

Vacation Requests

Supervisor Approval

Vacation Request Instructions For All Employees

1. **Request Approval:** Employees must request and receive approval from their supervisor to take a vacation.
2. **Timecard Visibility:** Once approved, vacation hours are visible on the timecard.
3. **Sufficient Hours Requirement:** Whether PTO or vacation bank, the ADP system will automatically reject vacation requests if there is insufficient time.
4. **Display Differences:** Vacation time can appear as days or hours. Make sure to understand the work schedule.



Vacation Request Instructions For All Employees

- 5. Modifying Vacation Time:** Employees must work with an ADP practitioner and you as the supervisor to modify vacation time after the pay period ends in which the vacation time falls.
- 6. Canceling Requests:** Salary employees can cancel vacation requests before the pay period ends in which their vacation time falls. Hourly employees work with their supervisors.



What if the vacation balance is not accurate?

As of May 28, PTO and vacation hours have been loaded into ADP. If you think the hours need to be corrected, you have until Monday, July 1, 2024, to work with Payroll to fix any errors. Follow these steps:

- Send an email to payroll@nccsda.com
- Include an explanation of why the number of days is incorrect.
- Payroll staff will work with you to ensure your vacation balance is accurate.





Checking Accruals

Log into ADP using NCC Website

The screenshot shows a web browser with the address bar containing `nccsda.com`. The browser's bookmark bar includes links for Apple, Yahoo!, Google Maps, YouTube, Wikipedia, News, Popular, Imported From Sa..., Mail - Laurie Trujill..., Traducción al espa..., Sign in - QuickBoo..., Turnkey energy co..., New folder, and All Bookmarks. The website's header features the text "Connecting people to an abundant life with Jesus Christ and preparing them for His return" on the left and a navigation menu on the right with the following items: `LOG INTO ADP`, `EMPLOYEE EMAIL`, `HOME`, `GIVING`, `NORTHERN LIGHTS`, and `EVENTS`. Below the header is a main navigation bar with links for `ABOUT US`, `ADMINISTRATION`, `ORGANIZATIONAL HEALTH`, `MINISTRIES`, `SUPPORT MINISTRIES`, `EDUCATION`, `HR`, and `ADP`. The main content area features a large image of a person walking on a path in a forest, with the NCC logo and the text "NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS" overlaid. A red arrow points from the `LOG INTO ADP` link in the header to the `MINISTRIES` link in the main navigation bar. Another red arrow points from the `MINISTRIES` link to the `LOG INTO ADP` link.

HOME

RETURN TITHE & OFFERING

VOLUNTEER CLEARANCE

CHURCH/SCHOOL
FINDER

JOB OPENINGS

NCC EVENTS

ADP Workforce Now Home page

The screenshot shows the ADP Workforce Now Home page. At the top, there is a dark blue header with the ADP logo on the left, a search bar in the center, and navigation icons for 'Things to Do', 'Calendar', 'Support', and a user profile icon labeled 'LT' on the right. Below the header is a navigation menu with 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. A 'Configure homepage' button is located in the top right corner of the main content area.

The main content area is divided into several sections:

- Things to Do:** A card with the text 'Congratulations You've completed all of your Things to Do tasks'.
- Dashboards:** A card with two icons: 'Reports' and 'Learning'.
- My Pay:** A card titled 'Compensation' with a donut chart and a 'Show' button. It displays 'TAKE HOME \$X.XX' and 'GROSS PAY \$X.XX'.
- My Benefits:** A card titled 'As of 5/29/2024 at 9:50 AM' with a 'Show' button. It lists three benefit categories: 'Medical' (Ascend to Wholeness Healthcare Plan), 'Employee Life' (Voya Financial), and 'Long Term Disability' (Voya Financial).
- Analytics:** A card with a 'Show' button and a placeholder for a chart. Below the chart icon, it says 'Metric detail is currently being hidden'.
- Nccsda All Locations:** A card with a 'Show' button and the text 'NCCSDA All Locations'.
- Fsa Open Enrollment:** A card with a 'Show' button and the text '2024/2025 FSA Open Enrollment'.

