

ADP User Guide – Requesting PTO

Requesting PTO from your iPhone ADP Mobile App

1. Log in to your ADP App.
 2. Under the Time Off heading, tap **View Time Off**.
 3. Tap **Create Request**.
 4. Under Start Date, tap the calendar icon and select the start date of your PTO request.
 5. Under the End Date, tap the calendar icon and select the end date of your PTO request.
 6. In the Total Quantity field, enter the total number of hours to be requested.
 7. Tap **Create** to submit your PTO request.
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Requesting PTO from your Desktop/Laptop Computer

1. Log into ADP from your web browser... <https://adpvantage.adp.com> by entering your User Name & Password.
2. Click on **Myself**.
3. Under Time & Attendance, select **Time Workspace**.
4. For hourly associates, click on the 3rd clear box icon on the right, which indicates **My Calendar** when you hover your mouse over it. For salaried associates, your screen should automatically default to the **My Calendar** view.
5. Click the **Request Time Off** button located just above the displayed schedule.
6. Click the calendar icon to the right of **Start Date** to select your requested day off.
7. Click the calendar icon to the right of **End Date** to select the end date of your requested day off.
8. In the **Pay Code** field, click on the drop-down arrow and select PTO Hourly if you're hourly. Select PTO Salary if you're a salaried associate.
9. Enter the Start Time of your PTO request (i.e., 8 am, 12 pm)
10. Enter the total number of PTO hours you are requesting (i.e., 8, 16, 40)
11. Click the **Submit** button to submit your request.