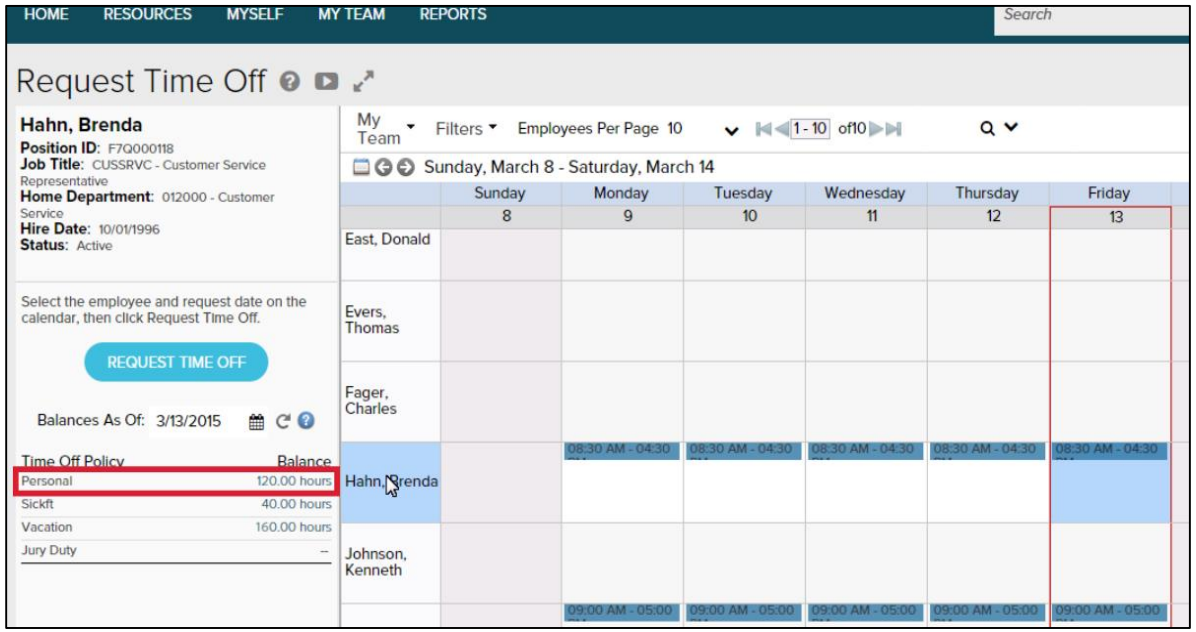
The employee's time off balances are updated automatically.

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.

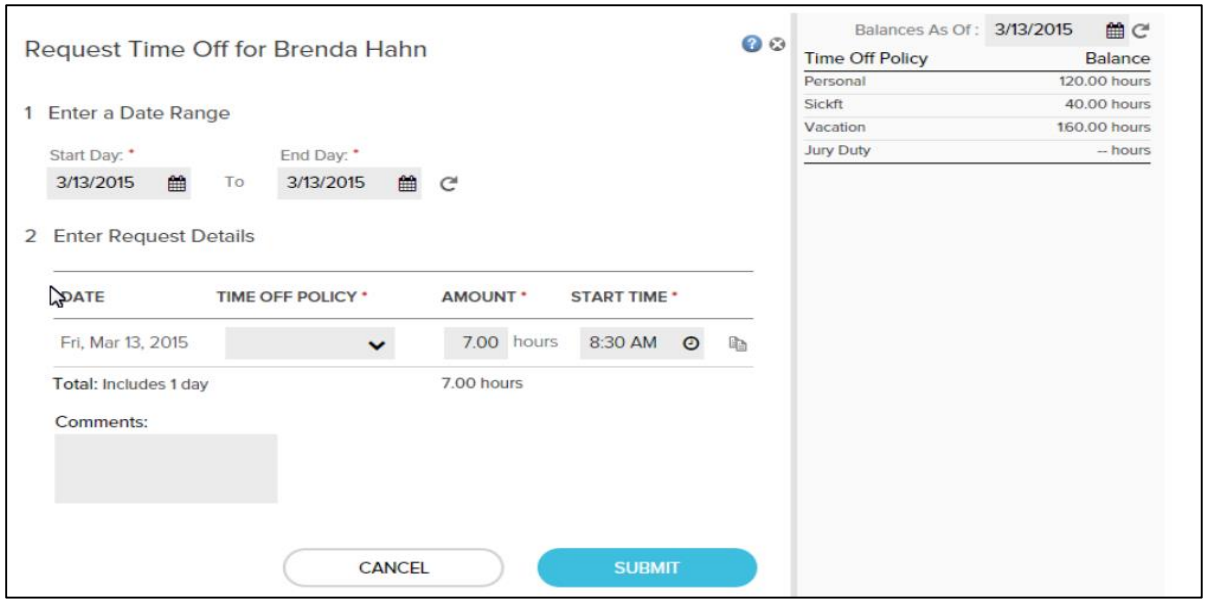
From the Home Page, click on **My Team**, **Time Off**, **Request Time Off**



