

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](http://www.myadp.com). If you need assistance logging into MyADP please contact [s.bartlett@fdu.edu](mailto:s.bartlett@fdu.edu)
2. You will first see your “Dashboard”



## Dashboard

3. Locate your “Time Off” Tile

### Time Off

Balance As Of

Jul 5, 2023 

Sick	70 Hours
Sick Banked	923 Hours
Vac 7 Current	0 Days
Vac 7 Previous	20 Days

[View time off requests](#)

[Request time off](#)

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.**

Balance As Of

Jun 29, 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

- 59 Hours
- 864 Hours
- 20 Days
- 16 Days

### Time Off

Balance As Of

Jun 29, 2023

Sick	59 Hours
Sick Banked	864 Hours
Vac 7 Current	20 Days
Vac 7 Previous	16 Days

To enter time off click “Request time off” as seen in the screenshot above. Please choose the correct type of day (vacation, sick, etc.).

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Step 1: Add Time Off Request

Bereavement

Comp Time

FMLA

Jury Duty

Sic

Vac

**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.**

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Duration

**Full Day**

Start Date\*

Jun 7, 2023

End Date\*

Jun 8, 2023

+ Add a comment

+ Add another request

June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	<b>8</b>	9	10

Click “Add Another Request” to Enter June 12 and June 13 (Monday and Tuesday).

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Step 1: Add Time Off Request

Duration  
**Full Day**

Start Date\*  

End Date\*  

+ Add a comment

< June 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3

Once All Days are entered click the “Review & submit” button (as seen above).

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Step 2: Review & submit

Vac (Full Day)  
Jun 7, 2023 - Jun 8, 2023

Vac (Full Day)  
Jun 12, 2023 - Jun 13, 2023

**Review your days off and make any necessary changes. Once confirmed click “Submit request”**

[← Back](#) **Request Time Off**

Completed

The image shows two pending vacation requests in a scrollable list. Each request is a white card with rounded corners. The first card contains the text "Vac (Full Day)" in bold, followed by "Jun 7, 2023 - Jun 8, 2023". To the right of the card is a yellow pill-shaped button with the word "Pending" in black. The second card is identical, with dates "Jun 12, 2023 - Jun 13, 2023". A vertical scrollbar is visible on the right side of the list.

**Close**

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

The image shows a summary of vacation days. It consists of a table with two rows. The first row shows "Vac 7 Current" and "0 Days". The second row shows "Vac 7 Previous" and "20 Days". Below the table is a blue link "View time off requests" and a blue button "Request time off".

Vac 7 Current	0 Days
Vac 7 Previous	20 Days

[View time off requests](#)

**Request time off**

**Under the “Time off” Tile you may also “View Time off requests”**

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Status: Pending ✕ 1 ✕ Select filters... ⌂

Request Type	Duration	Submitted On	Status
Vac	Jun 12, 2023 - Jun 13, 2023 (2 Full Days)	Jul 5, 2023	Overdue
Vac	Jun 7, 2023 - Jun 8, 2023 (2 Full Days)	Jul 5, 2023	Overdue

**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.**

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Status: Pending ✕ Status: Approved ✕ 2 ✕ Select filters... ⌂

Request Type	Duration	Submitted On	Status
Vac	Jun 16, 2023 (1 Full Day)	Jul 5, 2023	
Vac	Jun 12, 2023 - Jun 13, 2023 (2 Full Days)	Jul 5, 2023	
Vac	Jun 7, 2023 - Jun 8, 2023 (2 Full Days)	Jul 5, 2023	Overdue
Vac	May 16, 2023 (1 Full Day)	May 15, 2023	Approved

- Pending
- Approved
- Cancelled
- Rejected

**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 a 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.****

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Vac

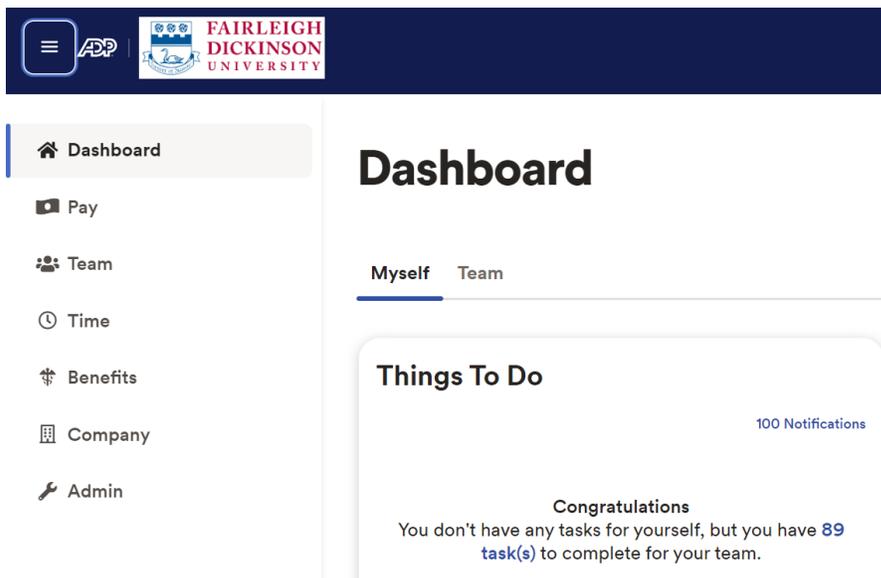
Jun 12, 2023 - Jun 13, 2023  
(2 Full Days)

