



22



Search Work

HOME

RESOURCES

MYSELF

MY TEAM

REPORTS

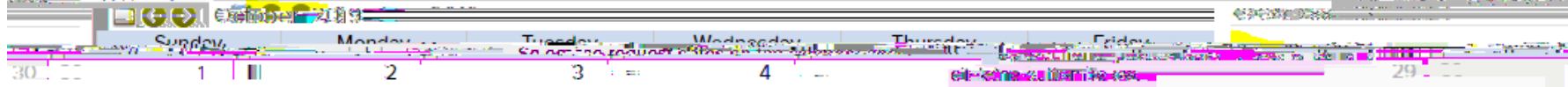


# Request Time Off

Month: ▼ Filter: ▼

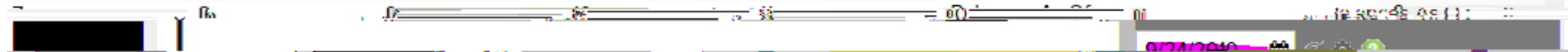
Current Position:

My Calendar ▼



Pay Schedule

REQUEST TIME OFF



Time Off Policy  
ADMIN VACATION

Balance  
74.90 hours

Pay Schedule



Step 1: Enter a Date Range

Current Position

USER PREFERENCES

ADMIN VACATION 67.90 hours

Step 2: Enter Request Details

START TIME	ACTIONS	DATE	TIME OFF POLICY	AMOUNT
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OTPA Includes 1 day

7.00 hours

Comments

Dispos responsibility

mm/dd/yyyy





Time Off Request



don.trently@adp.com



Time off Request Approved

10/25/2019

Wed, Sep 25 15:02:03 EDT 2019  
Employee Time Off Request Approved