STEP 2

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

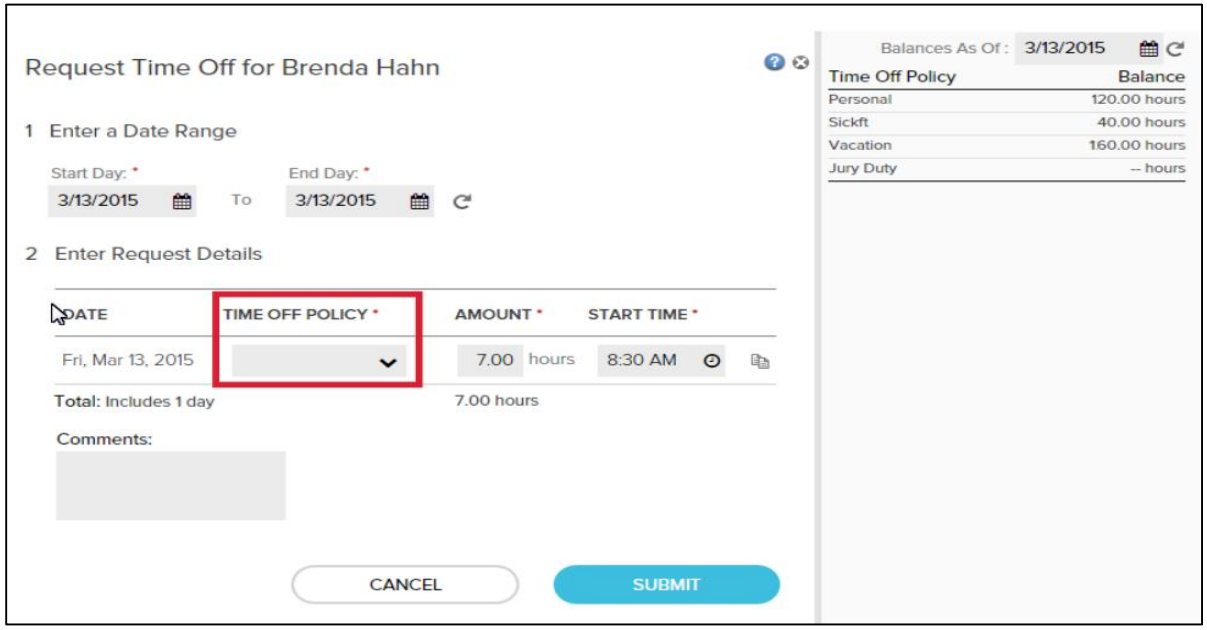
Click on Brenda Hahn's name. Here you can view Brenda's personal time balance to ensure she has enough hours for this request.



