

Vacation Requests

Hourly Employees

Vacation Request Instructions

- 1. Request Approval:** When planning a vacation, you must use the ADP system to request and receive approval from your supervisor.
- 2. Timecard Visibility:** Once approved, your vacation hours will be visible on your timecard.
- 3. Sufficient Hours Requirement:** Your PTO bank shows the number of hours available. However, ADP will automatically reject PTO requests if insufficient time is available.



Vacation Request Instructions

- 4. Modifying Vacation Time:** You must work with your supervisor, who will coordinate with an ADP practitioner to modify your PTO time after the pay period ends.
- 5. Cancelling Requests:** Work with your supervisor to cancel your PTO request before the pay period ends in which your vacation time falls.



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 is incorrect.
- Payroll staff will work with you to ensure this vacation balance is accurate.





Checking Accruals


Log into ADP using NCC Website

The screenshot shows a web browser at the URL nccsda.com. The browser's address bar and the website's navigation menu both have red boxes and arrows highlighting the "LOG INTO ADP" link. The website's main content area features a forest background with the NCC logo and the text "NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS". Below the main content, there is a row of five buttons: "RETURN TITHE & OFFERING", "VOLUNTEER CLEARANCE", "CHURCH/SCHOOL FINDER" (highlighted in green), "JOB OPENINGS", and "NCC EVENTS".

Connecting people to an abundant life with Jesus Christ and preparing them for His return

LOG INTO ADP / EMPLOYEE EMAIL / HOME / GIVING / NORTHERN LIGHTS / EVENTS

ABOUT US ADMINISTRATION ORGANIZATIONAL HEALTH MINISTRIES SUPPORT MINISTRIES EDUCATION HR ADP

 NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

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 '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 of the page, there is a red text box with a blue border containing the message: **DO NOT use to request time off.**

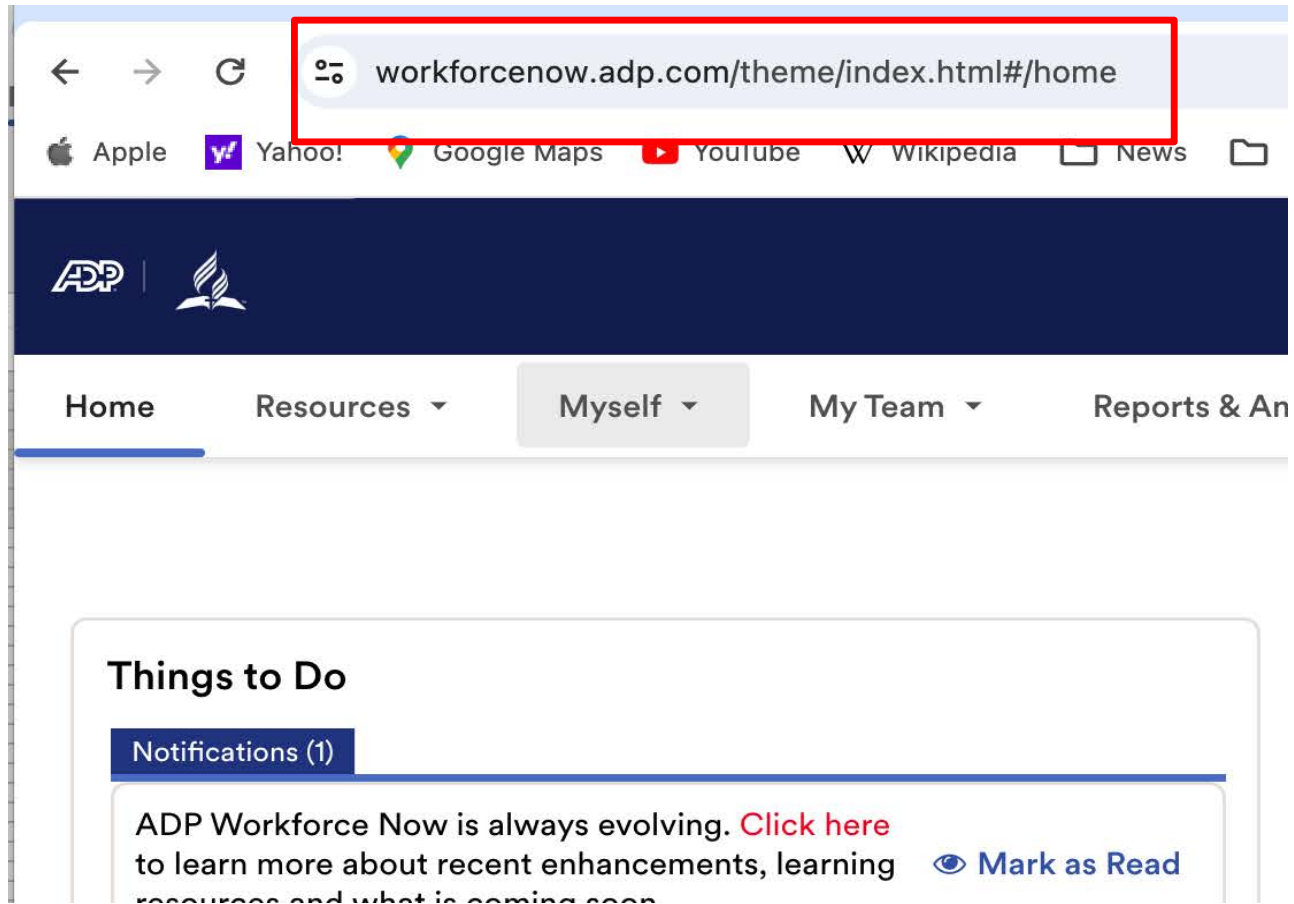
Under **Myself** select **Dashboard** under Workforce Management header. You may have to press twice if you have “popup blocker” enabled.

