

# Employee View for On Call/Call Back/Jury Duty/Time Off Requests

# The WorkForce Manager Employee Dashboard

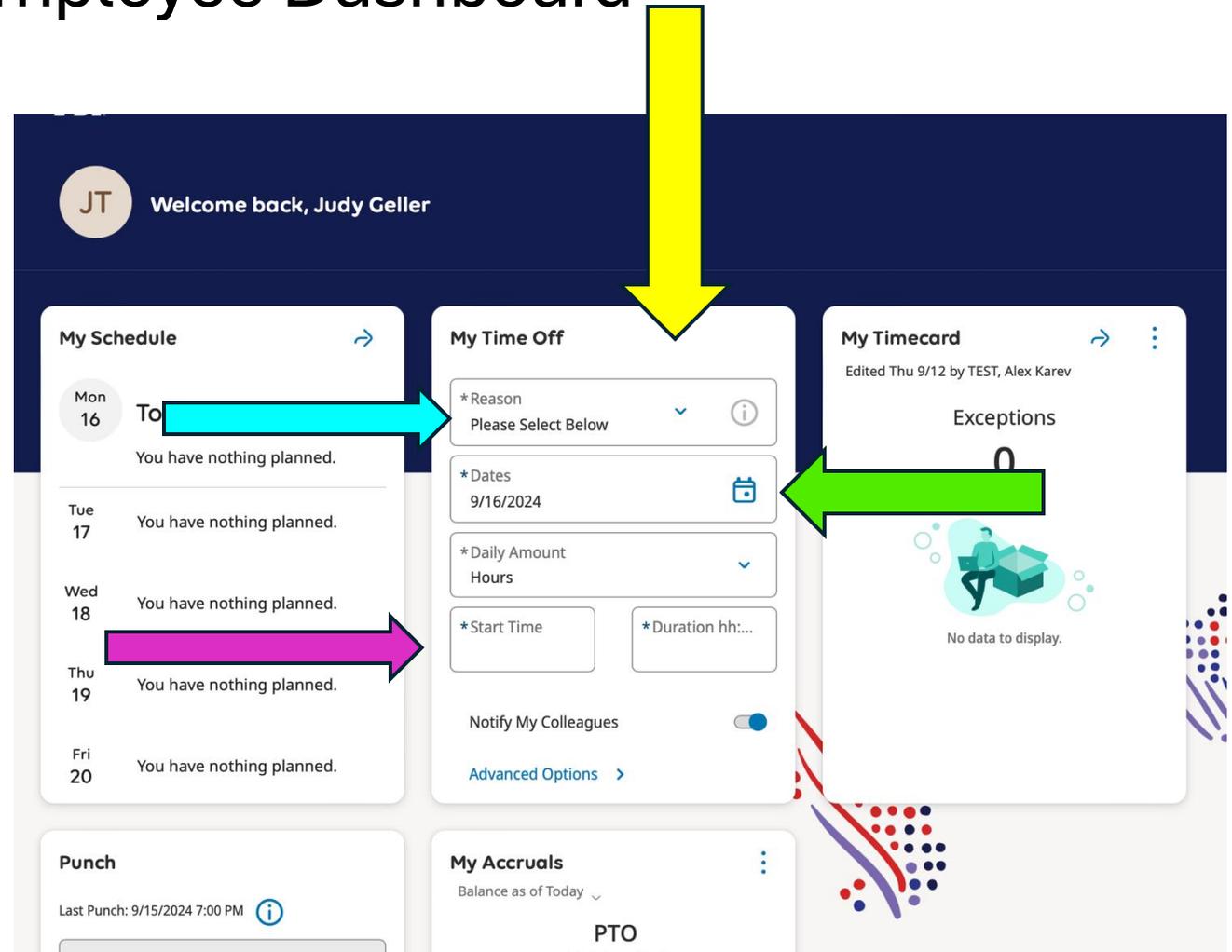
Sign into your ADP WorkForce manager Dashboard.

To Handle Time Off Requests (PTO, Jury Duty, or Without Out Pay) You will go to the "My Time Off" tile on your dashboard.

