

Vacation Requests

Salary

Vacation Request Instructions

1. **Request Approval:** When planning to take a vacation, you must 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:** The ADP system will automatically reject vacation requests if there is insufficient time.
4. **Display Differences:** Vacation time appears as days on your timecard but as hours in the vacation request system.
5. **Full-Day Vacation:** You can only take full vacation days; the system does not permit half-day vacations.



Vacation Request Instructions

6. **Modifying Vacation Time:** You must work with an ADP practitioner and your supervisor to modify your vacation time after the pay period ends in which your vacation time falls.
7. **Canceling Requests:** You can easily cancel your vacation request before the pay period ends in which your vacation time falls.
8. **Matching Schedule:** Only request the vacation days that match your schedule and
9. **Multiple Vacation Request:** In the case of a 2+ week vacation request, you must make a vacation request for each week you will be on vacation.



Example of Matching Schedule

Employee Timecards

MILLER, KENNETH 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

Only Request vacation days that match your schedule.

Example of Request for a 2-week vacation

The screenshot displays a 'Control Center' interface with a dark blue header. On the left, a navigation menu lists categories: 0 Tasks, 2 Employee Requests (highlighted), 0 My Requests, 0 Timekeeping, and 0 System Messages. The main area shows a list of requests filtered by 'No Status, Cancel Su...'. Two requests are visible, both for 'NCCSDA Time Off Request Salary' and submitted by 'MILLER, KENNETH'. The first request is checked and has a requested period of 7/22/2024 - 7/24/2024. The second request is unchecked and has a requested period of 7/15/2024 - 7/18/2024. The interface includes various action buttons like 'Mark Done', 'Approve', 'Refuse', and 'Add Comments'.

Categories	Filter : <input checked="" type="checkbox"/> No Status, Cancel Su... <input type="checkbox"/> None <input type="checkbox"/> None <input type="button" value="Refresh"/>															
0 Tasks																
2 Employee Requests	<table border="1"><tr><td><input checked="" type="checkbox"/> </td><td>Request Employee</td><td>NCCSDA Time Off Request Salary</td></tr><tr><td></td><td>Created On</td><td>[REDACTED]</td></tr><tr><td></td><td>Requested Periods</td><td>7/22/2024 - 7/24/2024</td></tr><tr><td></td><td>Submitted by</td><td>MILLER, KENNETH</td></tr><tr><td></td><td>Request Status</td><td>Submitted</td></tr></table>	<input checked="" type="checkbox"/>	Request Employee	NCCSDA Time Off Request Salary		Created On	[REDACTED]		Requested Periods	7/22/2024 - 7/24/2024		Submitted by	MILLER, KENNETH		Request Status	Submitted
<input checked="" type="checkbox"/>	Request Employee	NCCSDA Time Off Request Salary														
	Created On	[REDACTED]														
	Requested Periods	7/22/2024 - 7/24/2024														
	Submitted by	MILLER, KENNETH														
	Request Status	Submitted														
0 My Requests																
0 Timekeeping																
0 System Messages																
	<table border="1"><tr><td><input type="checkbox"/> </td><td>Request Employee</td><td>NCCSDA Time Off Request Salary</td></tr><tr><td></td><td>Created On</td><td>[REDACTED]</td></tr><tr><td></td><td>Requested Periods</td><td>7/15/2024 - 7/18/2024</td></tr><tr><td></td><td>Submitted by</td><td>MILLER, KENNETH</td></tr><tr><td></td><td>Request Status</td><td>Submitted</td></tr></table>	<input type="checkbox"/>	Request Employee	NCCSDA Time Off Request Salary		Created On	[REDACTED]		Requested Periods	7/15/2024 - 7/18/2024		Submitted by	MILLER, KENNETH		Request Status	Submitted
<input type="checkbox"/>	Request Employee	NCCSDA Time Off Request Salary														
	Created On	[REDACTED]														
	Requested Periods	7/15/2024 - 7/18/2024														
	Submitted by	MILLER, KENNETH														
	Request Status	Submitted														

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 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 the text "LOG INTO ADP" highlighted with red boxes. A red arrow points from the address bar to the navigation menu. The website's main content area features a forest background with the logo and text "NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS".

