Checking Leave Balances in ADP

Checking leave balances in ADP is slightly different based on whether or not you approve other employee timecards. Please follow appropriate steps below, based on your level of access.

All ADP users will follow these steps:

- **Login:** to ADP
- **Select:** Manager drop down arrow
  - Select: Employee
- **Select:** Time and Attendance drop down arrow
  - Select: Welcome
  - Select: Appropriate link to access eTime

If you are a Manager/Approver, please follow steps below (instructions for non-Managers/Approvers are listed after Manager/Approver steps):

- **Select:** My Information
  - Select: My Timecard
Select: Accruals Reporting Period tab from the bottom of your timecard

To view your accruals based on specific dates:

Select: Appropriate date from the drop down arrow in the “Balance as of” selection box (a calendar appears – select the date from the calendar)
Select: Apply

Available balances, as of the date selected, appear. End of the year balances after planned takings and pending accruals also appear. Note: If any planned leave is not showing on your timecard, you will need to manually subtract that from the ending balance.

If you are a non-Manager/Approver, please follow steps below:

Select: My Reports from the My Information List
Select: Accrual Balances and Projections
Select: Appropriate Date by using the calendar icon on the “As Of” selection box
Select: View Report

Your accrual report, based on dates given, will be displayed.

ACCRUAL BALANCES AND PROJECTIONS

Logout: of ADP