The screenshot shows the ADP Workforce Now interface. At the top, the navigation bar includes 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). A 'Configure homepage' button is located in the top right of the main content area. The main content area features several cards: 'Analytics' (with a 'Show' button and a message 'Metric detail is currently being hidden'), 'Nccsda All Locations' (with a link to 'NCCSDA All Locations'), and 'Fsa Open Enrollment' (with a link to '2024/2025 FSA Open Enrollment'). On the right side, there is a sidebar with a 'Configure homepage' button and a list of benefits: 'Medical' (with a 'Show' button), 'Employee Life' (Voya Financial), and 'Long Term Disability' (Voya Financial).

<https://workforcenow.adp.com/theme/index.html#/Myself/MySelfDashboard>

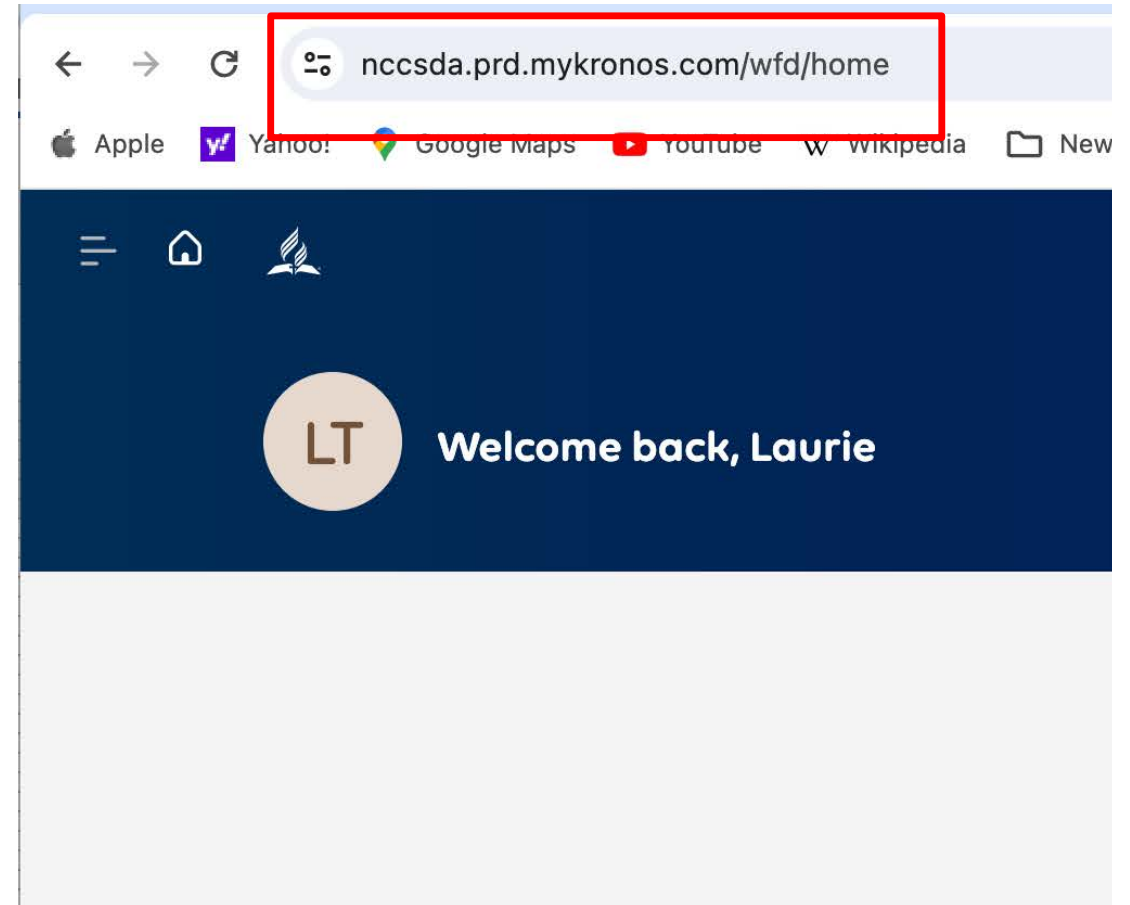
Note: Clicking “Dashboard” takes you to a new page. Refer to this example.

