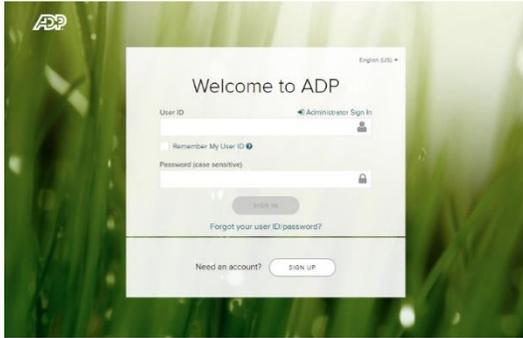


ADP WFN

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

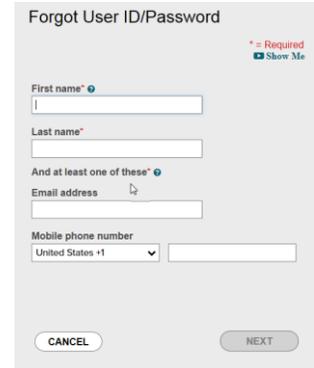
Log into:

<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/Password

* = Required Show Me

First name*

Last name*

And at least one of these*

Email address

Mobile phone number

United States +1

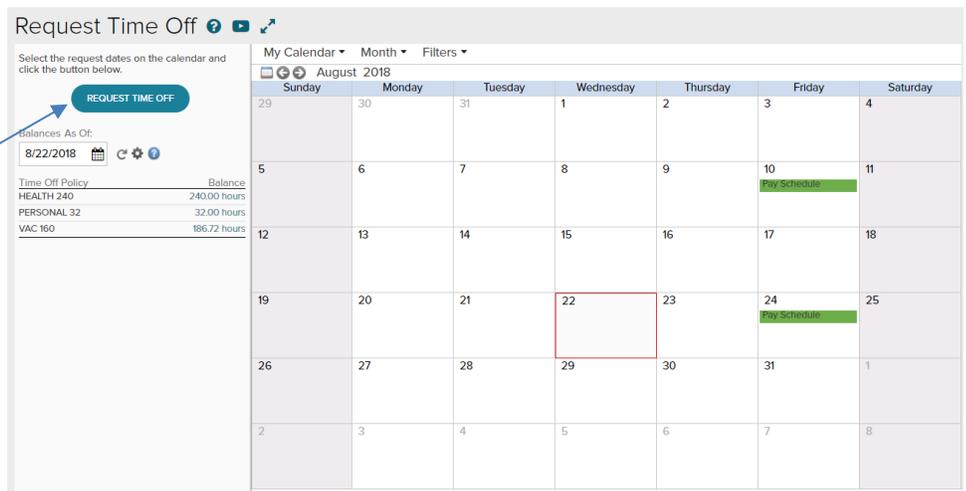
CANCEL NEXT

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



Go to MYSELF – TIME OFF – Request Time Off

Click on the REQUEST TIME OFF



Request Time Off

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

REQUEST TIME OFF

Balances As Of: 8/22/2018

Time Off Policy	Balance
HEALTH 240	240.00 hours
PERSONAL 32	32.00 hours
VAC 160	186.72 hours

My Calendar Month Filters

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Start by entering the date range you are requesting off.

Request Time Off

Step 1 : Enter a Date Range

Start Day * to End Day *

mm/dd/yyyy to mm/dd/yyyy

LIKE THE CHANGE? LET US KNOW

Current Position
PAYSPV-Payroll Supervisor/Lead
Payroll Administrator Active
6VTS77590

Balances As of: 10/10/2018

TIME OFF POLICY	BALANCE
HEALTH 240	240.00 hours
PERSONAL 32	32.00 hours
VAC 160	256.58 hours

There Are Currently No Records. Select The Start And End Dates.

TOTAL :
Comments:
Please respond by: mm/dd/yyyy

Put first and last date of the request.

If the dates span a weekend it will default to including them in the request. If you aren't scheduled over weekend, unclick the box and then Include Weekends indicate the specific days of the week you are requesting off. If you see the error message, all it wants is the # of hours per day. (Hourly staff can request in ¼ hour increments; Salary staff must use 4 or 8 hours only).

Request Time Off

Step 1 : Enter a Date Range

Start Day * to End Day *

12/27/2018 to 12/31/2018

Include Weekends

Select specific days within the start date and end date.

