

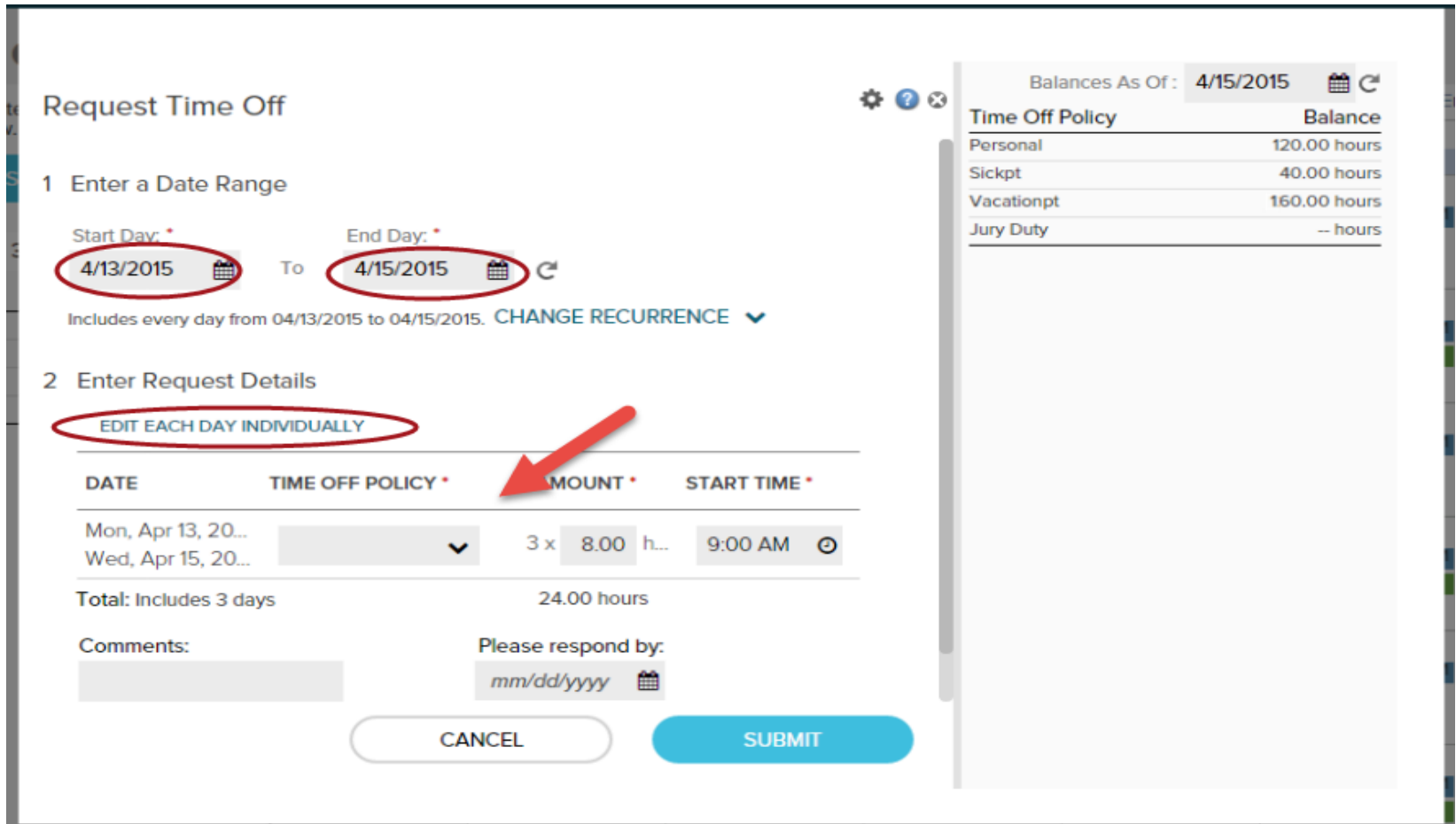
Employee- Time Off Request

Submitting Time Off Request

The screenshot displays the ADP AdminAssist user interface. At the top, there is a navigation bar with 'HOME', 'RESOURCES', and 'MYSELF' tabs, and a search bar. A green arrow points to the calendar icon in the top right corner. On the left side, a sidebar contains a 'Calendar' section with a 'REQUEST TIME OFF' button highlighted by a red arrow. Below this button is a table showing 'Balances As Of: 3/5/2015' for various policies: Personal (120.00 hours), Sickpt (40.00 hours), Vacationpt (160.00 hours), and Jury Duty (—). The main area shows a calendar for April 2015 with a grid of dates from 29 to 4. Each date cell contains a blue bar representing a 9:00 AM - 05:00 PM shift. Some dates (10, 24, 8) also show a green bar for 'Pay Schedule'. The top right of the interface includes icons for email, calendar, user profile, help, and a 'MM' button.

