

ADP Time Off

Supervisor and Timekeeper Manual



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Time Off Request Approval

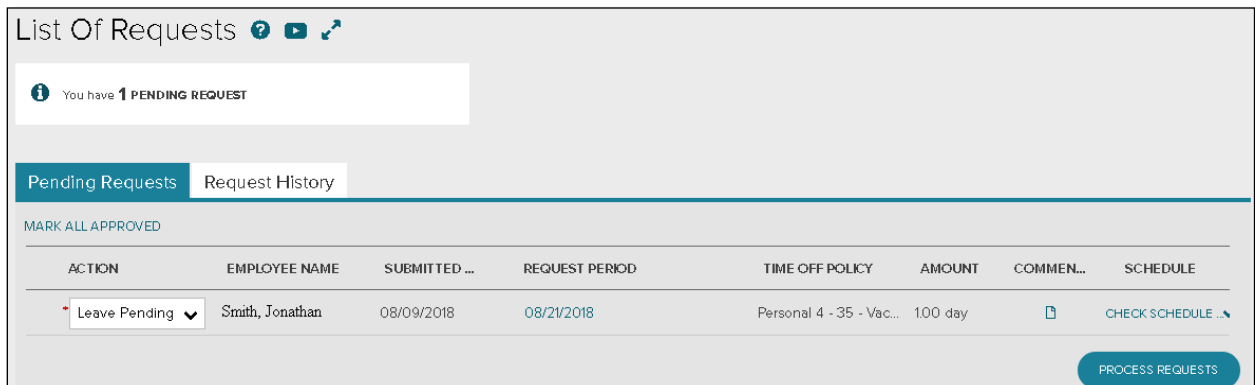
1. When an employee requests time off their supervisor will receive an e-mail notification similar to the one shown below



2. To respond to the request log into ADP by going to www.bergen.edu/time
3. Click the "My Team" tab
4. Then select Time Off>List Of Requests



5. The list of Pending Requests will be shown



6. Use the Action dropdown to approve or deny the request. Then click the "Process Requests" button.

MARK ALL APPROVED

ACTION	EMPLOYEE NAME	SUBMITTED ...	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	COMMEN...	SCHEDULE
Leave Penc X Leave Pending Approve Deny	Wong, Saiming	08/09/2018	08/21/2018	Personal 4 - 35 - Vac...	100 day		CHECK SCHEDULE ...

PROCESS REQUESTS

7. A message stating the request has been processed successfully will be displayed.

List Of Requests ? ▶ ↗

i You have 0 PENDING REQUESTS

Pending Requests Request History

✔ 1 Request(s) processed successfully.

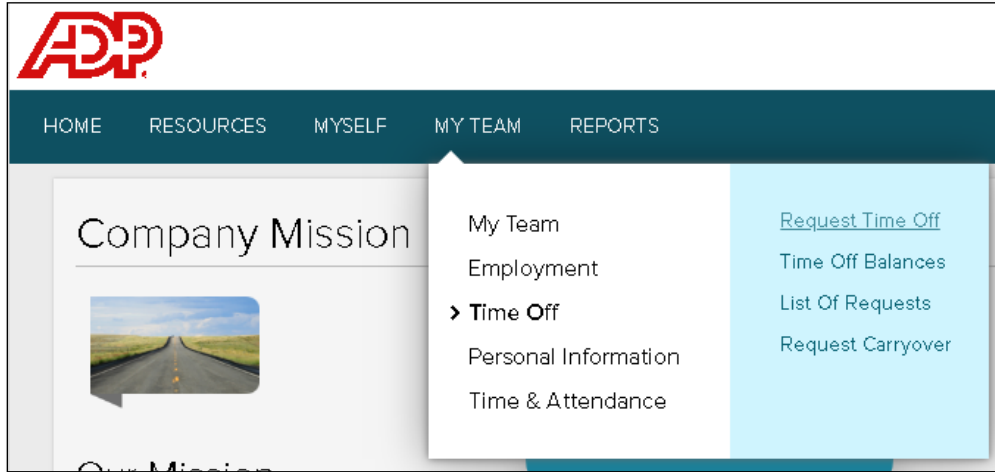
MARK ALL APPROVED

ACTION	EMPLOYEE NAME	SUBMITTED ...	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	COMMEN...	SCHEDULE
There are currently no entries.							

