Time Off Request (using mobile app)

After logging in to ADP Mobile app:

Click the \equiv in the top left corner.



Click "Myself", then "Time Off".



Click "Create Request".

<	Time Off	Ĝ
AS OF May 6, 2016	•	CREATE REQUEST
Vacation Available		
Sick Available		
Personal Available		

Fill in Request and Submit

Choose Earning Type. Fill out the Start Date, End Date, Start Time and Total Time. Click "Create", then click "Update Changes".

<	Time Off	Ô
۷.	Create	
COMMENTS		
POLICY TYPE		
Time Off		~
EARNING TYPE		
Vacation		~
START DATE		
May 7, 2016		#
END DATE		
May 7, 2016		<u></u>
START TIME		
B:00 AM		0
TOTAL TIME		
1	Hours	~
	CREATE	

After Submission

Once you submit your request, you will get a confirmation screen and your request is sent to a manager for approval.

Request Completed

Once your request is processed by a manager, you will receive a notification (Inbox, Email or Alert) and it will display on the calendar.