You can select your time off request reason from the drop-down menu.

Select dates and hours: If using a full day put in your usual number of shift hours.

Start time is your normal shift time and Duration.



# Employee Request for Time Off – We will use Jury Duty as the example-same steps for all.

Employee will use the “My Time Off Tile”.

A drop-down menu will allow employee to select the appropriate time off request.

The screenshot displays the ADP employee portal interface. At the top, the ADP logo is visible, along with a home icon and a help icon. Below the logo, a circular profile picture with the initials 'JT' is shown next to the text 'Welcome back, Judy Geller'. The main content area is divided into three tiles: 'My Schedule', 'My Time Off', and 'My Timecard'. The 'My Time Off' tile is the focus, showing a dropdown menu for selecting a reason for time off. The selected reason is 'Jury Duty'. The dropdown menu lists several options: 'Please Select Below', 'Bereavement', 'EIB', 'Holiday', and 'Jury Duty' (which is highlighted with a blue border and a checkmark). A 'Submit' button is visible at the bottom of the dropdown. The 'My Timecard' tile shows 'Exceptions' with a count of '0' and a message 'No data to display.' A large yellow arrow points from the 'My Timecard' tile towards the 'My Time Off' tile.

# Time Off Request

Employee will choose the appropriate dates  
For their request.

**Date Range**

Start Date: 9/16/2024 | End Date: 9/16/2024

< September 2024 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2	3	4	5
6	7	8	9	10	11	12

Cancel | Apply



# Employee to choose daily hours requested.



**My Time Off**

\* Reason  
Jury Duty

\* Dates  
9/16/2024

\* Daily Amount  
Select Daily Amount

Daily Amount: Select Daily Amount

Submit

**My Accruals**  
Balance as of Today

# Advanced Time Off Menu

This is another view for an employee under the "Advanced Options" on the Time Off Tile.

**Request Time Off**

Embedded content - Fixed

Dates

9/16/2024

Daily Amount

Hours

Start Time \*      Duration hh:mm \*

Select

Please Select Below

Bereavement

EIB

Holiday

Jury Duty

PTO

PTS

Cancel      Submit      Review

# How to Request Time Off Enter Days

Select the day or days you want request. Start time for a full day would be your regular shift start time and then select your shift hours (8, 10, 12 hours).

**Request Time Off** ×  
Embedded content  
Time Off Request - Fixed

Dates  
📅 9/16/2024

Daily Amount  
Hours

Start Time \*      Duration hh:mm \*  
7:00 AM      8:00

Select

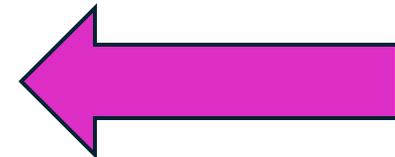
- Please Select Below
- Bereavement
- EIB
- Holiday
- Jury Duty**
- PTO
- PTS

