

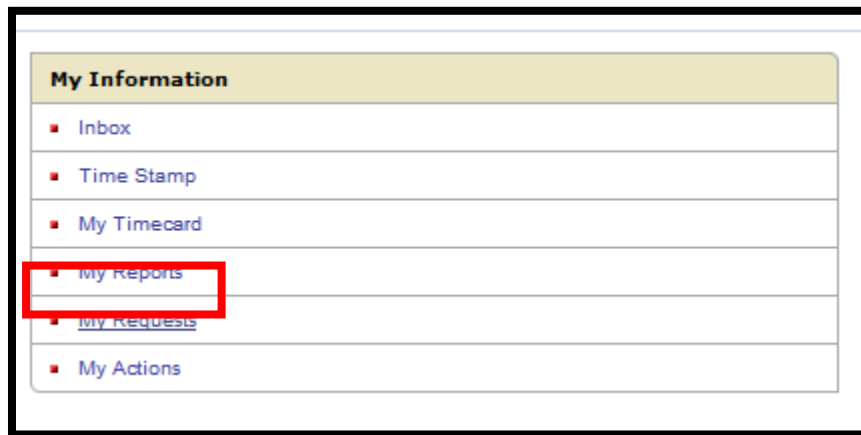
ADP E-Time Cheat Sheet – Checking your Time Off Balance

Introduction

Employees using the HTML (web-clocker) interface can check on PTO balances through the Requests section or the Reports section. Both methods are outlined below.

Checking Your PTO Balance – Requests Tab

To check your PTO balance using the Requests section, go to the **My Requests** option on the **My Information** section



You will be taken to a **calendar-format screen**, with current schedule information visible.

Remember that the information that you see all relates the time period displayed on the top of the screen. If you would like to check your current PTO balance, leave the Time Period as-is. If you would like to look up your PTO as of a future date, select a **range of dates** that includes the date for which you'd like to see your PTO balance projection.

This tutorial is based on the HTML version. The Java interface will look different.

MY REQUESTS Show: test, test TEST

[Refresh](#) [Day Detail](#) [Legend](#)

Time Period: 5/16/2012 – 5/31/2012 [Apply](#)

