

## 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 <u>Athletico SharePoint</u>. To access the portal, use the 'myADP' single sign on link available on the <u>Athletico SharePoint</u>. 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

ATHLETICO	DASHBOARD	Company Links	
	Things To Do	ELeave of Absence Request/Review	
		S Monthly Compliance Newsletter	
	You've complete	S Compliance Site Link	
<u></u>		S ADP EI9	
•		= 7 MORE LINKS	
	<ul> <li>Leave of Absence Req</li> <li>Monthly Compliance N</li> </ul>	Company Links	
	Compliance Site Link		
	ADP EI9		
	Sharepoint HR Policies	& Procedures	
	Careers Page		
	E Knowledge Base and	nquiry Self Service'	
	Soogle		
	E Athletico Blog		
	MyADP-Classic view		
	E ADP TAM Manager Ac	cess .	

2. 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.

Employee Search				
ADP Absence Manageme	ent			
Employee Search				
Clients: Athletico		Employee ID: First Name: Last Name: Leave Code:	TA TEST	
Search Clear Actions	Employee Name	EmployeeII	Company Name	
▼ ⊠ 🛱	<u>Test4, TA</u>	000025	Athletico	
No Open Leaves Fo Show all leaves	und.			



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		
HXDL			Intermittent	11/27/2019-5/27/2020	View Details
SVH			Continuous	12/26/2019-1/5/2020	<u>View Details</u>
OND			Continuous	9/19/2019-10/1/2019	<u>View Details</u>

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

ave Segment	Balances	Correspondence	Daily Details	Leave Evaluation Details	Leave Require	ment Details	Leave Contact Info
.eave Re	quest Segme	nts					
Expand all	Collapse all						
5	tart Date	End Date	Status	Hours		Denial	/ Cancel Reasons
→ 1	2/26/2019	12/26/2019	Pended	8			
<b>▼</b> 1	2/27/2019	01/02/2020	Approved	40			
Lei	ave Benefit	Ber	nefit Begin Date	Benefit End Date	Status	Denied/Canc	el Reasons
Fe	deral		12/27/2019	01/02/2020	Approved		

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

ave segment Balances	Correspondence	Daily Details	Leave Evaluation L	Petails	Leave Requirement D
Policy Balances					
Applicable Policy Name	Time Use (as of leave en	ed d date)	Time Used (as of current date)	ті	me Available *
State	8.2 Weeks	8.2	Weeks	4.8 W	eeks
Federal	8.2 Weeks	8.2	Weeks	4.8 W	eeks
STD	8.2 Weeks	8.2	Weeks	13.47	Weeks
210					
Company	41 Days	41 (	Days	82 Da	ys .



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

eave Segment	Balances Corres	pondence Daily Deta	ils Frequenc	:y/ Duration	Leave Evaluation Details	Leave Requirement Details	Leave Contact Info
	9 08:00 AM Approved -	Appointment					
2.00 hrs - A	Approved						
	Policy	Ti	me	Status	Reason		
		2.00 hrs	Approv	ved			
▶ 1/14/2020	08:00 AM Approved	Appointment					
▶ 1/20/2020	08:00 AM Approved	Appointment					
▶ 1/21/2020	Approved Illness						
▶ 2/4/2020 0	8:00 AM Approved /	Appointment					

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

ve Segment	Balances	Correspondence	Daily Details	Frequency/ Duration	Leave Evaluation Details	Leave Requirement Details	Leave Contact Info
						1	
requency A	And Duratio	on					
requency /	And Duratio	on -					
requency A	And Duratio	Dn Type		Effective date		Estimated Absences	
Appointmen	And Duratio	<b>on</b> Type	11/5/	Effective date	9 Days per 6 Months	Estimated Absences	

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).