

***Time Off***  
***for ADP Workforce Now®***

Automatic Data Processing, Inc.  
ES Canada

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***Time Off***  
***for ADP Workforce Now®***

**Course Introduction**

**Automatic Data Processing, Inc.**  
**ES Canada**

## Course Introduction

### Course Purpose

This course has been designed to provide you with the knowledge and hands on experience required to be comfortable using the *Time Off for ADP Workforce Now*®.

### Course Objectives

Upon completion of this course, participants will be able to:

- Identify the primary concepts and features of the Time Off module
- Handle employee requests for Time Off
- Run reports on Time Off balances
- Correct Time Off Balances



## ■ Course Agenda

During the duration of this course, we will explore several topics. Each topic and module within the ADP Workforce Now® training has been designed to build upon the previous topic/module. Upon completion of the training, you will have a complete picture of how each individual module functions, and how they work together to create a complete solution.

In addition, ADP provides three different online resource tools that are designed to support your learning after class.

During this course, you will explore the following topics:

Modules	Topics
<b>Module 1: Getting Started with Time Off</b>	Introducing Time Off in ADP Workforce Now Time Off Policies The Time Off Request Workflow The Team Calendar The Employee Calendar with Blackout Dates How Balances Are Calculated and Displayed at the Company Level How Balances Are Displayed at the Employee Level Time Off Email Calendar Integration Setup of Time Off Email Calendar Integration
<b>Module 2: Handling Employee Requests for Time Off</b>	Entering a Time Off Request Demonstration: Submitting a Request as an Employee Demonstration: Submitting a Request on an Employee's Behalf Demonstration: Responding to an Employee's Request for Time Off Demonstration: Cancelling an Approved Time Off Request on an Employee's Behalf Understanding Time Off Dataflow
<b>Module 3: Reporting and Correcting Time Off</b>	Time Off Reports Demonstration: Running the Time Off Balance Detail Report Demonstration: Running the Time Off Request Reviewing Pending Time Off Requests Demonstration: Reviewing Pending Time Off Requests Correcting Time Off Data Demonstration: Correcting Time Off Data Working with Time Off Requests for Dates in the Past

**Time Off for ADP Workforce Now®**  
**Module 1: Getting Started with Time Off**





## ■ Module 1 Introduction

### ■ Purpose

This module introduces you to the Time Off module in ADP Workforce Now.

### ■ Objectives

Upon completion of this module, you will be able to:

- Describe the Time Off module at a high level
- Describe the concept of Time Off policies as it relates to the Time Off module
- Describe the purpose of a Time Off Request Workflow
- Describe the dataflow of an approved Time Off request
- Identify items displayed on the Team calendar
- Identify Blackout Days and how they are displayed in the Employee calendar
- Identify how balances are calculated and displayed in the Time Off module at the company level
- Describe how balances are displayed at the employee level, and which policies are shown in an employee's calendar and Time Off Request pages
- Describe Time Off Email Calendar Integration
- Identify the steps to setup Time Off Email Calendar Integration at company level for all employees

## Overview of the Implementation Process

The following table provides an overview of the implementation tasks associated with the implementation process and who is responsible for completing this task for the Time Off module in Workforce Now, as well as the associated access pathway in Workforce Now if applicable:

Implementation Task	Completed by and Access Pathway if applicable:
Complete Time Off Analysis document	Implementation team
Create Time Off Policies	Implementation team
Create Time Off Workflows	Implementation team
Assign Time Off Policies	<ul style="list-style-type: none"> <li>▪ Practitioner assigns the Time Off Policies</li> <li>▪ Pathway: <b>People &gt; Time Off &gt; Policy Assignments</b></li> <li>▪ Supervisor/Manager validates that the appropriate Time Off Policies are assigned</li> <li>▪ Pathway: <b>My Team &gt; My Team &gt; Policy Status</b></li> </ul>
Check and verify Time Off Balances	<ul style="list-style-type: none"> <li>▪ Practitioner checks the Time Off Balances</li> <li>▪ Pathway: <b>People &gt; Time Off &gt; Time Off Balances</b></li> <li>▪ Supervisor/Manager verifies the Time Off Balances</li> <li>▪ Pathway: <b>My Team &gt; Time Off &gt; Time Off Balances</b></li> </ul>
Turn On Email Calendar Integration	<ul style="list-style-type: none"> <li>▪ Practitioner activates the Time Off Email Calendar Integration</li> <li>▪ Pathway: <b>Setup &gt; Tools &gt; System Options &gt; and Time off</b></li> </ul>

## ■ Introducing Time Off in ADP Workforce Now

### ■ Overview

Entering and approving requests for time off and calculating time off accruals are critical tasks for managing your workforce. The ADP Workforce Now Time Off module is a fully automated solution that employees, supervisors, managers, and practitioners use to complete these essential tasks efficiently.

### ■ Types of Time Off

Employees can request time off, based on your company's policies, for events such as:

- Vacation
- Sick
- Bereavement
- Personal Days
- Professional Development
- Jury Duty

### ■ Benefits of the Time Off Module

The Time Off module provides:

- The ability to enter the information once and it will be visible to you everywhere you need to see it, such as on timecards, schedules, and in payroll.
- Automated employee self-service so employees can manage their own time.
- Easy access to team data to help managers who need to schedule coverage.
- The flexibility to set up custom workflows for approvals.
- The ability to communicate the dates your company has determined on which employees cannot or should not take time off using a Blackout Calendar.
- Multiple calendar views to assist with staffing and time off approvals. Time & Attendance users can view approved time off on employees' schedules and timecards.
- Details about past, current, and future time off requests and accruals are maintained, so employees and their managers can see when requests were made, approved, or denied.

### ■ Example

Edward Bonner wants to take two days as vacation next week. His manager can approve, partially approve, or deny the request. The request displays on both the employee's calendar view and the manager's team calendar. If the request is approved, the employee's accrual balances are automatically updated to reflect the time taken. Balances are shown beside the Time Off request window for an employee's ready reference.

## ■ Time Off Policies

### ■ Overview

Before you can use the Time Off module, you need to set up a series of rules that specify how employees accrue and take time off. These are called **time off policies**. You must define different policies for each type of time off you want to track. You can create an unlimited number of policies.

Using a Time Off Analysis document, your Implementation Specialist or Customer Service Representative (CSR) will assist with setting up your time off policies and the employee assignments. When a time off policy is set up, you define which employees are assigned to each policy. For example, if you set up separate time off policies for vacation for full-time and part-time employees, you can then assign employees to the appropriate time off policy based on the number of hours worked.

### ■ Example

ABC Company gives its employees three weeks of vacation when they begin employment. Vacation time increases to four weeks after five years of service. Their policy indicates that they can request time off only after three months of service.

### ■ Balance versus Non-Balance Based Policies

In addition to your company's time off policies, accrual policies determine how time off is accumulated. Your company accruals can be balance based where hours are earned based on specific criteria such as length of service, and taken hours are deducted from those earned, or non-balance based where no balance is tracked, such as bereavement.

### ■ Types and Descriptions

Type	Description
Balance-based	A policy in which there is a balance of hours tracked. These hours can be based on such criteria as length of service, vacation, sick time, floating holidays, and so on.
Non-balance-based	A policy in which there is no balance tracked, such as for jury duty or bereavement.

### ■ Examples

Vacation time is awarded each pay period for an amount of hours based on length of service. When the employees take time off, the balance hours are updated to reflect the hours awarded and taken. This is referred to as balance-based accruals.

