

### 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:

- a. Fill out the Description and Comments fields.
- b. 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.
- c. 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.
- d. 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.
- e. 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	28	29	30
	31					

Remove Row	Row	Date	Schedule Start Time	Schedule Hours	Request Details		
					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

Review By:

