

ADP Vantage – Requesting Time Off

Version 2.1

This is done by the employee to request PTO time

1. Log in to ADP Vantage
2. On the Home Page, under Quick Links, select ADP Vantage Time & Attendance
 - a. Click My Information
 - b. From the drop down menu, select My Request or Click Home (depending on your format)
 - c. On the My Requests screen, click the day you want to take off
 - i. To unselect it, click it a second time
 - ii. To select several days, just click the days you want to select, they will highlight in blue
 - d. Scroll down
 - e. On the bottom right, under the header Requests
 - i. My Current Requests – This lists your current activity
 - ii. PTO Partial Day
 1. Select this to request less or more than 8 hours
 2. Start Date – defaulted based on the day you highlighted
 3. Start Time – enter the time of day your PTO will begin
 4. Duration - enter the length of PTO in one hour increments
 5. Paycode – defaulted to Paid Time Off
 6. Notes – enter a notes as needed, will be seen by your supervisor
 7. Click Submit
 - iii. PTO Full Day (8 hrs)
 1. Select this to request exactly 8 hours
 2. Start Date – defaulted based on the first day you highlighted
 3. End Date – defaulted based on the last day you highlighted
 4. Paycode – defaulted to Paid Time Off
 5. Notes - enter a notes as needed, will be seen by your supervisor
 - iv. Unpaid Day Off
 1. Select this to request UNPAID time off
 2. Start Date – defaulted based on the day you highlighted
 3. Start Time – enter the time of day your unpaid time off will begin
 4. Duration- enter the length of unpaid time off in one hour increments
 5. Paycode – defaulted to Unpaid Time Off
 6. Notes – enter a notes as needed, will be seen by your supervisor
 7. Click Submit
 - a. These hours will not affect your PTO balance

3. To retract a request – Requests cannot be changed, if an error is made the request must be retracted and re-entered.
 - a. In ADP Vantage Time & Attendance, under My Information, My Requests
 - b. At the left bottom of the screen select My Current Requests
 - c. Your Requests will show on the right
 - d. Click the box under the Select column to select the request you want to retract
 - e. Under Select an action, choose Retract Request