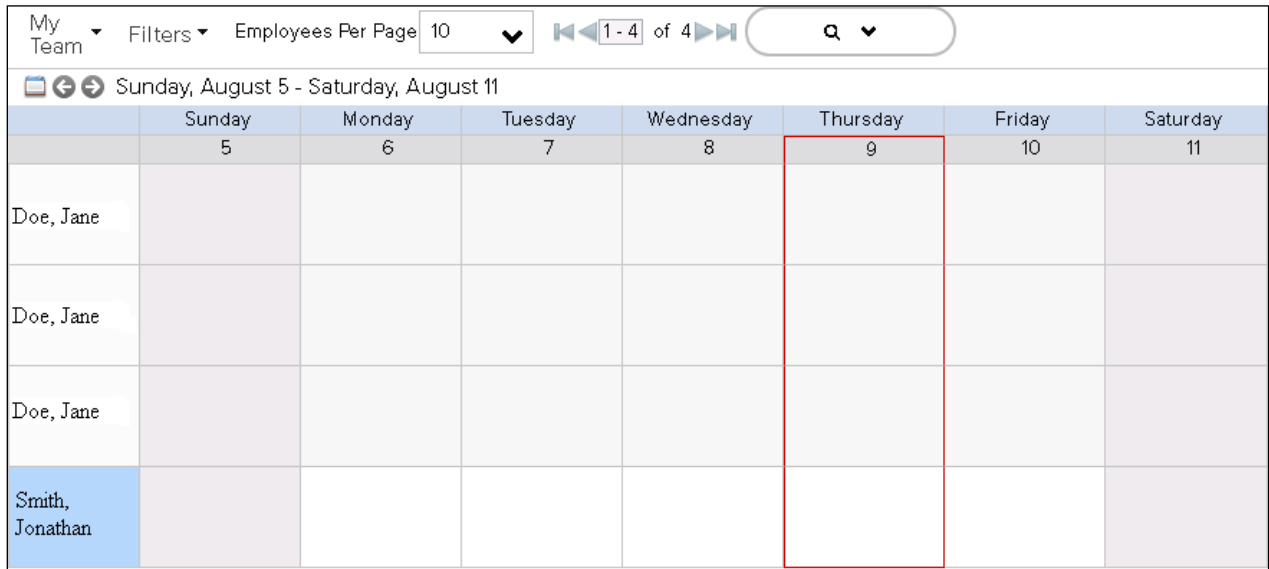
PROCESS REQUESTS

Enter Time Off for Employee

1. Log Into ADP www.bergen.edu/time
2. Click the “My Team” tab.
3. Then select Time Off>Request Time Off.



4. Click the name of the employee you would like to enter time off for.

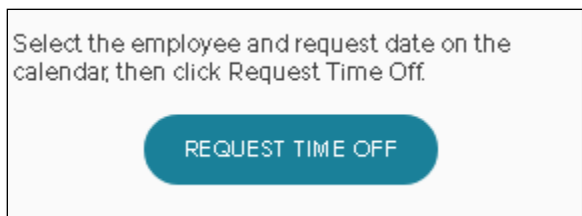


My Team Filters Employees Per Page 10 1-4 of 4

Sunday, August 5 - Saturday, August 11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5	6	7	8	9	10	11
Doe, Jane							
Doe, Jane							
Doe, Jane							
Smith, Jonathan							

5. Click the “Request Time Off” button.



6. Enter the date range, amount and time off policy and click "Submit". Since the time was entered by a timekeeper/ supervisor it is automatically approved.

