



Workforce Manager

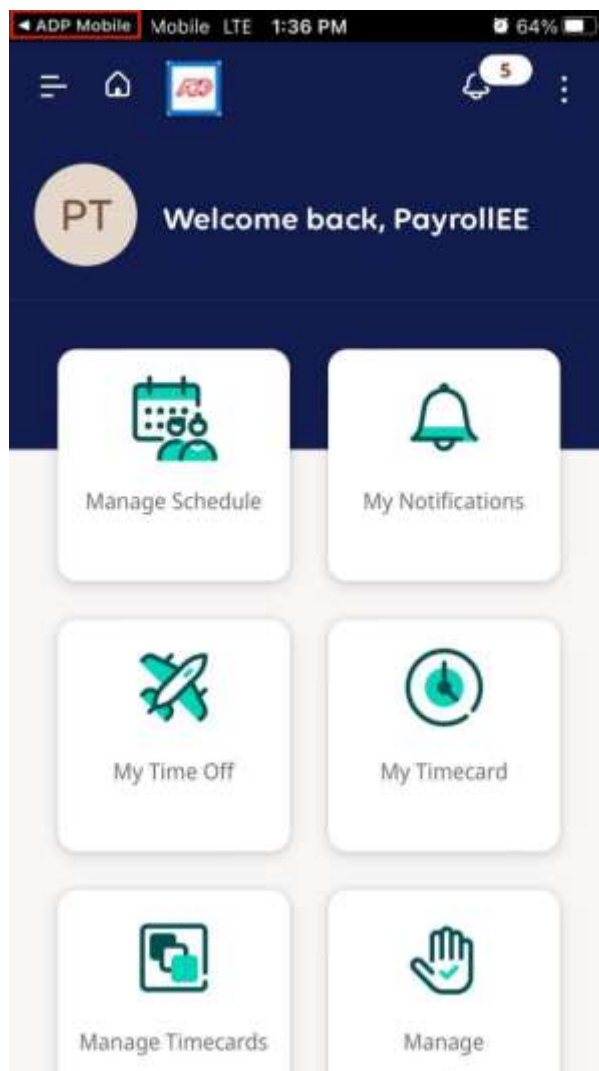
Submitting Electronic PTO Requests

Before you begin submitting make, sure you have the **My Work** App on your phone. If using a company tablet, the app will already be available on your company device. The app should look like this:



