

ADP/Etime “Request Off Form” and Time Display Tips

Request Off Form

When asking for time off for vacation or sick leave please follow this process: After logging into ADP, click on the Time Tab. Go to the My Information Tab, then click on the My Actions link. Select the Monthly or Biweekly Employee – Request Time Off link.

TIME OFF is the wording ADP uses for vacation or sick leave usage.

LEAVE TIME in ADP indicates that you are applying for family medical leave, military leave etc.

Multiple forms will need to be completed if the “Time Off” request is for different hours per day and if the time extends over the weekend.

For example:

If a person is taking Thursday, Friday and Monday off, they would complete a form for Thursday showing 8:30 hours, Friday showing 6 hours, and Monday showing 8:30 hours.

Time in ADP is displayed differently.

In PeopleSoft Time was displayed as hour and percentage of an hour.

In ADP Time is displayed as hours and minutes.

For example:

In PeopleSoft you may have accrued 76.7 hours (.7 would be read as 75% of an hour)

In ADP this would be displayed as 76:45 (76 hours and 45 minutes)