1 Enter a Date Range

Start Day: To End Day:

2 Enter Request Details

DATE	TIME OFF POLICY	AMOUNT	START TIME
Thu, Aug 09, 2...	Sick 15 - 35	1.00 day	8:00 AM

Total: Includes 1 day 1.00 day

Comments:

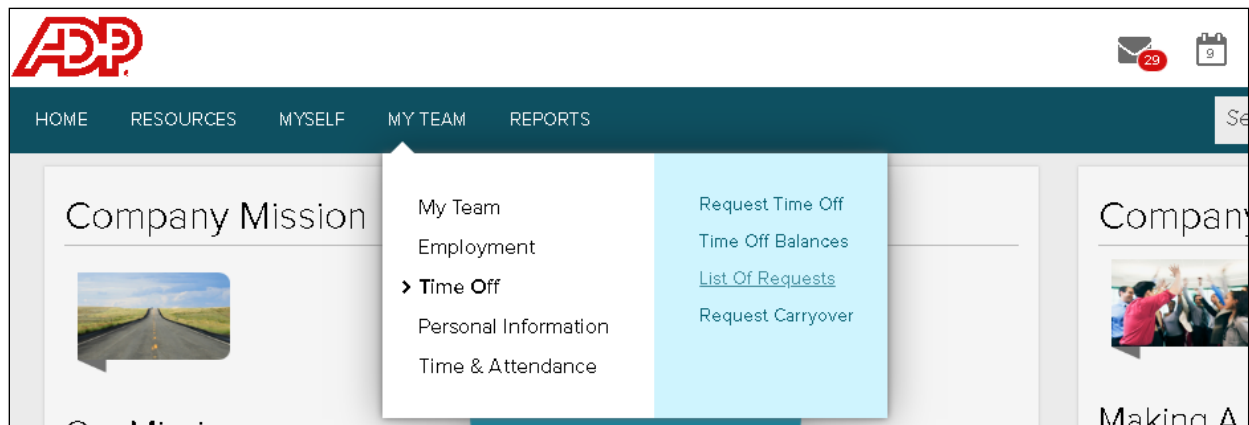
Adjust Request Time Off Policy Used

Summary:

To change a time off request from one policy type to another, you must cancel the existing request and submit a new request on behalf of the employee.

Cancel Original Request




8. Log Into ADP www.bergen.edu/time
9. Click the “My Team” tab.
10. Then select Time Off>List Of Requests.



11. Click the “Requests History” tab and click the employee’s name.




12. Click the action arrow button next to the request you would like to cancel.



List Of Requests   


Smith, Jonathan

Tax ID: XXXXX:XXXXX Position ID: 19997 Home Department: Job Title: - null

Status: Policy: Date Range: 7/10/2018 To mm/dd/yyyy



 ADD

SUBMITTED ON	REQUEST PERIOD	TIME OFF POLICY	AMOUNT	STATUS	LAST REVIEWED BY	COMMENTS	ACTION
08/09/2018	08/21/2018	Personal 4 - 35 - Vacation	1.00 Days	Approved	Beebe, Tyler S-08/09/2018		

* Multiple values exist for this request. Expand the request by clicking the  at the beginning of the row.