Submitted On: Jul 5, 2023

Overdue

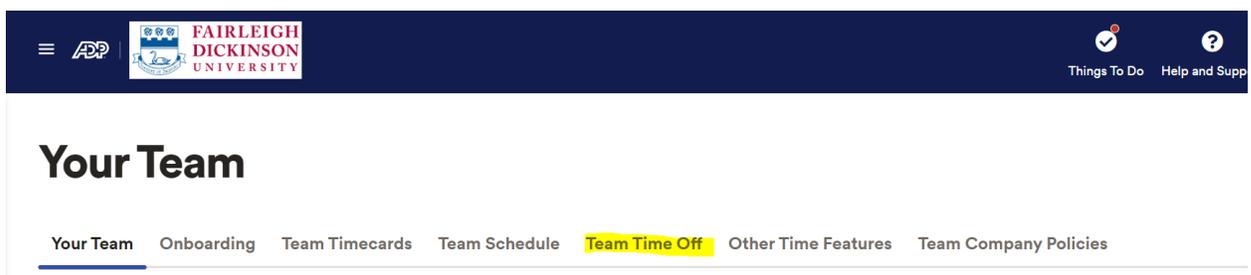
Cancel time off

## Supervisors – Reviewing Pending Requests



The screenshot shows the top navigation bar with the ADP logo and Fairleigh Dickinson University name. A left sidebar contains menu items: Dashboard, Pay, Team, Time, Benefits, Company, and Admin. The main content area is titled 'Dashboard' and has tabs for 'Myself' and 'Team'. Under the 'Team' tab, there is a 'Things To Do' section with a notification count of '100 Notifications'. A message reads: 'Congratulations You don't have any tasks for yourself, but you have 89 task(s) to complete for your team.'

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”**



The screenshot shows the 'Your Team' section with a navigation bar containing: Your Team, Onboarding, Team Timecards, Team Schedule, Team Time Off (highlighted in yellow), Other Time Features, and Team Company Policies. The top right of the page has 'Things To Do' and 'Help and Support' links.

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)**

The screenshot shows a user interface for managing time off. On the left, there is a sidebar with a search bar, a date selector set to "Jul 5, 2023", and a notification: "These time off balances do not include 3 pending requests." Below this, the balances are listed: Sick (70 Hours), Sick Banked (184 Hours), and Vac 7 Current (0 Days). On the right, a table displays pending requests. The table has columns for Request Type, Duration, Submitted On, and Status. Three requests are listed, all with a status of "Overdue".

Request Type	Duration	Submitted On	Status
Vac	Jun 12, 2023 (1 Full Day)	Jul 5, 2023	Overdue
Vac	Jun 8, 2023 (1 Full Day)	Jul 5, 2023	Overdue
Vac	Jun 1, 2023 (1 Full Day)	Jul 5, 2023	Overdue

Additional UI elements include a "Name" dropdown, a "Status: Pending" filter, a "1 X Select filters..." button, and a "Last updated at 6:28" timestamp.

**Time as of June 29 (showing available time that expired June 30).**

The screenshot shows the same user interface but with the date set to "Jun 29, 2023". The balances in the sidebar are updated: Sick (61 Hours), Sick Banked (123 Hours), Vac 7 Current (20 Days), and Vac 7 Previous (7 Days). The table of pending requests remains the same, showing three "Overdue" requests. The "Last updated at 6:28 PM" timestamp is also present.

Request Type	Duration	Submitted On	Status
Vac	Jun 12, 2023 (1 Full Day)	Jul 5, 2023	Overdue
Vac	Jun 8, 2023 (1 Full Day)	Jul 5, 2023	Overdue
Vac	Jun 1, 2023 (1 Full Day)	Jul 5, 2023	Overdue

## Requests

Status: Pending × 1 × Select filters... ⌂

Request Type	Duration <span>▾</span>	Submitted On <span>↑↓</span>	Status
Vac	May 31, 2023 (1 Full Day)	May 23, 2023	Overdue <span>&gt;</span>
Vac	May 30, 2023 (1 Full Day)	May 23, 2023	Overdue <span>&gt;</span>

Click the arrow (highlighted in screenshot)

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Vac Overdue

May 31, 2023  
(1 Full Day)  
Submitted On: May 23, 2023

[Add a comment](#)

Reject Approve

For each request you will need to “approve” or “reject” the day(s) off. Continue this process for all employees.