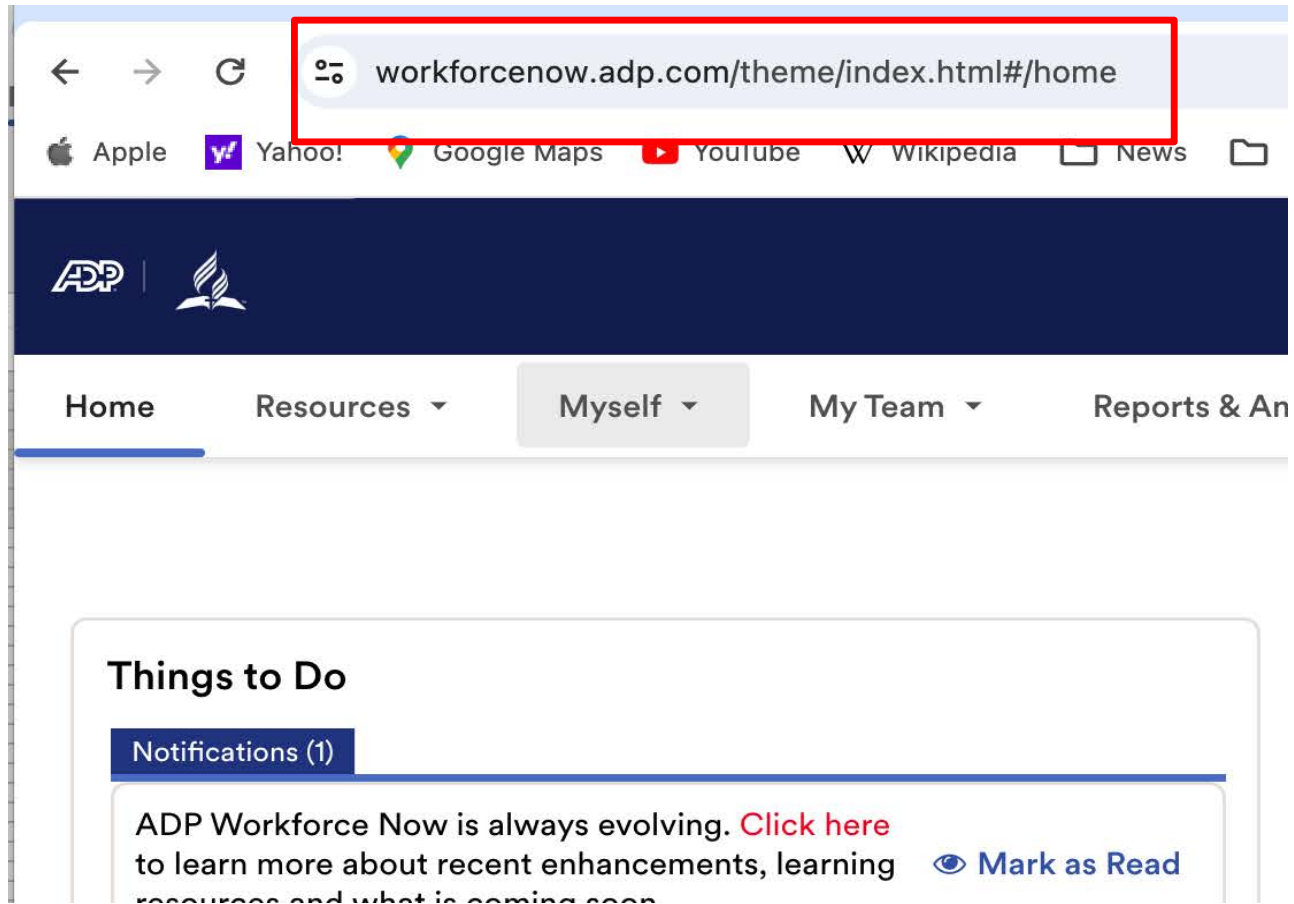
At the bottom center, there is a red text box with a blue border containing the message: **DO NOT use to request time off.**

Under **Myself** select **Dashboard** under Workforce Management header. You may have to press twice if you have “popup blocker” enabled.

The screenshot shows the ADP Workforce Now interface. At the top, the navigation bar includes 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. The 'Myself' dropdown menu is open, showing a list of categories: 'My Information', 'Benefits', 'Personal Information', 'Workforce Management', 'Employment', 'Talent', and 'Pay'. The 'Workforce Management' category is highlighted, and its sub-item 'Dashboard' is also highlighted. Below the navigation, the main content area is partially visible, showing sections for 'Analytics', 'Nccsda All Locations', and 'Fsa Open Enrollment'. On the right side, there is a sidebar with a 'Configure homepage' button and a list of benefits including 'Employee Life' and 'Long Term Disability'. The URL at the bottom of the page is <https://workforcenow.adp.com/theme/index.html#/Myself/MySelfDashboard>.