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

The screenshot displays the ADP Time and Attendance Home Page. At the top, a dark blue header contains navigation icons (hamburger menu, home, user profile) on the left and notification icons (bell, eye, location) on the right. Below the header, a circular profile icon with 'NB' and the text 'Welcome back, [redacted]' is visible. The main content area is a grid of widgets:

- Manage Schedule:** Shows 'No data available. You do not have a tile configuration assigned.'
- My Notifications:** Lists 'System Messages' (0), 'Tasks' (0), 'Employee Requests' (0), 'My Requests' (1), 'Timekeeping' (0), 'Timekeeping Requests' (0), and 'Notices' (0).
- My Time Off:** Includes fields for '* Reason' (Paid Leave: 12.04 Hours), '* Dates' (5/28/2024), '* Daily Amount' (Hours), '* Start Time', and '* Duration HH...'. A 'Submit' button is at the bottom.
- My Timecard:** Shows 'Exceptions' with a large '0' and 'No data to display.' This widget is highlighted with a red border and a red arrow points to its top-right corner.
- Manage Timecards:** Shows 'Previous Pay Period' with a dropdown arrow.
- Punch:** Shows 'Last Punch: 5/28/2024 8:00 AM' and 'Recent Transfers' (None). An 'Add Transfer' button is at the bottom.
- My Business Processes:** Contains an illustration of a person at a computer.
- Employee Wage Overrides:** Includes the text 'Click the link below to update Employee Wages' and a link to 'Wage Override Table'.

Verify your vacation time by clicking My Timecard.

Verify your PTO by clicking Accruals.

The screenshot shows the 'Employee Timecards' interface. At the top, there is a dark blue header with the title 'Employee Timecards' and navigation icons. Below the header is a user profile bar and a toolbar with various action buttons: List View, Zoom, Approve, Remove Approval, Analyze, View Moved..., and Go To. On the right side, there are status indicators: 'Current Pay Period', 'All Home', and 'Loaded: 9:58 AM', along with 'Share', 'View Pending', 'Calculate Totals', and 'Save' buttons.

The main area is a table with the following columns: Date, Schedule, Absence, In, Transfer, Out, In, Transfer, Out, Pay Code, Amount, Shift, Daily, and Period. The table contains data for dates from Sun 5/05 to Sat 5/18. A red arrow points from the top of the table down to the 'Accruals' tab at the bottom left.

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 5/05			10:01 AM		2:01 PM						4:00	4:00	4:00
+	⊖	Mon 5/06			7:35 AM		12:12 PM	12:43 PM		5:55 PM			9:49	9:49	13:49
+	⊖	Tue 5/07			7:45 AM										13:49
+	⊖	Wed 5/08													13:49
+	⊖	Thu 5/09													13:49
+	⊖	Fri 5/10													13:49
+	⊖	Sat 5/11													13:49
+	⊖	Sun 5/12													13:49
+	⊖	Mon 5/13													13:49
+	⊖	Tue 5/14													13:49
+	⊖	Wed 5/15													13:49
+	⊖	Thu 5/16													13:49
+	⊖	Fri 5/17													13:49
+	⊖	Sat 5/18													13:49

At the bottom of the interface, there are four tabs: 'Accruals', 'Totals', 'Historical Corrections', and 'Audits'. The 'Accruals' tab is highlighted with a red box.

