Requesting Vacation & Sick Time in ADP

Payroll Related · https://roundupsaloon.com/docs/requesting-vacation-time-in-adp/

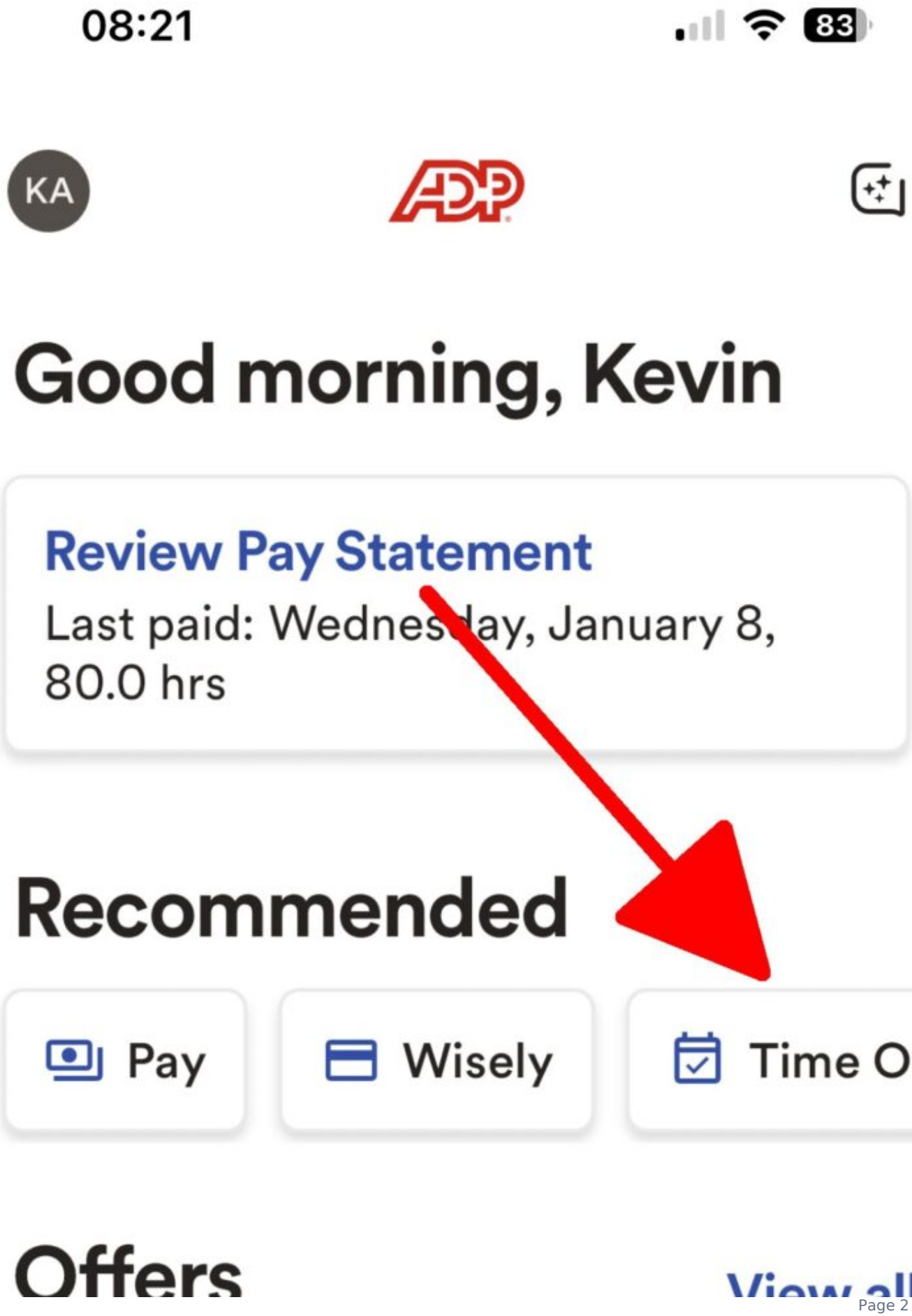
Requirements & Eligibility

Only **full-time** employees are qualified for paid vacation time. One week of paid vacation time is allotted to full-time employees with 1-3 years of employment. Employees with more than three years of employment are allotted two weeks of vacation.

