

Bay Path University

EMPLOYEE TIME OFF GUIDE

Viewing Your Time Off Balances

Balances include future approved requests and other transactions. You can view the balance as of the last pay period end date.

Once you log into ADP go to the following Tab

Myself > Time Off > Time Off Balances

To change the current date, click the Calendar icon in the Balances As Of field. (If you want to see your accruals earned to fiscal year end, use 6/21/18 which is the last payroll of this fiscal year)

- 1 View your Allowed, Taken, and Scheduled balances.
- 2 To view more details for a single policy click the policy name.
- 3 Review the policy-specific balances displayed on the Balance Details Summary page.
- 4 Click **Transactions** to view the Transactions page.
- 5 Filter the list of transactions by **Transaction Type and Date Range**. Click Filter.
- 6 Click the **Transaction Date** column to sort the transactions by date.
- 7 View your transaction date, type, amount, and comments, if any.
- 8 Click a transaction date to view details of individual transactions.
- 9 Click **Back** to return to the previous page.

Creating a Time Off Request

Myself > Time Off > Request Time Off

- 1 In the calendar click the days you want to take off.
- 2 Click **Request Time Off** and verify the dates.
- 3 If you request time through a weekend ***uncheck box that says include weekend***
- 4 Click **Change Recurrence** to set up a repeating pattern.
- 5 Optional: For multiple days, click **Edit Each Day Individually**.
- 5 For each day off, select the **Policy**
- 6 To change the number of hours, click and type in the **Amount** and then click out of the field.
- 7 Verify the **Start Time**, or select another time.
- 8 Optional: Enter comments.
- 9 In the **Please Respond By** field, you can click (calendar) to select a date.
- 10 Click **Submit**.

Canceling a Time Off Request

You can cancel a time off request that has a status of Pending, Approved, or In Progress. However, your ability to cancel an approved time off request that is dated in the past depends on a setting in the time off policy.

Myself > Time Off > Request Time Off

- 1 Click the **Cancel** icon in the date cell.
Alternately, you can click **Cancel Request** in the edit Time Off Request window.
- 2 Enter your comments in the **Reason for Canceling** field.
- 3 Click **Yes** in the confirmation window.

Reminder-If the University has Snow Time off you have the right to cancel a time off request for that day.

Changing a Time Off Request

You can only edit the details of a pending time off request.

Myself > Time Off > Request Time Off

- 1 Click (edit) on the request portion of the date cell.
- 2 Do one or more of the following:
 - To change the date(s), click (calendar) to select the **Start Day** and **End Day**. Then click the **Refresh** icon to display the new dates.
 - To change the recurrence pattern, click **Change Recurrence** and select a frequency.
 - Select the **Time Off Policy** and **Start Time**, and enter the number of hours/days in the **Amount** field.
 - Click (copy) to add new rows for a specific date.
 - Click the **Cancel** icon next to a date that you want to remove from the request.
 - Add or change existing comments about this request in the **Comments** field.
 - In the **Please Respond By** field, click (calendar) and select a date.
- 3 Click **Submit**.