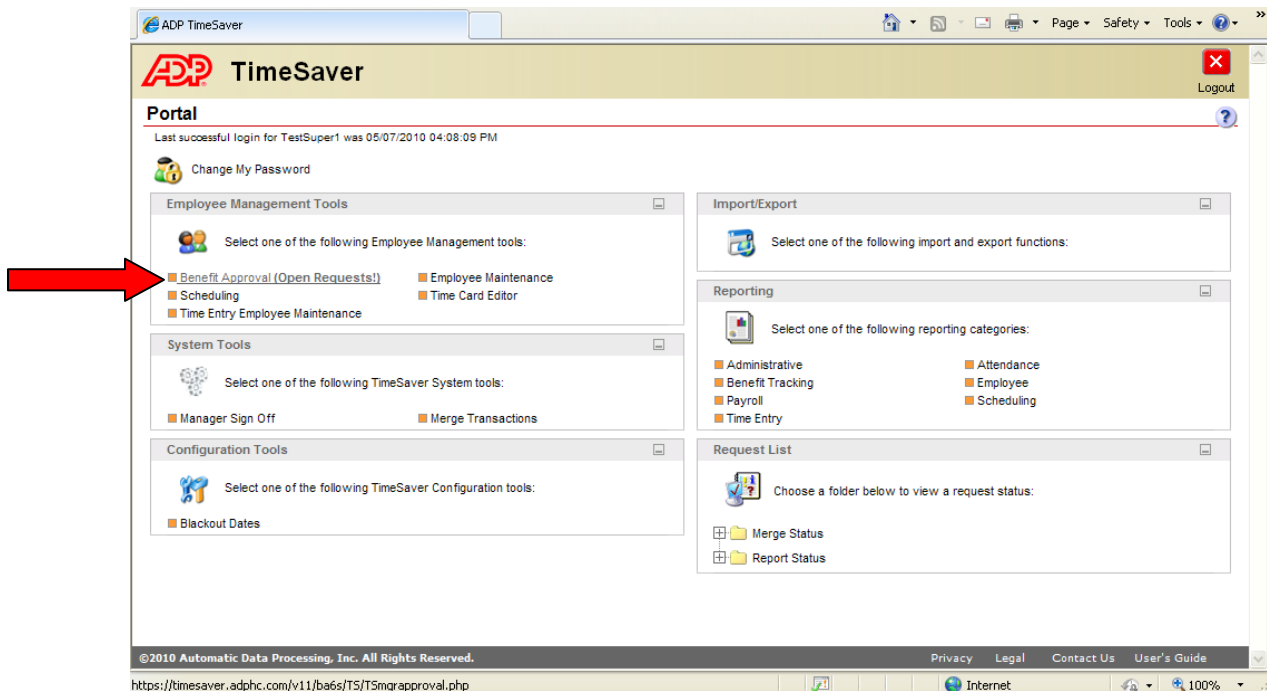


Vacation/Sick/Holiday Time in TimeSaver

Once an employee has requested vacation/sick or holiday time in TimeSaver, the manager will need to approve the request in order for TimeSaver to recognize the time as used. This will allow Hourly employees to be paid for this time and will create a historical record for Salary employees. **NOTE: All employees have to request each holiday.** If the employee is approved to work on the actual holiday, he/she will be able to request to use the holiday at a later time during the year.

A. How to approve Vacation/Sick/Holiday time in TimeSaver

1. Log into TimeSaver as a Manager
2. Click on “Benefit Approval”, located under the “Employee Management Tools” window.



The screenshot displays the ADP TimeSaver portal interface. At the top, the ADP logo and 'TimeSaver' text are visible, along with a 'Logout' button. Below the header, a 'Portal' section shows the last successful login for 'TestSuper1' on 05/07/2010 at 04:08:09 PM. A 'Change My Password' link is also present. The main content area is divided into several tool categories:

- Employee Management Tools:** Includes 'Benefit Approval (Open Requests)', 'Employee Maintenance', 'Scheduling', and 'Time Card Editor'. A red arrow points to the 'Benefit Approval (Open Requests)' link.
- System Tools:** Includes 'Manager Sign Off' and 'Merge Transactions'.
- Configuration Tools:** Includes 'Blackout Dates'.
- Import/Export:** Includes a link to 'Select one of the following import and export functions:'.
- Reporting:** Includes a link to 'Select one of the following reporting categories:' with sub-options for Administrative, Attendance, Benefit Tracking, Employee, Payroll, and Scheduling.
- Request List:** Includes a link to 'Choose a folder below to view a request status:' with sub-options for 'Merge Status' and 'Report Status'.

At the bottom of the page, there is a footer with copyright information: '©2010 Automatic Data Processing, Inc. All Rights Reserved.' and links for 'Privacy', 'Legal', 'Contact Us', and 'User's Guide'. The browser address bar shows the URL: 'https://timesaver.adphc.com/v11/ba6s/TS/TSmgrapproval.php'.

3. Choose "Pending" from the "Request Status" drop-down menu. Then click on the "Search" button.

ADP TimeSaver

ADP TimeSaver Home Logout

Benefit Approval - Employee Search

Basic Search

Pay Group: All Employee ID:

Site: All Last Name: begins with

IndexCode: All First Name: begins with

Request Status: Pending Middle Initial:

Advanced Search

Status Group: All Display Date: 05/11/2010

Benefit Plan: All

Sort By: Employee Name Sort Order: Ascending

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- The names of all employees with pending requests will appear on the screen. You can click on "Go to Benefit Approval" to view all of these employees requests or choose the employees one at a time.

The screenshot displays the ADP TimeSaver web application interface. At the top, the browser title is 'ADP TimeSaver'. The page header includes the ADP logo and 'TimeSaver' text, along with 'Home' and 'Logout' links. The main heading is 'Benefit Approval - Employee Search'. Below this, there are links for 'Basic Search' and 'Advanced Search'. The search controls include 'Sort By: Employee Name', 'Sort Order: Ascending', and a 'Search' button. A table titled 'Employees that meet search criteria' contains one entry: Courtney Cox (Employee ID 226240, Middle Initial H). Below the table is a 'Go To Benefit Approval' button, which is highlighted with a red arrow.

Employee ID	Last Name	First Name	Middle Initial
226240	Cox	Courtney	H

- You will see the employee's Benefit Calendar appear. To the left of the calendar you will see all of the months. Note that any month in bold indicates a request for paid time off. This time could be pending, approved, or declined. The pending day will show up highlighted in yellow, approved will be highlighted in green and declined will be highlighted in red.
- Click on the yellow highlighted date, and then on the "View Requests" button. If there are multiple days requested, hold down the 'CTRL' key and click on each of the days and then click "View Requests".

ADP TimeSaver

Employee: 226240 - Cox, Courtney H Employee Info

Benefit Approval

Legend:

- Approved
- Pending
- See Manager
- Declined
- Blackout Date

Benefit Balance

Balance as of:	05/11/2010
HThanks (Hour)	0.00
HNewYears (Hour)	0.00
HMemDay (Hour)	0.00
HLabor (Hour)	0.00
HJuly4th (Hour)	0.00
HEaster (Hour)	8.00
HChristmas (Hour)	0.00
AVac (Hour)	80.00
ASick (Hour)	28.00

Today : May 11, 2010

Buttons: Back, Benefit Balances, Add Requests, **View Requests**, Run Benefit Engine

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7. Choose "Approved" under the "Manager Status" drop-down window. Then click on the SAVE button at the bottom of the page. Note: The SAVE button will be available only after you have chosen a manager status. Once you have approved the day(s), the day(s) will turn green on the calendar. If you are not approving the day(s), choose the appropriate reason in the drop down box.