ADP Time and Attendance Home Page

Navigation icons: Home, Profile, Search, etc.

NB Welcome back, [Redacted]

You can also verify hours under the My Time Off tile.

Manage Schedule

No data available. You do not have a tile configuration assigned.

My Notifications

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

My Time Off

*** Reason: Paid Leave: 12.04 Hours**

* Dates: 5/28/2024

* Daily Amount: Hours

* Start Time: * Duration HH...

[Advanced Options](#)

[Submit](#)

My Timecard

Exceptions: 0

No data to display.

Manage Timecards

Previous Pay Period

Punch

Last Punch: 5/28/2024 8:00 AM

Recent Transfers: None

[Add Transfer](#)

My Business Processes

Employee Wage Overrides

[Click the link below to update Employee Wages Wage Override Table](#)



PTO Request

Log into ADP using NCC Website

The image shows a browser window with the address bar containing nccsda.com. The website header features the text "Connecting people to an abundant life with Jesus Christ and preparing them for His return" and a navigation menu with items: ABOUT US, ADMINISTRATION, ORGANIZATIONAL HEALTH, MINISTRIES, SUPPORT MINISTRIES, EDUCATION, HR, and ADP. The "LOG INTO ADP" link is highlighted with a red box. The main content area displays the NCC logo and the text "NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS" over a forest background. At the bottom, there are 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 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 'LT' on the right. Below the header is a navigation menu with 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. A red box with white text 'Do not use to request time off!' is overlaid on the top center. To the right of this box is a 'Configure homepage' button. The main content area is divided into several sections: 'Things to Do' with a congratulatory message; 'Dashboards' with 'Reports' and 'Learning' icons; 'My Pay' showing a donut chart and compensation details; 'My Benefits' listing 'Medical', 'Employee Life', and 'Long Term Disability' plans; 'Analytics' with a hidden metric; 'Nccsda All Locations'; and 'Fsa Open Enrollment'.

Do not use to request time off!

Configure homepage

Things to Do

Congratulations
You've completed all of your Things to Do tasks

Dashboards

Reports Learning

My Pay

Compensation

TAKE HOME \$X.XX
GROSS PAY \$X.XX

My Benefits

As of 5/29/2024 at 9:50 AM

- Medical**
Ascend to Wholeness Healthcare Plan
- Employee Life**
Voya Financial
- Long Term Disability**
Voya Financial

