ADP WFN

Requesting Time Off & Canceling/Editing a Request as an Employee

Log into:

https://www.workforcenow.adp.com



Type in the same USER ID and Password normal.

IF you forgot your USER ID or PASSWORD, just click on the FORGOT YOUR USER ID/PASSWORD and it will send you a temporary password. When entering your name, make sure it's the same that's on your

Forgot User ID/Passwor	ď
	* = Required
First name* 😡	
Last name*	
And at least one of these" Comparison of these Comparison of the set of the	
Mobile phone number	
CANCEL	NEXT

paycheck/paystub. If you can't get that to work, email <u>Payroll@principia.edu</u> and we can reset it for you.

MYSELF MY TEAM REP	ORTS								
Personal Information	Doguost Timo Off	Go to MYSELF	– TIME C	DFF – Re	quest Tir	ne Off			
Employment	Time Off Delement								
Employment	Request Time Off								
Pay	LIST OF REQUESTS								
Time & Attendance									
> Time Off									
Talent									
Benefits									
	Select click t	the request dates on the calendar and he button below.	My Calendar •	Month Filter St 2018	S •	Wednesday	Thursday	Fideu	Coturday
	Select click t	the request dates on the calendar and he button below.	My Calendar •	Month ▼ Filter st 2018 Monday	s ▼ Tuesdav	Wednesday	Thursday	Friday	Saturday
	Balan 8/22	recoust time off	29	30	31	1	2	3	4
Click on the REQUEST	TIME OFF	Diff Policy Balance H 240 240.00 hours NAL 32 32.00 hours	5	6	7	8	9	10 Pay Schedule	11
	VAC 16	0 186.72 hours	12	13	14	15	16	17	18
					24				
			19	20	21	22	23	Pay Schedule	25
			26	27	28	22	30	24 Pay Schedule 31	25

Start by entering the date range you are requesting off.

equest In	ne Off 🔞			[+] LIKE THE CHAN	
Step 1 : Ente	r a Date Range		USER PREFERENCES	Current Position PAYSPV-Payroll Supervisor/	Lead
tart Day *	End Day *			Payroll Administrator Active 6VT577590	
mm/dd/yyyy	to mm/dd/yyyy	C		Balances As of: 10/1	0/2018 🛗 C
Step 2 : Ente	r Request Details			TIME OFF POLICY	BALANCE
				HEALTH 240	240.00 hours
DATE	TIME OFF POLICY*	AMOUNT*	START TIME* ACTIONS	PERSONAL 32	32.00 hours
				VAC 160	256.58 hours
T. OTAL :	here Are Currently No Records. S	elect The Start A	And End Dates.		
	Please respond by	y			
omments:					
Comments:	mm/dd/yyyy	*			

Put first and last date of the request.

Request Time Off 🔞									
Step 1 : Enter a Date Rang	te				USER	PREFERENCES			
Start Day *	End Day *								
12/27/2018 🛍 to	12/31/2018	c	 Includ 	le Weekend	S				
Select specific days within the start date and end date.									
Step 2 : Enter Request Det	Step 2 : Enter Request Details								
You have entered an invalid an You have entered an invalid an You have entered an invalid an COLLAPSE ROWS	You have entered an invalid amount on Sat Dec 29, 2018. You have entered an invalid amount on Sun Dec 30, 2018. You have entered an invalid amount on Mon Dec 31, 2018.								
DATE	TIME OFF POLICY*		AMOUNT*		START TIME*	ACTIONS			
Thu Dec 27, 2018	VAC 160 - VACATION	~	8.00	hours	8:00 AM 🕗	0400			
Fri Dec 28, 2018	VAC 160 - VACATION	~	8.00	hours	8:00 AM	0 2 0 0			
Sat Dec 29, 2018	VAC 160 - VACATION	~	hours	hours	8:00 AM	000			
Sun Dec 30, 2018	VAC 160 - VACATION	~	hours	hours	8:00 AM	0 2 0 0			
Mon Dec 31, 2018	VAC 160 - VACATION	~	hours	hours	8:00 AM	000			