13. Click the "Cancel Date" option.

COMMENTS ACTION

View/Edit
Cancel Date

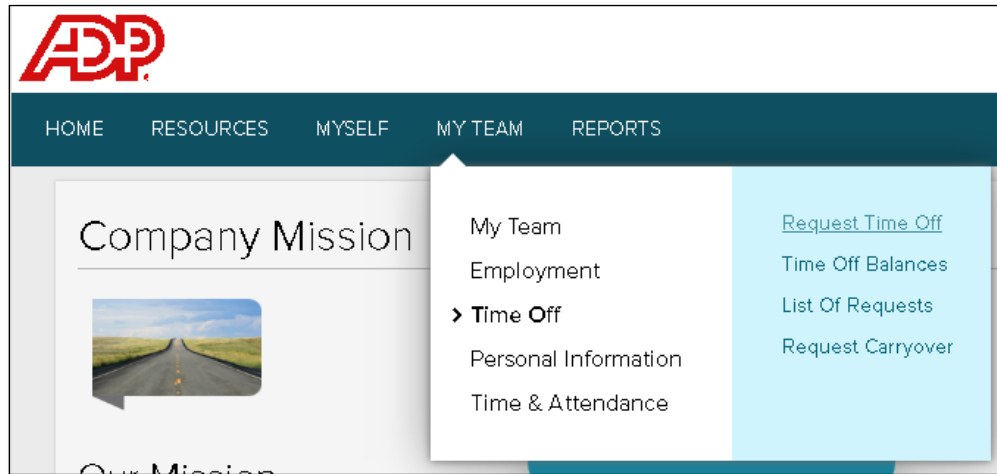
14. Select "Yes" at the confirm action pop up.

 Confirm Action

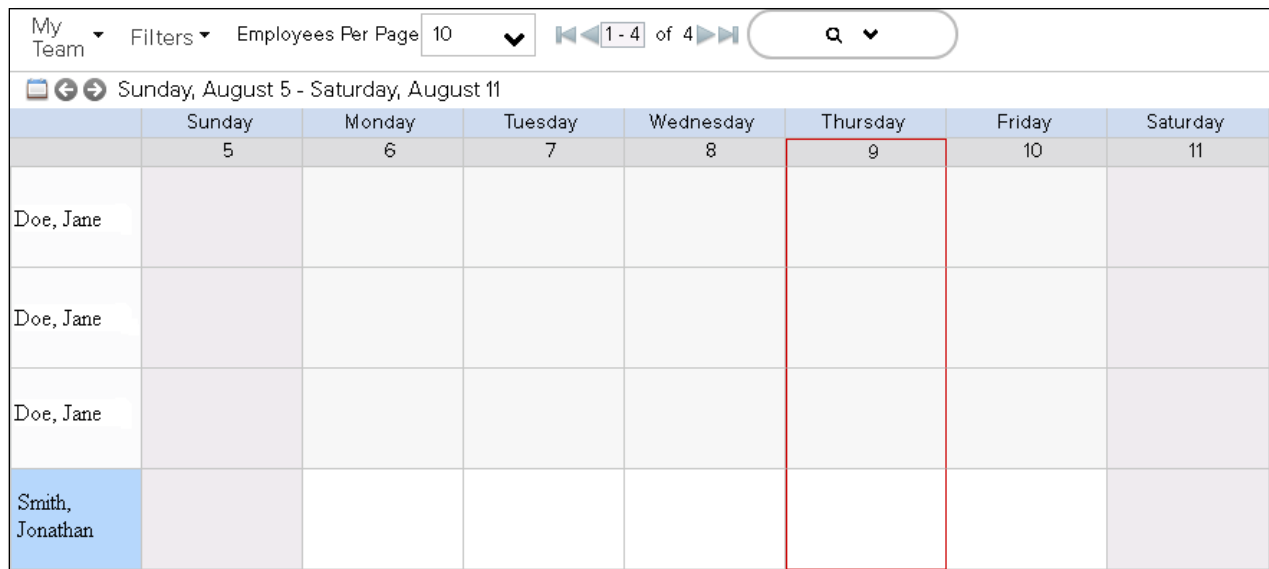
Selected Items would be cancelled. Are you sure you want to continue?