Cancel      Submit      Review

# Employee will have a Review option.

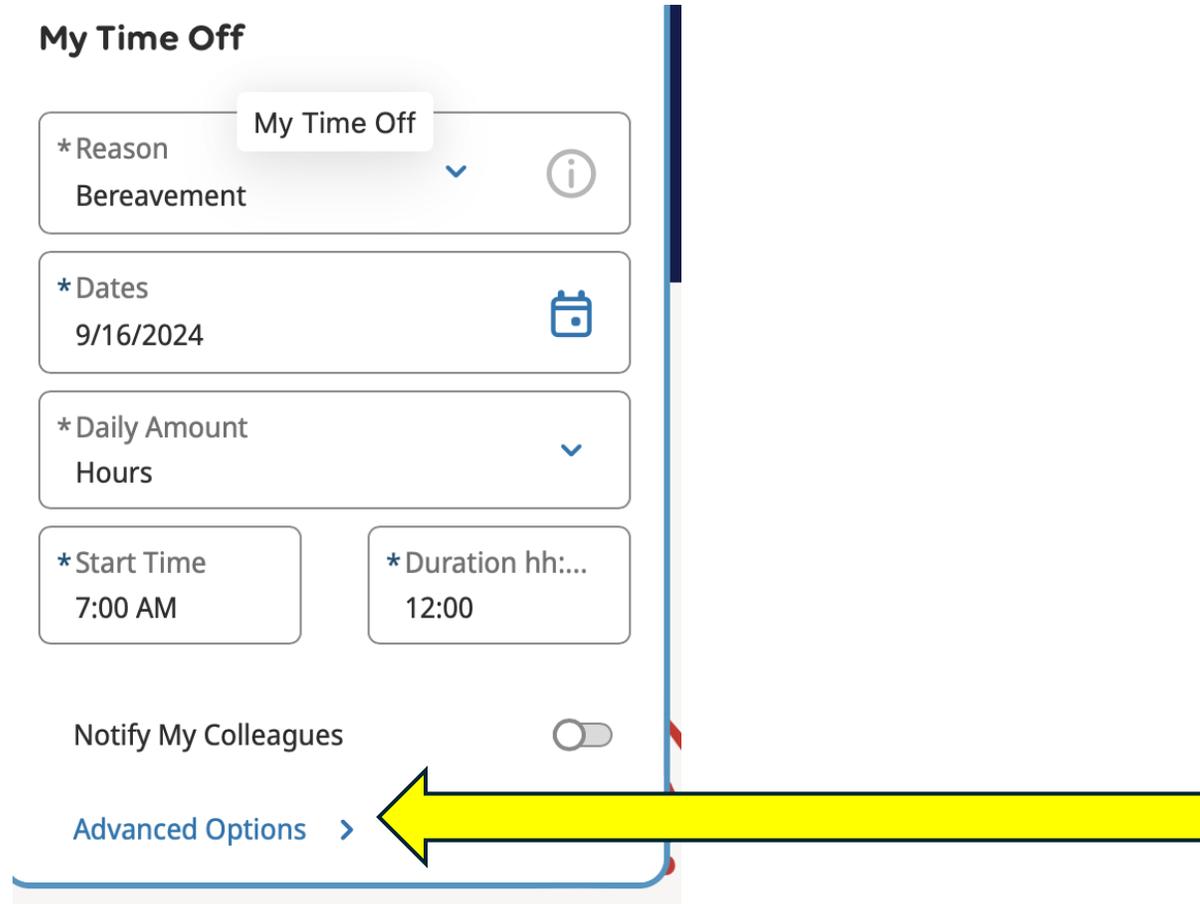
When the type of time off request, dates,  
And time have been selected—the  
Employee will be able to review and edit  
Their request before submitting to a manager.

The screenshot shows a web form for a 'Time Off Request - Fixed'. At the top, it says 'Embedded content' and 'Time Off Request - Fixed' with a close button. Below that is a section for 'Jury Duty (Hours)' with a date selector set to 'Monday 9/16/2024' and a time range of '7:00 AM [8:00]'. There is a 'Comments [0]' section with a dropdown menu labeled 'Select a Comment' and a text input field with the placeholder 'Type a note (optional)'. At the bottom of the form are three buttons: 'Cancel', 'Add', and 'Submit'.



# Advanced Options Allow Comments

Note: For you to add a comment into your Time Off Request, please select the **“Advanced Options”** on the My Time Off Tile to get into the comments section.



The screenshot shows a 'My Time Off' form with the following fields and options:

- \* Reason:** A dropdown menu currently showing 'Bereavement'. A tooltip above the dropdown says 'My Time Off'. An information icon (i) is visible to the right.
- \* Dates:** A date field showing '9/16/2024' with a calendar icon.
- \* Daily Amount:** A dropdown menu currently showing 'Hours'.
- \* Start Time:** A time field showing '7:00 AM'.
- \* Duration hh:...** A time field showing '12:00'.
- Notify My Colleagues:** A toggle switch that is currently turned off.
- Advanced Options >** A blue link with a right-pointing chevron. A large yellow arrow points from the right edge of the form towards this link.

