

# Valdosta State University - Shared Services/ADP Leave Request User Guide

## Purpose of this Guide:

This guide provides answers to many common questions regarding the new Shared Services/ADP system access for parallel testing and going forward into production.

For any issues or questions relating to registration, user accounts or assistance with navigating through the system, please send an email to: [sharedservices@valdosta.edu](mailto:sharedservices@valdosta.edu) In the email please include your full name, description of problem and contact information. A VSU Shared Services/ADP representative will get in touch with you as quickly as possible.

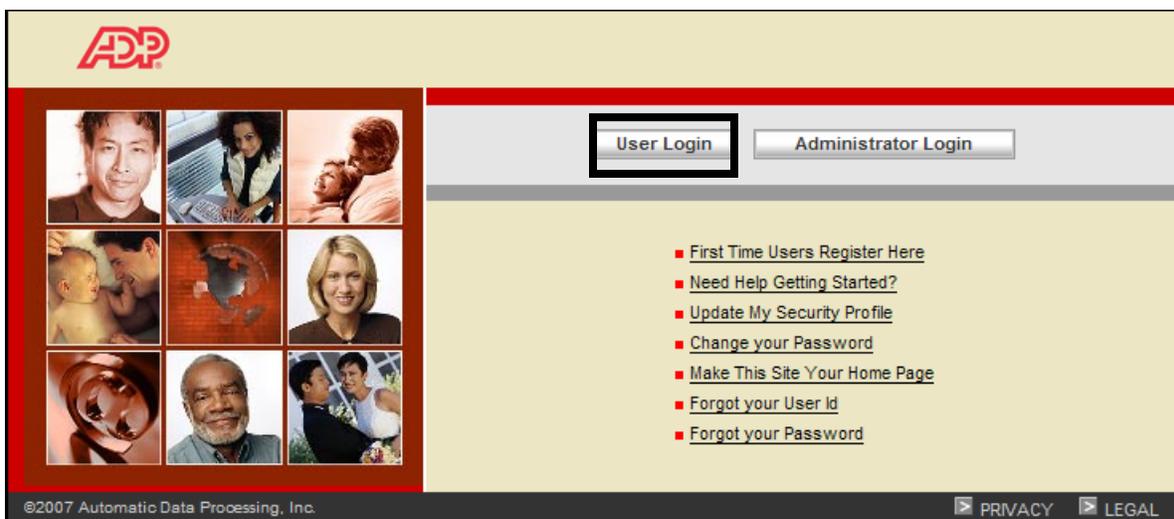
The first step to request leave in the Shared Services/ADP system, is to be registered into the portal and add eTIME. Appropriate guides can be found at:

<http://www.valdosta.edu/finadmin/training/sharedservices>

**NOTE:** Please use Microsoft Internet Explorer as your browser when accessing the Shared Services/ADP system. To date, Firefox and Safari are not supported.

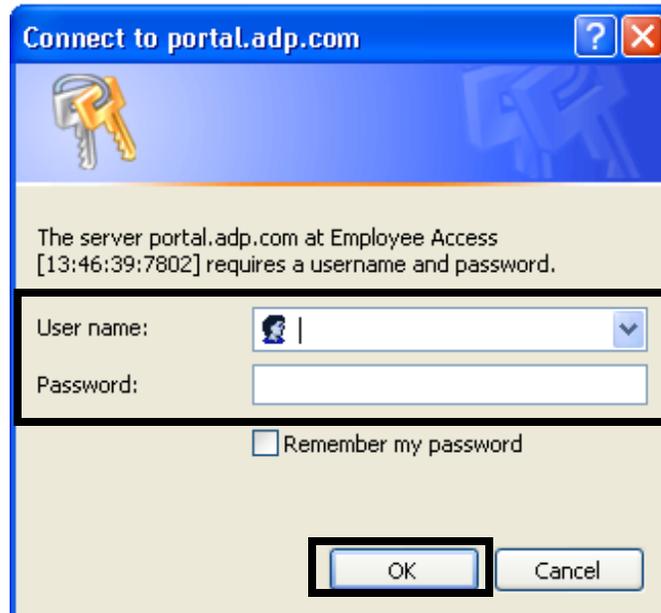
## To request time off:

1. Select: the Shared Services/ADP link under Faculty and Staff menu option on the Main VSU website and then
2. Select: ADP Portal from the Main Menu – or - use the following link to go directly to the webpage:  
<https://portal.adp.com/public/index.htm>
3. Select: User Login button

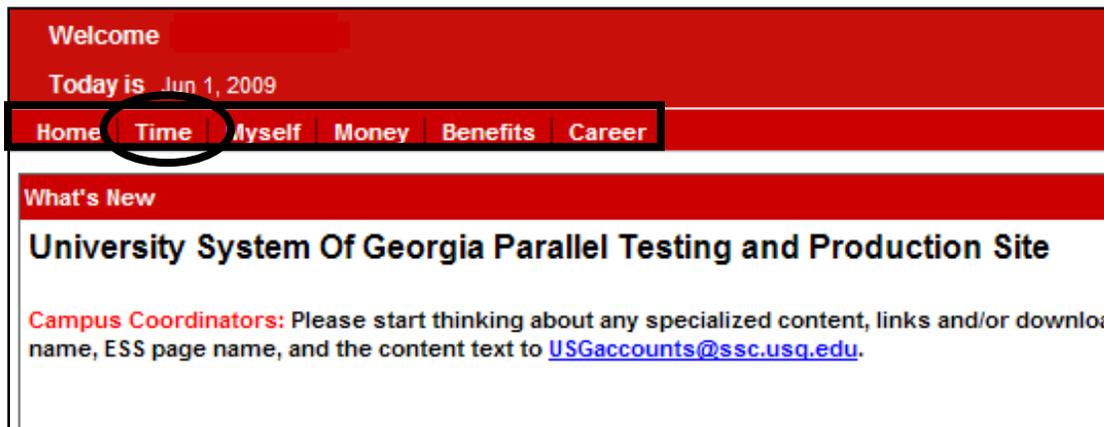


This site requires [Microsoft Internet Explorer Version 6.0](#) or higher.

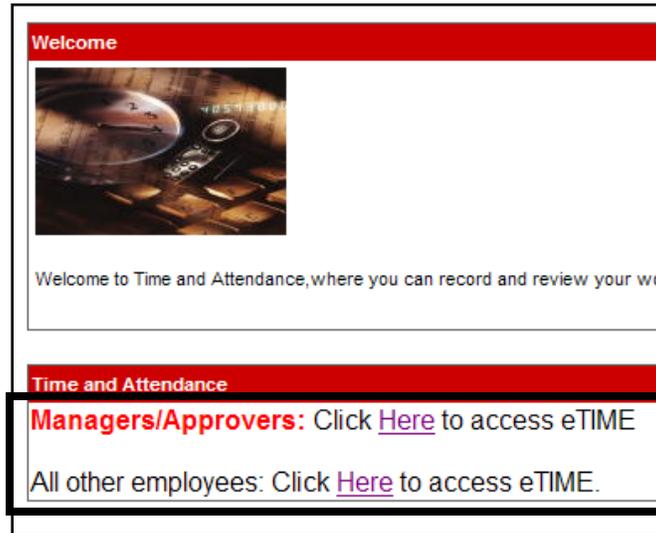
- 4. Login: using your ADP username/password used during the registration process
- 5. Select: OK



- 6. The application links available to you are listed below. **Please be aware, at this point in time not all the links are available for use.**
- 7. Select: the Time application link:



8. Select: the appropriate link:



NOTE: Please be patient, as this screen may take some time to display.

9. Select: My Actions from the My Information Tab



10. Select: the appropriate Request Time Off option



NOTE: this screen shot displays what a monthly employee sees – a biweekly employee would see:

- Biweekly Employee – Cancel Time Off Request and
- Biweekly Employee – Request Time Off

Request Leave Time – use for extended leave requests such as FMLA, Medical or Military

Cancel Leave Time – use to cancel extended leave requests

(Monthly/Biweekly Employee) Request Time Off – use for sick or vacation

(Monthly/Biweekly Employee) Cancel Time Off Request – use to cancel sick or vacation

The following example shows how to fill out a vacation or sick leave request. Format for other requests will be similar:

- 11. Select: the request type (sick or vacation). When entering the Start Date and End Date, make sure you type out the whole year (i.e. 2009) or use the calendar to select the appropriate dates. Enter your start time for leave and how many hours you are requesting off. Separate requests will be necessary for any days that do not use the same hours per day option.
- 12. Select: Next

**Time Off Balances (hours) as of today**

|                   |        |
|-------------------|--------|
| Sick Balance:     | 217:00 |
| Vacation Balance: | 105:00 |

**Time Off Request**

\* Request Type: Sick

\* Start Date: [ ] [Calendar]

\* End Date: [ ] [Calendar]

Message: [ ]

\* Hours:  Specify Hours

**Please enter start time and hours per day or your request will not work**

Start Time: [ ]

Hours Per Day: [ ]

Day Type:  Scheduled and Non-scheduled Days

**Next** Reset Cancel

The following screen appears:

**Thank you for your TimeOff Request**

**Save & Close**

- 13. Select: the Save & Close button

In addition to the above screen, you will receive a message in your email inbox as shown below.

Notifies that request was submitted.

-----Original Message-----

From: crlee@valdosta.edu [mailto:crlee@valdosta.edu]

Sent: Friday, June 05, 2009 9:47 AM

To: crlee@valdosta.edu

Subject: Your Request for Time off

The request for time off detailed below has been submitted.

Request Details:

Leave Type: Vacation

Start Date: 7/23/2009

End Date: 7/28/2009

Hours per Day:

Your message: Trip to Jamaica

**NOTE:** Once the request for time off has been approved by your manager, the time will automatically appear on your timecard. Remove this from your timecard if you do not take requested sick/vacation will require following the request to cancel time off process as shown below.

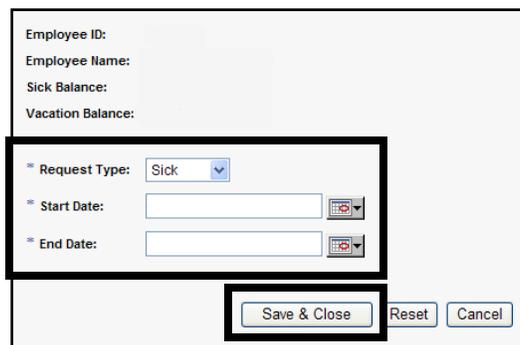
### To cancel time off:

1. Select: the appropriate Cancel Time Off option



2. Fill in: appropriate information
3. Select: the Save & Close button

The following screen shot shows how to cancel a vacation or sick leave request. Format to cancel other leave requests will be similar:

A screenshot of a web form for managing leave requests. The form includes fields for 'Employee ID:', 'Employee Name:', 'Sick Balance:', and 'Vacation Balance:'. Below these are three required fields: '\* Request Type:' with a dropdown menu set to 'Sick', '\* Start Date:' with a date picker, and '\* End Date:' with a date picker. At the bottom of the form, there are three buttons: 'Save & Close', 'Reset', and 'Cancel'. The 'Save & Close' button is highlighted with a black border.

NOTE: If you are required to approve leave time, please refer to the approver's user guide.

**Additional Information:**

- Leave accruals automatically run the 28<sup>th</sup> of each month. The system will add the amount of monthly accrual that your leave enrollment permits to the Accrual “buckets”.
- Sick/Vacation taken will only be allowed if you have the amount within the Accrual bucket. For example, you request 16 hours of Vacation leave but you only have 10 hours left in your Vacation Accrual, eTime will only allow you to use 10 hours. eTime will display 10 hours remaining and it will not allow you to save your timecard until you only enter the 10. You must still adhere to the Board of Regents Policy (802.07.02 Sick Leave with Pay) regarding Sick leave. [www.usg.edu/regents/policymanual/800.phtml](http://www.usg.edu/regents/policymanual/800.phtml)
- Requested time off is only allowed for future dated events. Reporting leave taken such as sick for unexpected events should be recorded directly on your timecard for both Monthly and Bi-weekly paid employees.
- Monthly employees use the approve timecard process to “sign” that their sick/vacation has been reported accurately and is up-to-date.
- Accrual balances are updated instantly once the Timecard is saved. Accruals may be viewed by clicking the My Reports link, from the My Information Tab. Select the Accrual Balances and Projections link and then select View Report. In My Reports the Accrual Balances and Projections will reveal the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not been used as of yet.