Step 1

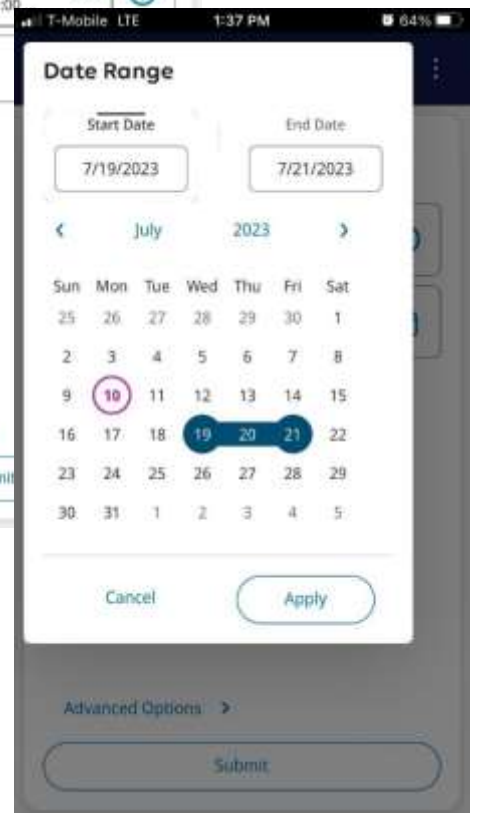
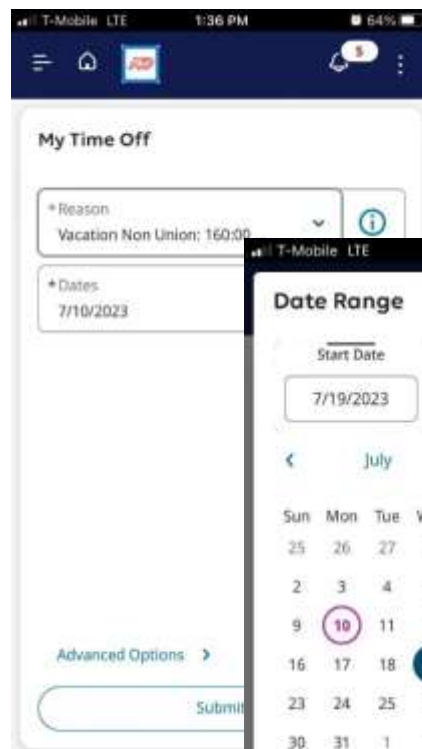
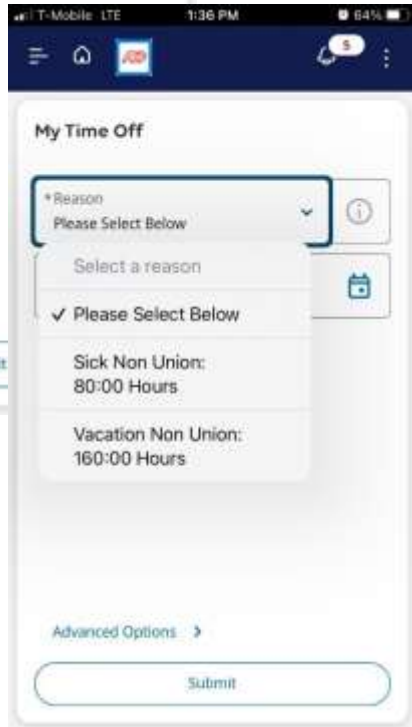
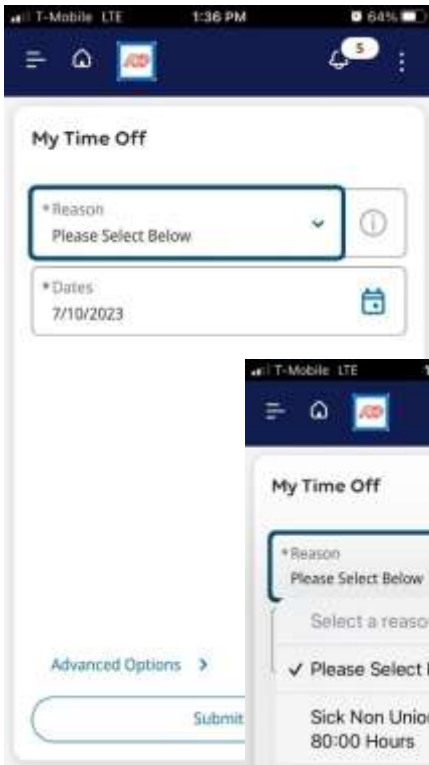
From your ADP Dashboard click on the 'My Time Off' Tile