STEP 3

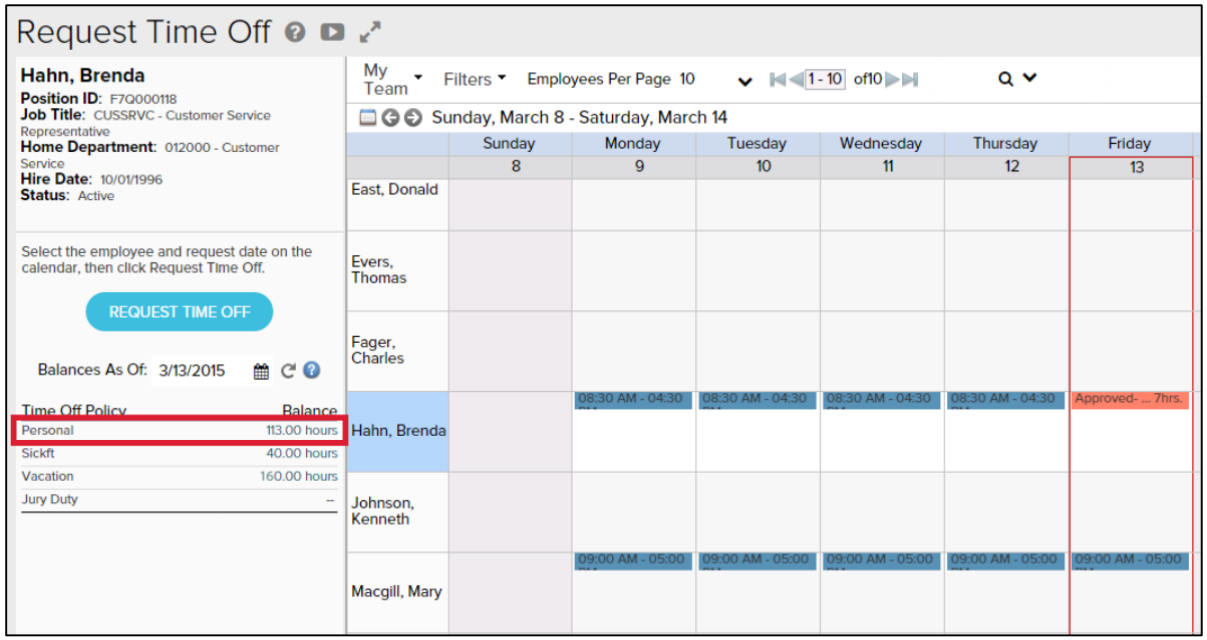
The **start** and **end dates** are populated automatically, but you can change the dates if necessary.

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



STEP 4

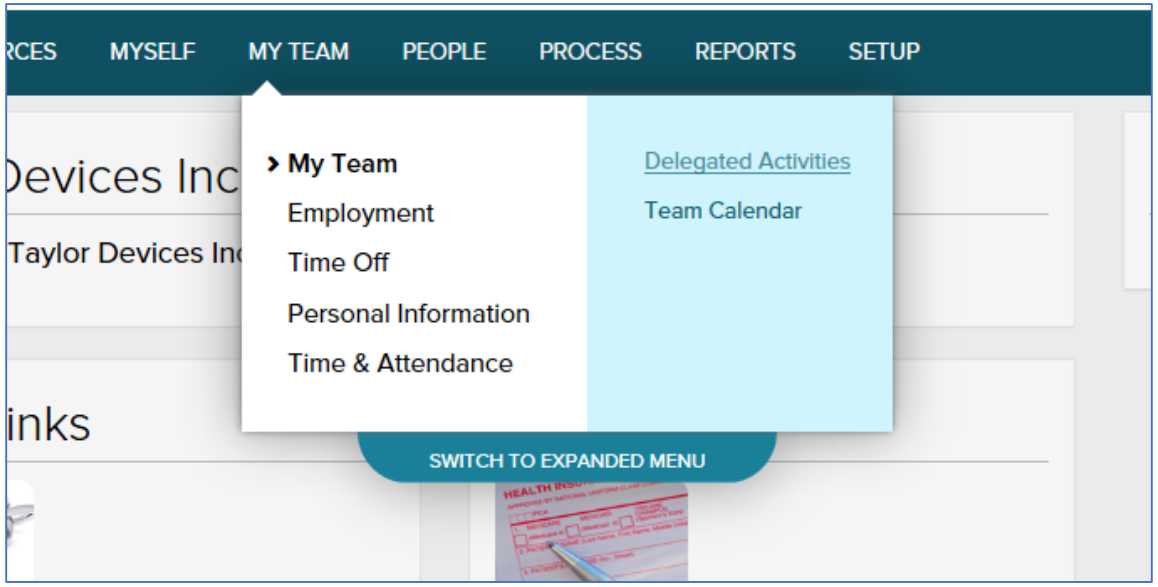
In the **Time Off Policy field** select the reason for Brenda's request, by clicking on the drop-down box. Then click **Submit**. You will get a message that your request was submitted successfully.



