

## How to Approve, Cancel or Deny Time Off Requests in ADP

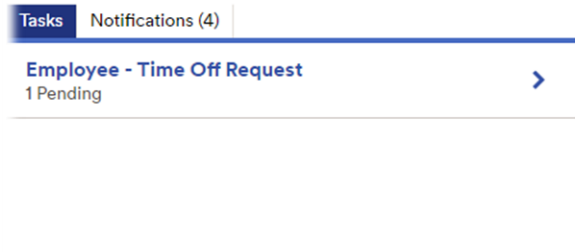
You should receive an email generated by ADP letting you know of the request.



Log in to ADP: <https://workforcenow.adp.com>

You will see a “TASK” in your “Things to Do” Screen on your ADP homepage.

### Things to Do



Click on the arrow.

It will take you to this screen.

[← Back](#) **Employee - Time Off Request**

1 Pending

• Payton, Tammy

Submitted Date: 10/27/2023

Review

Submitted On=10/27/2023  
Request Period=10/30/2023  
Time Off Policy=VAC 160  
Time Off Reason Code=VACATION  
Amount=8.00 Hours  
Employee Comments=Testing  
Start Time=08:00 AM

Click on “Review” which will bring up the employee’s request.

### Review

#### Request Time Off for Payton, Tammy

Status : **Pending Approval** by Campbell, Liz

Submitted by: Payton, Tammy on 10/27/2023

#### Date Range

Start Date : 10/30/2023 to End Date : 10/30/2023

#### Request Details

[Check schedule](#)

Date	Time Off Policy	Amount	Start Time
Mon Oct 30, 2023	VAC 160 - VACATION	8.00 hours	8:00 AM
Total : Includes 1 day		8.00 hours	

Employee Comments :

Testing

Comments:

Close

Cancel request

Deny request

Approve request

Current Position	
SRPYRLCL - Senior Payroll Clerk	
Active 6VT000080	
Balances as of	
10/30/2023	
Time Off Policy	Balance
Health 56 SM	-20.83 hours
Personal 24 SM	36.50 hours
VAC 160	141.57 hours

From this view you can cancel, deny, or approve the request.

Cancel is used to remove a request already approved.

You can change the date in the “balances as of” to see where their future balances will be after more accruals are added.

If you deny a request your employee will also get an email from ADP telling them their request was denied.

Activity name: Employee - Time Off Request is Denied

N

noreply@adp.com  
To

☺

↩ Reply

↩ Reply All

➡ Forward

📧

⋮

Fri 10/27/2023 10:02 AM

ⓘ

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⚠

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ADP

Tammy Payton, The Employee - Time Off Request you submitted on 2023-10-27 10:45:08.0 has been denied.

This email is sent from an automated system, so please do not reply.  
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If you want to cancel a request – either before or after it's been approved, it will ask for a reason.

### ⚠ Cancel Time Off Request

Are you sure you want to continue?

Reason for Canceling :

No

Yes

### ✅ Success

Your request is canceled successfully.

Close

You will always get a reply after you submit your answer.

Sometimes you get requests for multiple days. You can do these individually or in mass.

Review

Request Time Off for Payton, Tammy ?

Status : **Pending Approval** by Campbell, Liz

Submitted by: Payton, Tammy on 10/27/2023

Date Range

Start Date : 12/20/2023 to End Date : 12/28/2023

Request Details

[Check schedule](#)

☐ Review each day individually

Date	Time Off Policy	Amount	Start Time
Wed Dec 20, 2023	VAC 160 - VACATION	8.00 hours	8:00 AM
Thu Dec 21, 2023	VAC 160 - VACATION	8.00 hours	8:00 AM
Fri Dec 22, 2023	VAC 160 - VACATION	8.00 hours	8:00 AM
Wed Dec 27, 2023	VAC 160 - VACATION	8.00 hours	8:00 AM
Thu Dec 28, 2023	VAC 160 - VACATION	8.00 hours	8:00 AM

Total : Includes 5 day(s) 40.00 hours

Employee Comments :

Christmas Vacation

Comments:

[Close](#) [Cancel request](#)

Current Position

SRPYRLCL - Senior Payroll Clerk

Active 6VT000080

Balances as of

12/28/2023

Time Off Policy	Balance
Health 56 SM	-11.51 hours
Personal 24 SM	40.50 hours
VAC 160	154.93 hours

Success

Your action has been completed.

[Close](#)

Again, you will get a response when completed.  
And your employee will get an email that it's been approved.

Activity name: Employee - Time Off Request is Approved

N

noreply@adp.com

To

📧

↩ Reply

↩ Reply All

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⋮

Fri 10/27/2023 10:09 AM

📘

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ADP

Tammy Payton, The Employee - Time Off Request you submitted on 2023-10-27 10:55:23.0 has been approved

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Revised 10-27-23