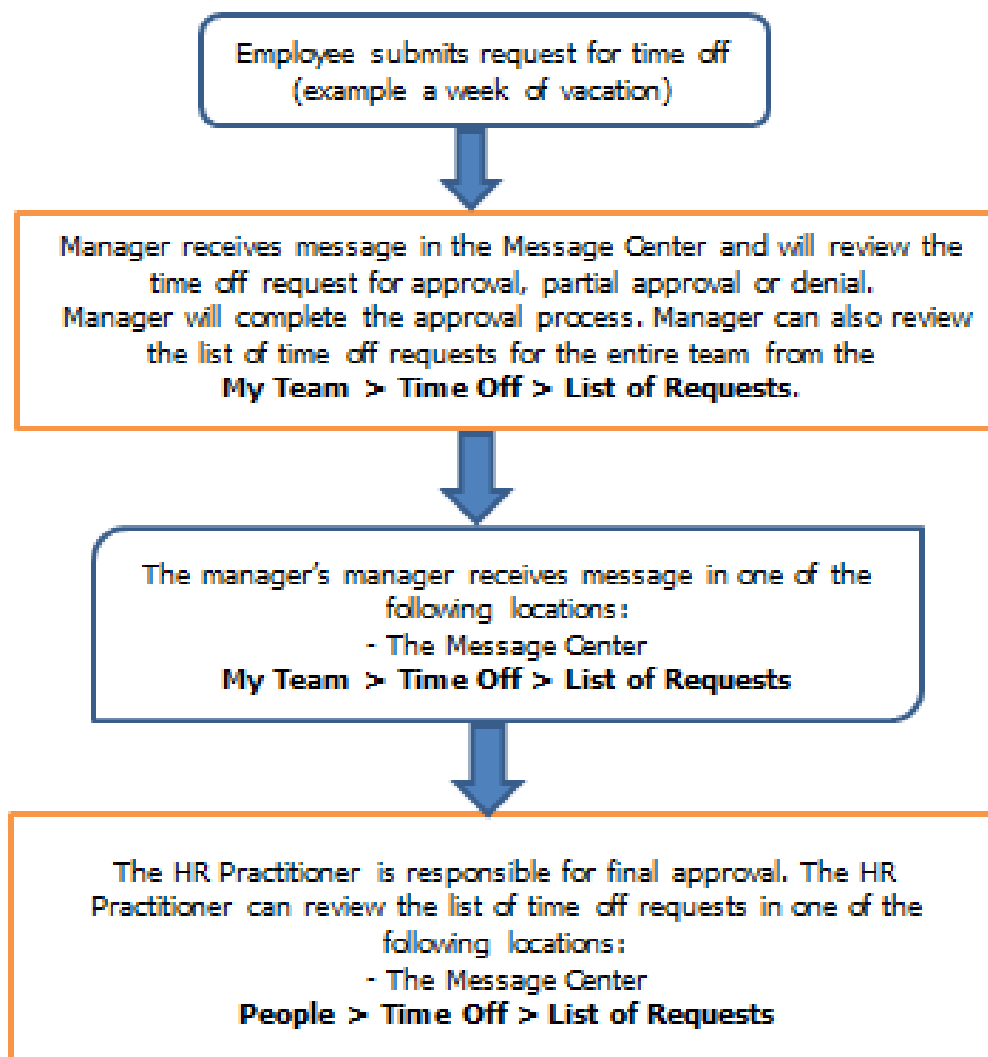
Jury duty, on the other hand, is considered a non-balance based accrual policy. When an employee uses this policy, the hours taken are shown as a negative balance in the Available Balance window.

## ■ The Time Off Request Workflow

### ■ Overview

Your Implementation Specialist sets up an approval path for managing your employee time off requests. The approval path is separate from your policy set up. For example, you may have a manager reviewing each request and then a final review by the HR Practitioner. For detailed information on the approval paths, attend the *Workflow for ADP Workforce Now* training.

The path of approval is called the time off request workflow. The following flowchart is one example of this workflow:





## ■ Stages and Descriptions

The following table describes the time off workflow in the previous illustration:

Stage	Description
1. The employee submits a request for time off.	Employees enter requests on their calendars.
2. The manager receives the request and responds.	Managers can view the list of requests for their teams either through the Message Center or by selecting the option <b>My Team &gt; Time Off &gt; List of Requests</b> . Managers view their team calendar to see which employees have requests pending or scheduled. Managers can approve the entire request, partially approve the request for some of the time requested, or deny the request.
3. The manager's manager receives the manager's response.	Managers' managers can view the list of requests for their managers either through the Message Center or by selecting the option <b>My Team &gt; Time Off &gt; List of Requests</b> . The manager's manager is the last person to complete the time off request process.
4. The HR Practitioner is the last person to complete the time off request process.	The HR Practitioner can view and approve the list of requests either through the Message Center or by selecting the option <b>People &gt; Time Off &gt; List of Requests</b> .

## ■ Understanding Time Off Dataflow

### ■ Overview

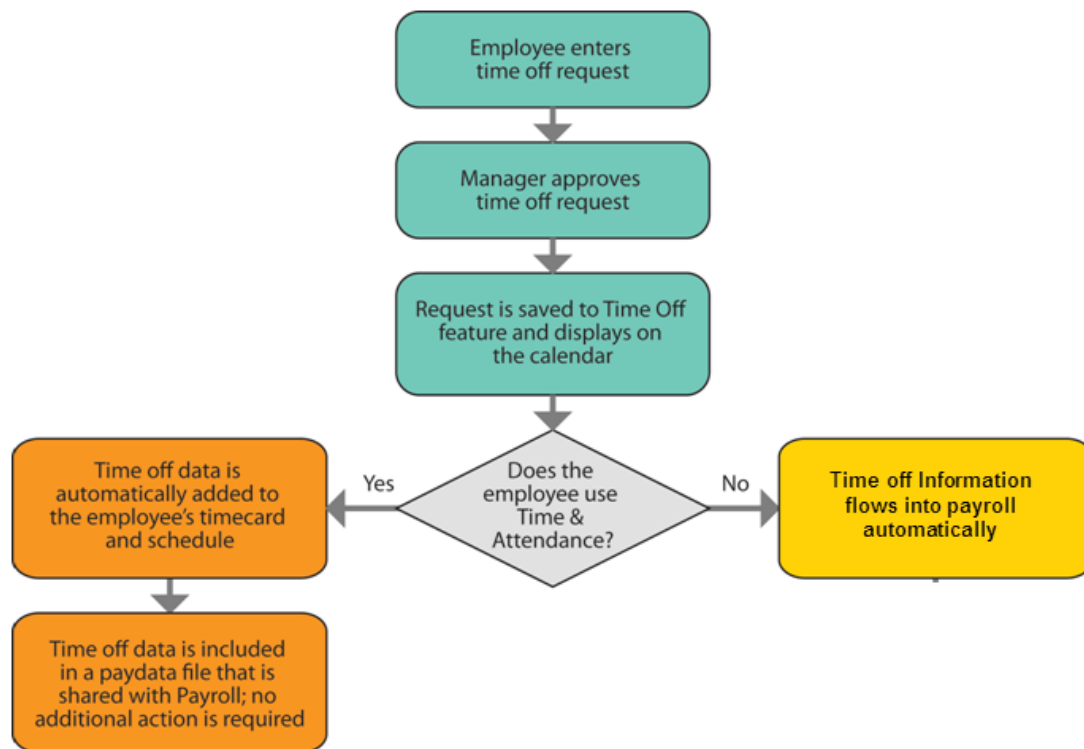
The approved time off will flow to payroll to pay the employee.

### ■ The Data Flow to Payroll

The following flow chart shows the path the time off request follows, beginning with the employee time off request, and ending with the data being submitted to payroll for processing.

Note that if you have the Time & Attendance module, the approved time off hours display on the employee's schedule and timecard and then flow to a payroll batch.

If you have employees who do not use Time & Attendance, the approved time off hours flow directly to payroll.



## The Team Calendar

After the time off policies and workflows are set up, the majority of manager tasks originate in the team calendar. Using the calendar, managers can view which employees are taking time off in any given week. This calendar can also display any of the following:

- Pending and Approved Time Off
- Employee Schedules
- Company Holidays
- Blackout Dates

Managers use the Team Calendar to determine if adequate employee coverage is available for selected dates. Employees have a similar view called **My Peers** to view the time off requested by their peers.

My Team Filters Employees Per Page 10 1-10 of 14 Q							
Sunday, March 8 - Saturday, March 14							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8	9	10	11	12	13	14
Carr, Stephen							
Parmar, Mani							
rain14, T							
rain15, T							
rain16, T							



## The Employee Calendar with Blackout Dates

Employees request time off using their own calendar. The status of a request is displayed in words directly on the calendar item. For example, approved time off requests display the word approved beside the request type. Similarly, time off requests that are pending show the word pending beside the request type.