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 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' and 'Learning'.
- My Pay:** A card titled 'Compensation' with a donut chart and a 'Show' button. It lists '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.**

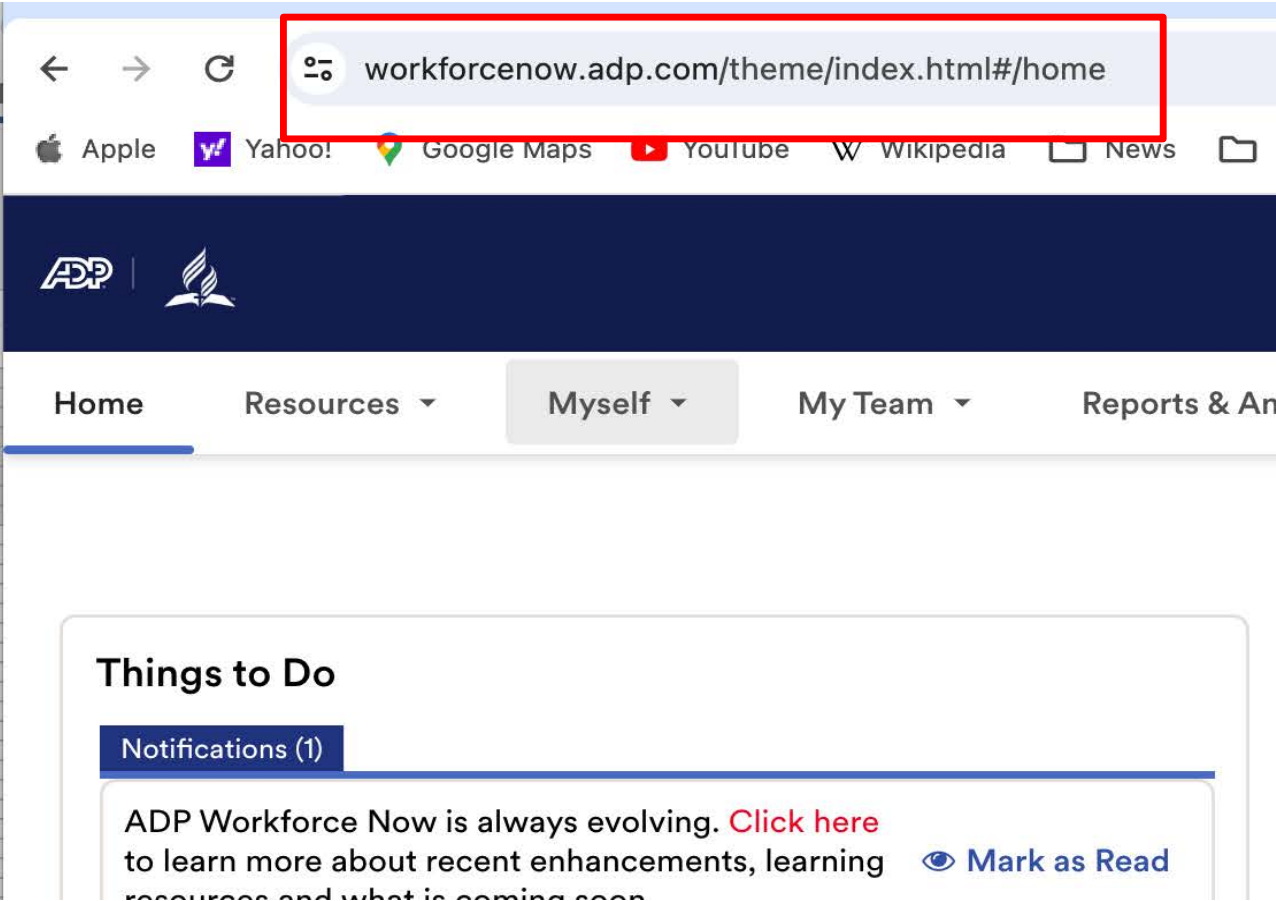
Under **Myself** select **Dashboard** under Workforce Management header. You may have to press twice if you have “popup blocker” enabled.