# Place for comments within Time Off Request

**Request Time Off** ×  
Time Off Request - Fixed

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**Jury Duty (Hours)**  
[Monday 9/16/2024](#) ⊖  
7:00 AM [8:00]

**Comments [1]** [Add Comment](#)

⊖ Time Off Request ⌵

ju Embedded content

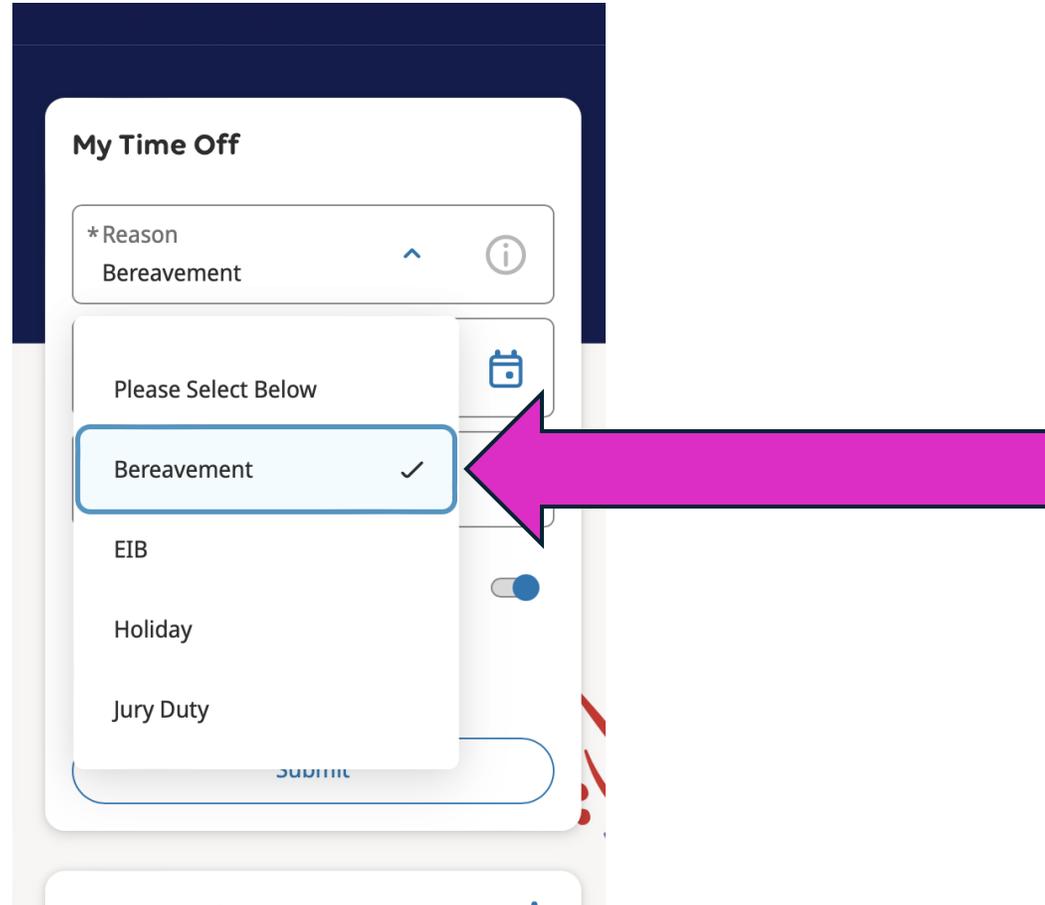
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[Cancel](#) [Add](#) [Submit](#)



# From the My Time Off Tile

Request the type of Time Off from the drop-down menu.



The image shows a mobile application interface for requesting time off. The form is titled "My Time Off" and has a dark blue header. The first field is labeled "\* Reason" and currently shows "Bereavement". Below this, a drop-down menu is open, displaying the text "Please Select Below" and a list of options: "Bereavement" (which is highlighted with a blue border and a checkmark), "EIB", "Holiday", and "Jury Duty". A large pink arrow points from the right side of the screen towards the "Bereavement" option in the menu. To the right of the menu, there is a calendar icon, a toggle switch, and a "Submit" button at the bottom.