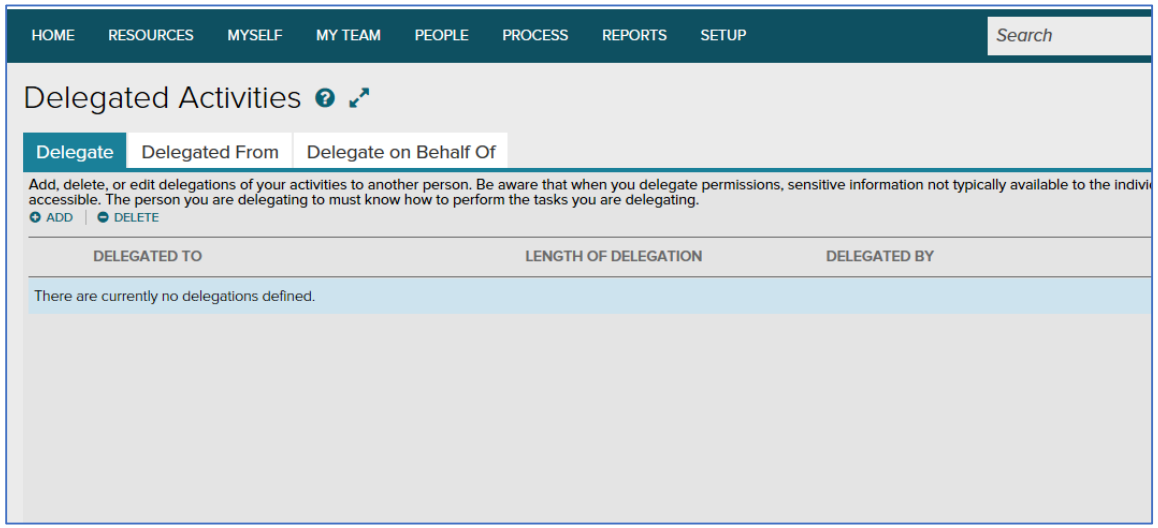
STEP 5

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

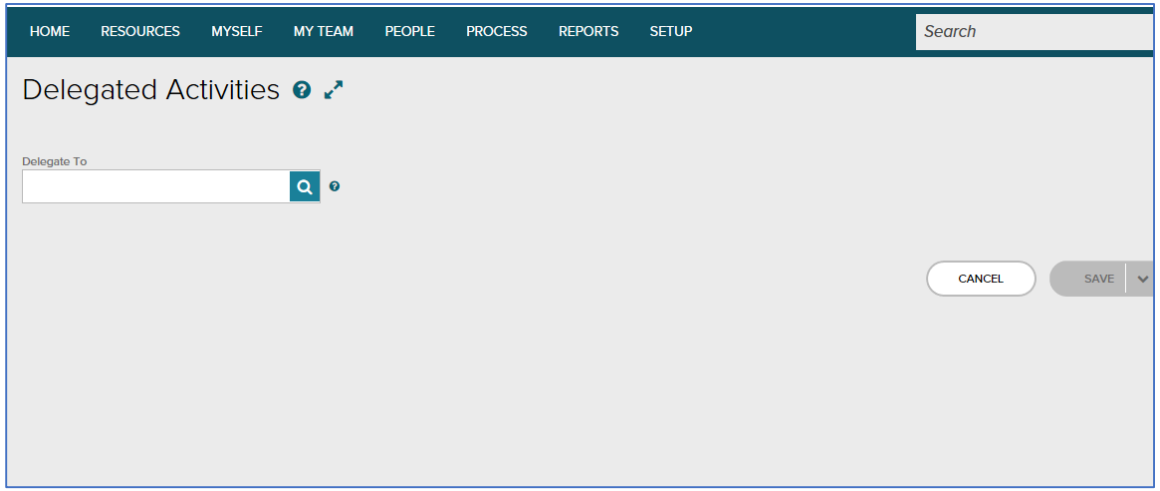
DELEGATING TIME OFF APPROVALS



