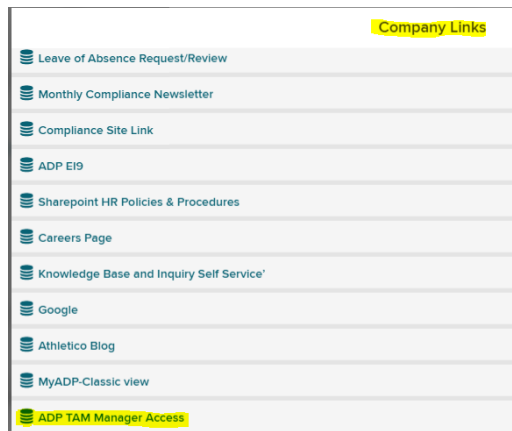
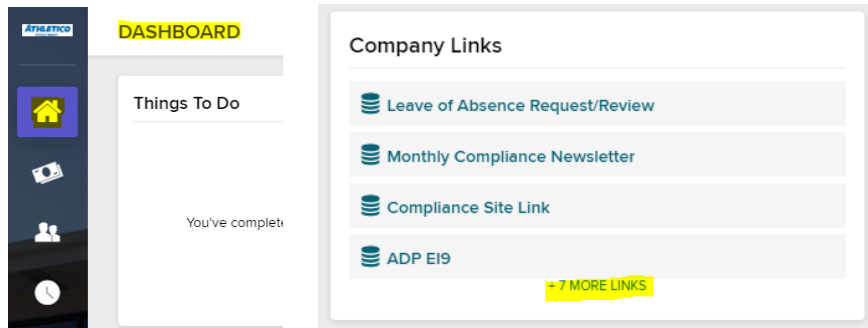


Job Aid – ADP TAM – Manager Access

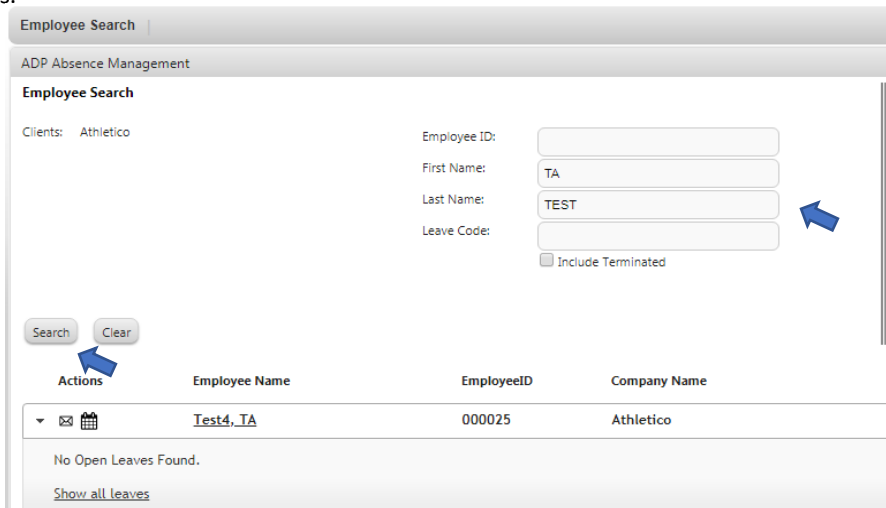
Follow the instructions below to access the ADP Total Absence Management (TAM) manager dashboard. ADP TAM provides managers with access to leave of absence requests submitted by their direct reports. Please note, managers will only have access to the direct reports assigned to them in myADP.

- To access the portal, use the single sign on link available on the [Athletico SharePoint](#). To access the portal, use the 'myADP' single sign on link available on the [Athletico SharePoint](#). In myADP, select the 'ADP TAM Manager Access' link under 'Company Links' tile on the **Dashboard**. (Select '+ More Links' to view all links in the drop down.)

Direct Website: <https://absence.adp.com>



- Use the **Employee Search** box to view an employee's leave of absence request(s). Select **Show all leaves** to view previous (closed) leave requests.



3. Select **View Details** to view the employee's leave details, such as dates of leave, status, and intermittent absences.

Actions	Employee Name	EmployeeID	Company Name	Exclude these leave statuses from s
	<u>Test4, TA</u>	000025	Athletico	
JDXH			Intermittent	11/27/2019-5/27/2020 View Details
SVH			Continuous	12/26/2019-1/5/2020 View Details
OND			Continuous	9/19/2019-10/1/2019 View Details

4. Select **Leave Segment** to view leave dates and status.

Leave Segment	Balances	Correspondence	Daily Details	Leave Evaluation Details	Leave Requirement Details	Leave Contact Info
Leave Request Segments						
Expand all Collapse all						
Start Date	End Date	Status	Hours	Denial / Cancel Reasons		
12/26/2019	12/26/2019	Pended	8			
12/27/2019	01/02/2020	Approved	40			
Leave Benefit	Benefit Begin Date	Benefit End Date	Status	Denied/Cancel Reasons		
Federal	12/27/2019	01/02/2020	Approved			

5. Select **Balances** to view leave plan balances, such as remaining FMLA entitlement.

Leave Segment	Balances	Correspondence	Daily Details	Leave Evaluation Details	Leave Requirement Details
Policy Balances					
Applicable Policy Name	Time Used (as of leave end date)	Time Used (as of current date)	Time Available *		
State	8.2 Weeks	8.2 Weeks	4.8 Weeks		
Federal	8.2 Weeks	8.2 Weeks	4.8 Weeks		
STD	8.2 Weeks	8.2 Weeks	13.47 Weeks		
Company	41 Days	41 Days	82 Days		
Company	41 Days	41 Days	23 Days		

6. Select **Daily Details** to view intermittent absences tracked by the employee.

12/16/2019 08:00 AM -- Approved -- Appointment

2.00 hrs - Approved

Policy	Time	Status	Reason
	2.00 hrs.	Approved	

1/14/2020 08:00 AM -- Approved -- Appointment

1/20/2020 08:00 AM -- Approved -- Appointment

1/21/2020 -- Approved -- Illness

2/4/2020 08:00 AM -- Approved -- Appointment

7. Select **Frequency / Duration** to view the maximum frequency and duration of absences approved by the employee's healthcare provider.

Frequency And Duration

Type	Effective date	Estimated Absences
Appointment	11/5/2019	9 Days per 6 Months
Illness	11/5/2019	2 Days per 1 Month

For questions regarding ADP TAM or an employee's leave of absence, please contact the Athletico Leave Department at Leaves@Athletico.com / (630) 575-6280 (option 2).