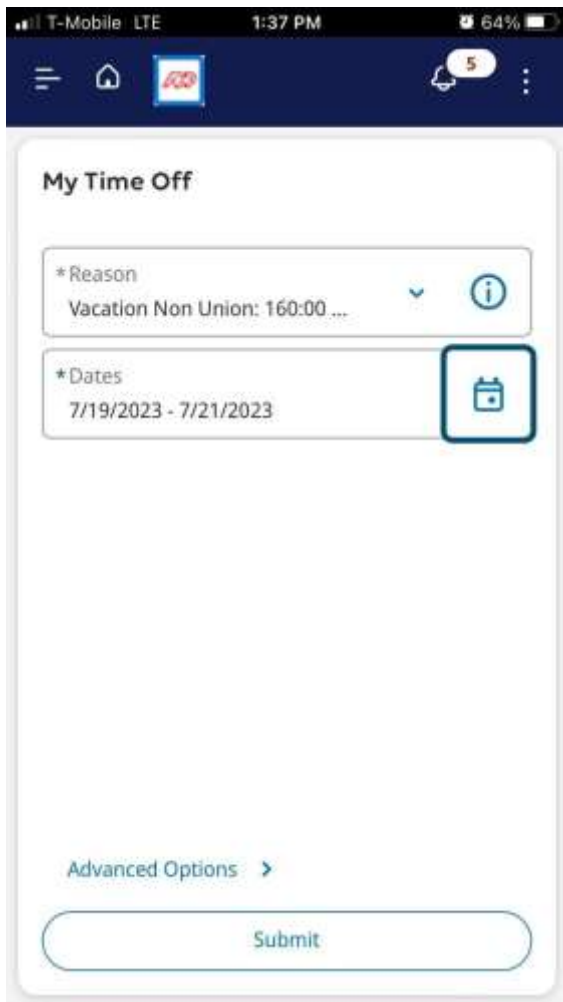
Step 2

*Click into the 'Reason' drop down and select SICK or VACATION.
Click 'Submit'*



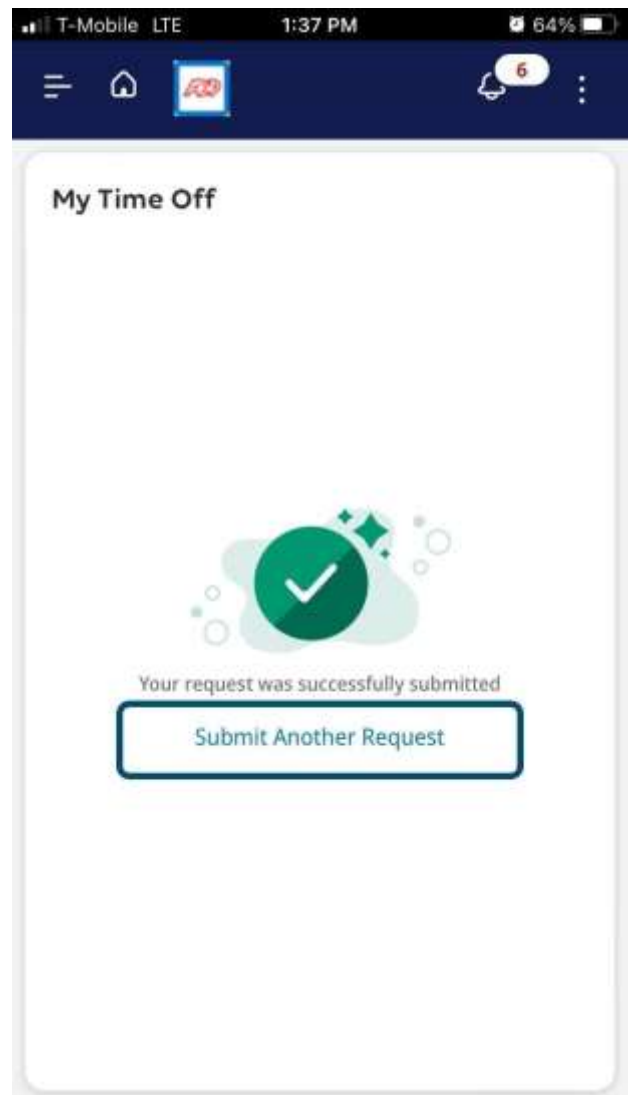
Step 3

*Click into the 'Dates' drop down.
Select the day(s) that you would like to take off.
Click 'Apply'*



Step 4

Click 'Submit' at the bottom of the screen.



Step 5

Click into the 'Dates' drop down.

Select the day(s) that you would like to take off.

Click 'Apply'