The screenshot shows the ADP TimeSaver interface for a 'Benefit Approval - View Request'. The page includes the following elements:

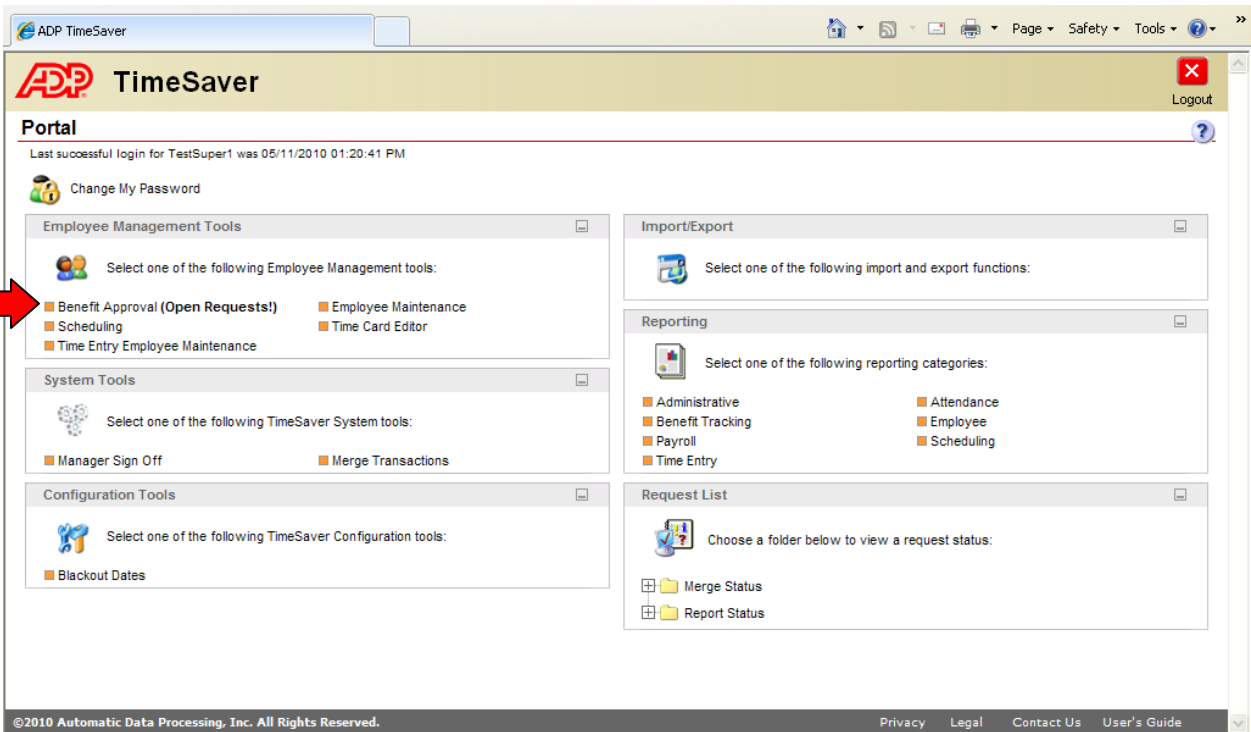
- Header:** ADP TimeSaver logo and navigation links (Home, Logout).
- Employee Information:** Employee ID 226240 - Cox, Courtney H. with an 'Employee Info' button.
- Request Details:**
 - Type: HEaster - Easter Holiday
 - Available Balance: 8.00
 - Time Off: 8.00
 - Hours: [blank]
 - Manager Status: Pending (dropdown menu is open, showing options: Pending, Approved, See Manager, Declined)
 - 2nd Level Status: [blank]
 - Post Pay Period Early:
- Request Table:**

Dates	Type	Time	Status
05/21/2010	HEaster	8.00	Pending
- Manager Notes:** [Text area]
- Comments:** Fields for 'Comments to Employee' and 'Comments from Employee'.
- Buttons:** Save, Delete, and Cancel buttons at the bottom.

B. Adding Vacation/Sick/Holiday time on behalf of the employee

What if the employee is not able to request the time off request? Can the manager enter these requests on behalf of the employee? Yes, the manager can manually enter using the Benefit Approval tab ONLY! **Do not enter these requests via Time Card Editor!!**

1. Log into TimeSaver as a Manager.
2. Click on “Benefit Approval”, located under the “Employee Management Tools” window.