Your company can set aside blackout days or time that will either prevent employees from submitting a time off request or allow approval on an exception only basis. The blackout days may vary by employee due to different scheduling needs based on role or position.

Request Time Off ⓘ ↗

Select the request dates on the calendar and click the button below.

**REQUEST TIME OFF**

Balances As Of: 11/03/2015 📅 ⚙️ ⓘ

Time Off Policy		Balance
Vacation Semi-Monthl...		217.00 hours

My Calendar ▾ Month ▾ Filters ▾ Time Off - Email Calendar Settings

📅 🌐 March 2015

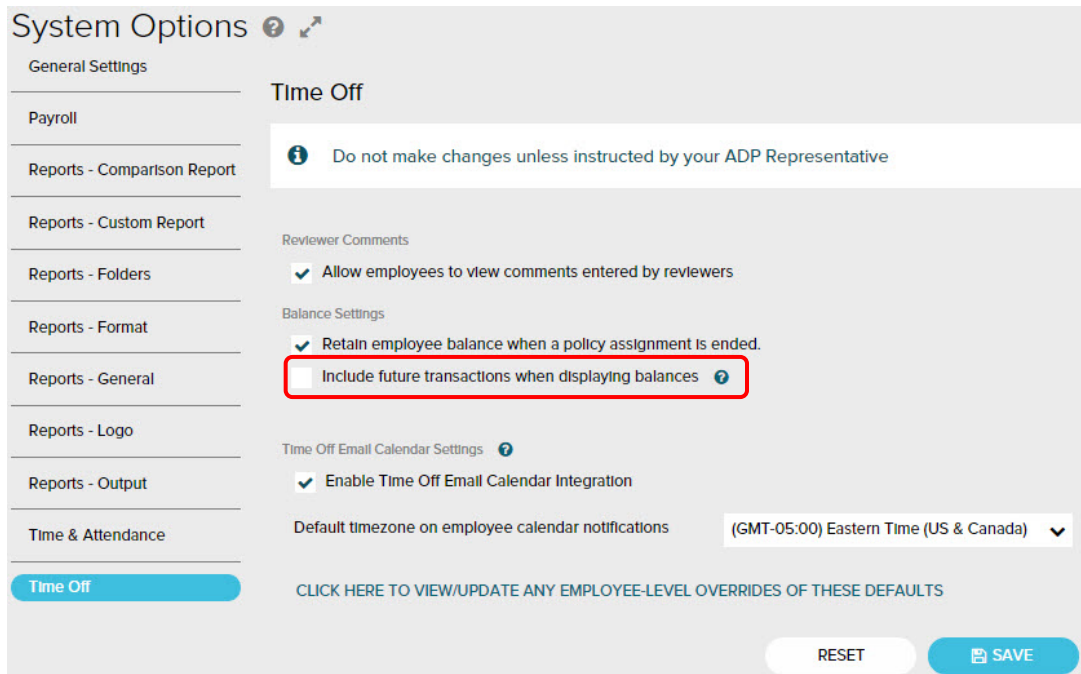
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Approved... 7.5hrs.	21
22	23 Blackout Day	24 Approved... 7.5hrs. Blackout Day	25 Blackout Day	26 Blackout Day	27 Blackout Day	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

## How Balances Are Calculated and Displayed at the Company Level

There is a system option that allows you to control the calculation logic of how balances are displayed throughout the Time Off module. Practitioner users with the appropriate access permissions can activate this option. By default, this option is turned off. This setting is specified in the following pathway:

Pathway: **Setup > Tools > System Options > Time Off**

The following graphic shows this setting in the System Options:



The screenshot shows the 'System Options' interface for 'Time Off'. On the left is a navigation menu with categories like 'General Settings', 'Payroll', 'Reports - Comparison Report', 'Reports - Custom Report', 'Reports - Folders', 'Reports - Format', 'Reports - General', 'Reports - Logo', 'Reports - Output', 'Time & Attendance', and 'Time Off' (which is highlighted in blue). The main content area is titled 'Time Off' and contains several sections: 'Reviewer Comments' with a checked checkbox 'Allow employees to view comments entered by reviewers'; 'Balance Settings' with two checked checkboxes: 'Retain employee balance when a policy assignment is ended.' and 'Include future transactions when displaying balances' (the latter is highlighted with a red box); and 'Time Off Email Calendar Settings' with a checked checkbox 'Enable Time Off Email Calendar Integration'. Below these is a dropdown menu for 'Default timezone on employee calendar notifications' set to '(GMT-05:00) Eastern Time (US & Canada)'. At the bottom right are 'RESET' and 'SAVE' buttons.

When the check box is unselected, the balances displayed in the Time Off module include only the transactions until the selected As Of Date. It basically calculates and displays the current balance, similar to the balance on a bank account statement. When this check box is selected, the balance displayed does not include vacation requests that have been taken or earned for the future, and does not apply any minimum balance rules.

When the check box is selected, the balances displayed take into account future transactions and any minimum balance rules configured on a policy. This balance then becomes the total amount available to use, and is the same as the amount used when validating a time off request submitted by the user.

## How Balances Are Displayed at the Employee Level




Balances are displayed to the left of the calendar view for employees. The system option for the Time Off module determines how balances are displayed in the **Balances As Of date** field. Although employees are unable to control how balances are calculated and displayed in the **Balances As Of date** field, each employee also has the flexibility to determine which policies to display in the Calendar and Request Time Off pages based on the Time Off policies configured for the system.

The following graphic shows the individual employee calendar view with the gear icon highlighted in red:

**Request Time Off** ? ↗

Select the request dates on the calendar and click the button below.

**REQUEST TIME OFF**

Balances As Of: 11/03/2015   

Time Off Policy	Balance
Bereavement	0.00 hours
Sick CR	--
Vacation	7.50 hours
Vacation Semi-Monthl..	291.50 hours
Jury Duty	--

My Calendar ▾ Month ▾ Filters ▾

March 2015

Sunday	Monday	Tuesday	Wed
1	2	3	4
8	9	10	11
15	16	17	18
22	23 Blackout Day	24 Blackout Day	25 Blackout D

When employees select the gear icon, they can also configure their own policy display. For example, if employees only want to see the Bereavement, Sick CR, and Vacation Semi-Monthly policies, they would hide the other policies, as shown in the following graphic:

**Policy Display Settings** ?

Policies as of 11/03/2015

Display these policies

- Bereavement
- Sick CR
- Vacation Semi-Monthly

Hide these policies

- Jury Duty
- Vacation

RESET CANCEL SAVE

## ■ Explore: View Balances

Your employees can always view their balances when requesting time off from their calendar. Employees can also view their balances from the timecards if you have Time & Attendance. Employees may also be able to enter the As Of Date to project their balance hours if your company is set up for this feature.

Select the request dates on the calendar and click the button below.

**REQUEST TIME OFF**

Balances As Of: 11/03/2015

Time Off Policy	Balance
Bereavement	0.00 hours
Sick CR	–
Vacation	7.50 hours
Vacation Semi-Monthl...	291.50 hours
Jury Duty	–

This option is configured at the company level. Depending on how the system option for the Time Off module is configured for your company, the balance displayed either shows the current balance, or the balance includes future

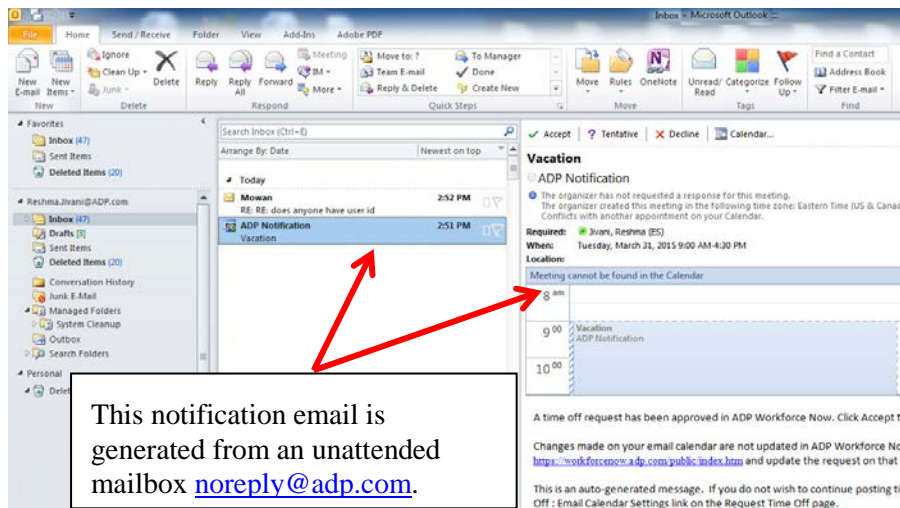
This option is configured at the employee level. Employees can hide Time Off Policies for their Calendars and Time Off Request window.