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. The 'Workforce Management' section is also highlighted in red, and the 'Dashboard' option within it 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. Below the navigation, there are three main content 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).

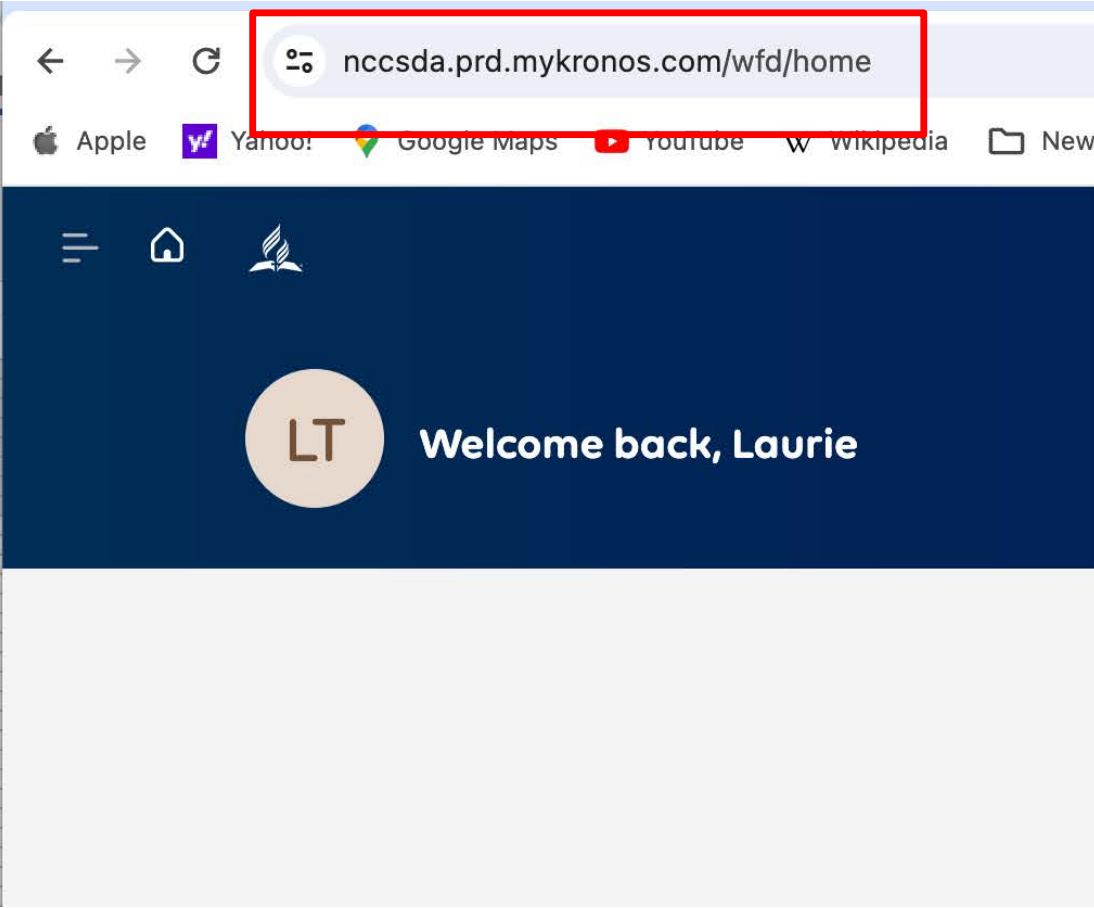
<https://workforcenow.adp.com/theme/index.html#/Myself/MySelfDashboard>

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

ADP Login Page



Time and Attendance Page



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 time by clicking Accruals.