The screenshot displays the ADP TimeSaver portal interface. At the top, the browser address bar shows "ADP TimeSaver". The portal header includes the ADP logo, the text "TimeSaver", and a "Logout" button. Below the header, a "Portal" section shows the user's login information: "Last successful login for TestSuper1 was 05/11/2010 01:20:41 PM". A "Change My Password" link is also visible. The main content area is divided into several tool categories:

- Employee Management Tools:** This section contains a list of options: "Benefit Approval (Open Requests!)", "Scheduling", "Time Entry Employee Maintenance", "Employee Maintenance", and "Time Card Editor". A red arrow points to the "Benefit Approval (Open Requests!)" option.
- System Tools:** This section contains "Manager Sign Off" and "Merge Transactions".
- Configuration Tools:** This section contains "Blackout Dates".
- Import/Export:** This section contains a prompt to "Select one of the following import and export functions:".
- Reporting:** This section contains a prompt to "Select one of the following reporting categories:" with options: "Administrative", "Benefit Tracking", "Payroll", "Time Entry", "Attendance", "Employee", and "Scheduling".
- Request List:** This section contains a prompt to "Choose a folder below to view a request status:" with options: "Merge Status" and "Report Status".

At the bottom of the page, the footer contains the copyright notice "©2010 Automatic Data Processing, Inc. All Rights Reserved." and links for "Privacy", "Legal", "Contact Us", and "User's Guide".

3. Choose the "All" option under the "Request Status" drop-down menu. Enter the employee's last name. Last, click on the "Search" button.

ADP TimeSaver

Home Logout

Benefit Approval - Employee Search

Basic Search

Pay Group: All Employee ID:

Site: All Last Name: begins with

IndexCode: All First Name: begins with

Request Status: Pending Middle Initial:

Advanced Search

Status Group:

Benefit Plan: All Display Date: 05/11/2010

Sort By: Employee Name Sort Order: Ascending

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- The names of all employees in your department with that last name will appear. Choose the employee by checking the box on the left side for that employee only.

ADP TimeSaver

Home Logout

Benefit Approval - Employee Search

Basic Search
Advanced Search

Sort By: Employee Name Sort Order: Ascending Search

Employees that meet search criteria

<input type="checkbox"/>	Employee ID	Last Name	First Name	Middle Initial
<input checked="" type="checkbox"/>	226240	Cox	Courtney	H
<input type="checkbox"/>	130239	Cox	Laura	L
<input type="checkbox"/>	222477	Cox	Lee	T
<input type="checkbox"/>	22325010	Cox	Melanie	H
<input type="checkbox"/>	216549	Cox	Rebekah	D
<input type="checkbox"/>	70996	Cox	William	H

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- Click on the date to which you would like to add a request. Then, click on the “Add Requests” button.

The screenshot shows the ADP TimeSaver web application interface. At the top, the ADP logo and 'TimeSaver' text are visible. Below the header, the 'Benefit Approval' section is active. The employee information is set to '226240 - Cox, Courtney H'. A calendar for June 2010 is displayed, with the date 25 highlighted. A red arrow points to the date 25. To the right of the calendar is a legend with the following items:

- Approved (Green square)
- Pending (Yellow square)
- See Manager (Purple square)
- Declined (Red square)
- Blackout Date (Black square)

Below the calendar is a table titled 'Benefit Balance' showing the balance as of 06/25/2010:

Balance as of:	06/25/2010
HThanks (Hour)	0.00
HNewYears (Hour)	0.00
HMemDay (Hour)	8.00
HLabor (Hour)	0.00
HJuly4th (Hour)	0.00
HEaster (Hour)	8.00
HChristmas (Hour)	0.00
AVac (Hour)	80.00
ASick (Hour)	28.00

At the bottom of the interface, there are several buttons: 'Back', 'Benefit Balances', 'Add Requests', 'View Requests', and 'Run Benefit Engine'. A red arrow points to the 'Add Requests' button. The footer contains copyright information: '©2010 Automatic Data Processing, Inc. All Rights Reserved' and links for 'Privacy', 'Legal', 'Contact Us', and 'User's Guide'.