# Time Off Email Calendar Integration

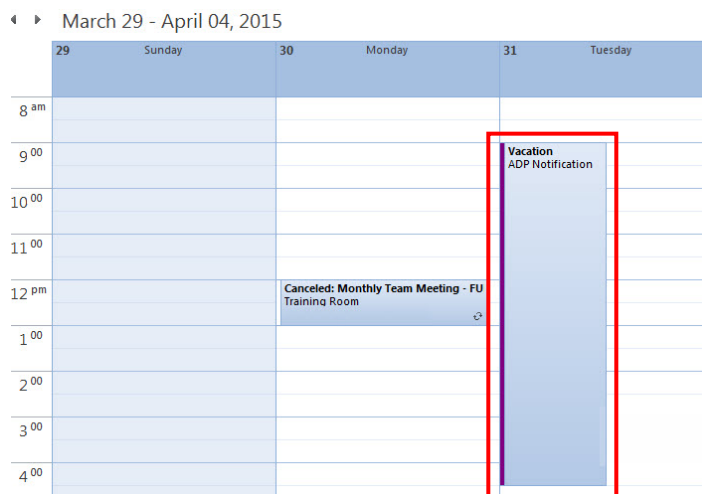
## Overview

Time off scheduled in ADP Workforce Now can be posted to employees' email calendars. When the **Time Off Email Calendar Integration** feature is **Enabled**, your employees scheduled time off is posted to the **outlook email calendar selected for notification** on the employee's Personal Profile page. A meeting invitation is sent whenever a time off request is approved, and the time off is posted to the calendar when the employee accepts the invitation. Time off scheduled on the email calendar blocks off the time based on the employee's work schedule and the amount of time off taken. Similarly, when a time off request is cancelled, an email is sent notifying the employee that the time off has been removed from the email calendar.

The following graphic shows an individual employees' outlook calendar view displaying the notification email and a meeting request to block off the time.



Once the employee accepts the invitation, the requested time will be marked on the email calendar.

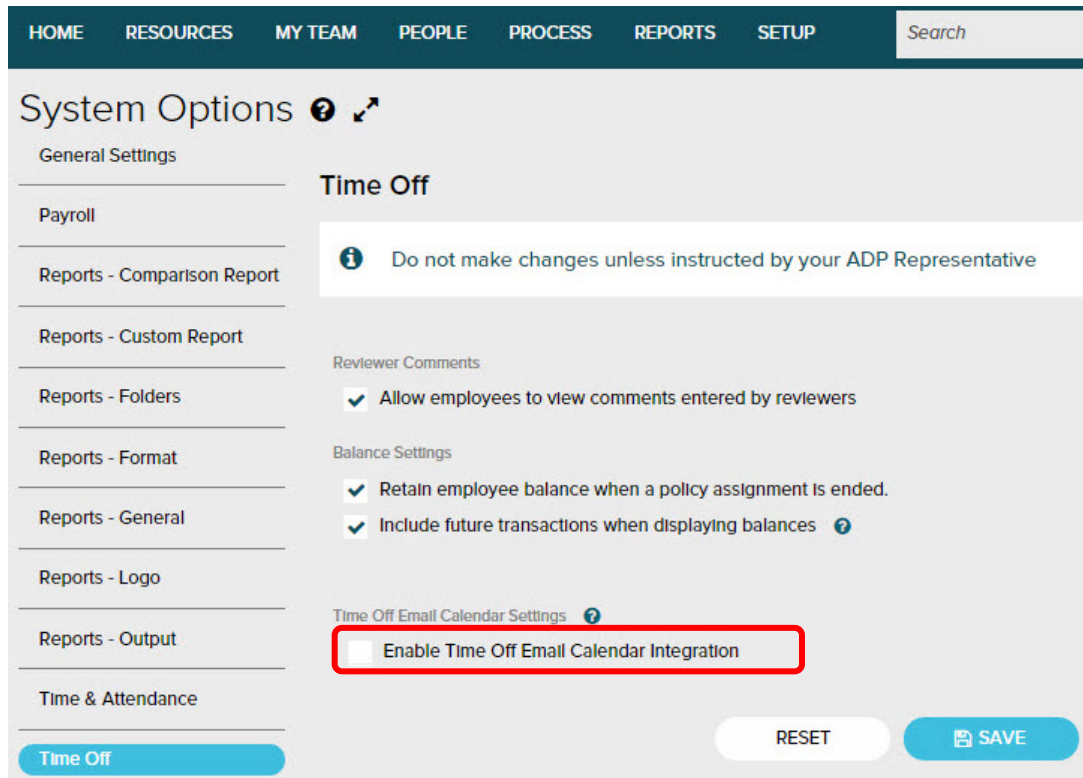


## How To Setup Time Off Email Calendar Integration

There is a system option that allows you to control the time off email integration for all employees within your company. Practitioner users with the appropriate access permissions can activate this option. By default, this option is turned off. This setting is specified in the following pathway:

Pathway: **Setup > Tools > System Options > Time Off**

The following graphic shows this setting in the System Options:



When the **Enable Time off Email Calendar Integration** checkbox is selected, the feature is enabled and the **Default timezone on employee calendar notifications** field displays, which sets default time zone for all employees.

Additionally, the **Click Here To View/Update Any Employee-Level Overrides Of These Defaults** link allows you to modify email calendar settings for individual/group of employees.

### Additional Resources

To learn more about setting up time off email calendar, refer the following resource materials:

1. Learning Byte: Setting Up Time Off Email Calendar Integration
2. Job Aid: Setting Up Email Calendar for Time Off for Employees.



## Module 1 Summary

Upon completion of this module, you are now able to:

- Describe the Time Off module at a high level
- Describe the concept of Time Off policies as it relates to the Time Off module
- Describe the purpose of a Time Off Request Workflow
- Describe the dataflow of an approved Time Off request
- Identify items displayed on the Team calendar
- Identify Blackout Days and how they are displayed in the Employee calendar
- Identify how balances are calculated and displayed in the Time Off module at the company level
- Describe how balances are displayed at the employee level, and which policies are shown in an employee's calendar and Time Off Request pages
- Describe Time Off Email Calendar Integration
- Identify the steps to setup Time Off Email Calendar Integration at company level for all employees

## Knowledge Check

1. True or False: The ADP Workforce Now Time Off module is a fully automated solution for entering and approving time off requests, and automatically calculates time off accruals.
2. Fill in the blank: A Time Off \_\_\_\_\_ refers to a series of rules that specify how employees accrue and take time off.
3. True or False: The Time Off module includes both balance-based and non-balanced-based time off policies.
4. True or False: If a time off request is approved, the employee's accrual balances are automatically updated to reflect the time taken.
5. Fill in the blank: The Time Off Request \_\_\_\_\_ is an approval path for managing employee time off requests.
6. True or False: The Team Calendar shows managers which employees are taking time off in any given week, and also displays company holidays and blackout dates.
7. Fill in the blank: \_\_\_\_\_ days indicate to employees that time off requests are not permitted or allow approval on an exception only basis.
8. True or False: Practitioners cannot configure how balances are calculated and displayed at the company level.
9. True or False: Employees can view balances directly on their Calendars and the Time Off Request pages.
10. True or False: If the email integration feature is enabled for your company and the employees are setup, they can receive time off email notifications in outlook if they have a valid email address.