The screenshot shows the 'Employee Timecards' interface. At the top, there is a dark blue header with navigation icons and the title 'Employee Timecards'. Below the header, there is a user profile section and a toolbar with various icons for navigation and actions. The main content area displays a table of timecard data for a specific employee and pay period. A red arrow points from the top of the page down to the 'Accruals' button at the bottom of the interface.

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	

Accruals Totals Historical Corrections Audits

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



Request Vacation Time



ADP Time and Attendance Home Page

LT Welcome back, Laurie

Look for tile on the page.

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

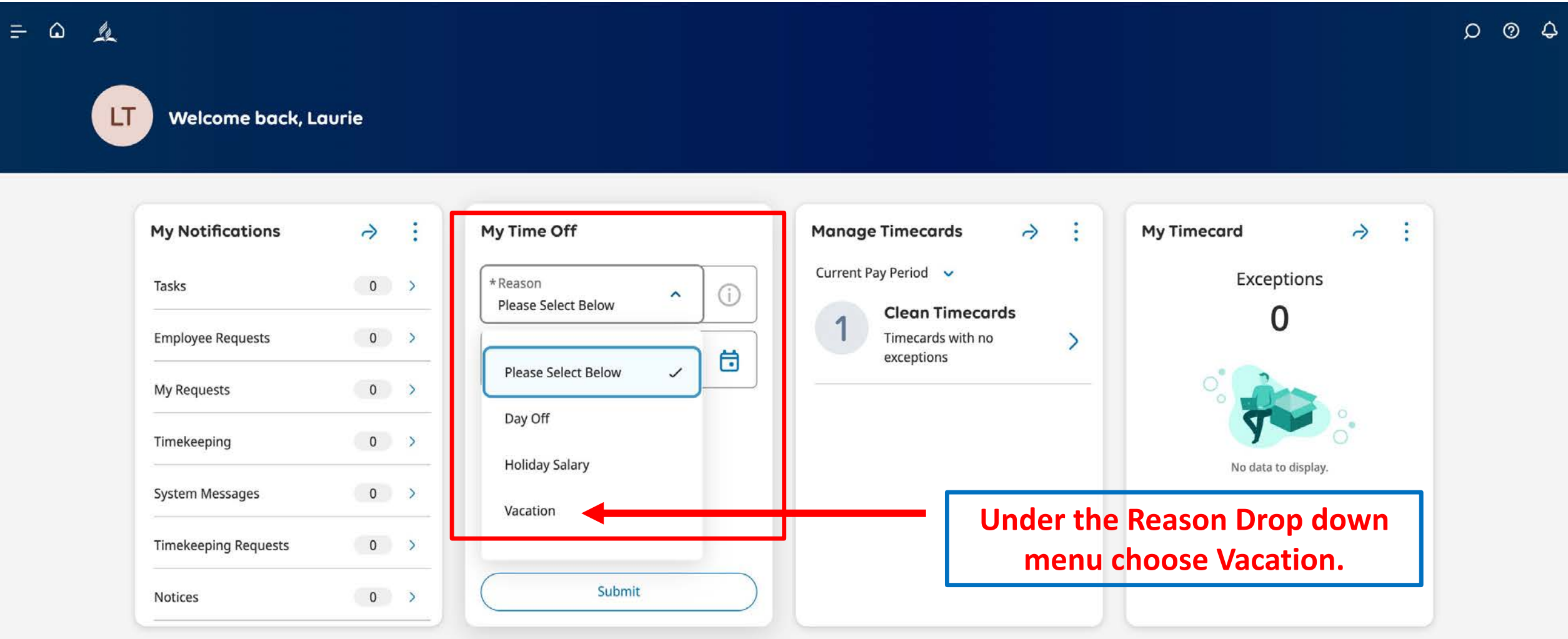
1 Clean Timecards
Timecards with no exceptions

My Timecard

Exceptions
0

No data to display.

ADP Time and Attendance Home Page



LT

Welcome back, Laurie

My Notifications

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

My Time Off

*Reason
Please Select Below

Please Select Below ✓

Day Off

Holiday Salary

Vacation

Submit

Manage Timecards

Current Pay Period

1 Clean Timecards
Timecards with no exceptions

My Timecard

Exceptions
0

No data to display.