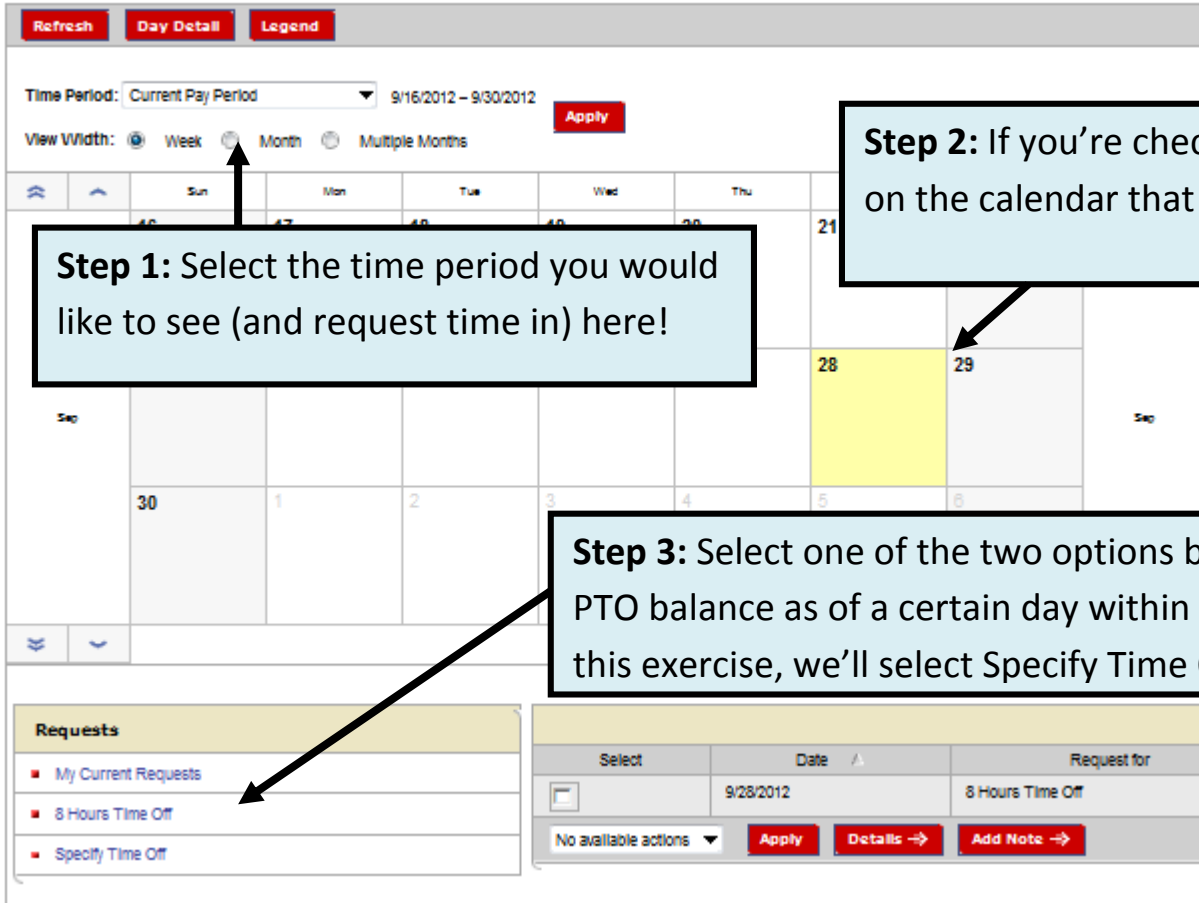
View Width: Week Month Multiple Months

Pay attention to the **“Time Period” drop-down** – if the day or days you will be requesting is not visible on the current calendar, use this drop down to find the right time period. Do this first to save yourself time!

At the bottom of the screen, you will see a “requests” tab, with any pending or approved requests within the selected time period listed. Your PTO balance will display if you click on either of the two PTO request options below – 8 Hours Time Off or Specify Time Off.

MY REQUESTS

sh



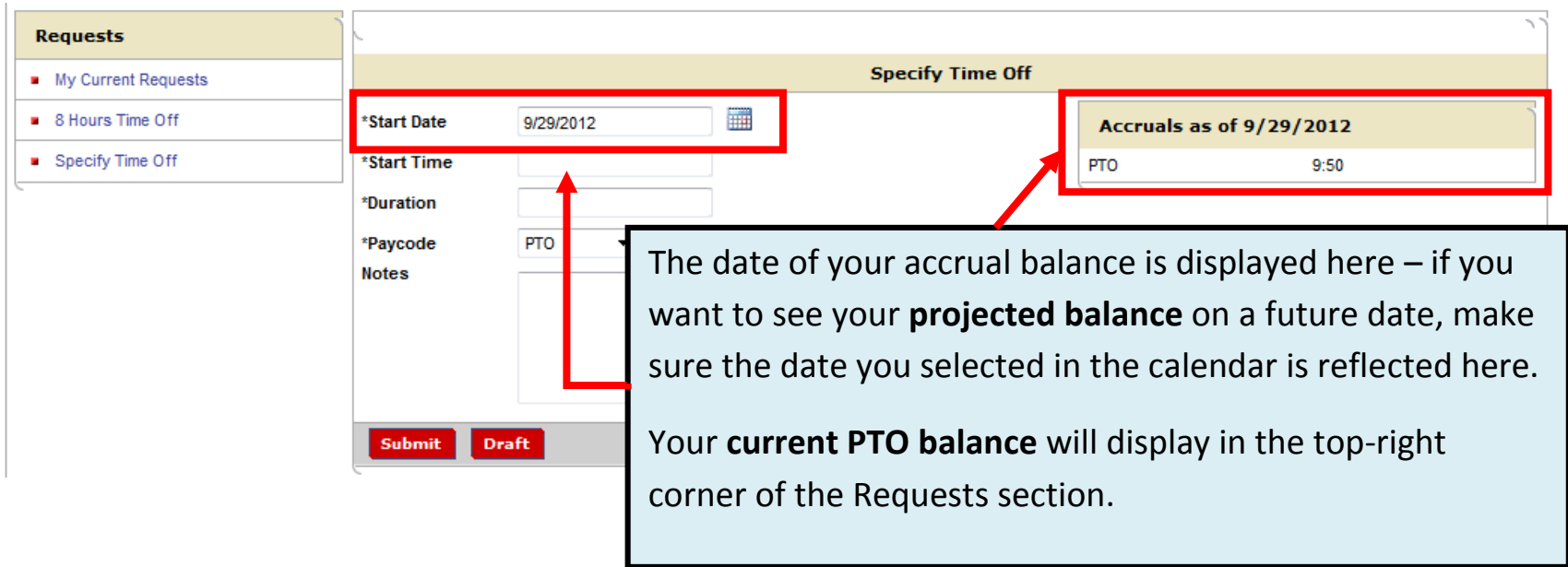
The screenshot shows the 'MY REQUESTS' interface. At the top, there are buttons for 'Refresh', 'Day Detail', and 'Legend'. Below these, the 'Time Period' is set to 'Current Pay Period' for the dates 9/16/2012 - 9/30/2012, with an 'Apply' button. The 'View Width' is set to 'Month'. A calendar view shows the month of September, with the 28th highlighted in yellow. Below the calendar, there are three options under 'Requests': 'My Current Requests', '8 Hours Time Off', and 'Specify Time Off'. A detailed view of the 'Specify Time Off' request is shown, with the date 9/28/2012 and '8 Hours Time Off' requested. The interface includes navigation arrows and a 'No available actions' dropdown.

