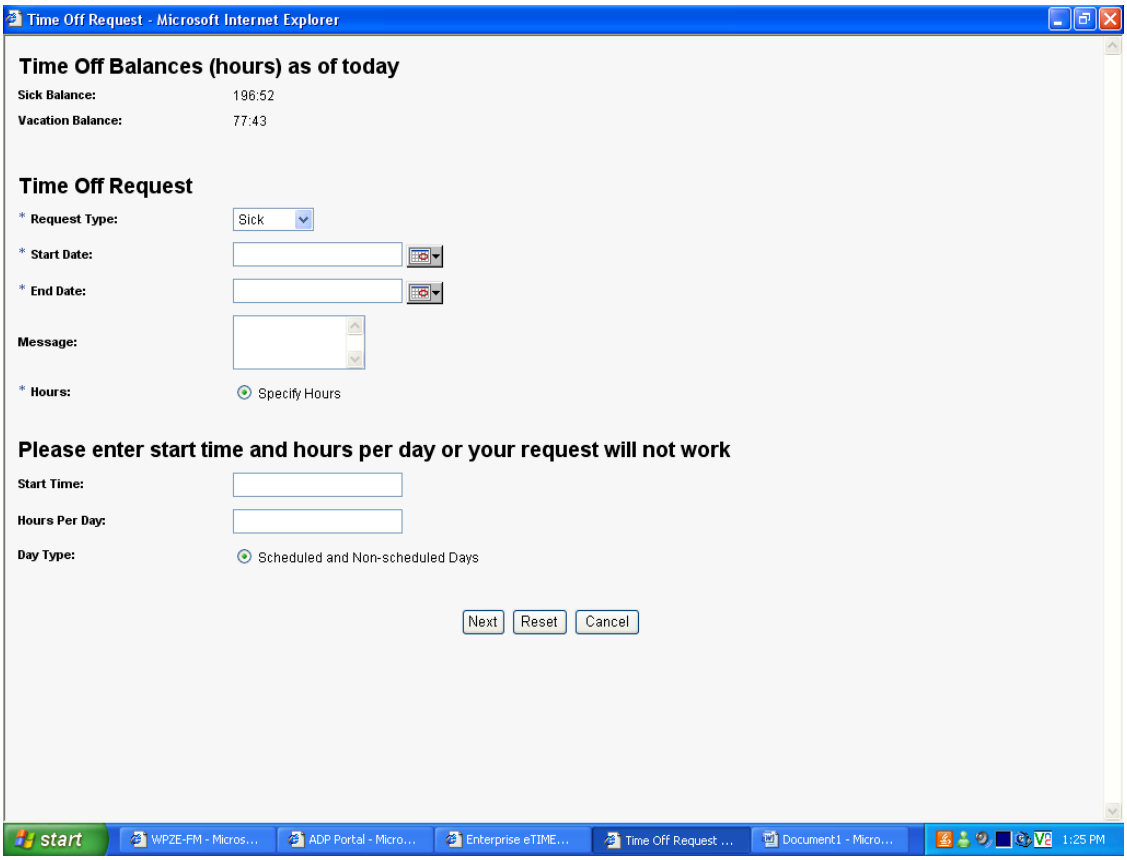
Request For Time Off

- Log into ADP
- Click *Time*
- Click All other employees: Click Here to access eTime
- Under My Information click *My Actions*
- In *My Actions* select Request Time Off *(Note: "Request Leave Time" is for extended leave times such as FMLA, military, etc)*
- The Time Off Request Box Opens



- Complete the requested information (Request Type, Start Date, End Date, Message (if requesting sick you may enter purpose here), Start Time, Hours Per Day)
- Click *Next* and then *Save and Close*

Managers will receive an email notification of your request for time off.

Employees will receive two email notifications:
An email which confirms your initial request and;
An email when your manager has approved/rejected your request for time off.