**Time Off for ADP Workforce Now®**  
**Module 2: Handling Employee Requests for  
Time Off**



## ■ Module 2 Introduction

### ■ Purpose

This module prepares you to manage time off requests submitted by your employees or managers.

### ■ Objectives

Upon completion of this module, you will be able to:

- Identify items on the employee Calendar
- Describe where to view Time Off balances
- Enter a Time Off request
- Enter a Time Off request as a manager on an employee's behalf
- Respond to an employee's Time Off request as a manager
- Cancel a previously approved Time Off request as a manager on an employee's behalf



## ■ Entering a Time Off Request

### ■ Overview

Your employees enter their time off requests, either single day or multiple days, on their employee calendars. Before submitting their request, your employees can quickly see their available balance beside the calendar to determine if they have adequate time to accommodate their time off requests.

### ■ Explore: The Employee Calendar

Navigate to the employee calendar by clicking: **Myself > Time Off > Request Time Off.**

The screenshot shows the 'Request Time Off' interface. On the left, there is a 'REQUEST TIME OFF' button and a 'Balances As Of: 11/03/2015' section. Below this is a 'Time Off Policy' table with columns for 'Policy' and 'Balance':

Time Off Policy	Balance
Bereavement	0.00 hours
Sick CR	-
Vacation	7.50 hours
Vacation Semi-MonthL.	291.50 hours
Jury Duty	-

The main part of the interface is a calendar for March 2015. The calendar shows days from 1 to 31. A red box highlights the date 11. Other days have status indicators: 20 is 'Approved - 7.5hrs', 23 is 'Blackout Day', 24 is 'Approved - 7.5hrs. Blackout Day', 25 is 'Blackout Day', 26 is 'Blackout Day', and 27 is 'Blackout Day'. The calendar is titled 'My Calendar' and 'Month' is set to 'March 2015'.

### ■ Elements and Descriptions

Element	Description
Designated Days	Your company can designate days, such as pay date, displayed in different colours, to differentiate the meaning of the day.
Balances Formula Window	View the balance calculation for each of your time off policies before requesting time off. The Balance is the sum of the transactions for the time off policies from the beginning of the policy period to the Balance As Of date, displayed in groups in the Balance Formula window.
Blackout Days	If a blackout calendar is assigned, employees can view the days that may not be available for time off.
Different Views	Using the My Calendar list, employees can view their own calendar and the calendars of their peers.



## ■ Elements and Descriptions

Element	Description
As Of Date	Allows the employee to project balances as of the date entered if your company's solution is configured for this option. The date entered takes into account any accruals due and any approved time off during that period.
Policy	The policies assigned to the employee are listed. Employees can elect to show only certain policies in the Calendar view and Time Off Request window.
Available Balance	Available balances include the following requests if they precede or fall on the Balance As Of date: <ul style="list-style-type: none"> <li>▪ Time taken</li> <li>▪ Awards (accrued with the Time Off Policy or imported)</li> <li>▪ Future awards</li> <li>▪ Carryover amounts</li> <li>▪ Adjustments</li> </ul> Available balances do not include scheduled requests or pending time.
Scheduled	Scheduled Requests include approved requests that fall after the Balances As Of date.
Time Off - Email Calendar Settings	Allows the employee to enable/disable email calendar settings to view their scheduled time off notifications in their Outlook Email Calendar if Email Calendar Integration is configured for your company.

## ■ Important Information

Depending on your company's time off setup, using the As Of Date to project the balance hours may not reflect the accrual amounts. Please consult with your Implementation Specialist for clarification of your company setup to understand the impact of the As Of Date.



## Demonstration: Submitting a Request as an Employee

We will now demonstrate the process of submitting a request for Time Off as an employee.

### Scenario

Edward Bonner's family has an annual reunion the same week every summer that falls on the first week of August. The first Monday of August is also a statutory holiday for many provinces, making it a very popular vacation request week. He wants to submit his request early so his manager is more likely to approve it. He submits the time off request for August 5 through to August 8 to attend the reunion. He does not have to request Monday, August 4 because it is the statutory holiday. He needs to verify his balance hours before entering his request for approval. Since Edward also needs to arrange for accommodations during that time period, he asks his manager to approve the Time Off request by the end of the following week.

### Instructions: Submitting a Request as an Employee

Point to **Myself > Time Off > Request Time Off**

Step	Action
1	On the calendar, select the forward arrow beside the month to scroll to August.
2	Select August 5 through to August 8. <b>To select multiple days, do one of the following:</b> <ul style="list-style-type: none"> <li>▪ <b>Hold down the left mouse button and drag the cursor across the desired date range</b></li> <li>▪ <b>Hold down the CTRL key and select each day individually</b></li> </ul> Remember, you do not have to select Monday, August 4 because it falls on the statutory holiday.
3	Select the <b>Request Time Off</b> button. The <b>Time Off Policy</b> , <b>Amount</b> and <b>Start Time</b> fields are automatically populated with the most used Time Off policy.
4	In the <b>Comments</b> field, type the following: <b>Annual family reunion</b> <b>Note:</b> All notes that employees enter will be visible to the reviewer.
5	In the <b>Please Respond By:</b> field, select a date one week following the current date.
6	Click <b>Submit</b> to submit the request for approval. If there is an associated workflow, the time off request is sent to the manager, or the Time and Attendance Supervisor if applicable. <b>Note:</b> If Edward's outlook email calendar is setup to receive notifications and post scheduled time off after a request is approved, he will receive an <b>ADP Notification</b> email with a meeting request informing him that his time off request has been approved.



## Demonstration: Submitting a Request on an Employee's Behalf

We will now demonstrate the process of submitting a request for Time Off as an employee.

### Scenario

Peter Biggins would like to take the week of August 4 through to August 8 as vacation time. He's just won a trip to Europe and that is when the trip will happen. He calls his manager, Samuel Barbato, and tells him the great news. He asks Samuel to book the vacation time on his behalf.

### Instructions: Submitting a Request on an Employee's Behalf

Pathway: **My Team > Time Off > Request Time Off**

Step	Action
1	Search for <b>Peter Biggins</b> .
2	Select the right arrow key beside the month name and scroll forward to August.
3	Select <b>August 5</b> as the Start Day and <b>August 8</b> as the End Day for the time off request. Remember, you do not have to select Monday, August 4 because it falls on the statutory holiday.
4	Click the <b>Request Time Off</b> button. Enter <b>7</b> for the <b>Amount</b> field, and <b>8:30 AM</b> for the <b>Start Time</b> field.
5	In the <b>Comments</b> fields, type <b>Won a trip to Europe!</b>
6	Click <b>Submit</b> to automatically approve request. <b>Note:</b> When a manager or supervisor submits the request, there may be no approval process needed, based on the approval workflows your company requires. The request then displays on the employee's calendar as approved time off. If employee's outlook email calendar is also setup to receive notifications and post scheduled time off after a request is approved, then an <b>ADP Notification</b> email with a meeting request will be sent to the employee. When a practitioner submits the request on behalf of an employee, it is automatically approved.

### Important Information

If your company uses Time & Attendance, time off requests display on employee timecards and schedules based on the status of the request.

- Pending and approved requests display on timecards.
- Time Off Balances for an individual employee can also be viewed from Timecard "View Time Off Balances" link.
- Only approved requests display on schedules.



## Demonstration: Responding to an Employee's Request for Time Off

We will now demonstrate how to respond to an employee's request for time off.

### Scenario

Samuel Barbato manages both Peter Biggins and Edward Bonner. Samuel views the team calendar to respond to employees requests for time off. He notices that Edward has submitted a time off request for the same time period as Peter. He knows because he just finished submitting a time off request on Peter's behalf for the same date range to accommodate the trip to Europe that Peter won. Although Samuel prefers that his team members take vacation time during separate time periods and he could deny the request, he is willing to make an exception this time. Edward is requesting the time off to attend his annual family reunion. Samuel wants to send a positive message about supporting work and life balance so he approves the request. To avoid having other team members request the same date range for vacation, he sends an email to the Human Resources Practitioner, Donald East, and asks him to create a blackout calendar for his team that includes the date range of August 4 through to August 8.

