ADP Traning Guideline: How to Submit a PTO Request
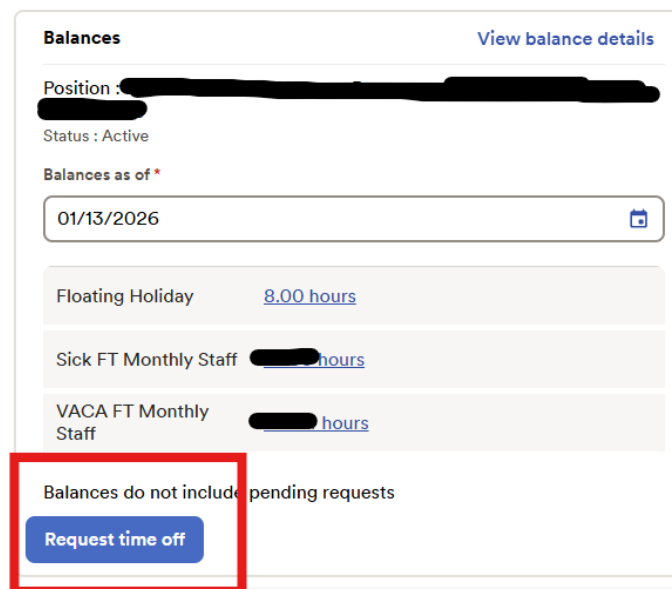
❖ At Heidelberg University, Paid Time Off (PTO) is an employee benefit combining vacation, sick, and a floating holiday as paid hours a benefit-eligible employee may use for absences from work.

- A floating holiday is provided as a paid day off from work, given as a substitute for a public holiday and may be used on a day chosen by the employee.
- Vacation time is provided for employees to use for time away from work for any reason the employee chooses. Employees are encouraged to use their vacation time to renew themselves physically and mentally, spend time with their family and friends, as well as a means of rest and relaxation.
- Sick time is provided for employees to use for time away from work when an employee and/or their dependent is ill, injured, or attending medical and/or dental appointments. Please note that sick hours are also used while an employee uses FMLA coverage.

❖ Log into ADP and go the "Myself" section.
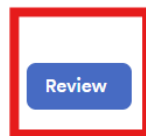
- Select "My Time Off" as shown below"

Time Off

My Time Off

Benefits

Enrollments

Employee Discounts - LifeMart

❖ On the left side, you'll find the "Request time off" icon. Click the icon as shown below:

My Time Off

Balances   View balance details

Position :

Status : Active

Balances as of *

01/13/2026

Floating Holiday	8.00 hours
Sick FT Monthly Staff	hours
VACA FT Monthly Staff	hours

Balances do not include pending requests

Request time off

- ❖ Please be mindful of the "Balance as of" section in this section. Hours are not updated until each pay period is processed. If you've used PTO in between pay periods, the time has not been deducted from your balance.

- ❖ The Time Off Request form will open automatically and you will need to enter the required fields. Once you've filled in all of the required fields, click on the "Review" icon as shown below:

- ❖ You will see the summary of the time off request on the next page. You may enter a date in the "Approve By Date" section if you need to have your supervisor approve the PTO request by a specific date. You may also enter a reason for your PTO request in the "Comment" section. These two fields are not required if you're requesting to use your floating holiday or vacation time. If you're requesting to use sick time, your supervisor may request that you provide information for your request for time off.

❖ Sample of a Time Off Request summary is shown below:

←

Time Off Request

VACA FT Monthly Staff (40.00 hours)
Reason Code : Vacation
Mon Feb 2, 2026 - Fri Feb 6, 2026

⊕ Add more time off

Approve By Date

01/23/2026

Comment (Optional)

Personal vacation.

18/250

Submit

❖ Please review this information thoroughly before submitting the request. You may edit your PTO request until your supervisor reviews it and either approves or denies the request. Once your supervisor processes the decision on their end, there will no longer be opportunities to modify your PTO request.

❖ For additional support for this process, please contact the HR team at HR@heidelberg.edu