

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.

noreply@adp.com

Activity name: Employee - Time Off Request requires your review

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

Tasks Notifications (4)

Employee - Time Off Request
1 Pending

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:

Current Position
SRPYRLCL - Senior Payroll Clerk
Active 6VT000080

Balances as of
10/30/2023 [C](#)

Time Off Policy	Balance
Health 56 SM	-20.83 hours
Personal 24 SM	36.50 hours
VAC 160	141.57 hours

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

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

 noreply@adp.com
To Fri 10/27/2023 10:02 AM

[\(i\) If there are problems with how this message is displayed, click here to view it in a web browser.](#)

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



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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 :

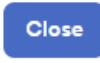
No

Yes

Success

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

Your request is canceled successfully.

 Close

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](#)

[Deny request](#)

[Approve request](#)

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

 noreply@adp.com
To

Fri 10/27/2023 10:09 AM

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

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