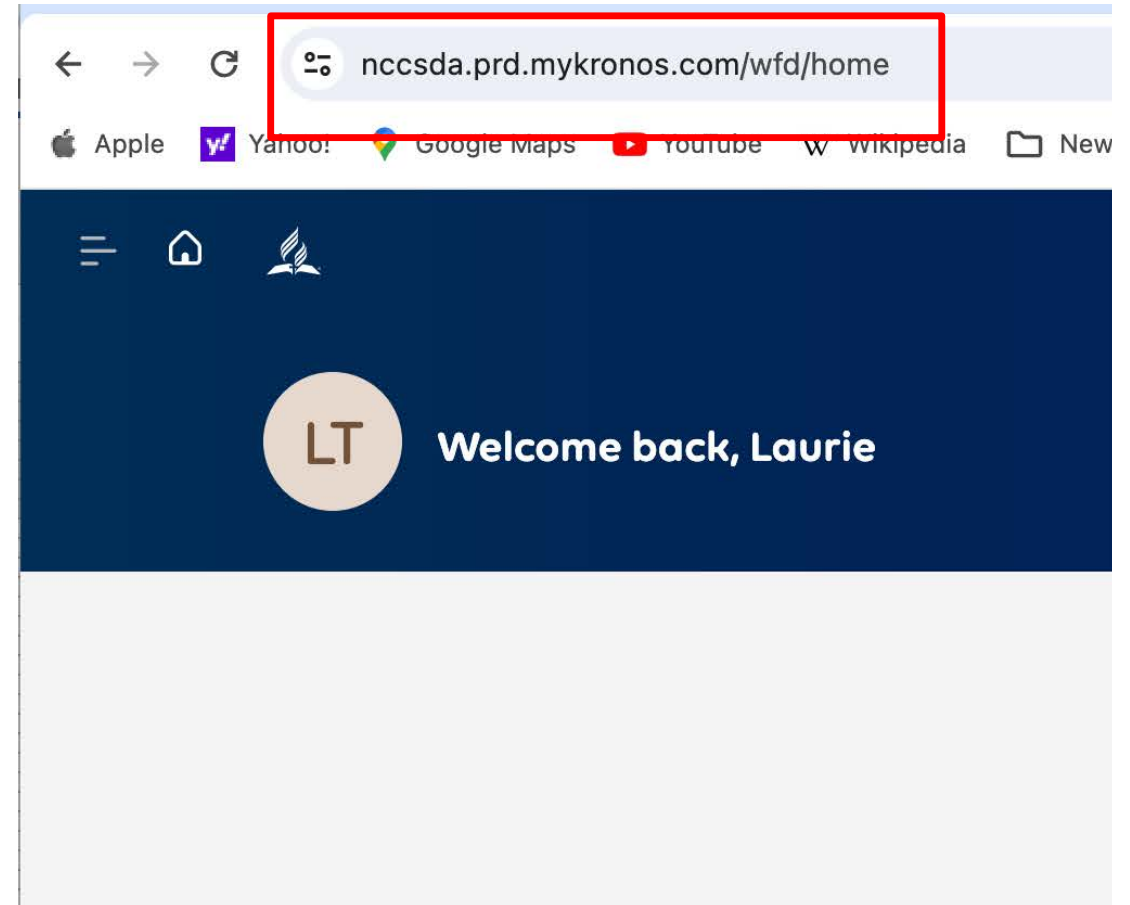
Note: Clicking “Dashboard” takes you to a new page. Refer to this example.

ADP Login Page



A screenshot of a web browser showing the ADP login page. The address bar is highlighted with a red box and contains the URL `workforcenow.adp.com/theme/index.html#/home`. The browser's bookmark bar includes Apple, Yahoo!, Google Maps, YouTube, Wikipedia, and News. The page header features the ADP logo and a navigation menu with items: Home, Resources, Myself, My Team, and Reports & An. Below the header, there is a section titled "Things to Do" with a sub-section for "Notifications (1)". A notification message reads: "ADP Workforce Now is always evolving. [Click here](#) to learn more about recent enhancements, learning resources and what is coming soon." A "Mark as Read" link is also visible.

Time and Attendance Page



A screenshot of a web browser showing the Time and Attendance page. The address bar is highlighted with a red box and contains the URL `nccsda.prd.mykronos.com/wfd/home`. The browser's bookmark bar includes Apple, Yahoo!, Google Maps, YouTube, Wikipedia, and New. The page header features a navigation menu with icons for home and a leaf. Below the header, there is a large dark blue banner with a circular profile picture containing the initials "LT" and the text "Welcome back, Laurie".

