

Time Off Request

Logging into eTime

- users on campus: Click **Start→Programs→IE for ADP**. (if you do not see the link to ADP, please email service@kennesaw.edu)
 - PC users off-campus: Using Internet Explorer 6.0 or higher, go to <https://portal.adp.com>
 - Mac users on/off campus: Using Safari, go to <https://portal.adp.com>
1. Click on the **User Login** button.
 2. Enter your User Name (User ID) that was generated during the registration process, and the password you created when you registered.
 3. Click **OK**; the Netsecure Portal will appear.
 4. The ADP Portal Welcome page will be displayed.
 5. Click on the **Time** tab.
 6. At the bottom of the screen, click on the “Here” link for **All other employees**.
 7. Click the **My Actions** link.
 8. Click the Monthly Employee (or Bi-weekly Employee) **Request Time Off** link.
 9. Complete the “Time Off Request” window:
 - a. From the Drop down box select “Sick” or “Vacation”.
 - b. Enter Start Date.
 - c. Enter End Date.
 - d. Type a message detailing your request.
 - e. In the “Start Time” field, enter the time you arrive to work (i.e. 8:00 am).
 - f. In the “Hours Per Day” field, enter your work day hours (i.e. 8).
 10. Click Next
 11. On the confirmation window, Click the “Save & Close” button.

Time Off Balances (hours) as of today

Sick Balance: 350:00
Vacation Balance: 424:30

Time Off Request

* Request Type: Sick

* Start Date:

* End Date:

Message:

Hours: Specify Hours

Please enter start time and hours per day or your request will not work

Start Time:

* Hours Per Day:

Day Type: Scheduled and Non-scheduled Days

Next Reset Cancel