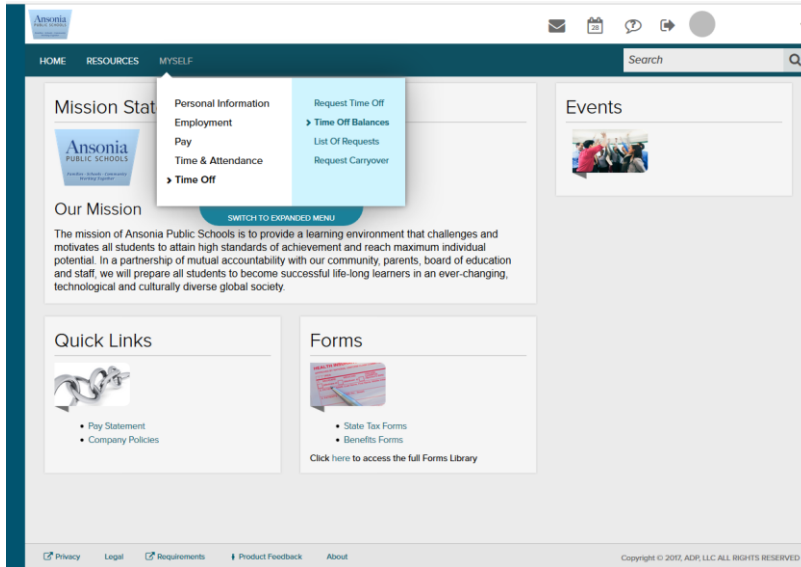


Time Off Balances and Requests

From the ADP Employee Portal you can check your time off balances and submit a request for time off. To do this simply go to the employee portal and log in. You can get to the ADP portal from the Ansonia website under employee resources or by using this link:

<https://workforcenow.adp.com/public/index.htm>

Once you've logged in the home page will be displayed. Click on "Myself" in the upper left of the home page and you will see the following:

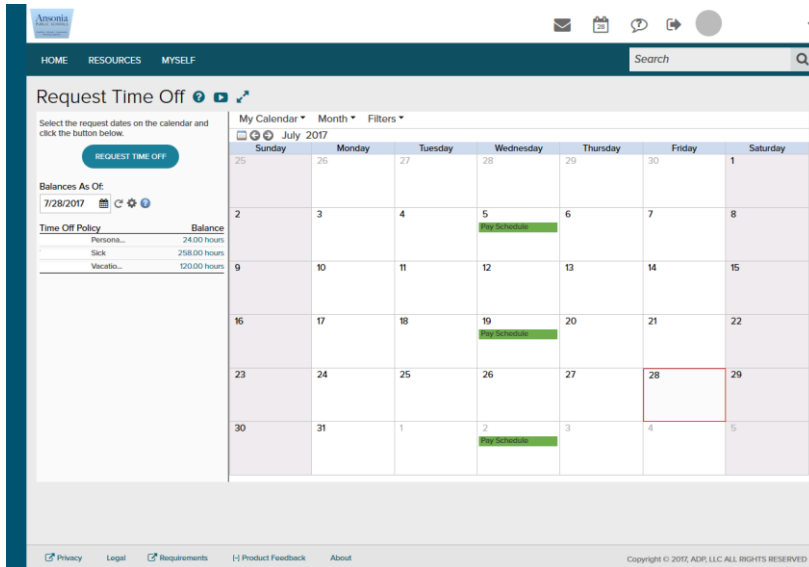


From the sub menu click on Time Off to see the list of options available to you. If you want to check your sick time, vacation time, or personal time click on the Time Off Balances option and you'll be taken to the Time Off Balances screen:

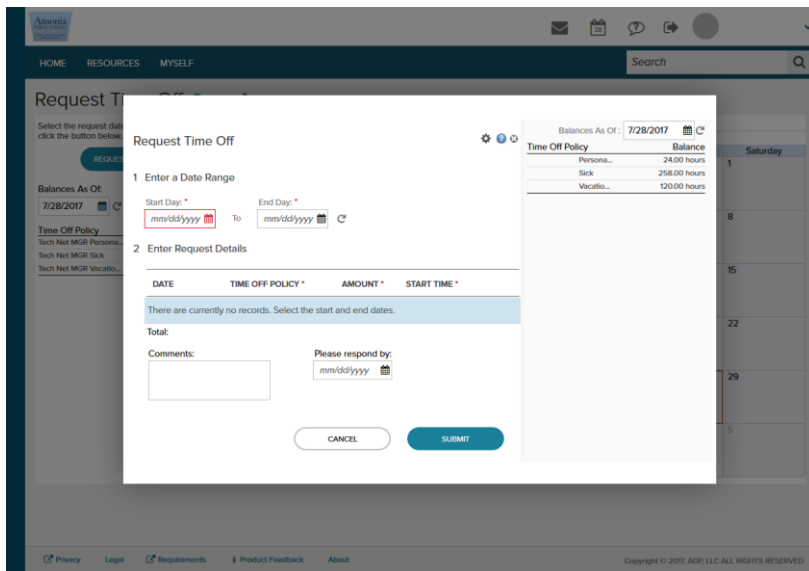
The screenshot shows the 'Time Off Balances' screen. The page title is 'Time Off Balances'. Below the title, there is a note: 'Pending Requests are not included in balances below.' and a sub-note: 'Scheduled and Future Earned amounts only show values that impact the balance As Of date. Click the policy name for details.' The 'Balances As Of' is set to '7/28/2017'. The table below shows the following data:

TIME OFF POLICY	CARRYOVER	EARNED/ADJUST...	TAKEN	SCHEDULED	FUTURE EARNED	BALANCE
Personal	0	24.00 hours	--	--	--	24.00 hours
Sick	0	258.00 hours	--	--	--	258.00 hours
Vacation	0	120.00 hours	--	--	--	120.00 hours

To submit a request for time off follow the above instructions but instead of selecting Time Off Balances click the Request Time Off option, you will be taken to the following screen:



Now click on the Request Time Off button, a window will open for you to select your time off. From this window you need to select the start date and end date of your request, the time off policy (vacation, sick, or personal), as well as the number of hours you are requesting:



All fields marked with a red asterisks are required. Once you have entered all the required information click on the Submit button. Your request will now be routed to a supervisor for authorization.