ADP Time and Attendance Home Page

Verify your vacation accrual by clicking the arrow.

My Notifications → ⋮

- Tasks 0 >
- Employee Requests 1 >
- My Requests 0 >
- Timekeeping 0 >
- System Messages 0 >
- Timekeeping Requests 0 >
- Notices 0 >

My Time Off

* Reason
Please Select Below ▼ ⓘ

* Dates
5/29/2024 📅

[Advanced Options](#) >

[Submit](#)


Manage Timecards → ⋮

Current Pay Period ▼

1 **Clean Timecards** >
Timecards with no exceptions

My Timecard → ⋮

Exceptions
0


No data to display.

Verify your vacation accrual by clicking Accruals.

The screenshot displays the 'Employee Timecards' interface. At the top, there is a dark blue header with navigation icons and the title 'Employee Timecards'. Below the header, a user profile is shown with the ID '20394' and '1 of 1' items. A toolbar contains various action icons such as 'Previous', 'Today', 'Next', 'Add New', 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Analyze', 'View Moved...', 'Go To', 'Share', 'View Pending', 'Calculate Totals', and 'Save'. The main content area features a timecard table with columns for days from Sunday to Saturday, a 'Week' column, and a 'Timeframe' column. The 'Wed 5/29' column is highlighted in purple. Below the timecard is a table with columns for 'Accrual Code Name', 'Accrual Code Type', and 'Balance'. The 'Vacation' row shows a balance of 18.00. At the bottom, there are four buttons: 'Accruals', 'Totals', 'Historical Corrections', and 'Audits'. The 'Accruals' button is highlighted with a red border. A red arrow points from the 'Accruals' button in the bottom panel to the 'Accruals' button in the top panel.

Project	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/01	Week	Timeframe
Home		9:30	9:30	9:30	9:30			38:00	76:00
Schedule		8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM				
Daily Total		9:30	9:30	9:30	9:30			38:00	76:00

Accrual Code Name	Accrual Code Type	Balance
Vacation	Day	18.00

Accruals Totals Historical Corrections Audits

This person has 18 days of vacation time available.

Employee Timecards

20394 < 1 of 1 >

Current Pay Period 1 Employee(s) Selected Loaded: 10:02 AM

Previous Today Next Add New List View Zoom Approve Remove Approval Analyze View Moved... Go To Share View Pending Calculate Totals Save

Project	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/01	Week	Timeframe
Home		9:30	9:30	9:30	9:30			38:00	76:00
Schedule		8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM				
Daily Total		9:30	9:30	9:30	9:30			38:00	76:00

Accrual Code Name	↑ ₁	Accrual Code Type	↑ ₂	Balance	↑ ₃
Vacation		Day		18.00	

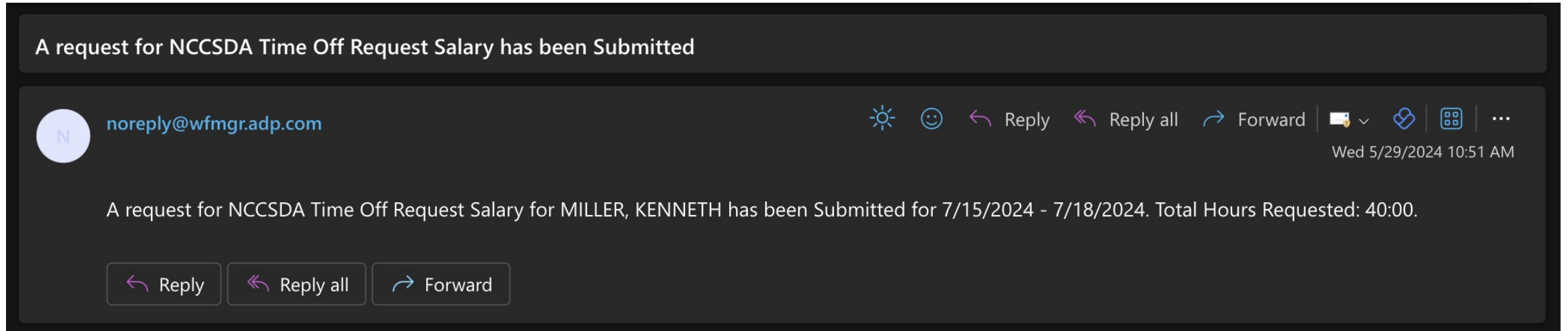
Note the number of DAYS available.

Accruals Totals Historical Corrections Audits



Approving Request

As a supervisor, you will get an email notification alerting you of an employee vacation request.