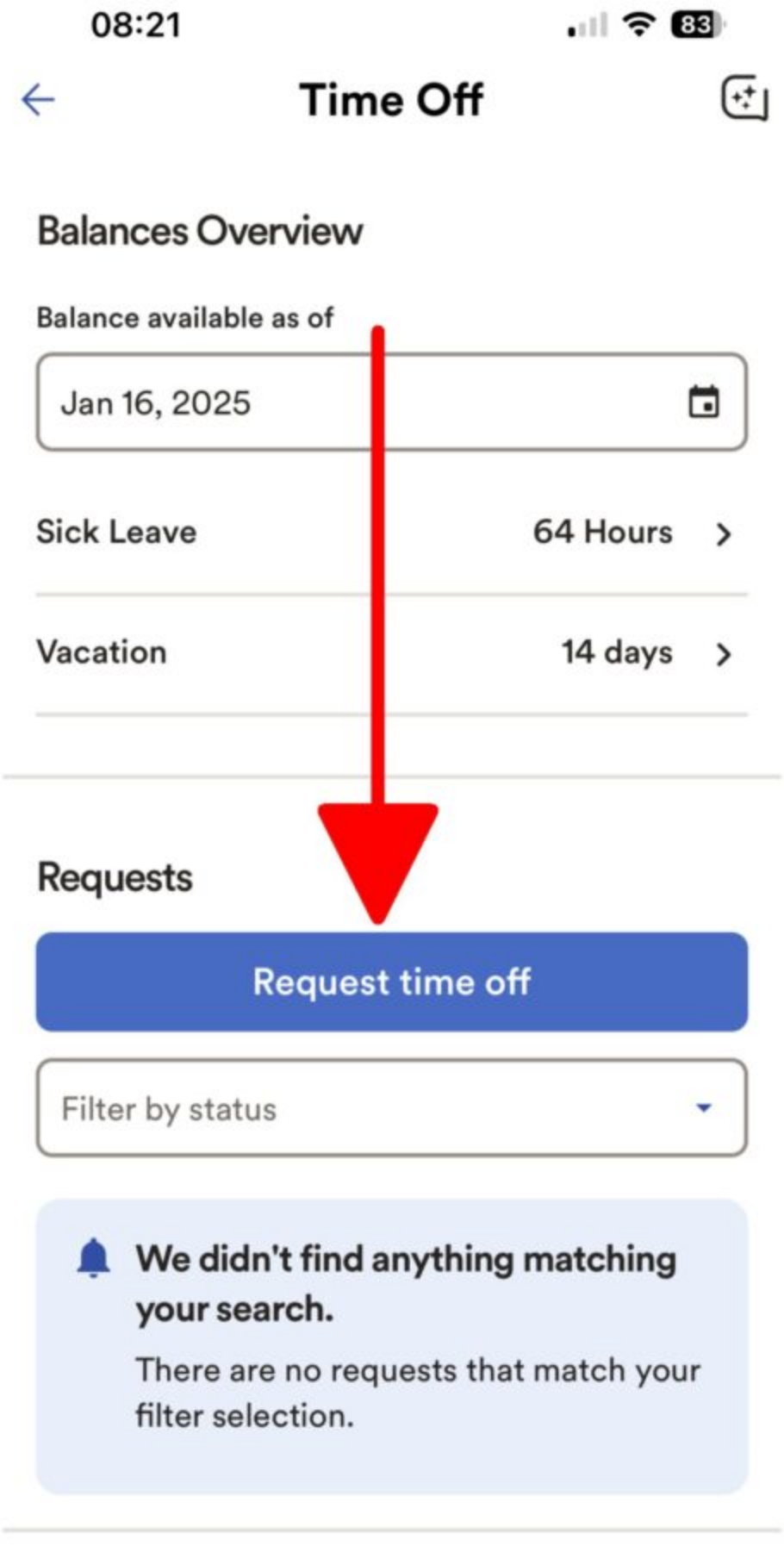
Sick time is accrued for every hour you are clocked in.