Request Time Off 🔞						
Step 1 : Enter a Date Rang	ge				USER	PREFERENCES
Start Day *	End Day *					
12/27/2018 🗰 to	12/31/2018	C	Include	Weekends		
Select specific days within the start date a	nd end date. Duur Fri Sat					
Step 2 : Enter Request De	tails					
DATE	LAPSE ROWS TE TIME OFF POLICY*				START TIME*	ACTIONS
Thu Dec 27, 2018	VAC 160 - VACATION	~	8.00	hours	8:00 AM 🕘	• % •
Fri Dec 28, 2018	VAC 160 - VACATION	~	8.00	hours	8:00 AM	0 40 0
Mon Dec 31, 2018	VAC 160 - VACATION	~	8.00	hours	8:00 AM	0 20 0
TOTAL : Includes 3 days			24.00 h	ours		
Comments:	Please respond by					
1	11/01/2018					

You <u>may</u> need to indicate the type of leave you requesting in the TIME OFF POLICY drop down list, if the default is not what you want. You will only see what is available to you as an employee. This varies depending on if you are a 12 month or School year employee. It's helpful to give your supervisor a Respond by date. Comments are optional.

Click on SUBMIT when complete

elect the request dates on the calendar and ick the button below.	My Calendar	My Calendar • Month • Filters •							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
REQUEST TIME OFF	25	26		28	29	30	1		
alances As Of:									
10/10/2018 🛗 C 🔅 👔									
	2	3	4	5	6	7	8		
me Off Policy Balant EALTH 240 240.00 hos	xe m								
RSONAL 32 32.00 hou	rs								
AC 160 223.26 hou	9	10	11	12	13	14	15		
		Pay Schedule							
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
		Pay Schedule			Pending 16hrs.				
	20	21	1		2	4			
	30	Bandino, Bhrs	- 1 C	4	3	-4	5		

After you have made the request, you will see in your calendar that the leave is Pending Approval from your Supervisor.

ADJUSTING or CANCELING TIME OFF REQUESTS

If you need to remove or reduce the hours, change the earnings code (i.e. Vacation to Personal) of an already APPROVED requested Paid Time Off, either you or your Time & Attendance supervisor must cancel the original request and then you must redo the request. You cannot just delete it from a timecard. IMPORTANT: You may

not remove a vacation request in a previous fiscal The PRINCIPIA year without permission of the Controller HOME RESOURCES MYSELF MY TEAM REPORTS Request Time Off Personal Information Company M Time Off Balances Employment Go to: MYSELF - TIME OFF - List of Requests. Welcome to the Self S List Of Requests Pay Welcome to the Self Service Hur Time & Attendance List Of Requests populated. More features, data a > Time Off Questions? Contact payroll@pri Talent Benefits

List Of Requests @ • * For more information on this redesigned page, click HERE		It will pull up the last month to current date as the default. If you
09/10/2018 🛗 to 10/10/2018 🛗 Select Policy 🗸	Create Time Off Request	need to edit a request that is in the
O Pending Requests O Approved Requests O Denied Requests	1 Canceled Requests	future, just change your dates.
EMPLOYEE NAME POSITION ID SUBMITTED ON REQUEST PERIOD TIME OFF POLICY AMOUNT STATUS	LAST REVIEWED BY COMMENTS ACTIONS	

You can choose between Pending, Approved, Denied or Canceled Requests. Click on your choice.

09/10/2018	to 12/31/2018	Select P	olicy	~			Create "	ime Off Reque	est
1 Pending	Requests	2 Approved I	Requests	0 De	enied Req	uests	2 Canceled	Requests	
	\wedge								
EMPLOYEE NAME	POSITION ID	SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	LAST REVIEWED BY COMME	NTS ACTIONS	
Elizabeth Lee,Campbell	6VT577590	10/10/2018	12/27/2018 - 12/31/2018	VAC 160 - VACATION	24.00 hours	Pending		I	4

Click on the 3 small dots under ACTIONS to make your choice. You will then need to Confirm your Action.

A Confirm Action	>					
The selected time off request will be deleted. Are you sure you want to continue						
NO YES						



When you go back and view your calendar view by clicking on you should see that the Pending Time off has cleared.



My Calendar 🔻 Month 👻 Filters 👻								
🗖 🕒 🕑 Decen	nber 2018							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		
9	10 Pay Schedule	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24 Pay Schedule	25	26	27	28	29		
30	31	1	2	3	4	5		