Submitting a Time-Off Request for COVID-19 (Coronavirus) Sick Leave

1. Log into ADP Time and click on **ADP Time Workspace** → **My Calendar**

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fy Timecard										
								Loaded: 4:23 PM	Week to Date	•
~	-							•	•••	
App Time	rove							Print Timecard	Refresh Calcu Tot	ilate Save als
	Pay Code	Transfer	Sat 8/19	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Total
×	Hours Work				8.0	8.0				16.0
×	Daily Total				8.0	8.0				16.0

2. Click on Request Time-Off

Reports	🛞 Tin	ne Workspace	fy Calendar	62			
My Calendar							
	Current	Pay Period 🔹		August 20 – 26	, 2017 🕨 🚍	Request Time Off	
	Sun 8/20	Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26
				Standard Request Time	. 🔽 Standard Request Time	✓ Standard Request Time	
				🖌 Standard Request Time	. 🖌 Standard Request Time	✓ Standard Request Time	

3. Complete request by entering Start Date → End Date → Choose "COVID-19 Sick Leave" Pay Code → Start Time → Length → Submit.

Type	alary OH Request Ti	me (💌						
Start date	End date	Pay code		Duration		Start time	Length	
x 3/12/2020	3/12/2020	Vacation	-	Full day	-			
+ Add another time	-off period	Vacation Flex						
Accruals on	3/12/2020	COVID-19 Sick Le	ive					
Accrual		Balance						
COVID-19 Sick Lea		80.0 Hour						
Flex		0.0 Hour						
Sick		48.0 Hour						
Vacation		46.47 Hour						
Notes (Optional)								

Please note that the length refers to the hours that will be used each day (e.g. 8 hours per day for a full day).

4. Once you submit your request your manager will receive an email letting him/her know a time-off request has been submitted. Once a time off request has been approved by your manager it will be visible in your timecard (you will be able to see it up to 14 days in advance).

Managers – Approval of an employee's time-off request for COVID-19 Sick Leave should be done in the same manner that you currently approve vacation, sick and flex time-off requests. More information on how to approve a time-off request can be found by <u>clicking here</u>.