- To review and approve the request, log into the DESKTOP version of ADP.
- **Do not** use the mobile app.
- Follow the normal procedures and navigate to the Time and Attendance Home Page.

Log into ADP using the NCC Website. Do not use the mobile app for supervisor activities.

The image shows a browser window displaying the website for the Northern California Conference of Seventh-Day Adventists (NCC). The browser's address bar shows the URL nccsda.com. The website's header features a blue navigation bar with the text "Connecting people to an abundant life with Jesus Christ and preparing them for His return" on the left and a search bar on the right. The search bar contains the text "LOG INTO ADP / EMPLOYEE EMAIL / HOME / GIVING / NORTHERN LIGHTS / EVENTS". Below the navigation bar is a horizontal menu with the following items: ABOUT US, ADMINISTRATION, ORGANIZATIONAL HEALTH, MINISTRIES, SUPPORT MINISTRIES, EDUCATION, HR, and ADP. The main content area features a large background image of a person walking through a lush forest. Overlaid on this image is the NCC logo, which consists of a stylized flame above an open book, and the text "NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS". At the bottom of the page, there is a row of five buttons: "RETURN TITHE & OFFERING", "VOLUNTEER CLEARANCE", "CHURCH/SCHOOL FINDER" (highlighted in green), "JOB OPENINGS", and "NCC EVENTS".

ADP Workforce Now Home page

The screenshot displays the ADP Workforce Now Home page. At the top, there is a dark blue navigation bar with the ADP logo on the left, a search bar in the center, and utility icons for 'Things to Do', 'Calendar', 'Support', and a user profile 'LT' on the right. Below the navigation bar is a horizontal menu with 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. A 'Configure homepage' button is located in the top right corner of the main content area.

The main content area is divided into several sections:

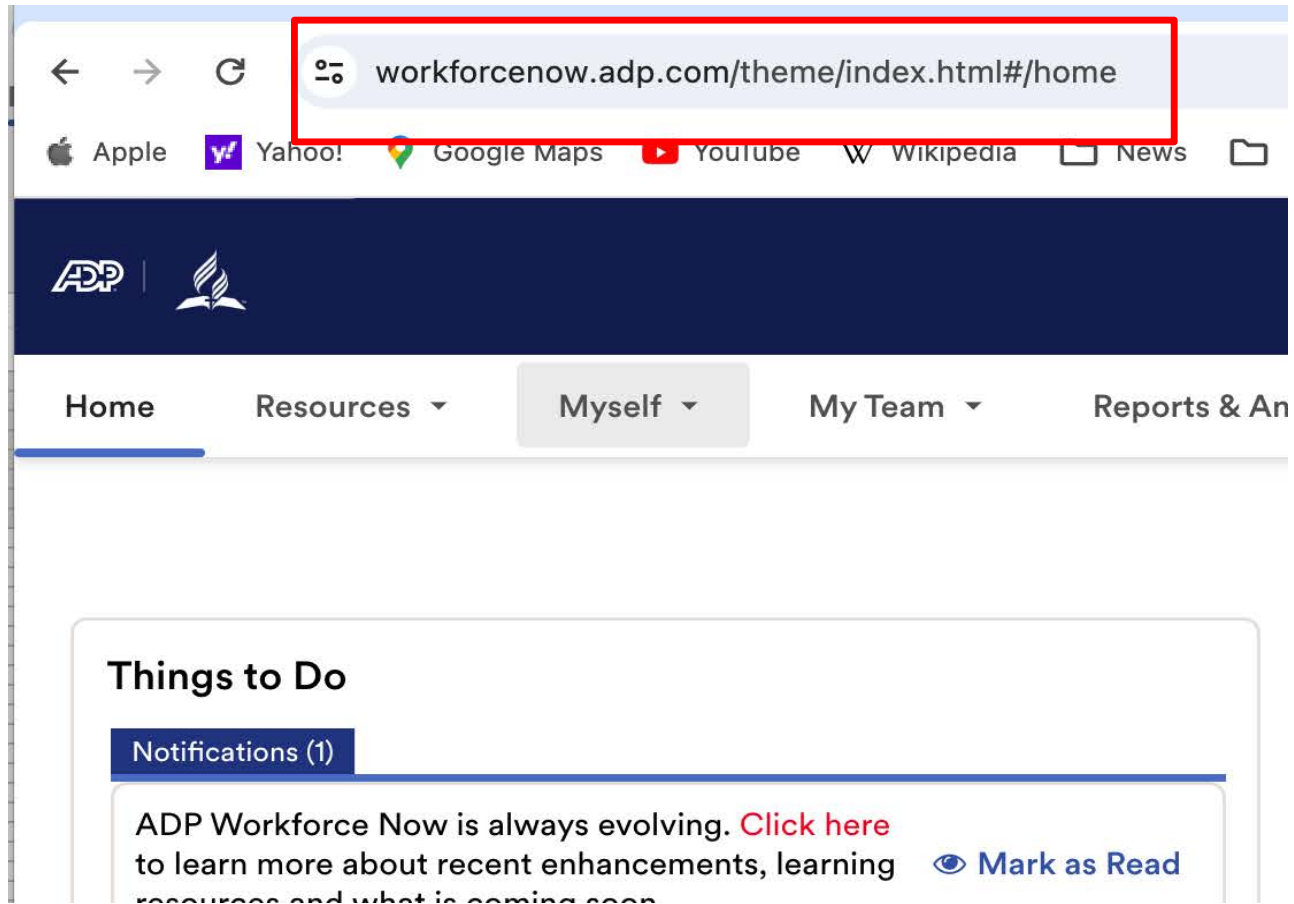
- Things to Do:** A card with the text 'Congratulations You've completed all of your Things to Do tasks'.
- Dashboards:** A card with two icons: 'Reports' (document with magnifying glass) and 'Learning' (graduation cap).
- My Pay:** A card titled 'Compensation' with a donut chart and a 'Show' link. It lists 'TAKE HOME \$X.XX' and 'GROSS PAY \$X.XX'.
- My Benefits:** A card showing the date 'As of 5/29/2024 at 9:50 AM' and a 'Show' link. It lists three benefit categories: 'Medical' (Ascend to Wholeness Healthcare Plan), 'Employee Life' (Voya Financial), and 'Long Term Disability' (Voya Financial).
- Analytics:** A card with a 'Show' link and a placeholder image of a presentation screen. Below the image, it says 'Metric detail is currently being hidden'.
- Nccsda All Locations:** A card with a 'Show' link and the text 'NCCSDA All Locations'.
- Fsa Open Enrollment:** A card with a 'Show' link and the text '2024/2025 FSA Open Enrollment'.