REQUEST PROCESS

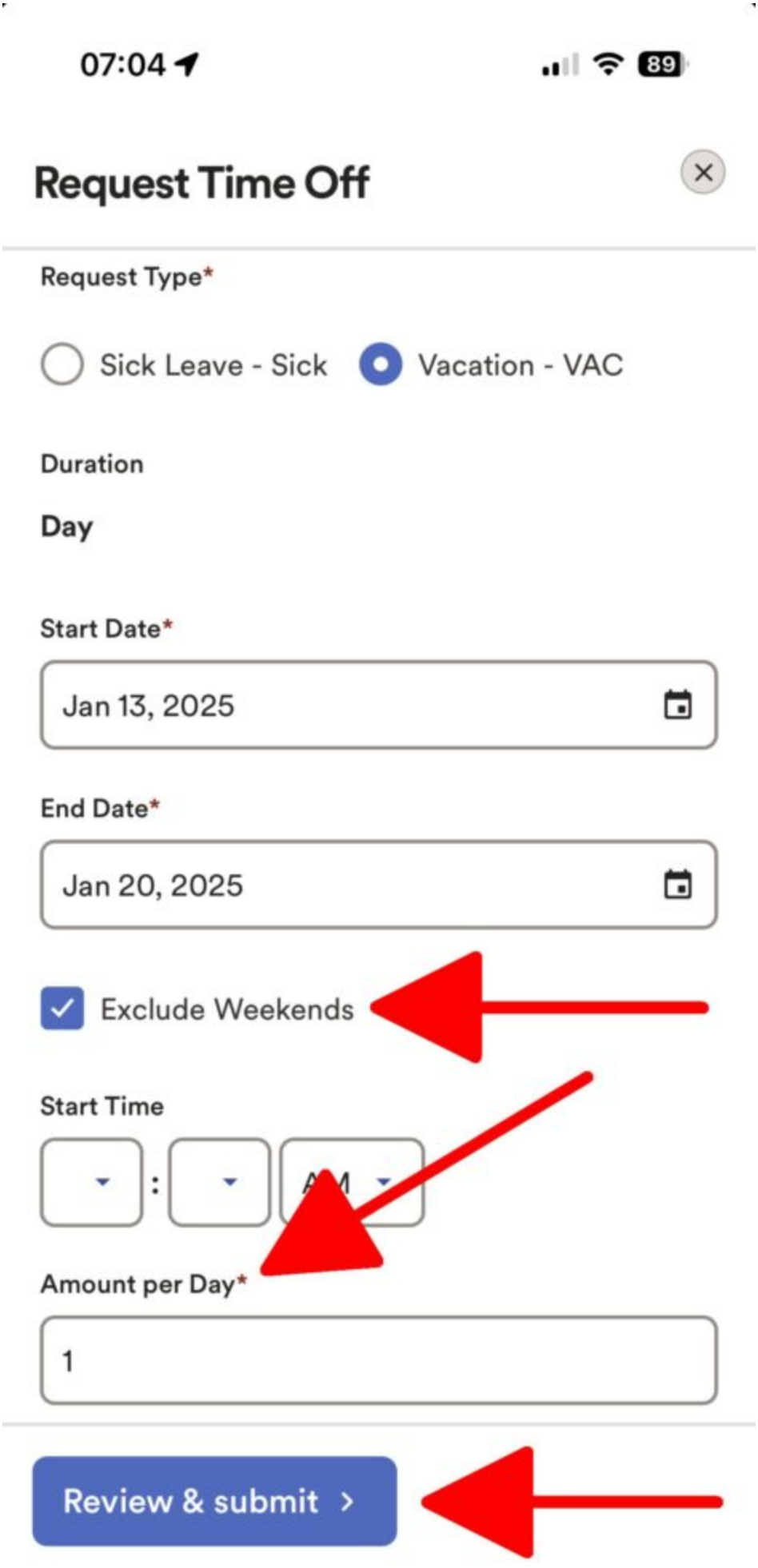
- Open the ADP Mobile
- Click the "Time Off" button


08:21
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KA
Good morning, Kevin
Review Pay Statement
Last paid: Wednesday, January 8,
80.0 hrs
Recommended
Pay
Wisely
Time Off
Offers
View all

