



22



Search Work

HOME

RESOURCES

MYSELF

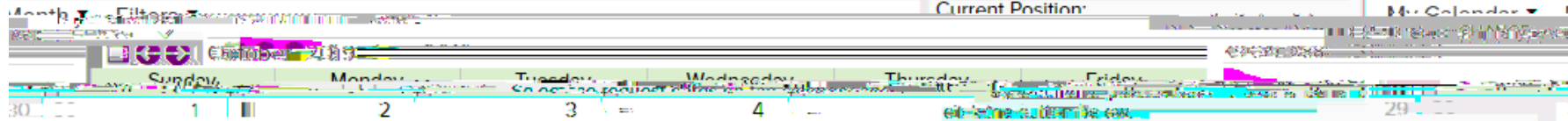
MY TEAM

REPORTS

# Request Time Off

Current Position:

Mr. Calendar



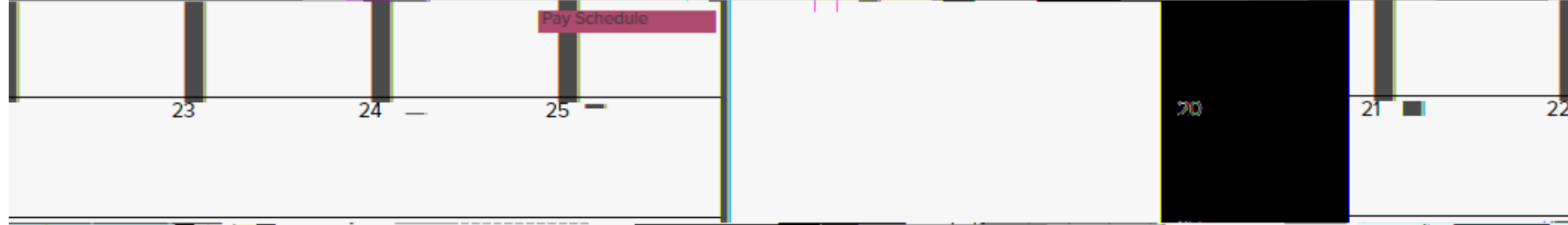
Pay Schedule

REQUEST TIME OFF



Time Off Policy  
ADMIN VACATION

Balance  
74.90 hours



Pay Schedule

70

21

22

Step 1: Enter a Date Range

Current Position

USER PREFERENCES

ADMIN VACATION 67.90 hours

Step 2: Enter Request Details

START TIME	ACTIONS	DATE	TIME OFF POLICY	AMOUNT
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OTPA Includes 1 day

7.00 hours

Mon Sep 30 2010

Comments

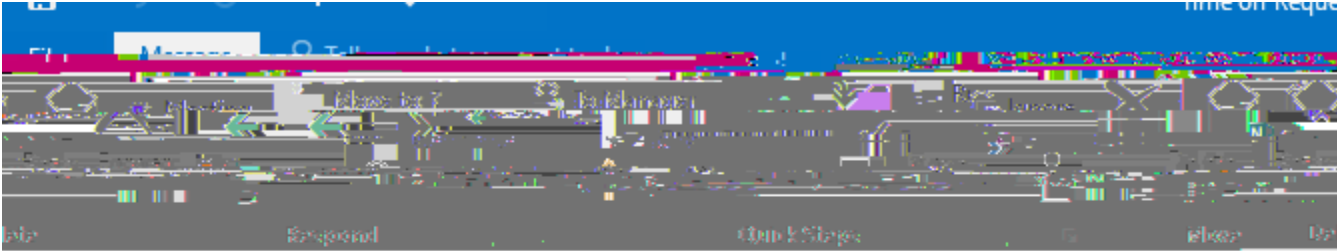
Request responsible

mm/dd/yyyy





Time Off Request



donntrently@adp.com



Time off Request Approved

10/25/2019

10/25/2019



Wed, Sep 25 15:02:03 EDT 2019 | Employee Time Off Request