# On Call/Call Back in the Timecard

- Only employees who are scheduled for “On Call” are eligible for “Call Back” wages. Please discuss with your manager to clarify.
  - NKC does not allow the stacking of the On Call and Call Back pay codes. What this means: Should you take a call or report to an NKC facility during your On Call hours you will need to deduct the “On Call” hours.
  - Example: Emily Employee is handling ”On Call” from 7:00 PM until 7:00 AM. At 10:15 PM, Emily receives answers an NKC call. This call lasts fifteen minutes. Emily will go into her timecard and add her time punch for 10:15 PM. She will deduct 3 hours from her “On Call” time. (Call Back pays a minimum of three hours.)
  - Note: If Emily works that full three hours or only fifteen minutes, she will see three hours of Call Back on her timecard paid at 1.5 x her normal rate. Should Emily get a second or third call during that first three hours it does not start a new Call Back.

# How to record Call Back into Timecard

10/14/2024 - 10/19/2024    Loaded: 8:12 AM

st View    Approve    Remove Approval    Analyze    Rounded Punches    Share    Calculate Totals    Save

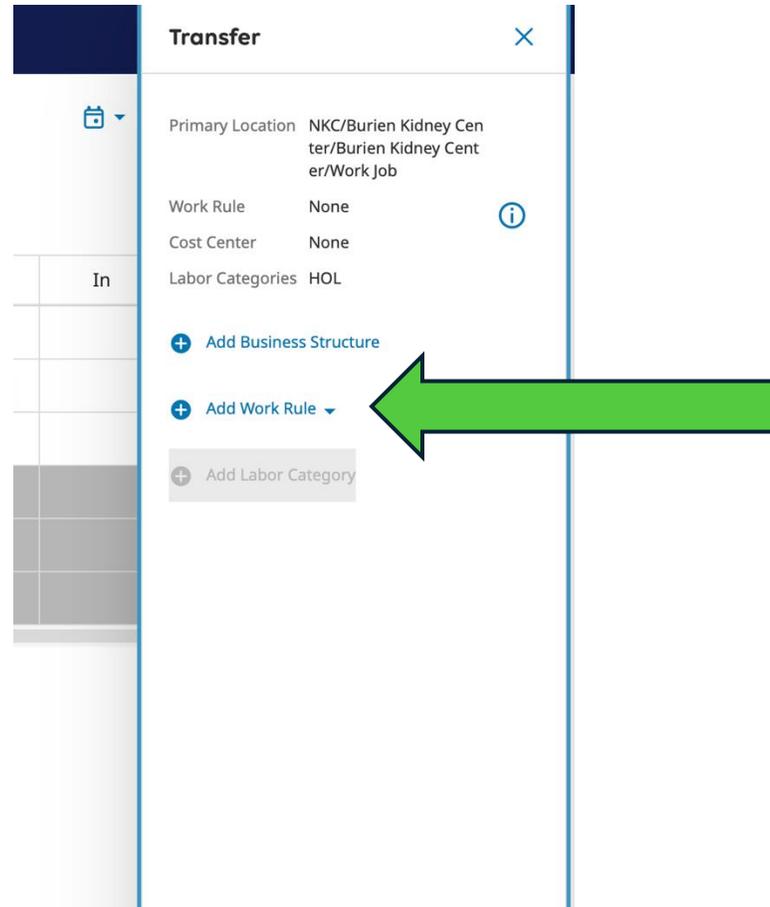
		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code
+	⊖	Mon 10/14			7:00 AM	Choose: ▾					
+	⊖	Tue 10/15									
+	⊖	Wed 10/16									
+	⊖	Thu 10/17				Search...					
+	⊖	Fri 10/18									
+	⊖	Sat 10/19									

Employee timecard view enter the **time punch** for start of work rule transfer “Call Back”.