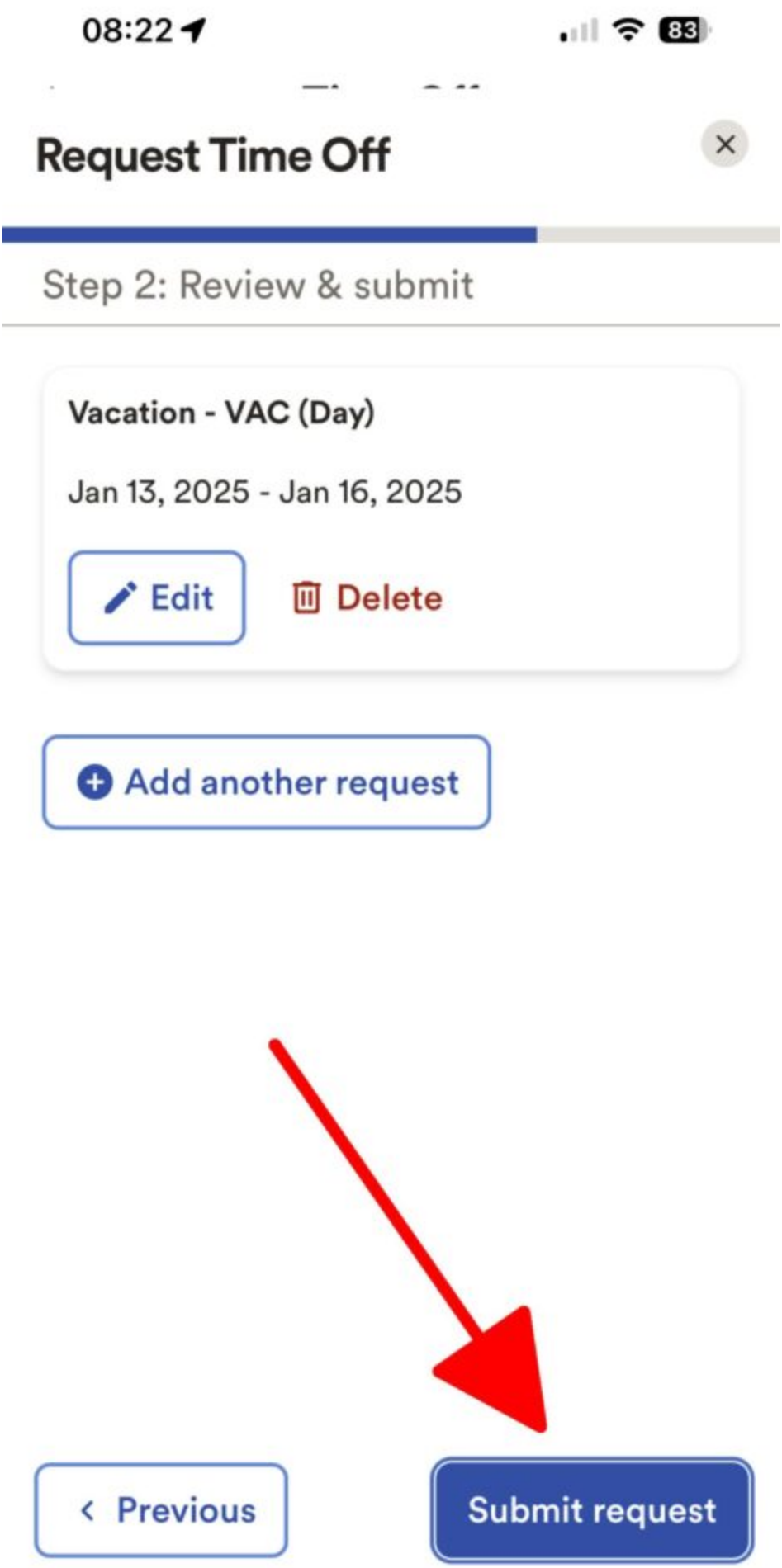
- This will bring up a dialog that shows your current Vacation and Sick Time balances. Click the "Request time off" button.


08:21
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Time Off
Balances Overview
Balance available as of
Jan 16, 2025
Sick Leave
64 Hours
Vacation
14 days
Requests
Request time off
Filter by status
We didn't find anything matching your search.
There are no requests that match your filter selection.

