

Follow the steps below to request time off in ADP

- In the My Information workspace, go to the My Calendar widget.
- Click on the gear icon and select *Pop Out*, or click on the title bar and drag out to the main window.

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| = 1 | My Calendar | \$ | đ | |
| - | Period of 8/30 - 9/12 • Mon 8/31 | Pop-out Close | 2 | l |
| | 9:15AM-4:15PM | | Ψ | E |
| | 9:15AM-4:15PM | | | |

- Click on the *Request Time Off* icon.
- Select the Start and End dates.
- Under the Pay Code column, select the desired kind of time off.
- Under the *Time Unit* column: a.
 - o Select Full Day so that Time auto-calculates a full day of hours according to your schedule or...
 - ...select *Hours* if you are taking less than a full day of time off, then enter desired start time, followed by the number of hours under *Daily Amount*.
 - Note: If requesting time off for multiple days and you use *Hours* as the Time Unit, only enter the number of hours for one day. Time will multiply that value by the number of days being taken.
- Type in a note in the text box for reason you are requesting time off.
- Click Submit.

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| 9:15AM-12:00PM | type. The on-acleane | | | | | 9:15AM-12:00PM |
| [2.75 h] | Start date End date | Pay code | Time Unit | Start time | Daily Amount | (2.75 h) |
| Regular | 9/01/2020 9/01/2020 | Vecation | Hours | | | Hegular |
| Break | Accruals on: 9/01/2020 | | | | | Break |
| 100PM-915PM | | | | | | 1:00PM-4:15PM |
| [3.25 h] | Accrual | | Balance | | | [3.25 h] |
| nego a | Note (optional) | | | | | - He you a |
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