Then in the “Transfer” column hover over the square and a “Search” will appear. Click on **“Search”**

# Transfer options within Employee Timecard

When this menu opens after clicking on “Search” – Click on **“Add Work Rule”**



The screenshot shows a 'Transfer' dialog box with the following details:

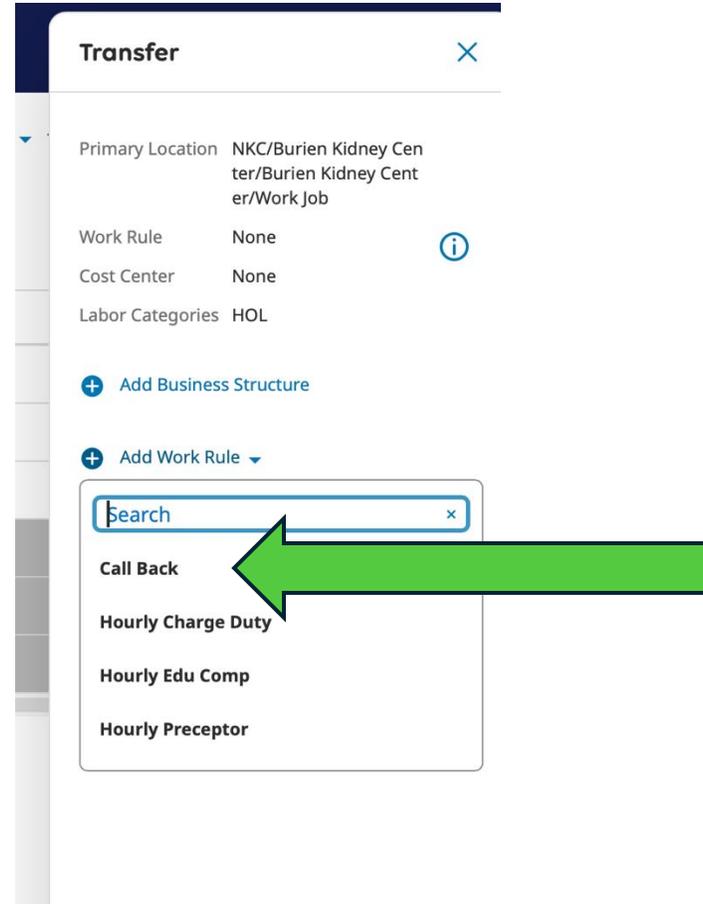
- Primary Location: NKC/Burien Kidney Center/Burien Kidney Center/Work Job
- Work Rule: None
- Cost Center: None
- Labor Categories: HOL

Below these details are three options with plus icons:

- + Add Business Structure
- + Add Work Rule (highlighted with a green arrow)
- + Add Labor Category

# Drop Down Menu for Employee Timecard

The Add Work Rule menu will display options an employee may choose. Select **Call Back**.



The screenshot shows a 'Transfer' form with the following fields:

- Primary Location: NKC/Burien Kidney Center/Burien Kidney Center/Work Job
- Work Rule: None
- Cost Center: None
- Labor Categories: HOL

Below the fields are two buttons: '+ Add Business Structure' and '+ Add Work Rule'. The '+ Add Work Rule' button is expanded to show a search bar and a list of options:

- Search
- Call Back
- Hourly Charge Duty
- Hourly Edu Comp
- Hourly Preceptor

A green arrow points to the 'Call Back' option in the dropdown menu.

# When transfer work rule is selected.

The employee will need to click on **“Apply”** to have the Work Rule Transfer populate in their Timecard.

**Transfer** ×

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Primary Location NKC/Burien Kidney Center/Burien Kidney Center/Work Job

Work Rule None ⓘ

Cost Center None

Labor Categories HOL

[+ Add Business Structure](#)

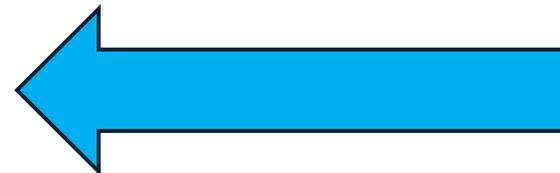
**Work Rule**

Call Back ⓘ

[+ Add Labor Category](#)

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[Cancel](#) [Apply](#)