Click Calendar Icon and select Request Time Off

Submitting Time Off Request



Request Time Off

1 Enter a Date Range

Start Day: * 4/13/2015 To End Day: * 4/15/2015

Includes every day from 04/13/2015 to 04/15/2015. CHANGE RECURRENCE

2 Enter Request Details

EDIT EACH DAY INDIVIDUALLY

DATE	TIME OFF POLICY *	MOUNT *	START TIME *
Mon, Apr 13, 20...		3 x 8.00 h...	9:00 AM
Wed, Apr 15, 20...			

Total: Includes 3 days 24.00 hours

Comments: Please respond by: mm/dd/yyyy

CANCEL SUBMIT

Balances As Of: 4/15/2015

Time Off Policy	Balance
Personal	120.00 hours
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	-- hours

Input Start Day and End Day. Select Time Off Policy. Click "Edit Each Day Individually" if multiple request days

Submitting Time Off Request

Request Time Off

Start Day: *

4/13/2015

To

End Day: *

4/15/2015

Balances As Of: 4/15/2015

Includes every day from 04/13/2015 to 04/15/2015. [CHANGE RECURRENCE](#) ▼

2 Enter Request Details

[COLLAPSE ROWS](#)

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Mon, Apr 13, 2015	Vacationpt - Vac ▼	8.00 hours	9:00 AM
Tue, Apr 14, 2015	Vacationpt - Vac ▼	8.00 hours	9:00 AM
Wed, Apr 15, 2015	Vacationpt - Vac ▼	8.00 hours	9:00 AM

Total: Includes 3 days 24.00 hours

Comments: _____

CANCEL

SUBMIT

Balances As Of: 4/15/2015

Time Off Policy	Balance
Personal	120.00 hours
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	-- hours

Review and Confirm Policy selected and hours inputted

Submitting Time Off Request

Request Time Off

Includes every day from 04/13/2015 to 04/15/2015. [CHANGE RECURRENCE](#) ▾

2 Enter Request Details

COLLAPSE ROWS

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Mon, Apr 13, 2015	Vacationpt - Vac ▾	8.00 hours	9:00 AM ⌚ 📄 ✕
Tue, Apr 14, 2015	Vacationpt - Vac ▾	8.00 hours	9:00 AM ⌚ 📄 ✕
Wed, Apr 15, 2015	Vacationpt - Vac ▾	4.00 hours	9:00 AM ⌚ 📄 ✕

Total: Includes 3 days 20.00 hours

Comments:

Please respond by: 📅

Balances As Of: 4/15/2015 📅 ↻

Time Off Policy	Balance
Personal	120.00 hours
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	-- hours

Input Comments or Respond Date if needed. Submit Request

Submitting Time Off Request

HOME RESOURCES MYSELF Search

Calendar ?

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

REQUEST TIME OFF

Balances As Of: 3/5/2015 📅 ⚙️ ?

Time Off Policy	Balance
Personal	120.00 hours
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	--

My Calendar ▼ Month ▼ Filters ▼ Time Off - Email Calen

📅 April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
29	30 09:00 AM - 05:00 PM	31 09:00 AM - 05:00 PM	1 09:00 AM - 05:00 PM	2 09:00 AM - 05:00 PM	3 09:00 AM - 05:00 PM	4
5	6 09:00 AM - 05:00 PM	7 09:00 AM - 05:00 PM	8 09:00 AM - 05:00 PM	9 09:00 AM - 05:00 PM	10 09:00 AM - 05:00 PM Pay Schedule	11
12	13 Pending	Your request is submitted successfully.			17 09:00 AM - 05:00 PM	18
19	20 09:00 AM - 05:00 PM	21 09:00 AM - 05:00 PM	22 09:00 AM - 05:00 PM	23 09:00 AM - 05:00 PM	24 09:00 AM - 05:00 PM Pay Schedule	25
26	27 09:00 AM - 05:00 PM	28 09:00 AM - 05:00 PM	29 09:00 AM - 05:00 PM	30 09:00 AM - 05:00 PM	1 09:00 AM - 05:00 PM	2
3	4 09:00 AM - 05:00 PM	5 09:00 AM - 05:00 PM	6 09:00 AM - 05:00 PM	7 09:00 AM - 05:00 PM	8 09:00 AM - 05:00 PM Pay Schedule	9

Your Request was Submitted Successfully