Sun Mon Tue Wed **Thur** Fri Sat

Step 2 : Enter Request Details

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	⊙ □ □
Fri Dec 28, 2018	VAC 160 - VACATION	8.00 hours	8:00 AM	⊙ □ □
Sat Dec 29, 2018	VAC 160 - VACATION	hours hours	8:00 AM	⊙ □ □
Sun Dec 30, 2018	VAC 160 - VACATION	hours hours	8:00 AM	⊙ □ □
Mon Dec 31, 2018	VAC 160 - VACATION	hours hours	8:00 AM	⊙ □ □

Request Time Off

Step 1 : Enter a Date Range

Start Day * to End Day *

12/27/2018 to 12/31/2018

Include Weekends

Select specific days within the start date and end date.

Sun **Mon** Tue Wed **Thur** Fri Sat

Step 2 : Enter Request Details

DATE	TIME OFF POLICY*	AMOUNT*	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	⊙ □ □
Mon Dec 31, 2018	VAC 160 - VACATION	8.00 hours	8:00 AM	⊙ □ □

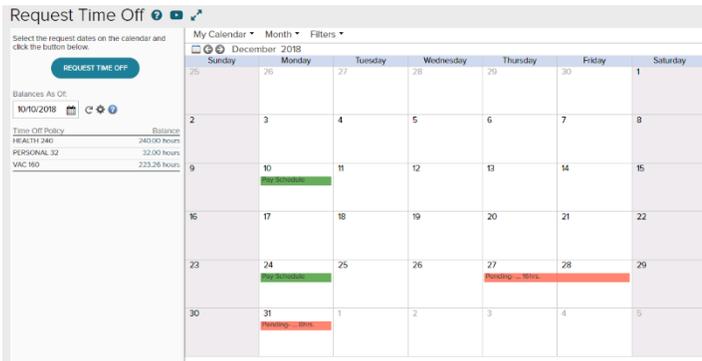
TOTAL : Includes 3 days 24.00 hours

Comments:
Please respond by: 11/01/2018

SUBMIT

You may 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

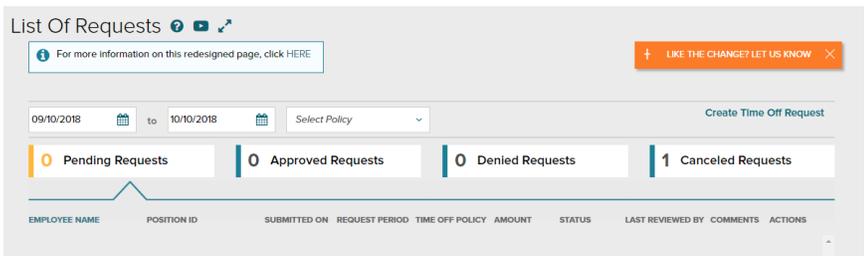


After you have made the request, you will see in your calendar that the leave is Pending Approval from your Supervisor.

ADJUSTING or CANCELING TIME OFF REQUESTS

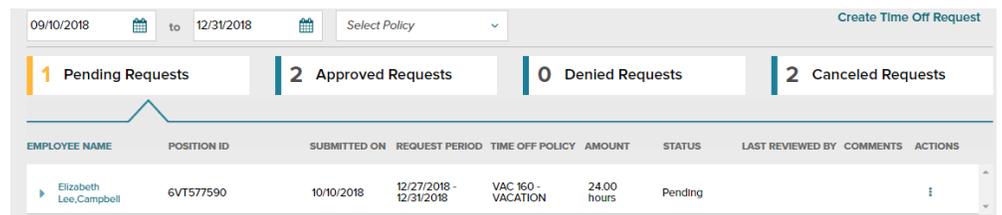
If you need to remove or reduce the hours, change the earnings code (i.e. Vacation to Personal) of an already APPROVED requested Paid Time Off, either you or your Time & Attendance supervisor must cancel the original request and then you must redo the request. You cannot just delete it from a timecard. **IMPORTANT: You may not remove a vacation request in a previous fiscal year without permission of the Controller**

Go to: MYSELF – TIME OFF – List of Requests.

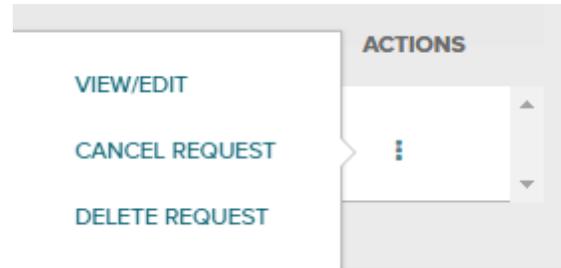
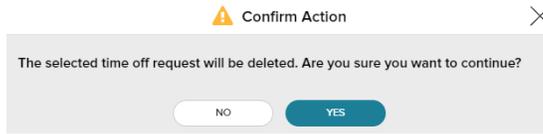


It will pull up the last month to current date as the default. If you need to edit a request that is in the future, just change your dates.

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



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



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 ▾

December 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