### Instructions: Responding to an Employee's Request for Time Off, Part 1 - Approve the Request

Pathway: **Message Center**.

Step	Action
1	Click the <b>Message Center</b> icon.
2	Click the <b>Action</b> icon beside the time off request from Edward Bonner and select <b>Review</b> .
3	Click <b>Check Schedule</b> . The Time Off request he just approved for Peter Biggins is displayed in the <b>My Team Time Off</b> window.
4	Click the <b>Approve</b> button to approve time off request for Edward Bonner. <b>Note:</b> Once the time off request is approved, an <b>ADP Notification</b> email with a meeting request informing Edward that his time off request has been approved, will be sent if his outlook email calendar is setup to receive notifications and post scheduled time off.

Alternate Pathway: **My Team > Time Off > List of Requests**.



## ■ **Instructions: Responding to an Employee's Request for Time Off, Part 2 - View All Employees Time off on the Team Calendar**

Pathway: **My Team > My Team > Team Calendar**

Step	Action
1	On the left, click the appropriate date in the calendar to change the period, if not visible.
2	Scroll forward to August.
3	Scroll down the page to see the approved vacation dates for Peter Biggins and Edward Bonner.





## Demonstration: Cancelling an Approved Time Off Request on an Employee's Behalf

We will now demonstrate how to cancel an approved time off request on an employee's behalf.

### Scenario

Edward Bonner requested a Friday off last month. He ended up working that day to accommodate a project deadline. Now he needs to cancel his time off request for that day. Ordinarily, Edward could cancel his own request, but he is out of the office without access to a computer. He calls Samuel Barbato, his manager, and asks him to cancel the approved time off request on his behalf.

### Instructions: Cancelling an Approved Time Off Request on an Employee's Behalf

Pathway: **My Team > Time Off > List of Requests > Request History Tab**

Step	Action
1	Click <b>Edward Bonner</b> to display all of his time off requests.
2	Search for the appropriate time off request from the list displayed or by selecting the <b>Date Range</b> field. <b>Note:</b> If you use the Date Range field, then click <b>Filter</b> button to obtain the desired results.
3	In the row for the appropriate date, click the <b>Action</b> icon and select <b>Cancel Request</b> .
4	In the <b>Cancel Time Off Request</b> window, in the <b>Reason for Canceling</b> field, type <b>Edward ended up working that day to meet a project deadline</b> .
5	Click <b>Yes</b> to cancel the request. <b>NOTE:</b> Once the time off request is cancelled, an <b>ADP Notification</b> email will be sent to Edward if his outlook email calendar is setup to receive notifications and post scheduled time off.

### Important Notes

- Employees, Managers and Practitioners can cancel Time Off requests up to 60 days in the past.
- When a Time Off Request is cancelled, the balance will be automatically added back to the Time Off balance.
- If an employee's time is tracked through the Time and Attendance module, a payroll adjust is also created on the employee's timecard.
- If an employee's time is not tracked, the Practitioner must manually adjust the cancelled Time Off request in the Payroll module of Workforce Now.



## Module 2 Summary

Upon completion of this module, you are now able to:

- Identify items on the employee Calendar
- Describe where to view Time Off balances
- Enter a Time Off request
- Enter a Time Off request as a manager on an employee's behalf
- Respond to an employee's Time Off request as a manager
- Cancel a previously approved Time Off request as a manager on an employee's behalf

# **Time Off for ADP Workforce Now®**

## **Module 3: Reporting and Correcting Time Off**

## Module 3 Introduction

### Purpose

This module prepares you to use time off reports and to follow the instructions for correcting time off balances.

### Objectives

Upon completion of this module, you will be able to:

- Work with Time Off Reports
- Review Pending Time Off Requests
- Correct Time Off Data

## Time Off Reports

### What Are Time Off Standard Reports?

ADP Workforce Now Time Off provides several reports designed specifically to display time off information, such as the following:

- Balances
- Requests
- The amount of time earned, taken, or scheduled
- Time off policy assignments

Practitioners and managers can use these reports to determine the current status of their employees' time off.

### Reports and Descriptions

The following table describes the time off standard reports that you can run.

Report	Description
Time Off Balance Detail	This report provides the details about the time off activity (earned, taken, or scheduled hours) for each time off policy and the balance for each activity based on a specific period of time.
Time Off Balance Summary	This report provides a summary of hours for each policy within a defined time period.
Time Off Policy Assignment	This report provides details about employees' assigned or removed time off policies as of a specific date.
Time Off Request	This report provides details about employees' time off requests for the period requested.

### Best Practice

Run the Time Off Request report for the dates in the pay period that you want to process, and respond to any pending requests before you create your paydata batch.

### My Team Standard Reports

Managers and supervisors can access the following time off reports by selecting Reports > My Team Reports > Time Off:

- My Team Time Off Balance Detail
- My Team Time Off Balance Summary
- My Team Time Off Request

## Demonstration: Running the Time Off Balance Detail Report

You run standard time off reports the same way that you run other standard reports. To run the report with no changes, click the Action icon for that report and select Run. ADP recommends that you run the Time Off Request report before each payroll to ensure accurate tracking of time off requests.


We will now demonstrate the process of running the Time Off Balance Detail Report.

### Scenario

Donald East, the HR Practitioner for Geneva Entertainment, wants to validate employee time off balances and ensure that the employees take their remaining time off before fiscal year-end. Run the Time Off Balance Detail report.

### Instructions: Running the Time Off Balance Detail Report

**Starting Point:** Reports > Standard Reports > Time Off

Step	Action
1	Click the <b>Time Off Balance Detail</b> report.
2	In the <b>Select Companies Available</b> list, select one or more company codes to include in the report.
3	In the <b>Transaction Date</b> field, select the period of time.
4	In the Time Off Policy Statuses, select the appropriate status.
5	In the <b>Select Time Off Policies Available</b> list, select the appropriate time off policies.
6	In the <b>Select Transaction Type Available</b> list, select the appropriate transaction type.
7	In the Balance Forward, select the appropriate option.
8	In the Employee ID, select the appropriate option.
9	In the <b>Select List</b> field, select a specific group, if needed.
10	In the <b>Sorting Options</b> section, select the appropriate options for sorting the report.
11	Keep the Output Format to its default selection.
12	In the Notes section, you may add any notes as appropriate.
13	Click <b>Run</b> .
14	On the Reports page, click the  (Action) icon on the right side of the <b>My Team Time Off Balance Detail</b> report. From the list of options displayed, select <b>View as PDF</b> to open the report.
15	View or print the report results.



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# Reviewing Pending Time Off Requests

## Overview

You should respond to any pending time off requests that appear on the Time Off Request report for the current pay period before you add time off data to a paydata batch. If the original reviewer is not available, you can respond to pending time off requests on the Process Pending Requests page.

## Explore: The Process Pending Requests Page

The Process Pending Requests page lists the pending time off and carryover requests of the employees to whom you have edit access. As a practitioner, you can use this page to respond to one or more requests, including requests that were routed to other reviewers for approval.

**Pathway:** Process > Time Off > Process Pending Requests

Process Pending Requests ?

Team Member Name  Date Range  To  RESET FILTER

MARK ALL APPROVED



ACTION	EMPLOYEE NAME	SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	COMMENTS
Leave Pending <span style="font-size: 0.8em;">▼</span>	Adler, Bruce	29/07/2014	17/07/2014	Bereavement - Brev	1.00 Days	Pending	
Leave Pending <span style="font-size: 0.8em;">▼</span>	Campbell, Jill	27/03/2015	▶ 04/05/2015 - 05/05/2015	Vacation - 0111	16.00 Hours	Pending	<span style="font-size: 0.8em;">📄</span>
Leave Pending <span style="font-size: 0.8em;">▼</span>	Campbell, Jill	27/03/2015	10/06/2015	Vacation - 0111	8.00 Hours	Pending	<span style="font-size: 0.8em;">📄</span>
Leave Pending <span style="font-size: 0.8em;">▼</span>	Dexter, John	27/03/2015	10/04/2015	Co-op Program - Co-op15	0.50 Days	Pending	<span style="font-size: 0.8em;">📄</span>

Multiple values exist for this request. Expand the request by clicking the ▶ at the beginning of the row.