Under **Myself** select **Dashboard** under Workforce Management header. You may have to press twice if you have “popup blocker” enabled.

The screenshot shows the ADP Workforce Now interface. At the top, the navigation bar includes the ADP logo, a search bar, and utility icons for 'Things to Do', 'Calendar', 'Support', and a user profile 'LT'. Below the navigation bar, the 'Myself' dropdown menu is open, with 'Myself' highlighted in red. Under 'Myself', the 'Workforce Management' section is expanded, and 'Dashboard' is highlighted in red. Other sections visible include 'My Information' (Profile), 'Benefits' (Enrollments, Employee Discounts - LifeMart, Documents), 'Personal Information' (Dependents & Beneficiaries), 'Employment' (Organizational Chart, My Documents, Form I-9, Surveys), 'Talent' (Career Center), and 'Pay' (Personal Accrued Time, Calculators, Payment Options, Tax Withholdings, Pay & Tax Statements). On the right side, there is a 'Configure homepage' button and a list of benefits including 'Employee Life' and 'Long Term Disability', both provided by 'Voya Financial'. At the bottom left, an 'Analytics' widget shows a redacted area with the text 'Metric detail is currently being hidden'. The URL at the bottom of the page is <https://workforcenow.adp.com/theme/index.html#/Myself/MySelfDashboard>.