Click on **My Team** / **Delegated Activities**



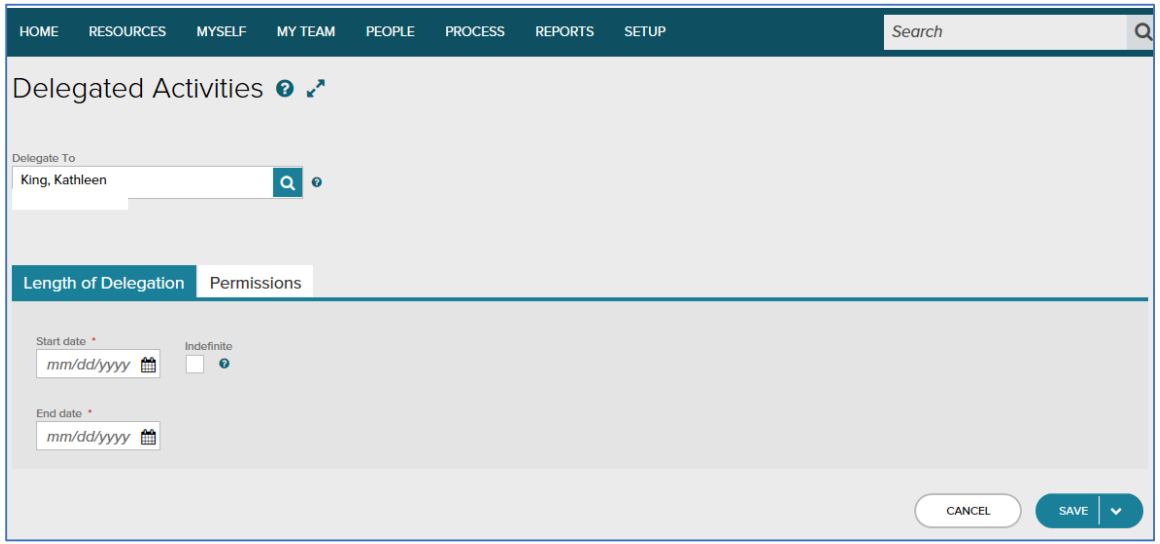
Click on **“Delegate”**



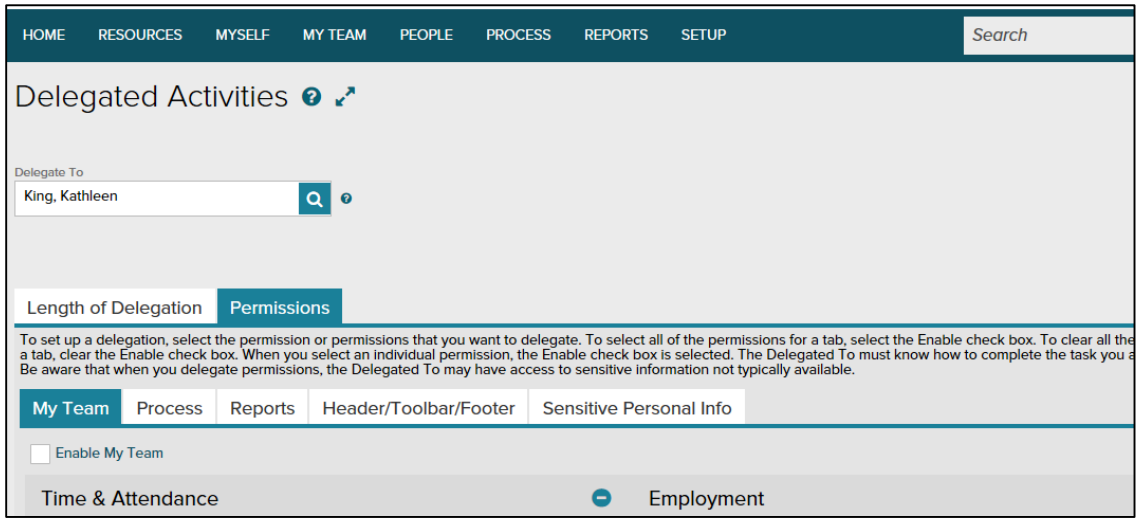
Click on the search bar to select the name of the employee you are delegating to.