5. Choose the "Type" of paid time off (i.e. vacation, sick, holiday). Choose the amount of time (4 or 8 hours). Also, be sure that the "Approved" option is chosen under the "Manager Status" drop-down menu. Finally, click on the "Save" button at the bottom of the page.

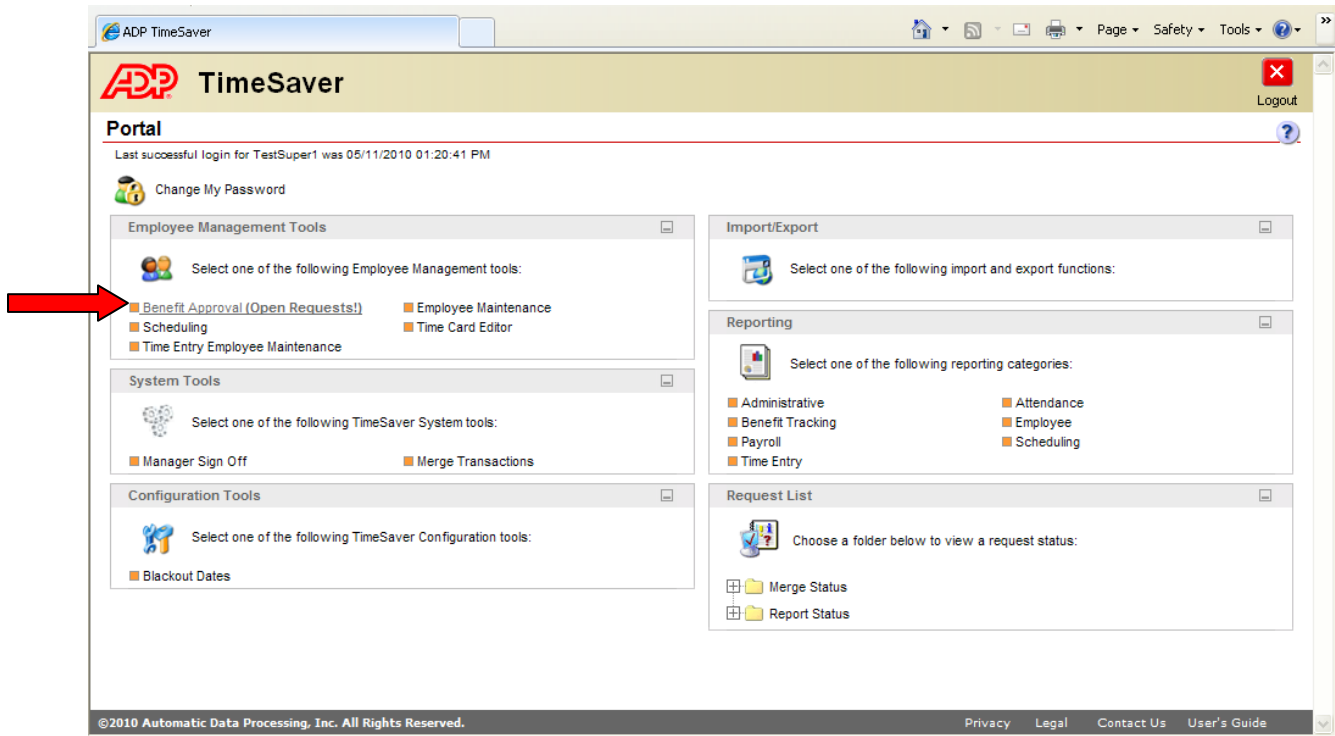
The screenshot shows the ADP TimeSaver interface for adding a request. The form is titled "Benefit Approval - Add Request" and includes the following fields and sections:

