



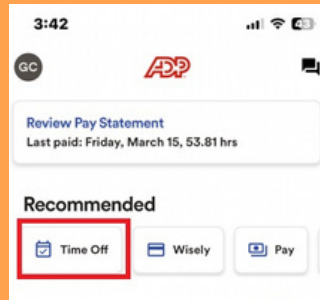
SUBMIT TIME OFF REQUEST



www.workforcenow.adp.com or ADP Mobile App

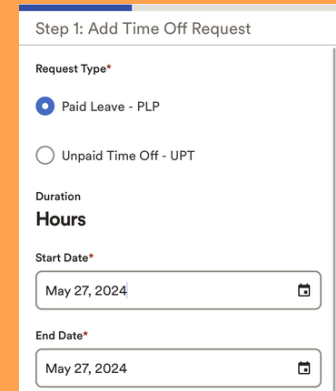
01

Log In to ADP
Select Time Off



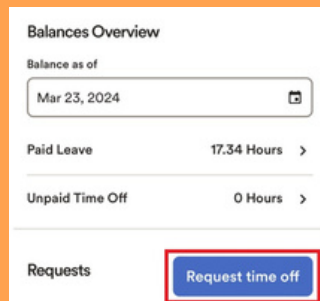
03

Add Time Off
Request



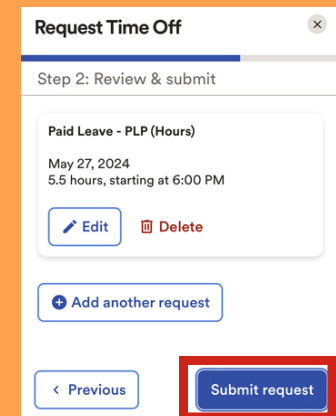
02

Review Balance
and Request
Time Off



04

Review &
Submit



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



312-233-5463 ext 910



humanresources@beelinesupport.com



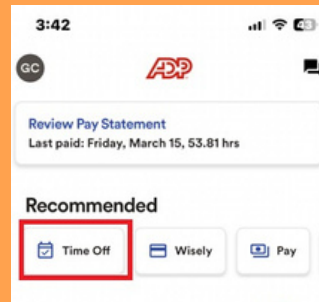
SOLICITAR TIEMPO LIBRE



www.workforcenow.adp.com or app móvil ADP

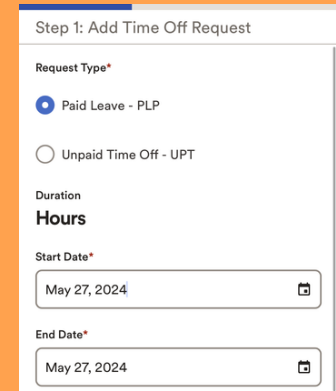
01

Iniciar sesión en ADP
Seleccionar tiempo libre



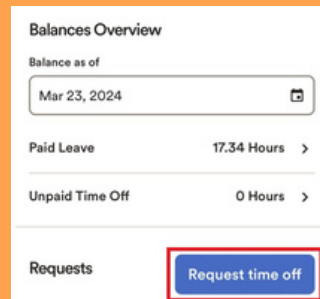
03

Agregar solicitud de tiempo libre



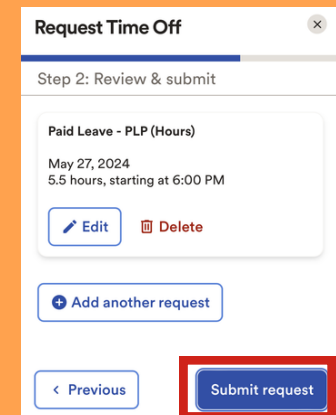
02

Revisar el saldo y solicitar tiempo libre



04

Revisar y enviar



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



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