

Instructions on Requesting Time off

(Effective on Jan 01, 2017)

- 1) Log into your ADP Timesheet Account
- 2) Mouse-over to Myself → Time Off → Request Time Off

south cove
community health center

HOME RESOURCES MYSELF

Company M

Our Mission

Our company is dedicated to maximize the potential of our greatest asset : our employees. We embrace change and the opportunity it brings. We are focused on delivering quality customer service; and are committed to recruit, develop, reward and retain our global workforce.

Personal Information
Employment
Time & Attendance
▶ Time Off
Talent

▶ Request Time Off
Time Off Balances
List Of Requests

Click on Request Time Off

This Request Time Off page will display your current EI and PTO Balances.

- 3) Please click the Request Time Off button to begin

HOME RESOURCES MYSELF Search

Request Time Off

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

REQUEST TIME OFF

Balances As Of:
12/30/2016

Time Off Policy	Balance
EI	
PTO	

Go to Time Off Balances to see balance details.

My Calendar Month Filters

January 2017

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

The Request Time Off box will open. You will need enter your time off details.

- 4) Entering Request Time Off details
 - 4a) Use the calendar to select the day range.
 - 4b) Enter request time off details, please enter PTO hours and Start Time.

Click the submit button when you are ready.

Optional: You may also use the comments box to provide additional details.

Request Time Off

1 Enter a Date Range

Start Day: * 1/4/2017 To End Day: * 1/4/2017

2 Enter Request Details

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Wed, Jan 04, 2...	PTO - PTO	1.00 hours	9:00 AM

Total: Includes 1 day 1.00 hour

Comments:

Please respond by: mm/dd/yyyy

CANCEL SUBMIT

Balances As Of: 1/4/2017

Time Off Policy	Balance
EI	
PTO	

Your Request Time Off should be listed under your own Calendar.

*Highlighted in red means in pending and waiting for your supervisor approval

My Calendar ▾ Month ▾ Filters ▾

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 Pending- ... hrs.	5	6 Pay Schedule
8	9	10	11	12	13
15	16	17	18	19	20 Pay Schedule
22	23	24	25	26	27
29	30	31	1	2	3 Pay Schedule

This is it for your part. Your supervisor will need to go in to approve your PTO request.