Enter New Request Using Correct Policy

1. Click the “My Team” tab.
2. Then select Time Off>Request Time Off.



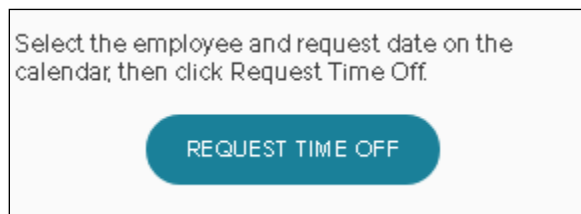
3. Click the name of the employee you would like to enter time off for.



The screenshot shows the ADP calendar interface. At the top, there are controls for 'My Team', 'Filters', 'Employees Per Page' (set to 10), and a search bar. The calendar is for the week of Sunday, August 5 to Saturday, August 11. The days of the week are listed in the header: Sunday (5), Monday (6), Tuesday (7), Wednesday (8), Thursday (9), Friday (10), and Saturday (11). The employee names are listed in the rows: 'Doe, Jane' (three rows), and 'Smith, Jonathan' (one row). The cell for 'Smith, Jonathan' on Thursday, August 9, is highlighted with a red border.




	Sunday 5	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10	Saturday 11
Doe, Jane							
Doe, Jane							
Doe, Jane							
Smith, Jonathan							

4. Click the “Request Time Off” button.








5. Enter the date range, amount and correct time off policy and click "Submit". Since the time was entered by a timekeeper/ supervisor it is automatically approved.

1 Enter a Date Range

Start Day: * 8/9/2018  To End Day: * 8/9/2018  

2 Enter Request Details

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Thu, Aug 09, 2...	Sick 15 - 35  	1.00 day	8:00 AM   

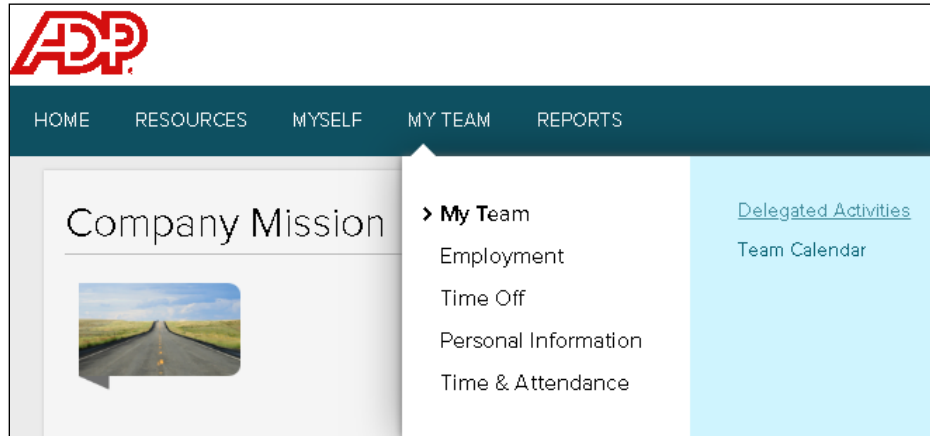
Total: Includes 1 day 1.00 day

Comments:

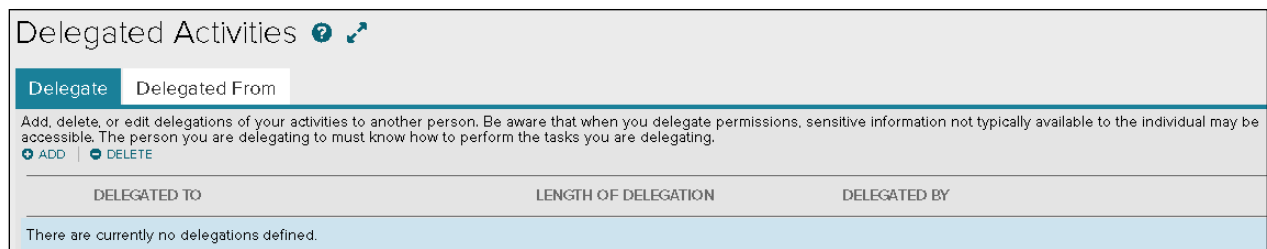
CANCEL SUBMIT

Delegated Activities

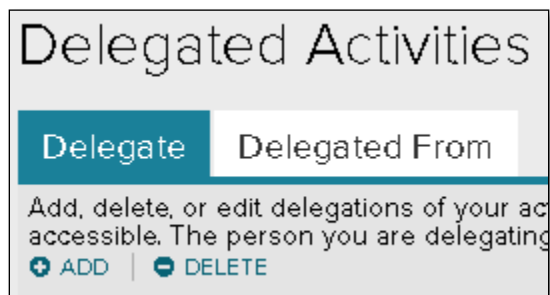
1. Log Into ADP www.bergen.edu/time
2. Click the “My Team” tab.
3. Then select My Team>Delegated Activities.



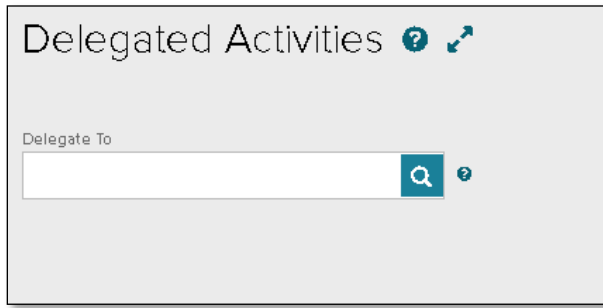
4. The Delegate tab shown will display any current delegations defined.