Step 1: Select the time period you would like to see (and request time in) here!

Step 2: If you're checking a future balance, select the day on the calendar that you would like to check

Step 3: Select one of the two options below to see your PTO balance as of a certain day within the time period. For this exercise, we'll select Specify Time Off.

This tutorial is based on the HTML version. The Java interface will look different.



Requests

- My Current Requests
- 8 Hours Time Off
- Specify Time Off**

Specify Time Off

*Start Date: 9/29/2012

*Start Time: []

*Duration: []

*Paycode: PTO

Notes: []

Submit Draft

Accruals as of 9/29/2012

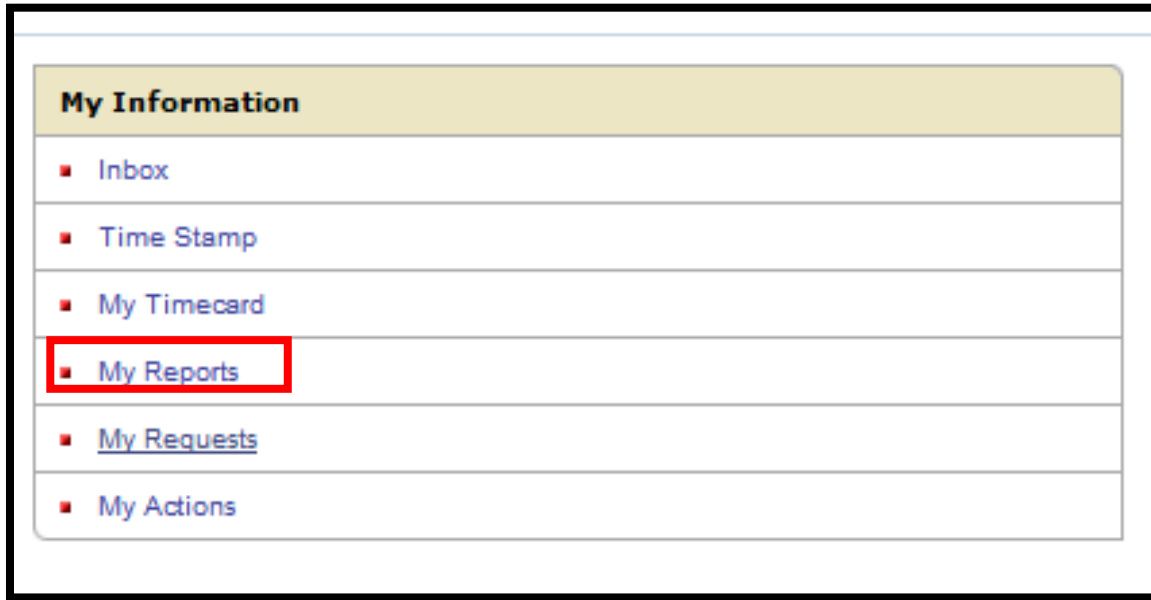
PTO	9:50
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The date of your accrual balance is displayed here – if you want to see your **projected balance** on a future date, make sure the date you selected in the calendar is reflected here.

Your **current PTO balance** will display in the top-right corner of the Requests section.

Checking Your PTO Balance – Reports

To check your PTO balance using the Reports section, go to the **My Reports** option on the **My Information** section



You will be taken to a screen with several reports available.

This tutorial is based on the HTML version. The Java interface will look different.

REPORTS

Name: test, test


3 **View Report** **Primary Account**

AVAILABLE REPORTS

Schedule
Time Detail

Time Period

1 **Accrual Balances and Projections**

2 **As Of** 

Choose **Accrual Balances and Projections**, and in the **As Of** date box that appears, type or select the date for which you would like to see your balance. Balances will be current up to the current pay period, and will be projected for future dates.

Once you have chosen a date, click on **View Report** above.

This tutorial is based on the HTML version. The Java interface will look different.

ACCRUAL BALANCES AND PROJECTIONS

[Return](#)

Date Selected: 9/29/2012

Printed: 9/29/2012

Name: test, test

ID: TEST

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
PTO	Hour	17:50	4/01/2013	0:00	86:40	6:40	9:50

You will come to a report screen with information relating to your accruals and current or projected balance for the date you selected. The last column is the projection for your balance in the selected date.

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