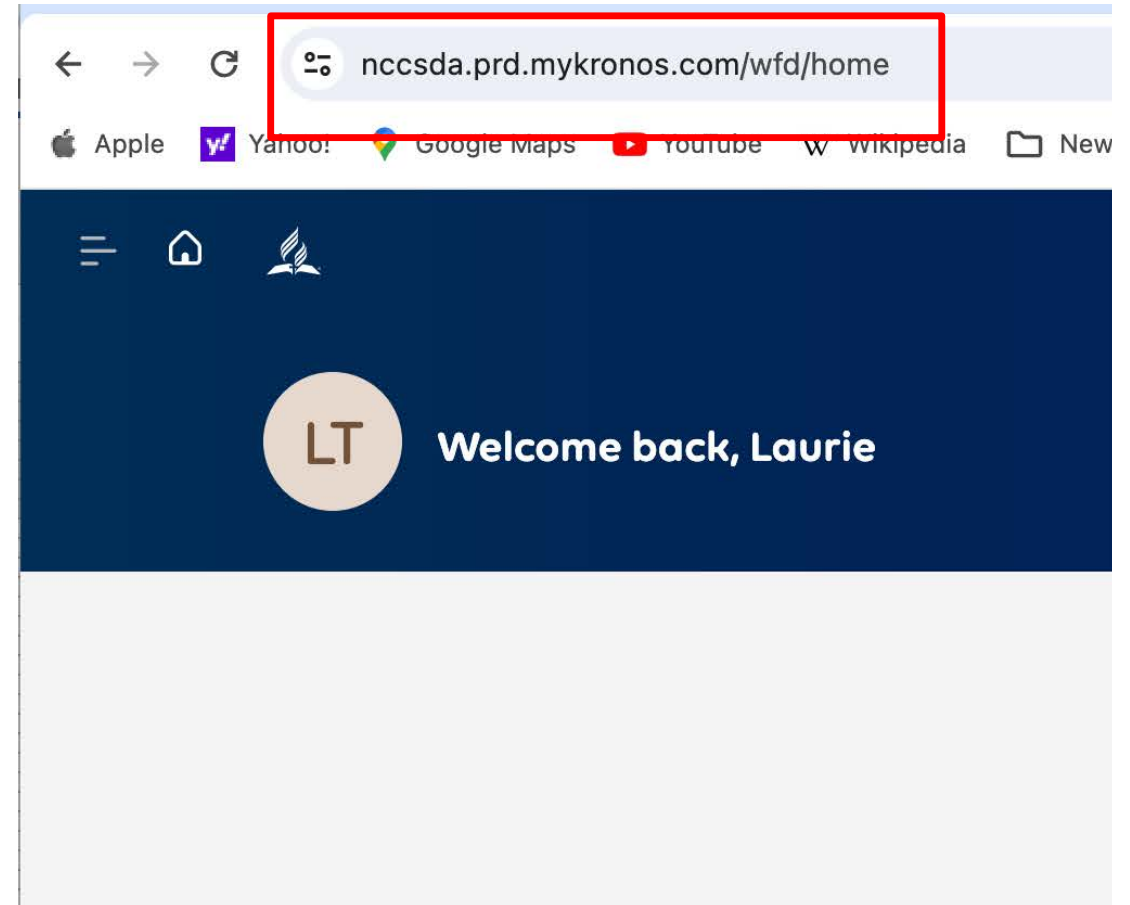
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Time and Attendance Page



A screenshot of a web browser showing the Time and Attendance page. The address bar is highlighted with a red box and contains the URL `nccsda.prd.mykronos.com/wfd/home`. The page features a dark blue header with a navigation menu (hamburger icon, home icon, leaf icon) and a large circular profile picture containing the initials "LT". To the right of the profile picture, the text "Welcome back, Laurie" is displayed.

ADP Time and Attendance Home Page

LT Welcome back, Laurie

My Notifications

- Tasks 0
- Employee Requests 2**
- My Requests 0
- Timekeeping 0
- System Messages 0
- Timekeeping Requests 0
- Notices 0

My Time Off

* Reason
Please Select Below

* Dates
5/29/2024

Advanced Options

Submit

Manage Timecards

Current Pay Period

1 Clean Timecards
Timecards with no exceptions

My Timecard

Exceptions
0

No data to display.

Notice the number 2 next to Employee Request. Click the blue arrow.

Request Approval Page

Control Center

Filter : No Status, Cancel Su... None None

Categories	Request	Employee	Created On	Requested Periods	Submitted by	Request Status	
0 Tasks	<input checked="" type="checkbox"/>		NCCSDA Time Off Request Salary	5/29/2024 10:51 AM	7/22/2024 - 7/24/2024	MILLER, KENNETH	Submitted
2 Employee Requests	<input type="checkbox"/>		NCCSDA Time Off Request Salary	5/29/2024 10:50 AM	7/15/2024 - 7/18/2024	MILLER, KENNETH	Submitted
0 My Requests							
0 Timekeeping							
0 System Messages							
0 Timekeeping Requ...							
0 Notices							
0 Leave of Absence							
0 Leave of Absence Requests							

There are two requests, for two different weeks

Details

1 of 1

NCCSDA Time Off Request Salary Submitted

Time Off

Accruals

More Details

Modified Dates

Requested Dates

Paycodes

Vacation (Full)

