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.
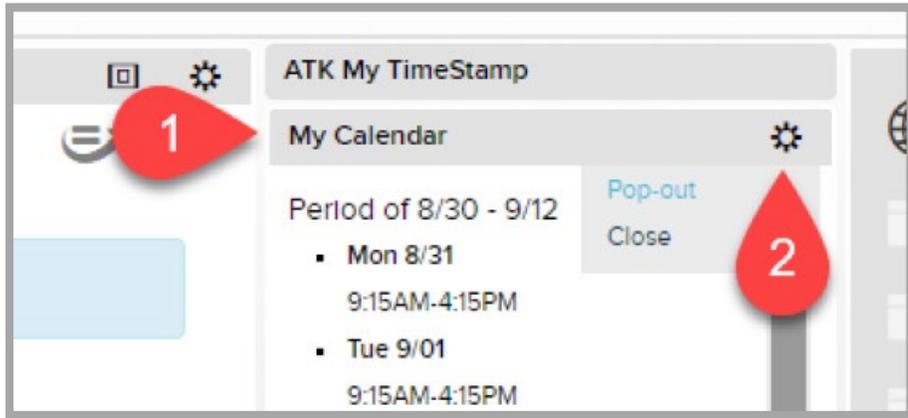
- Click on the *Request Time Off* icon.

- Select the Start and End dates.

- Under the *Pay Code* column, select the desired kind of time off.

- Under the *Time Unit* column: a.
  - ○ 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**.