



Time and Attendance Frequently Asked Questions

This document provides answers to the questions often asked about entering time off (vacation, sick, personal or wellness) into our payroll system, [ADP Workforce Now](#), Time and Attendance.

Where can I view my time off balances?

You can view your time off balances when you access [ADP Workforce Now](#)/Myself/Time off/Time off balances.

How do I request time off in advance of taking the time?

To request time off, access [ADP Workforce Now](#)/Myself/Time off/Request time off.

Then select:

1. the days from the calendar that you would like to request
2. the time off policy (vacation, additional vacation day, or sick/personal) and
3. enter the number of hours for each day that you are requesting and then
4. add a comment if applicable (wellness or personal day). Please do not make any notes about your personal health information in the comments.
5. submit.

How will I know if my time off request has been approved or declined?

You will receive an email from [ADP Workforce Now](#) once your manager has approved or declined it.

Once I have made a request for time off in ADP Workforce Now, will I be able to change it if I have not yet taken it and decide to edit my request?

Yes, you will be able to change an approved or pending request any time before the time is taken.

Additional Vacation Day

Employees who were active as of 12/31/20 have been given an additional vacation day to be used in 2021. The additional time is not included in the Annual Accrued Vacation balance but is listed separately in [ADP Workforce Now](#) as “Additional Vacation Day”. This vacation time must be used in 2021 and cannot be carried over to 2022.

How do I request a personal or wellness day?

To request a personal or wellness day, select:

1. the day that you would like to take from the calendar view
2. sick time and then be sure to add a note in the comments section to indicate whether you are requesting a personal day or wellness day
3. submit.

Wellness and personal days are deducted from the sick time accrual balance.



Are floating holidays included in the vacation balance?

Floating holidays are not included in the vacation balance. To enter a floating holiday into your timecard select the pay code “float”. Float days cannot be requested in advance through time and attendance.

Where can I view my time off requests?

You can view your time off requests by accessing [ADP Workforce Now](#)/Myself/Time off/List of Requests.

Must I always request my time off (vacation, sick, personal and wellness time) through ADP Workforce Now?

Yes. Starting on January 4, 2021, you must request all time off using [ADP Workforce Now](#). However, when you are not able to access ADP due to an absence regarding unexpected illness, you or your Manager may enter it directly into your timecard.

What actions do I need to take if I did not request time off in advance before taking it?

You will need to enter your time out of work directly into your timecard, if you did not request it in advance and/or it was not pre-approved. This applies to both hourly and salaried employees. However, if the time you took is within the current pay period before 10 am of the Monday of a pay week, you can still make the time off request in [ADP Workforce Now and obtain your Manager’s approval by 10 am too](#).

Are there any changes to the way I currently complete my timecard?

No. However, the request time off feature will automatically populate pre-approved time off into your timecard. You will still need to enter your time worked into each timecard as you do now, if you are an hourly employee.

If I request time off and it is approved, will it automatically populate onto my timecard?

Yes, approved time off requests will automatically populate into your timecard.

How will I know how much accrued time off I have remaining?

Vacation Time – [ADP Workforce Now](#) will show the total amount of vacation time you may earn if you work the entire calendar year. It will also show what you have used or what you have requested to date. It will not show how much time you have accrued. The only time you may need to know the accrued amount for pay purposes would be if you were going on a leave of absence or if you separate employment with BankNewport. In this case, you should email Human Resources.

Sick Time – Full-time employees accrue 6.75 hours each month. Part-time employees accrue 4 hours each month. In [ADP Workforce Now](#), you can see your accrued sick time balance to date including any carryover from the prior calendar year. As you use the time, you will see the accrued balance adjusted accordingly.

May I take vacation time before I have accrued it?

Yes, vacation time may requested and taken before it is accrued.



May I take sick time before I have accrued it?

Yes, you may take sick time if you need it even if you have no accrued hours remaining. However, if you have no accrued sick time hours, you will not be paid for the time you are out of work, unless you use vacation hours. Please contact Human Resources if you need to take time due to illness that will last for three or more consecutive days. You may be entitled to other benefits related to an approved leave of absence.

Who should I contact if I have more questions about recording time off in [ADP Workforce Now](#)?

If you have more questions, you should first check with your Manager. Otherwise, please contact Human Resources.