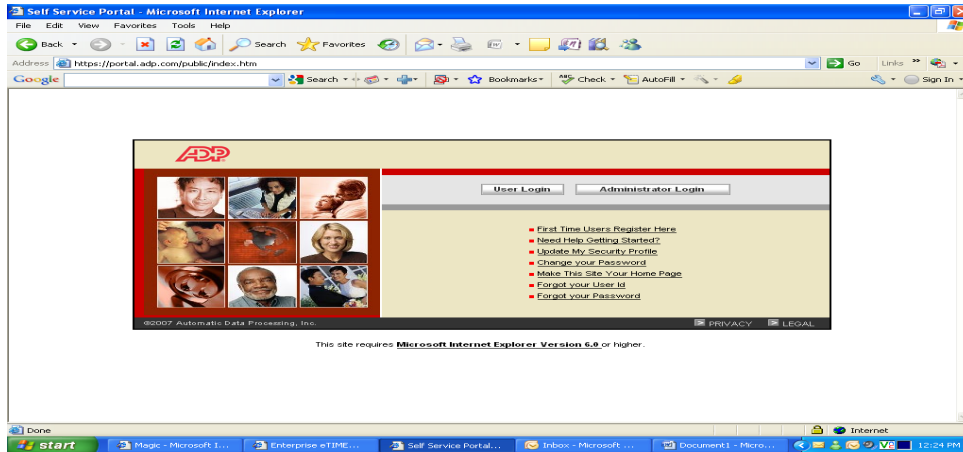
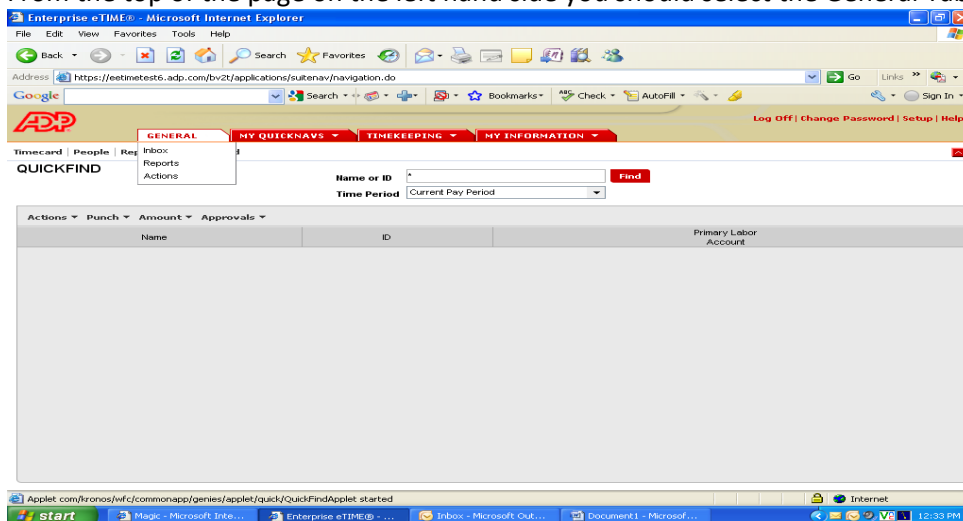


1. Managers will receive an email which states that "*Employee Name has submitted a Request for time off*". The request will include accrual balances and information on the type of leave requested, dates, and hours. A message to "*Go to your task list to take immediate action*" will be included.
2. Managers may click the link provided in the email to go directly to the ADP portal.
3. Log on using *User Logon*



4. Click the *Time* tab
5. Under the Time and Attendance Box select Managers/Approvers: Click [Here](#) to access eTime.
6. From the top of the page on the left hand side you should select the General Tab



7. Select *Inbox*
8. In your *Inbox* under *Tasks* tab should be the *Request for time off* submitted by the employee.
9. Double click the message
10. The *Time Off Evaluation* box opens
11. Click *Next*
12. Managers can review the time requested off and then approve/reject
13. Save and Close (The employee should receive an email confirmation of the approval/rejection.)