# Timecard with "Call Back" Transfer Selected.

ADP My Timecard

10/14/2024 - 10/19/2024 Loaded: 8:12 AM

view Approve Remove Approval Analyze Rounded Punches Share Calculate Totals Save

	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code
⊖	Mon 10/14			7:00 AM	;Call Back;;					
⊖	Tue 10/15									
⊖	Wed 10/16									
⊖	Thu 10/17									
⊖	Fri 10/18									
⊖	Sat 10/19									

# Timecard with Call Back Time duration




My Timecard




📅 10/14/2024 - 10/19/2024
🔄 Loaded: 8:12 AM

 List View
 Approve
 Remove Approval
 Analyze
 Rounded Punches

 Share
 Calculate Totals
 Save

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code
+	-	Mon 10/14			7:00 AM	;Call Back;;	10:30 AM				
+	-	Tue 10/15									
+	-	Wed 10/16									
+	-	Thu 10/17									
+	-	Fri 10/18									
+	-	Sat 10/19									

# On Call Pay Code is a manual process

The employee to choose “On Call”  
Will use the drop-down menu in the  
Pay Code column. Select **“On Call”**.

The screenshot shows the ADP My Timecard interface. At the top, there is a dark blue header with the ADP logo and 'My Timecard' text. Below the header, there is a navigation bar with icons for List View, Approve, Remove Approval, Analyze, and Rounded Punches. On the right side of the navigation bar, there are icons for Share, Calculate Totals, and Save. The main area displays a timecard grid for the period 10/14/2024 - 10/19/2024. The grid has columns for Date, Schedule, Absence, In, Transfer, Out, In, Transfer, Out, and Pay Code. The first row shows data for Monday, 10/14, with an 'In' time of 7:00 AM. The second row, for Tuesday, 10/15, has a yellow arrow pointing to the 'Pay Code' column, which has a dropdown menu open showing the 'On Call' option selected. The remaining rows for Wednesday, Thursday, Friday, and Saturday are shaded grey.

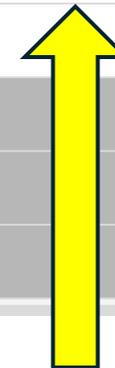
		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code
+	⊖	Mon 10/14			7:00 AM						
+	⊖	Tue 10/15									On Call
+	⊖	Wed 10/16									
+	⊖	Thu 10/17									
+	⊖	Fri 10/18									
+	⊖	Sat 10/19									

# Choose the Hours Employee will be “On Call”

10/14/2024 - 10/19/2024 Loaded: 8:12 AM

List View   Approve   Remove Approval   Analyze   Rounded Punches   Share   Calculate Totals   Save

		Date	Time	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift
+	-	Mon 10/14		7:00 AM								
+	-	Tue 10/15								On Call	12	
+	-	Wed 10/16										
+	-	Thu 10/17										
+	-	Fri 10/18										
+	-	Sat 10/19										



# Adjust On Call Hours

In this example the employee has 3 hours and 30 minutes of call back time while they were on call. The Employee was On Call for a 12 hours. The manager would need to physically alter the amount of time in the On Call pay code to reflect the 3 hour and 30 minutes the employee was working in call back.

(Please disregard the two different dates).

Approve
Remove Approval
Analyze
Rounded Punches
Share
Calculate Totals
Save

	Date	absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift
⊖	Mon 10/14		7:00 AM	;Call Back;;;	10:30 AM						
⊖	Tue 10/15								On Call	12:00	
⊖	Wed 10/16										
⊖	Thu 10/17										

# Adjusted Timecard for On Call and Call Back

Please disregard the date differences.

📅 10/14/2024 - 10/19/2024 🔄 Loaded: 8:12 AM

☰ List View
✓ Approve
✗ Remove Approval
🔍 Analyze
⌚ Rounded Punches
🔗 Share
📊 Calculate Totals
💾 Save

		Date	ence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift
+	⊖	Mon 10/14		7:00 AM	;Call Back;;;	10:30 AM						
+	⊖	Tue 10/15								On Call	8:30	
+	⊖	Wed 10/16										
+	⊖	Thu 10/17										
+	⊖	Fri 10/18										
+	⊖	Sat 10/19										