Instructions for Employees on how to ENTER Time and for Supervisors on how to APPROVE Time

Time Entering for Employees

1. Log into www.myadp.com. If you need assistance logging into MyADP please contact s.bartlett@fdu.edu
2. You will first see your “Dashboard”

3. Locate your “Time Off” Tile

- **Sick**: 70 Hours
- **Sick Banked**: 923 Hours
- **Vac 7 Current**: 0 Days
- **Vac 7 Previous**: 20 Days
You will see your current available time as of the date listed. In the above example, this is showing time as of July 5, 2023 (the new fiscal year). If you wish to view time as of the prior fiscal year please change the date to June 29, 2023 (for example). Please note, if changing the time period, please be mindful of dates on the calendar and do not choose May 29 instead of June 29 (for example). Please see screenshots below. NOTE: Never use June 30 as the date to view prior FY balances.

Important: If entering days for last FY (ending June 30), your vacation days will be taken (if available) from your FY 22 days that expired June 30. This is why it is very important to be mindful when viewing your balances and “Balance as of” Date.

To enter time off click “Request time off” as seen in the screenshot above. Please choose the correct type of day (vacation, sick, etc.).
In the below example this employee took vacation from Wednesday June 7 through Tuesday June 13. If you are an employee who receives Fridays off and/or does not work weekends, you MUST make 2 entries so as to not have time deducted for Friday, Saturday and/or Sunday. Please note: While entering the dates the calendar may not be in full view. You may need to use the outer grey scroll bar to see the entire month. Please see screenshots below.
Click “Add Another Request” to Enter June 12 and June 13 (Monday and Tuesday).

Once All Days are entered click the “Review & submit” button (as seen above).
Review your days off and make any necessary changes. Once confirmed click “Submit request”

Once submitted, you will see your days “pending” for supervisor approval.

Under the “Time off” Tile you may also “View Time off requests”
You will see your pending requests. If you would like to view approved, rejected, etc. Requests, click on the “select filters” button on the upper right.

To make any edit to requests, click on the arrow to the far right for the date(s) in question. This allows you to “Cancel time off” if you made an entry mistake and need to re-enter the correct time. Note: You cannot enter a day twice. If you accidentally entered dates spanning a weekend (when you do not work), you will need to cancel the entry before reentering the correct dates.
Supervisors – Reviewing Pending Requests

From your Dashboard Click your “Team Tile.” Note: You may see your time tasks under “Things to Do” but this may not show you all pending requests. It is best you review and approve time through the “Team Tile” under “Team Time Off”

Click “Team Time Off”

Under “Name” you can view each of your direct reports pending time. Please note, the “Balance as of Date” will show as current day. You may change the date to June to see balances for the prior fiscal year as you are approving
Time as of July 5 (Current vacation is Zero because employees earn 2 days per month on the 15 - not to exceed annual limit)

Time as of June 29 (showing available time that expired June 30).
For each request you will need to “approve” or “reject” the day(s) off. Continue this process for all employees.