PROCESS REQUESTS



## ■ Elements and Descriptions

Element	Description						
Filter section	Filter for pending requests by employee name (first or last name) and by a date range (request period).						
Mark All Approved	Click to change the action for all of the requests on the page to Approve. Only the requests that are displayed on that page change to Approve. For example, if there are 11 rows and 10 are showing (1–10 of 11); only the 10 that are in view will change to Approve.						
Rows Per Page	Select the number of rows to be displayed. The page displays up to 10 requests. If more requests are pending, you can scroll to other pages.						
Action	Select one of the following actions: <ul style="list-style-type: none"> <li>▪ Leave Pending (the default action for when you are not ready to take action)</li> <li>▪ Approve</li> <li>▪ Deny</li> <li>▪ Cancel</li> </ul>						
Employee Name	Records are displayed by employee name and then by the dates in the Submitted On and Request Period columns. Columns are not sortable.						
Submitted On	Displays the date on which the request was made.						
Request Period	Displays the requested days. Requests for more than one day include an Expand  icon, which you can click to expand the record to see the details.						
Time Off Policy	Displays the time off policy associated with the request. If more than one time off policy is associated with the request, "Multiple" is displayed.						
Amount	Displays the number of hours or days requested.						
Status	<p>The page displays all time off requests with a status of Pending or In Progress.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Pending</td> <td>The employee submitted a request for which approval is required. The request has not been approved.</td> </tr> <tr> <td>In Progress</td> <td>The employee submitted a request for which multiple approvals are required. For example, the first line manager has approved the request, but the second line manager has not. The status changes to Approved once all approvals are done.</td> </tr> </tbody> </table> <p><b>Note:</b> Requests with other statuses are not displayed here.</p>	Status	Description	Pending	The employee submitted a request for which approval is required. The request has not been approved.	In Progress	The employee submitted a request for which multiple approvals are required. For example, the first line manager has approved the request, but the second line manager has not. The status changes to Approved once all approvals are done.
Status	Description						
Pending	The employee submitted a request for which approval is required. The request has not been approved.						
In Progress	The employee submitted a request for which multiple approvals are required. For example, the first line manager has approved the request, but the second line manager has not. The status changes to Approved once all approvals are done.						
Comments	If the employee entered comments when the request was made, a Comment  icon appears in the Comments column. Click the icon to view the employee's comments.						

## Demonstration: Reviewing Pending Time Off Requests

We will now demonstrate how to review pending time off requests.

### Scenario

Donald East, the Payroll Practitioner for Geneva Entertainment needs to create a payroll batch for the current pay cycle. He ran the Time Off Request report to determine whether any requests are pending for the pay period. The report shows that Samuel Barbato and several of his employees have pending requests for time off. Samuel is on vacation and is unable to approve the requests. He processes the requests for Samuel, as well as for his employees.

### Instructions: Reviewing Pending Time Off Requests, Part 1—The Process Pending Requests Page

**Starting Point:** Process > Time Off > Process Pending Requests

Step	Action						
1	<p>Determine the length of the request.</p> <table border="1"> <thead> <tr> <th>If the Request Is For</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>One day</td> <td> <ol style="list-style-type: none"> <li>In the <b>Action</b> field, select <b>Approve</b>, <b>Deny</b>, or <b>Cancel</b>.</li> <li>Proceed to step 3.</li> </ol> </td> </tr> <tr> <td>Multiple days</td> <td> <ol style="list-style-type: none"> <li>Using the expand icon, expand the <b>Request Period</b> information.</li> <li>Proceed to step 2.</li> </ol> </td> </tr> </tbody> </table>	If the Request Is For	Then	One day	<ol style="list-style-type: none"> <li>In the <b>Action</b> field, select <b>Approve</b>, <b>Deny</b>, or <b>Cancel</b>.</li> <li>Proceed to step 3.</li> </ol>	Multiple days	<ol style="list-style-type: none"> <li>Using the expand icon, expand the <b>Request Period</b> information.</li> <li>Proceed to step 2.</li> </ol>
If the Request Is For	Then						
One day	<ol style="list-style-type: none"> <li>In the <b>Action</b> field, select <b>Approve</b>, <b>Deny</b>, or <b>Cancel</b>.</li> <li>Proceed to step 3.</li> </ol>						
Multiple days	<ol style="list-style-type: none"> <li>Using the expand icon, expand the <b>Request Period</b> information.</li> <li>Proceed to step 2.</li> </ol>						
2	<p>Select an action option.</p> <table border="1"> <thead> <tr> <th>If You Want To</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Apply the same action to all of the days in the request</td> <td> <ol style="list-style-type: none"> <li>In the <b>Action</b> field in the first row of the desired multi-day request, select <b>Approve</b>, <b>Deny</b>, or <b>Cancel</b>.</li> <li>Proceed to step 3.</li> </ol> </td> </tr> <tr> <td>Apply a different action to one or more of the days in the request</td> <td> <ol style="list-style-type: none"> <li>In the <b>Action</b> field in the desired row of the multi-day request, select <b>Approve</b>, <b>Deny</b>, or <b>Cancel</b>.</li> <li>Repeat step 1 for each day in the request.</li> </ol> <p><b>Note:</b> If you select Approve, Deny, or Cancel for any row in a multi-day request, you cannot select Leave Pending for any rows within the request. You must select an action for all of the rows in the request.</p> <ol style="list-style-type: none"> <li>Proceed to step 3.</li> </ol> </td> </tr> </tbody> </table>	If You Want To	Then	Apply the same action to all of the days in the request	<ol style="list-style-type: none"> <li>In the <b>Action</b> field in the first row of the desired multi-day request, select <b>Approve</b>, <b>Deny</b>, or <b>Cancel</b>.</li> <li>Proceed to step 3.</li> </ol>	Apply a different action to one or more of the days in the request	<ol style="list-style-type: none"> <li>In the <b>Action</b> field in the desired row of the multi-day request, select <b>Approve</b>, <b>Deny</b>, or <b>Cancel</b>.</li> <li>Repeat step 1 for each day in the request.</li> </ol> <p><b>Note:</b> If you select Approve, Deny, or Cancel for any row in a multi-day request, you cannot select Leave Pending for any rows within the request. You must select an action for all of the rows in the request.</p> <ol style="list-style-type: none"> <li>Proceed to step 3.</li> </ol>
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3	<p>Click <b>Process Requests</b>.</p> <p><b>Result:</b> The success message is displayed.</p>						



## Instructions: Reviewing Pending Time Off Requests, Part 2—The Details Page

Step	Action						
1	In the <b>Comments</b> column in the row for the request you are reviewing, click the <b>Comment</b> icon, if applicable. Then, click <b>Close</b> .						
2	In the <b>Request Period</b> column in the row for the request you are reviewing, click the date.						
3	Click <b>Check Schedule</b> and verify whether other employees have requested time off for the same days as in the current request. Then, click <b>Back</b> button to close the window. This brings you back to the Process Pending Requests page.						
4	<p>Enter your response to the request.</p> <table border="1"> <thead> <tr> <th>If You Want To</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Approve a request</td> <td> <ol style="list-style-type: none"> <li>In the <b>Comments</b> field, enter comments for the employee, if applicable.</li> <li>Click <b>Approve</b>.</li> </ol> </td> </tr> <tr> <td>Partially approve or deny a request</td> <td> <ol style="list-style-type: none"> <li>Select the <b>Review Each Day Individually</b> check box.</li> <li>Select <b>Deny</b> for the appropriate days, if needed.</li> <li>In the <b>Comments</b> field, enter comments for the employee or other approvers, if applicable.</li> <li>Click <b>Done</b>.</li> </ol> </td> </tr> </tbody> </table> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>All requests that you approve on this page are considered fully approved, and any other levels of approvals in the workflow are bypassed.</li> <li>The time off request sent to the employee's manager or supervisor through the Message Center is marked as Completed.</li> <li>On the People &gt; Time Off &gt; List of Requests page, filter the request and click on the employee name to review it, in the Last Reviewed By column, your name is listed for this request along with other information.</li> </ul>	If You Want To	Then	Approve a request	<ol style="list-style-type: none"> <li>In the <b>Comments</b> field, enter comments for the employee, if applicable.</li> <li>Click <b>Approve</b>.</li> </ol>	Partially approve or deny a request	<ol style="list-style-type: none"> <li>Select the <b>Review Each Day Individually</b> check box.</li> <li>Select <b>Deny</b> for the appropriate days, if needed.</li> <li>In the <b>Comments</b> field, enter comments for the employee or other approvers, if applicable.</li> <li>Click <b>Done</b>.</li> </ol>
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## Correcting Time Off Data

### Overview

Employees may submit time off requests that are approved after the payroll is processed or that have incorrect reasons for the time off, such as vacation time instead of sick time. You can easily make corrections to ensure that the hours are assigned the correct earnings code in Payroll and Time & Attendance and that the employees' time off balances are accurate.

