Instructions on how to Approve Leave

As an approver you will receive an e-mail in GroupWise indicating your employee’s request for leave or time off.

Below is a sample of the message an approver will receive.

>>> [Image of e-mail message]

Kennedy, Alejandra S has submitted a Request for time off.

Request Details:

Accrual balances:
Sick: [Blank]
Vacation: [Blank]

Leave Type: Vacation
Start Date: 9/25/2009
End Date: 9/25/2009
Hours per Day:

Employee’s message:

Go to your task list to take immediate action.

Click here to logon to ADP Self Service:


The e-mail message will link the approver to the ADP website, to take action on the leave or time request.

1. Click ‘User Login’ button.
2. Enter User Name and Password and click OK.
3. Click on the Time tab.
4. Click on the Managers/Approvers link.
5. Click on Inbox under the General tab.
1. Select **Task** to view your current tasks and to take action.
2. Double click on an employee’s request for time off.
3. Select Accept or Reject.
4. You may enter a comment.
5. Select ‘Save’.
6. Your employee will receive an e-mail indicating your action.

7. A message will also appear in both the approver and employee’s ADP Inbox under the Message tab (view screen shot below).
Please note: Once the approver has either approved or rejected the time or leave off, the employee will receive an e-mail stating whether the leave was approved or rejected. Below is an example of an e-mail message the employee will receive.

The request for time off outlined below, has been approved by Michaud, Paul J.

Request Details:
Leave Type: Vacation
Start Date: 9/25/2009
End Date: 9/25/2009
Hours per Day:

Your message:
Message from Michaud, Paul J: Have a great vacation day.

The approved time off should appear in the employee's time card.

**Approving Cancel Time/Leave Off**

The same process is used when an employee cancels their leave or time off. The approver still needs to approve or reject the request for cancellation. After the approver approves the cancelation, the time will be removed from the employee’s time card.

**Helpful Tips:**

- Approvers for time clock users will enter their employee's approved time off in the employee’s time card.
- Check with the employee that the approved time off appears in their timecard. If the approved time does not appear in the employee’s time card, please ask the employee to enter their time manually and add a comment.