3 Days

Monday 7/22/2024 - Wednesday 7/24/2024

Request Approval Page

Control Center

Filter : No Status, Cancel Su... None None

Categories	Request	Employee	Created On	Requested Periods	Submitted by	Request Status
0 Tasks	<input checked="" type="checkbox"/>	NCCSDA Time Off Request Salary	5/29/2024 10:51 AM	7/22/2024 - 7/24/2024		Submitted
2 Employee Requests	<input type="checkbox"/>	NCCSDA Time Off Request Salary	5/29/2024 10:50 AM	7/15/2024 - 7/18/2024		Submitted
0 My Requests						
0 Timekeeping						
0 System Messages						
0 Timekeeping Requ...						
0 Notices						
0 Leave of Absence						
0 Leave of Absence Requests						

Details

1 of 1

NCCSDA Time Off Request Salary

Submitted

Time Off

Accruals

More Details

Modified Dates

Requested Dates

Paycodes

Vacation (Full)











3 Days

Monday 7/22/2024 - Wednesday 7/24/2024

Check the box. And then click Approve

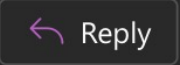
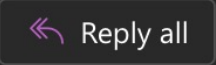

The employee will get a confirmation email that you approved the request.


Your request for NCCSDA Time Off Request Salary has been Approved

 noreply@wfmgr.adp.com    Reply  Reply all  Forward    

Tue 5/28/2024 10:49 AM

Your request for NCCSDA Time Off Request Salary for 6/20/2024 - 6/20/2024 has been Approved by WOODSON, MARC.



If the employee did not see the email, they can review the request status in ADP.

The screenshot displays the ADP Control Center interface. On the left, a navigation menu lists various categories, with "2 My Requests" highlighted in a red box. The main content area shows a list of requests under the "Filter: All Status" option. Two requests are visible, both titled "NCCSDA Time Off Request Salary". The second request is selected, and its details are shown in a right-hand panel. This panel includes a "Status" section with a green checkmark and the word "Approved" in a red box. Below this, it shows the "Submit Date" as 5/21/2024 11:56 AM, the "Submitted By" field, and the "Modified By" as WOODSON, MARC. A "Review" section indicates "Vacation (Full)" for "1 Day" on "Thursday 6/20/2024". At the bottom of the panel, there are "Cancel" and "Cancel Request" buttons.

Control Center

Categories

- 0 Tasks
- 0 Employee Requests
- 2 My Requests**
- 0 Timekeeping
- 0 System Messages
- 0 Timekeeping Requ...
- 0 Notices
- 0 Leave of Absence
- 0 Leave of Absence Requests

Filter: All Status

Request	Employee	Created On	Requested Periods	Approved by	Request Status
<input type="checkbox"/>	NCCSDA Time Off Request Salary	5/28/2024 10:47 AM	6/20/2024 - 6/20/2024	WOODSON, MARC	
<input checked="" type="checkbox"/>	NCCSDA Time Off Request Salary	5/28/2024 10:47 AM	6/20/2024 - 6/20/2024	WOODSON, MARC	Approved

Cancel Request 1 of 1

Status

Approved

Submit Date: 5/21/2024 11:56 AM

Submitted By: [Redacted]

Modified By: WOODSON, MARC

Review

Vacation (Full)

1 Day

Thursday 6/20/2024

Cancel Cancel Request

If the employee does not see a request on this screen, they may need to change the filter.

Control Center

Show Detail | Select All | Refine | My Actions

Mark Done | Cancel | Delete | Go To

Categories

- 0 Tasks
- 0 Employee Requests
- 2 My Requests**
- 0 Timekeeping
- 0 System Messages
- 0 Timekeeping Requ...
- 0 Notices
- 0 Leave of Absence
- 0 Leave of Absence Requests

Filter: **All Status** | Done | Refresh

- All Status
- No Status
- Approved
- Approved by Group Edit
- Cancel Approved
- Cancel Refused
- Cancel Submitted
- Cancelled
- Deleted
- Invalidated
- Offered
- Offered to Market
- Pending
- Refused
- Rejected
- Submitted
- Suspended

NCCSDA Time Off Request Salary

5/28/2024 10:47 AM
6/20/2024 - 6/20/2024
WOODSON, MARC
Approved

NCCSDA Time Off Request Salary

5/28/2024 10:47 AM
6/20/2024 - 6/20/2024
WOODSON, MARC
Approved

Details

1 of 1

NCCSDA Time Off Request Salary Approved

Time Off

Accruals

More Details

Modified Dates

Requested Dates

Paycodes

Vacation (Full)
1 Day
Thursday 6/20/2024

Comments & Status History

Request Details



Thank you for your
dedication!