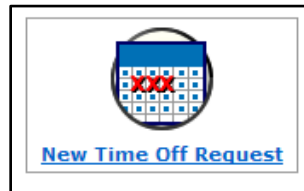


ADP ezLaborManager - Employee User Guide to Time Off Requests

1. In ADP ezLaborManager, click the **New Time Off Request** icon on the **My Home** page.



Note: You can only request time off at least 24 hours ahead of time and up to a year in advance.

2. Complete the form:

- Fill out the Description and Comments fields.
- On the Calendar on the left, click the dates you are planning to request. You can click to clear the Show Weekends check box to make selecting weekdays easier.
- Each date you click will populate a row in the middle of the screen. From the Earnings Code list, select the correct Earning Code. Type a Start Time and the number of Hours you will like to request off for that day in their respective fields to the right.
- You can select a Review By date if you would like to have a response from your manager by a particular date. If a review by date is not defined, the system will not flag an un-approved request until the day after you requested off.
- If an Accrual program is configured in ezLaborManager, you will be able to see your up to date balances while requesting time off for the future.

You are here: [My Home](#) > Time Off Request

New Time Off Request

My Calendar:

Description:

Comments:

Total Hours Requested: 0.00

Accruals

Accrual Description	Accrual Type	Earnings Codes	Balance	Scheduled	Request
Floating Holiday Accrual Definition	Hours	FLOAT (Float Holiday)	0.00	0.00	0.00
Personal Accrual Definition	Hours	PERSONAL (Personal Hours)	0.00	0.00	0.00
Sick Accrual Definition	Hours	SICK (Sick)	57.22	0.00	0.00
Vacation Accrual Definition	Hours	VACATION (Vacation)	70.00	64.00	0.00

☒ Show Weekends

October

S	M	T	W	T	F	S
						31

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Request Details

Remove Row	Row	Date	Schedule Start Time	Schedule Hours	Earnings Code	Start Time	Hours
<input type="checkbox"/>	1	Monday, November 24	--	--	Vacation	09:00 AM	0.00
<input type="checkbox"/>	2	Tuesday, November 25	--	--	Vacation	09:00 AM	0.00
<input type="checkbox"/>	3	Wednesday, November 26	--	--	Vacation	09:00 AM	0.00

Delete

Review By:

Submit

ADP ezLaborManager Employee User Guide to Time Off Requests

3. To view the status of your previously submitted **Time Off Requests**, you can look in the **Inbox** at the bottom of your ezLaborManager **Home Page**. Alternatively, you can click **My Time Off Requests** on the left of the **My Home** screen. You will see a list of your **Pending Requests** and the current status of each request. Click the **Status** list to filter the requests you want to see (**Pending, Approved, All**, etc.).

My Time Off Requests

Year: Status: Find Request Number:

2 Found

Request Number	Status	Total Hours	Time Off Begins On	Description	Review By Date
2	Approved	8.00	12/26/2013	Time off	
5	Approved	16.00	11/07/2013		

4. Your manager can also **Partially Approve** your requests, which will require you to go back to your **My Time Off Request** to either **Accept Partial Approval** by your manager or **Cancel Request** all together.

Note: Once the request is submitted, the dates cannot be changed. To change the dates, please cancel the request and submit a new request.

5. Click the **My Calendar** icon on the **My Home** screen or in the **Time Off Request** to view your company **Holidays**, your previously taken time off or any approved time off in the future. You can select various built in categories to filter your view of your calendar.

My Calendar

You are here: [My Home](#) > Time Off Request

New Time Off Request

My Calendar:

Description:

Comments:

You are here: [My Home](#) > Employee Calendar

Employee Calendar

Pay Date Range: Current Calendar Year

[Printable View](#) [Earnings Codes Summary](#) [New Time Off Request](#) [Schedule](#)

View:

Calendar Filter: ☐ Non-Worked ☒ User Selected

☒ VA Vacation ☒ SK Sick ☒ PL Personal ☒ BR Bereavement ☒ JD Jury Duty

☐ Notes ☐ More Categories ☐ Adjustment ☐ Holiday ☐ Scheduled Day ☐ Weekend ☐ Today

	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	Total							
Jan '14				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	8.00	6.78		
Feb '14						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	0.00	0.00			
Mar '14						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00
Apr '14		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			0.00	8.00			
May '14					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00	
Jun '14	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			8.00	0.00				
Jul '14		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	8.00	0.00				
Aug '14					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	8.00	0.00	
Sep '14	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			0.00	0.00				
Oct '14				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00		
Nov '14					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	0.00	0.00		
Dec '14	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0.00	0.00					
Grand Total:																																		32.00	14.78			