

Vacation Balance in ADP Workforce Now

Contents

Viewing your Balance in ADP 1

Converting from Hours to Days 2

Forecasting – Future Earned Time 3

Viewing your Balance in ADP

Steps

1. Log into ADP by following [this](#) link
2. Select “Myself” > “Time Off” > “Time Off Balances”
3. Select blue link “Vacation FT Support”
4. On the top of the screen select the “Transactions” tab

About the Transactions Tab

Transaction Date – These dates run from most recent to least recent.

Transaction Type – “Adjusted” entries are time off taken, whereas “Earned” entries indicate how much vacation you have earned that particular month (allotted on the last day of each month).

There will always be an entry on the very last day of each month indicating how much vacation has been earned for the month (example February 29, March 31, April 30, and so on).

Amount – The amount of vacation earned or taken on that particular date in hours (for greater flexibility).

Hours can be easily be converted to days (see page 2).

Balance – The amount of vacation you have (in hours) on the transaction date chosen.

TRANSACTION DATE	TRANSACTION TYPE	AMOUNT	BALANCE
03/31/2020	Earned	16.25 Hours	146.25 Hours
03/13/2020	Adjusted	-7.50 Hours	130.00 Hours

Example

This employee took 7.5 hours of vacation time on March 13, 2020. Their balance following the vacation taken was 130 hours.

The employee earned 16.25 hours of vacation time on March 31, 2020. The employee’s balance on March 31, 2020 is 146.25 hours.

Converting from Hours to Days

Would you rather see your vacation balance in days instead of hours? No problem.

Any time you see “hours”, simply divide the amount by the amount of hours you work in an average day (i.e. 7 hours, 7.5 hours, or 8 hours).

The employee in the example screenshot from page 1 works 7.5 hours per day. The employee’s balance at March 31, 2020 is 146.25 hours, or 19.5 days ($146.25/7.5$).

Forecasting – Future Earned Time

ADP Workforce Now will allow employees to see how much vacation time will be earned in future years.

- Select the blue arrow to pull up the date range calendar
- Select a date in the future
- Click “Filter”

Example – The employee wants to know what their vacation balance will be come June 30 (less time off taken).

Time off Policy: Vacation FT Support

Summary Transactions

Transaction Type: All
All

Date Range: 07/01/2019 to 04/14/2020

Custom Date Range: 07/01/2019 to 04/14/2020

Last Earned Date: 03/31/2020

TRANSACTION DATE	TRANSACTION TYPE	AMOUNT	BALANCE	COMMENTS
03/31/2020	Earned	16.25 Hours	146.25 Hours	
03/13/2020	Adjusted	-7.50 Hours	138.75 Hours	
03/12/2020	Adjusted	-7.50 Hours	131.25 Hours	

The employee’s balance will be 195 hours (26 days) at June 30, 2020. The employee earned three more months of vacation, which was awarded on April 30, May 31, and June 30.

Time off Policy: Vacation FT Support

Summary Transactions

Transaction Type: All
All

Date Range: 07/01/2019 to 06/30/2020

Custom Date Range: 07/01/2019 to 06/30/2020

Last Earned Date: 03/31/2020

TRANSACTION DATE	TRANSACTION TYPE	AMOUNT	BALANCE	COMMENTS
06/30/2020	Earned *	16.25 Hours	195.00 Hours	
05/31/2020	Earned *	16.25 Hours	178.75 Hours	
04/30/2020	Earned *	16.25 Hours	162.50 Hours	
03/31/2020	Earned	16.25 Hours	146.25 Hours	
03/13/2020	Adjusted	-7.50 Hours	130.00 Hours	