



www.workforcenow.adp.com or ADP Mobile App



Additional Resources: https://support.adp.com/basic/cr/matraining/sims/wfn/80916/80916coursemenu.htm

312-233-5463 ext 910 🛛 📈 humanresources@beelinesupport.com



SOLICITAR TIEMPO LIBRE



www.workforcenow.adp.com or app móvil ADP

					Step 1: Add Time Off Request
		3:42	al 🗢		Request Type*
	Iniciar sesión en ADP Seleccionar tiempo libre	c A	22		O Paid Leave - PLP
01		Review Pay Statement Last paid: Friday, March	15, 53.81 hrs	Agregar solicitud de	Unpaid Time Off - UPT
				tiempo libre	Hours
		Recommended		tiempolibre	Start Date*
		🗇 Time Off	Wisely 🖭 Pa		May 27, 2024
					End Date*
					May 27, 2024
					Request Time Off
		Balances Overview			Step 2: Review & submit
02	Revisar el saldo y solicitar tiempo libre	Balance as of Mar 23, 2024 Paid Leave Unpaid Time Off Requests	17.34 Hours O Hours Request time	04 Revisar y enviar	Paid Leave - PLP (Hours) May 27, 2024 5.5 hours, starting at 6:00 PM Edit Delete Add another request

Recursos Adicionales: https://support.adp.com/basic/cr/matraining/sims/wfn/80916/80916coursemenu.htm

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