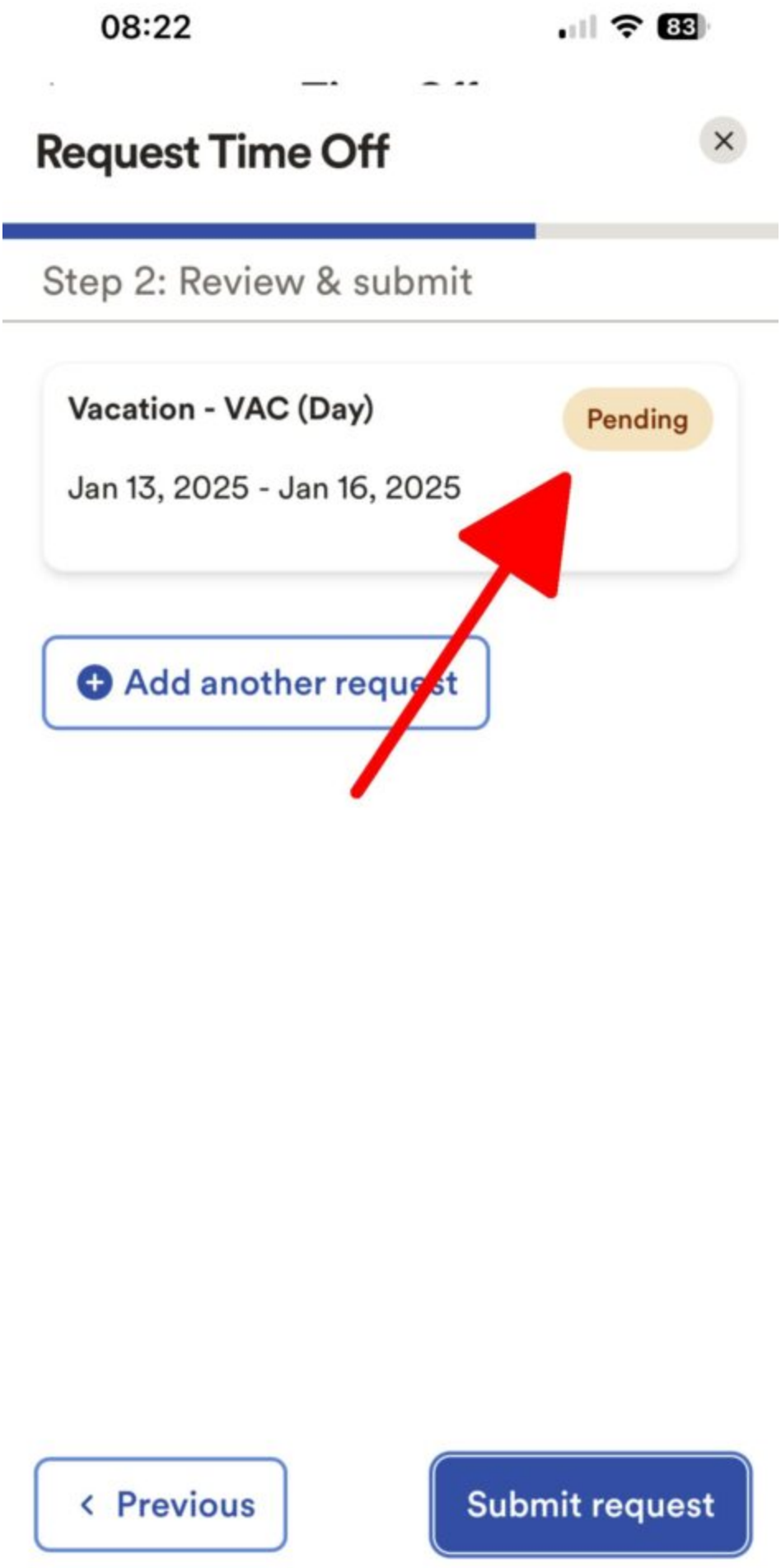
- This will bring up a dialog where you fill in the details of your time off request.
  - Select the Request Type: Sick Leave or Vacation
  - Set the Start Date (first day of the time off)
  - Select the End Date (last day of the time off)
  - **NOTE: If your request spans one or more weekend days, then UNCHECK the "Exclude Weekends" checkbox, or your vacation request will be reduced by the weekend days your request spans.**
  - **Leave Start Time empty**
  - In the "Amount per Day" field:
    - VACATION REQUESTS: enter "1" (one), since **we only compensate vacation on a Per-Day basis**.
    - SICK LEAVE REQUESTS: enter the **number of hours** you are requesting to be compensated for.
  - Click the blue "Review & submit" button


07:04
89
Request Time Off
Request Type*
Sick Leave - Sick
Vacation - VAC
Duration
Day
Start Date*
Jan 13, 2025
End Date*
Jan 20, 2025
Exclude Weekends
Start Time
Amount per Day*
1
Review & submit

- Review the details of the request and if looks good, click the blue "Submit request" button.


08:22
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Request Time Off
Step 2: Review & submit
Vacation - VAC (Day)
Jan 13, 2025 - Jan 16, 2025
Edit
Delete
Add another request
Previous
Submit request

- You'll be shown a screen and you want to verify that you see a beige "Pending" notation on the request. Once the request is approved, this will change to "Approve". **NOTE: requests aren't usually approved until the first day of the *next* payroll period - but the time off will be paid on the affected payroll period.**


08:22
83
Request Time Off
Step 2: Review & submit
Vacation - VAC (Day)
Pending
Jan 13, 2025 - Jan 16, 2025
Add another request
Previous
Submit request

- **NOTE:** if you are submitting a request for a **payroll period in the past**, then **you must** send an e-mail to payroll@roundupsaloon.com to alert payroll that the request might require special treatment to get paid.