

STEP-BY-STEP GUIDE FOR ADP LEAVE ENTRY

1. Log into ADP (<https://workforcenow.adp.com/theme/index.html#/home>)
2. Type name of employee in search bar in the middle of the top of the screen
3. People > Employment Profile
4. On the right-hand side of the screen, above the regular pay square, you will see a blue bordered box that says *Start Employee Change*
5. Click on *Start Employee Change* box
6. Select *Place on Leave* from the dropdown menu
7. Upload Leave Form
8. Follow the prompts to place employee on leave
9. Upload Leave Form
10. Submit

To return your employee from leave in ADP

1. Log into ADP
2. Type name of employee in search bar in the middle of the top of the screen
3. People > Employment Profile
4. Go to middle square titled Status
5. Click on the blue bordered box that says *Edit*
6. Enter information to return employee from leave.