5. To add a new delegation click the “Add” Button.

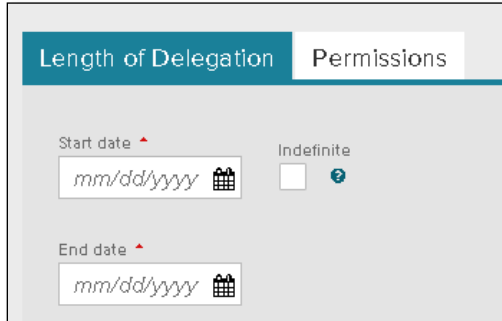


6. Type the name of the supervisor you would like to delegate access to.



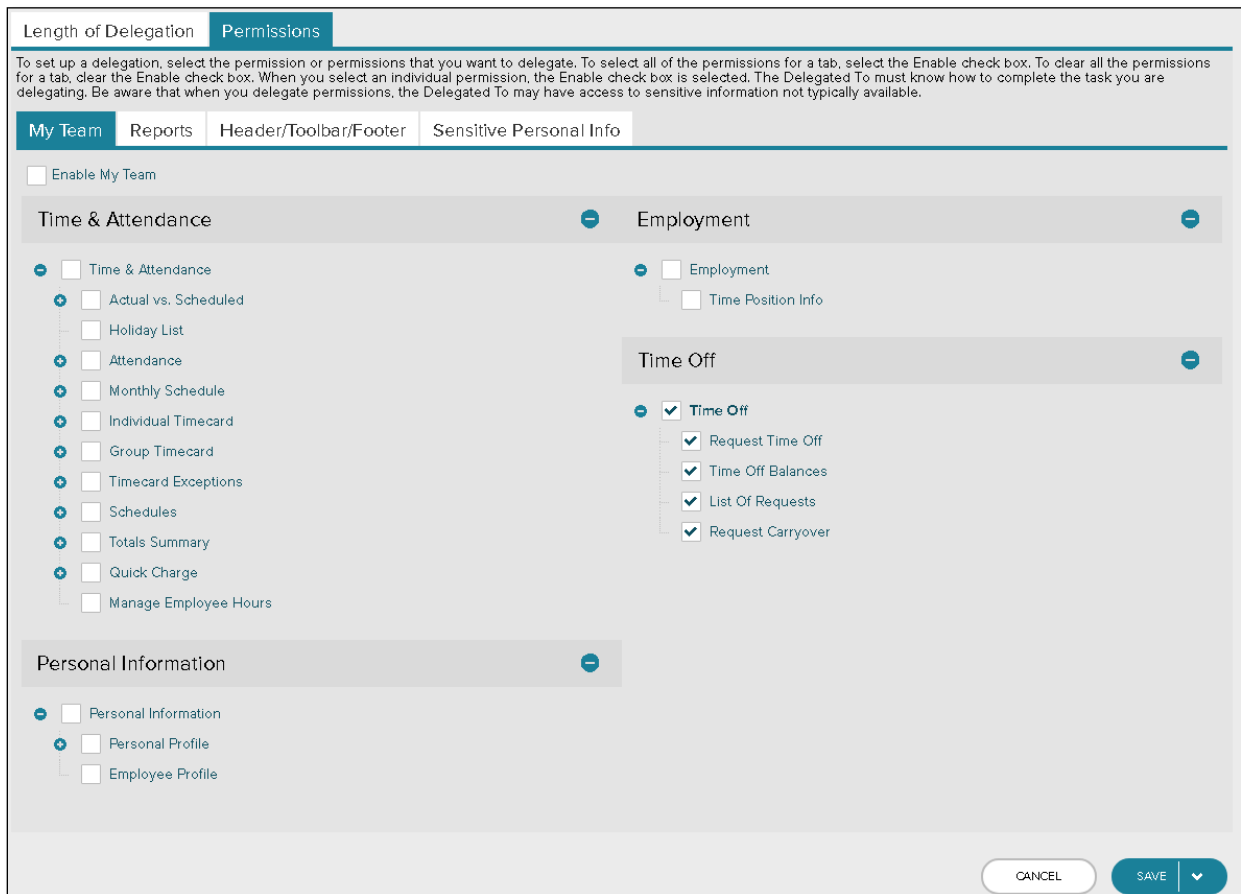
The screenshot shows a web interface titled "Delegated Activities" with a help icon and a share icon. Below the title is a "Delegate To" label and a search input field with a magnifying glass icon and a question mark icon.

7. Enter a start and end date for the delegation.



The screenshot shows a web interface with two tabs: "Length of Delegation" (active) and "Permissions". Under "Length of Delegation", there are two date selection fields: "Start date" and "End date", both with a calendar icon. The "Start date" field has a placeholder "mm/dd/yyyy" and an "Indefinite" checkbox with a question mark icon.

8. Select the Permissions tab and click "Time Off" to delegate all time off activities to the selected supervisor. Then Click save.



The screenshot shows the "Permissions" tab in the delegation form. At the top, there is a note: "To set up a delegation, select the permission or permissions that you want to delegate. To select all of the permissions for a tab, select the Enable check box. To clear all the permissions for a tab, clear the Enable check box. When you select an individual permission, the Enable check box is selected. The Delegated To must know how to complete the task you are delegating. Be aware that when you delegate permissions, the Delegated To may have access to sensitive information not typically available." Below the note are four tabs: "My Team", "Reports", "Header/Toolbar/Footer", and "Sensitive Personal Info". The "My Team" tab is active. Under "My Team", there is an "Enable My Team" checkbox. Below this are three main sections: "Time & Attendance", "Employment", and "Personal Information". Each section has a minus sign icon. Under "Time & Attendance", there are several checkboxes, including "Time & Attendance" (checked), "Actual vs. Scheduled", "Holiday List", "Attendance", "Monthly Schedule", "Individual Timecard", "Group Timecard", "Timecard Exceptions", "Schedules", "Totals Summary", "Quick Charge", and "Manage Employee Hours". Under "Employment", there are checkboxes for "Employment" (checked) and "Time Position Info". Under "Personal Information", there are checkboxes for "Personal Information" (checked), "Personal Profile", and "Employee Profile". At the bottom right, there are "CANCEL" and "SAVE" buttons.