Under the Reason Drop down menu choose Vacation.

ADP Time and Attendance Home Page

The screenshot shows the ADP Time and Attendance Home Page for user Laurie. The page includes a navigation bar with a home icon, a user profile icon (LT), and a welcome message. Below the navigation bar, there are several sections: My Notifications, My Time Off, My Timecards, and My Timecard. The My Time Off section is currently active, showing a reason for time off and a date range selection modal. The modal is titled "Date Range" and has two input fields for "Start Date" and "End Date", both containing "5/29/2024". Below the input fields is a calendar for May 2024, with the 29th highlighted. At the bottom of the modal are "Cancel" and "Apply" buttons. A red arrow points to the "Apply" button. A red text box with a blue border is overlaid on the right side of the page, containing the instruction: "Enter dates that match your working schedule only. Then press Apply."

Welcome back, Laurie

Enter dates that match your working schedule only. Then press Apply.

Date Range

Start Date: 5/29/2024 | End Date: 5/29/2024

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
2	3	4	5	6	7	8

Cancel | Apply

My Notifications

- Tasks: 0
- Employee Requests: 0
- 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

My Timecard

Exceptions: 0

ADP Time and Attendance Home Page

LT Welcome back, Laurie

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

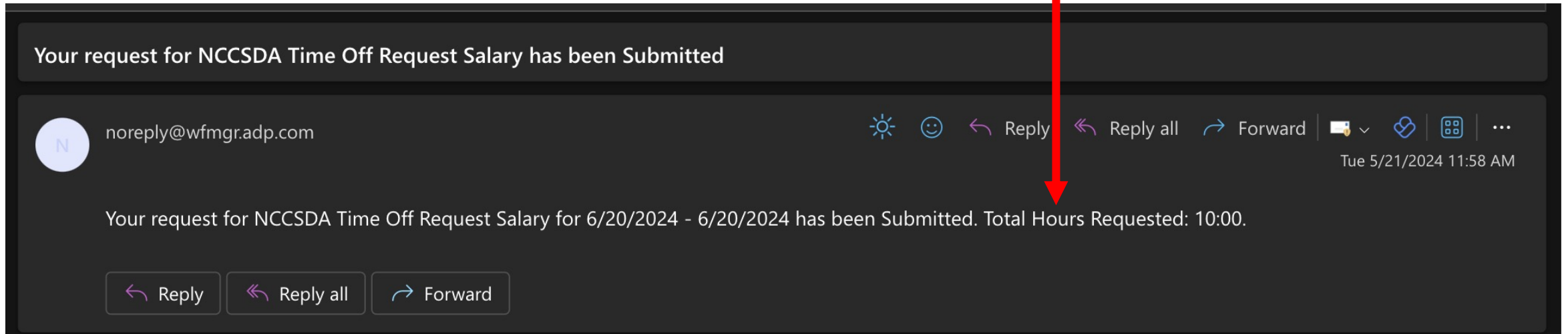
My Timecard

Exceptions
0

No data to display.

Press submit. The request will be sent to your supervisor.

You will get an email notification verifying the total number of HOURS you requested (not days).