### Reasons for Correcting Time Off Data

After a time off request is approved, you cannot edit the details of the request. You may need to cancel an approved request and submit a new request for the following reasons:

- When the employee created the request, the employee selected the wrong policy by mistake and the request was approved.
- The employee took time off, but it was for a policy that was different from the one the employee originally selected in the request.
- The employee requested a full day off but actually worked for part of the day.

## Demonstration: Correcting Time Off Data

We will now demonstrate how to correct Time Off data.

### Scenario

Peter Biggins submitted a request for eight hours of vacation time in a previous pay period, which Samuel Barbato approved. Peter intended to submit a request for sick time, not vacation time. As the practitioner, Donald East can correct the error by canceling the request on his behalf and submitting a vacation request for the same day. Peter's time off balances will be corrected automatically.

Peter could make these corrections himself. Donald agreed to make the corrections on his behalf because he is preparing to process the payroll, and does not wish to wait for Samuel Barbato, his supervisor to approve the new request.

### Instructions: Cancelling and Resubmitting a Time Off Request

**Starting Point:** People > Time Off > List of Requests

Step	Action
1	Click the employee's name.
2	Click the <b>Action</b> icon for the request and select <b>Cancel Request</b> . <b>Result:</b> The Confirm Action window opens.
3	Click <b>Yes</b> .
4	Click <b>Add (+)</b> .
5	In the <b>Start Day</b> field, click the <b>Calendar</b> icon and select the request date.
6	Select the correct time off policy and enter the amount and start time.
7	Enter comments, if needed.
8	Click <b>Submit</b> .

## ■ Working with Time Off Requests for Dates in the Past

Time off requests can be submitted and canceled for dates in the past.

- New requests can be submitted for dates up to 60 days before the current date.
- Pending and approved requests can be canceled for dates up to 60 days before the current date.

When changes are made for dates in previous pay periods, you will be notified automatically of the changes in the following locations:

- For employees who do not use Time & Attendance, the time off data will be shown as an adjustment on the payroll side.(paydata batch)
- For employees who use Time & Attendance, time off requests that are submitted or canceled for dates in previous pay periods will automatically be displayed as an adjustment on the employees' timecards for the current pay period.

## **Module 3 Summary**

Upon completion of this module, you are now able to:

- Work with Time Off Reports
- Review Pending Time Off Requests
- Correct Time Off Data

***Time Off for ADP Workforce Now®***  
**Course Closing**

**Automatic Data Processing, Inc.**  
**ES Canada**



## ■ Support after Class

### ■ Additional Online Resources

ADP has multiple locations to access online resources:

- **The ADP Client Service Centre:**
  - This is an online repository where clients can locate various types of information.
- **The Bridge:**
  - This is an ADP sponsored online community for ADP clients to share knowledge, skills and have questions answered by client/ADP within the community.
- **Workforce Now Support Centre:**
  - This is an online tool built directly into Workforce Now. The tool is designed to provide users with:
    - Step-by-Step procedures
    - Online documentation regarding a variety of subjects
    - Learning Bytes on a variety of subjects

Let's us take a look at how each of these valuable resources can be accessed.

## ADP Client Service Centre

The ADP Client Service Centre is an online resource available to all ADP clients. Users can access a multitude of resources using this tool:

- The Year End service centre, including reference materials and forms
- Welcome Packages, training manuals, Learning Bytes and online registration
- Health Tracking Program for clients who have purchased ADP Benefits
- Online support and service options

## Accessing and Navigating in the Client Service Centre

Step	Action
1	Use your Internet browser to log into <a href="http://www.adp.ca">www.adp.ca</a> .
2	Select the <b>Client Service Login</b> , located in the upper-right corner of the page.
3	Enter your company code and email address, and then select <b>Login</b> . <b>Result:</b> The <b>Client Service Centre</b> home page displays.
4	Let's locate the Workforce Now registration area within the <b>Client Service Centre</b> . <ul style="list-style-type: none"> <li>▪ Select the <b>Learning Bytes</b> link located under the title <b>Training</b>.</li> </ul> <b>Results:</b> The <b>Welcome to the Learning Bytes Library</b> page appears, and the Learning Bytes section in the left-hand-side panel expands to display all products that have learning bytes.

## ■ ADP Workforce Now® Support Centre

Users have access to this tool 24/7. This tool provides a variety of online tools:

- Step by Step instructional information.
- Learning Bytes (short 2-3 min instructional videos) on a variety of topics.
- Documentation providing the user with specific details about the topic searched.

## ■ Accessing and Searching within the Workforce Now® Support Centre

Step	Action
1	Select the <b>Support</b> link, located on the top right of the screen.
2	Type <b>Performance</b> into the search field, and then click <b>Enter</b> or the " <b>Magnifying Glass</b> " icon to begin the search. <b>Result:</b> All topics with Time Off in them will display.
3	Review the available resources.
<b>IF</b> you want to:	
View Step by Step instructions:	Select <b>Knowledge</b> , then select topic
Read documentation:	Select <b>Documentation</b> , then select topic
View Learning Bytes:	Select <b>Training</b> , then select topic
4	For this activity, select the <b>Training</b> tab and select <b>Starting a Performance review</b> . <b>Results:</b> A second window will open and the learning byte will play.
5	When completed, close the second window with the Learning Byte. To close the Support window, select the <b>Back</b> button located on the top left to close.

## The Bridge

**The Bridge** is sponsored by ADP, and is an exclusive online community for ADP clients. This community connects HR and payroll practitioners from across Canada and provides an environment where users can ask questions, find answers, and network with peers. The community is free, always available, and is an excellent resource for support on a variety of subjects.

### Benefits to Registering for the Bridge:

- Allows payroll practitioners and HR professionals like you to connect, engage and share information in an easy-to-use, fully accessible online forum.
- Acts as an additional resource for support, frequently asked questions and information for ADP clients of all sizes using all products.
- Always on, for 24/7/365 access anywhere in Canada.
- Easy to use.

### Accessing and Registering for the Bridge

Step	Action
1	Use your Internet browser to log into <a href="http://www.adp.ca">www.adp.ca</a> .
2	Select the <b>Client Service Login</b> , located in the upper-right corner of the page.
3	Enter your company code and email address, and then select <b>Login</b> .
4	Select <b>The Bridge</b> , from the menu on the left. <b>Result:</b> An overview of what the bridge is displays.
5	Click the <b>Visit The Bridge</b> link located at the bottom of the overview to register.

### The Bridge Registration/Login Page

#### Login

Username

Password

Keep me logged in

**Log in**

[I forgot my password](#)

[I forgot my username](#)

#### Don't have an account?

After confirming your email address, you'll be able to create an account and access the site.

Your email address

Confirm address

## **Course Closing**

### **Summary**

In this course, you learned how to use many of the Time Off features available in the Time Off module of ADP Workforce Now, as well as how to run some of the Time Off reports.

### **Course Objectives**

You are now able to:

- Enter a Time Off Request
- Respond to a Request for Time Off
- Understand the Time Off dataflow when a Time Off Request is approved
- Run Time Off reports
- Adjust Time Off accruals

### **Training Evaluation**

Thank you for attending this course, we look forward to seeing you in the future.

Your feedback is vital to continuous improvement. Please take a moment to complete our short evaluation so that we can continue to provide you with high quality training programs.