

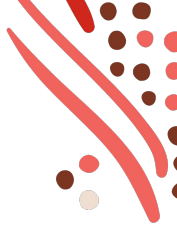
Your Time Off Task: Requesting Time Off

The screenshot displays the ADP 'My Time Off' dashboard. On the left, the 'Balances' section shows the user's position as 'CS - Client Service Representative - &VU00011' and their status as 'Active'. Balances are shown as of 03/28/2023. The table lists: Personal (--), Sick (--), Vacation (58.66 hours), and Jury Duty (--). A note states 'Balances do not include pending requests'. A red arrow points to a 'Request time off' button, and a link for 'Request balance carryover' is visible below.

The right side features the 'Time Off Requests' section with a 'Calendar view' link. It includes filters for 'Request Date' (Last 30 Days + Upcoming Requests), 'Time Off Policy' (All (4)), and 'Status' (All (4)), with an 'Apply' button. Below the filters, a table shows one result:

Policy	Request Period	Submitted on	Status	Actions
Vacation V	05/30/2023 - 05/30/2023 (8.00 hours)	03/28/2023	Approved	⋮ ←

Your Time Off Task: Requesting Time Off



[← Back](#) **Time Off Request**

Start Date * End Date *

Time Off Policy *

Reason Code * Duration Type

Make Recurring ?

Start Time * Hours Per Day *

[+ Add more Time Off](#)

[→ Review](#)

[← Back](#) **Time Off Request**

Vacation (40.00 hours)
Reason Code : V
Mon Jun 12, 2023 - Fri Jun 16, 2023 [→](#) [✎](#) [🗑](#)

[+ Add more Time Off](#)

Approve By Date [→](#)

Comment (Optional)

0/250

[→ Submit](#)

✓ Success [✕](#)

Your request was submitted successfully.

[Close](#)



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The screenshot shows the ADP calendar interface. At the top, there is a dark blue header with the ADP logo, a search bar, and navigation icons for 'Things to Do' and 'Calendar'. Below the header, the word 'Calendar' is prominently displayed. The main area features a calendar grid for March 2023, with tabs for 'Month', 'Week', and 'Day'. A 'Filter' dropdown is set to 'Time Off - Email Calendar Settings'. The calendar grid shows dates from Feb 26 to Apr 1. A red arrow points to the 'Calendar' icon in the top right. Another red arrow points to a 'Request time off' button on the right-hand side of the calendar grid.

Current Position
CS - Client Service Representative Active
&VU00011

Select the request dates on the calendar and click the button below.

Request time off

Time Off Balances

Balances as of 03/28/2023

Time Off Policy	Balance
Personal	---
Sick	---
Vacation	18.66 hours
Jury Duty	---