Your request for NCCSDA Time Off Request Salary has been Submitted

noreply@wfmgr.adp.com

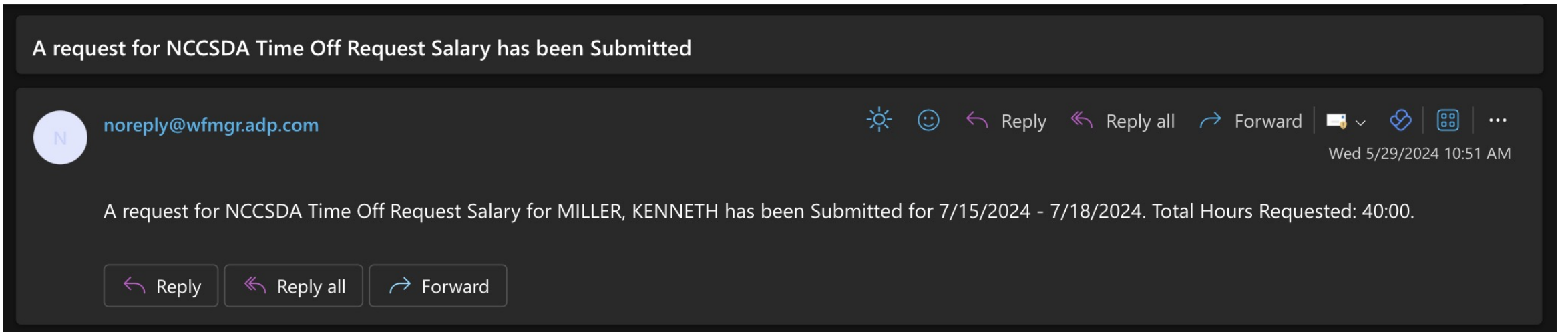
☀️ 😊 ↩ Reply ↩ Reply all → Forward | 📧 ▾ 📎 📅 | ...

Tue 5/21/2024 11:58 AM

Your request for NCCSDA Time Off Request Salary for 6/20/2024 - 6/20/2024 has been Submitted. Total Hours Requested: 10:00.

↩ Reply ↩ Reply all → Forward

Your supervisor will get an email notification alerting them of your request.



A request for NCCSDA Time Off Request Salary has been Submitted

noreply@wfmgr.adp.com

☀️ 😊 ↩ Reply ↩ Reply all → Forward | 📧 ▾ 📎 📅 | ...

Wed 5/29/2024 10:51 AM

A request for NCCSDA Time Off Request Salary for MILLER, KENNETH has been Submitted for 7/15/2024 - 7/18/2024. Total Hours Requested: 40:00.

↩ Reply ↩ Reply all → Forward

Cancel a Request

Before vacation time is taken and before the end of the pay period when the vacation time falls.

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 is a navigation sidebar with categories like 'Tasks', 'Employee Requests', 'My Requests', 'Timekeeping', 'System Messages', 'Timekeeping Requ...', 'Notices', 'Leave of Absence', and 'Leave of Absence Requests'. The main area shows a list of requests filtered by 'All Status'. Two requests are visible, both for 'NCCSDA Time Off Request Salary' by 'Trujillo, Laurie'. The second request is selected, indicated by a red box and an arrow. A red text box with a blue border says 'Click the box and click Cancel Request.' On the right, a 'Cancel Request' modal is open for the selected request. It shows the employee's profile (Trujillo, Laurie, Department Director) and the request status as 'Approved'. The modal includes fields for 'Submit Date', 'Submitted By', and 'Modified By'. Under the 'Review' section, it shows 'Vacation (Full) 1 Day Thursday 6/20/2024'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Cancel Request', with the latter highlighted by a red box and an arrow.

Control Center

Filter: All Status

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

Cancel Request 1 of 1

Trujillo, Laurie
Job: Department Director
.../Department Director

Status
Approved

Submit Date: 5/21/2024 11:56 AM
Submitted By: Trujillo, Laurie
Modified By: WOODSON, MARC

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

Cancel Cancel Request

Show Detail Select All Refine My Actions

Categories

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

Filter: All Status None

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

Confirm request was canceled. ADP will email the confirmation.

Your request for NCCSDA Time Off Request Salary has been Cancelled

noreply@wfmgr.adp.com

Reply Reply all Forward

Wed 5/29/2024 9:57 AM

Your request for NCCSDA Time Off Request Salary for 6/20/2024 - 6/20/2024 has been Cancelled by Trujillo, Laurie.

Reply Reply all Forward

Cancel Request

Success Request Cancelled

NCCSDA Time Off Request Salary

1 Of 1

Trujillo, Laurie
Job
Department Director
.../Department Director

Status

Cancelled

Submit Date: 5/21/2024 11:56 AM
Submitted By: Trujillo, Laurie
Modified By: Trujillo, Laurie

Summary

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

Done



Thank you for your
dedication!