Analytics

Metric detail is currently being hidden

Nccsda All Locations

NCCSDA All Locations

Fsa Open Enrollment

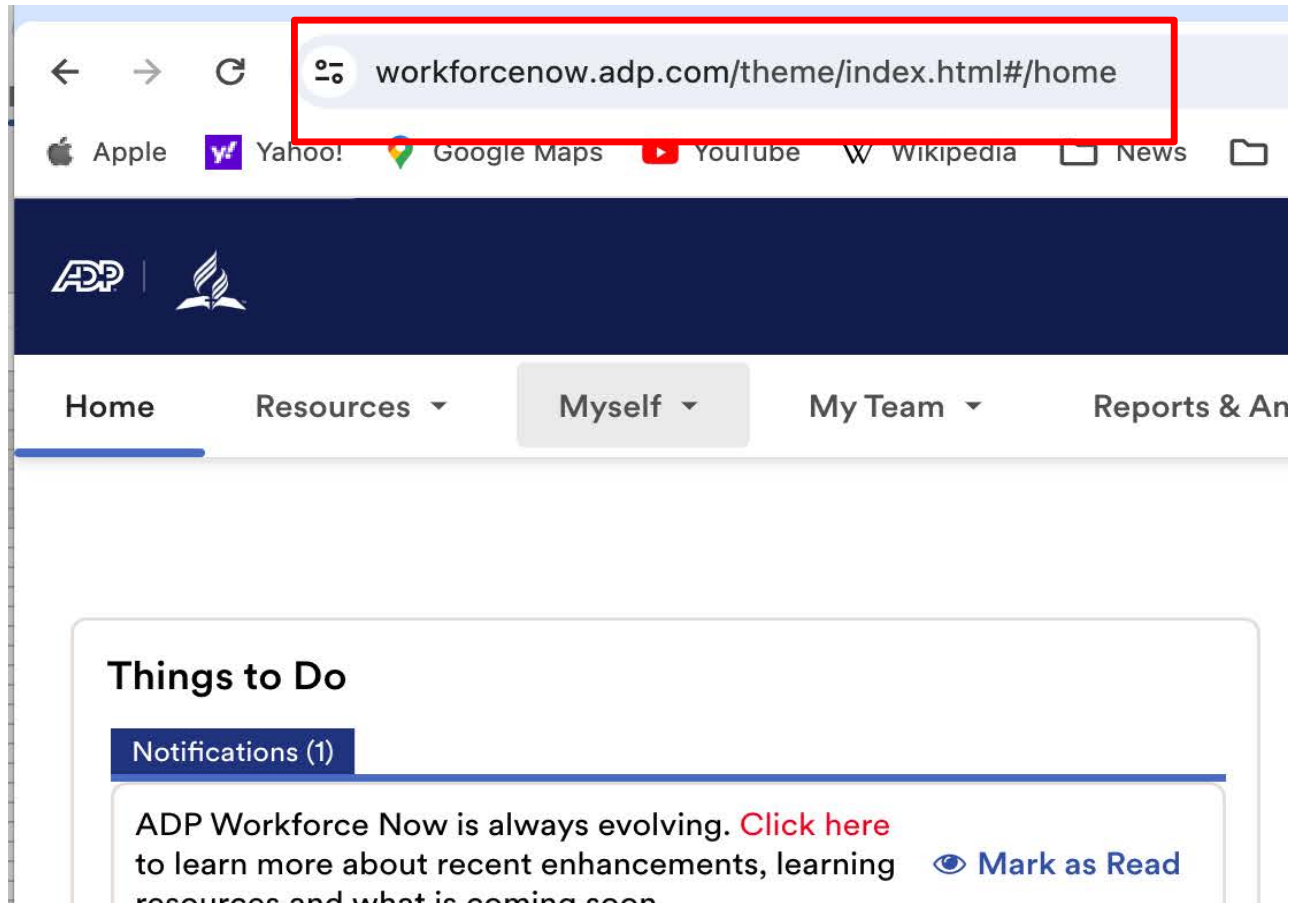
2024/2025 FSA Open Enrollment

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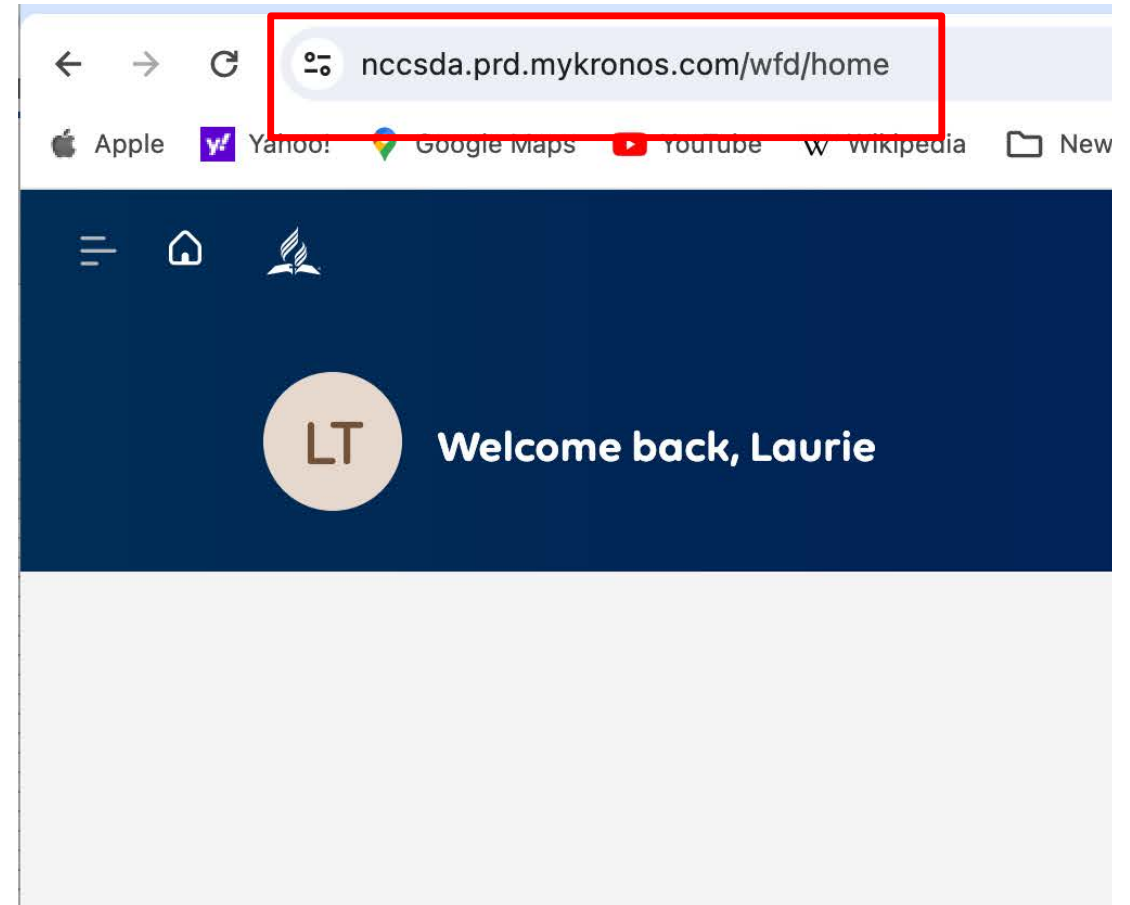
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ADP Time and Attendance Home Page