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

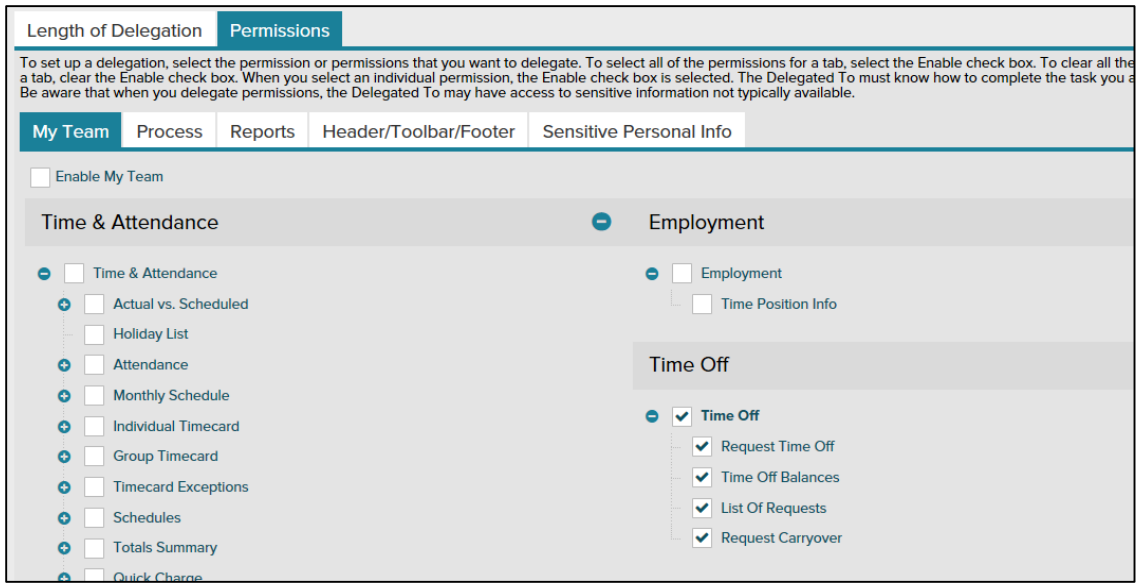
Click **Done.**



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.