- Employee:** 226240 - Cox, Courtney H. (with an "Employee Info" button)
- Type:** AVac - Allowed Vacation (indicated by a red arrow)
- Available Balance:** 80.00
- Manager Status:** Approved (indicated by a red arrow)
- Time Off:** 8.00 (indicated by a red arrow)
- Hours:** (empty field)
- 2nd Level Status:** (empty dropdown)
- Post Pay Period Early:** (checkbox, unchecked)
- Request Details:** A table with columns for Dates, Requests (Type, Time, Status), and Manager Notes. The date 06/25/2010 is entered in the Dates column.
- Comments:** Two text areas for "Comments to Employee:" and "Comments from Employee:".
- Buttons:** "Save" and "Cancel" buttons at the bottom (indicated by a red arrow pointing to the "Save" button).

C. How to Delete an approved day in TimeSaver

If an employee's schedule changes, how can a manager delete the employee's paid time off request once it has been approved?

1. Log into TimeSaver as a Manager.
2. Click on the "Benefit Approval" link.



3. Choose "All" from the "Request Status" drop-down menu. Enter the employee's last name. Then click on the "Search" button at the bottom of the page.

ADP TimeSaver

ADP TimeSaver Home Logout

Benefit Approval - Employee Search

Basic Search

Pay Group: All Employee ID:

Site: All Last Name: begins with Cox

IndexCode: All First Name: begins with

Request Status: Pending Middle Initial:

Advanced Search

Status Group: Pending

Benefit Plan: All Display Date: 05/11/2010

Sort By: Employee Name Sort Order: Ascending

Search

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4. Select the employee by making sure there is a check by their name. Next, click on the "Go to Benefit Approval" button.

ADP TimeSaver

Home Logout

Benefit Approval - Employee Search

Basic Search
Advanced Search

Sort By: Employee Name Sort Order: Ascending Search

Employees that meet search criteria

<input type="checkbox"/>	Employee ID	Last Name	First Name	Middle Initial
<input checked="" type="checkbox"/>	226240	Cox	Courtney	H
<input type="checkbox"/>	130239	Cox	Laura	L
<input type="checkbox"/>	222477	Cox	Lee	T
<input type="checkbox"/>	22325010	Cox	Melanie	H
<input type="checkbox"/>	216549	Cox	Rebekah	D
<input type="checkbox"/>	70996	Cox	William	H

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5. Click on the date that needs to be deleted. Then click on the “View Requests” button.

ADP TimeSaver

Home Logout

Benefit Approval

Employee: 226240 - Cox, Courtney H Employee Info

January
February
March
April
May
June
July
August
September
October
November
December

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	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

Today : May 11, 2010

05/21/2010 - HEaster 8.00 Hours (Appro... Paid 05/21/2010

Legend

- Approved
- Pending
- See Manager
- Declined
- Blackout Date

Benefit Balance

Balance as of:	06/11/2010
HThanks (Hour)	0.00
HNewYears (Hour)	0.00
HMemDay (Hour)	8.00
HLabor (Hour)	0.00
HJuly4th (Hour)	0.00
HEaster (Hour)	0.00
HChristmas (Hour)	0.00
AVac (Hour)	80.00
ASick (Hour)	28.00

Back Benefit Balances Add Requests **View Requests** Run Benefit Engine

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- The employee's record for that date will appear and you will need to click on the "Delete" button at the bottom of the page.

ADP TimeSaver

ADP TimeSaver Home Logout

Benefit Approval - View Request

Employee: 226240 - Cox, Courtney H Employee Info

Type: HEaster - Easter Holiday Available Balance: 0.00 Manager Status: Approved

Time Off: 8.00 Hours 2nd Level Status: Post Pay Period Early

Request Details

Dates	Requests	Manager Notes:	
Type	Time	Status	
05/21/2010	HEaster	8.00	Approved

Comments

Comments to Employee:

Comments from Employee:



7. A warning will appear asking you if you're sure that you want to delete the date. Click "OK".