Manage Schedule

No data available. You do not have a tile configuration assigned.

My Notifications

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

My Time Off

* Reason: Paid Leave: 12.04 Hours

* Dates: 5/28/2024

* Daily Amount: Hours

* Start Time: [] * Duration HH...: []

[Advanced Options](#)

My Timecard

Exceptions: 0

No data to display.

Manage Timecards

Previous Pay Period: []

Punch

Last Punch: 5/28/2024 8:00 AM

Recent Transfers: None

My Business Processes

Employee Wage Overrides

[Click the link below to update Employee Wages Wage Override Table](#)

Click the Information icon. Choose either Paid Leave or Extended Sick.

The screenshot shows a user interface for requesting time off. A red arrow points to the information icon in the 'My Time Off' section. A modal window titled 'Request Time Off' is open, showing options for 'Paid Leave: 12.04 Hour(s)' and 'Extended Sick: 9.63 Hour(s)', both highlighted with a red box.

Request Time Off
NCCSDA Time Off Request Hourly

Dates
5/28/2024

Daily Amount
Hours

Start Time * Duration HH.hh *

Select

- Paid Leave: 12.04 Hour(s)**
- Extended Sick: 9.63 Hour(s)

Cancel Submit Review

Click the calendar icon, and then click on the dates you wish to request PTO found in the pop-up window. Then push Apply.

The screenshot shows a user interface for requesting time off. A red arrow points from the calendar icon in the 'My Time Off' section to a 'Request Time Off' pop-up window. The pop-up window displays a calendar for May and June 2024, with the date 5/28/2024 selected. The 'Apply' button at the bottom right of the pop-up is highlighted with a red box.

Request Time Off

5/28/2024

Previous Year Today Next Year

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Cancel Apply

Click the down arrow in the Daily Amount box, and then enter the start time and duration.

The image shows a user interface for requesting time off. The main screen is dimmed, and a modal titled "Request Time Off" is open. The modal contains the following fields and options:

- Dates:** A date picker showing "5/28/2024".
- Daily Amount:** A dropdown menu currently showing "Hours".
- Start Time *:** An empty input field.
- Duration HH.hh *:** An empty input field.
- Select:** A list of options including "Paid Leave: 12.04 Hour(s)" and "Extended Sick: 9.63 Hour(s)".
- Buttons:** "Cancel", "Submit", and "Review".

A red arrow points to the down arrow in the "Daily Amount" dropdown menu.

Once the PTO request is correct, press the Submit button. Your supervisor will get an email notification to approve your request.

The image shows a user interface for requesting time off. A modal window titled "Request Time Off" is open, showing the following details:

- Title:** Request Time Off
- Subtitle:** NCCSDA Time Off Request Hourly
- Dates:** 5/28/2024
- Daily Amount:** Hours
- Start Time:** (Empty field)
- Duration:** (Empty field)
- Select:** Paid Leave: 12.04 Hour(s) (Selected), Extended Sick: 9.63 Hour(s)
- Buttons:** Cancel, Submit, Review

In the background, the "My Time Off" widget is visible, showing a "Submit" button highlighted by a red arrow. The widget also displays "Reason: Paid Leave: 12.04 Hours" and "Dates: 5/28/2024".



Thank you for your
dedication!