ADP Total Absence Management (TAM)

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 'myADP' single sign on link available on the Athletico SharePoint. In myADP, select the '**ADP TAM Manager Access**' link under 'Company Links' on the Dashboard.

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

*You will be asked to log in using your ADP (not Citrix) credentials. If you do not remember your ADP credentials, select 'Forgot User ID/Password'. If you have not registered, select 'Need an Account' and register using pass code: **Athletico-register**

Having issues logging in or receiving an error message?

Be sure to clear your internet browser 'cache' before logging in again. If this does not resolve the issue, please contact the Athletico Leave Department at Leaves@Athletico.com.

What information is available through ADP TAM?

- Current and previous leave requests
- Leave type (continuous, intermittent)
- Requested dates of leave (start, end)
- Leave status (approved, pending, denied)
- Leave plan balances (FMLA, State FML)
- Intermittent absences tracked by employee
- Approved frequency & duration of intermittent absences

My employee's leave was denied, what now?

Denial of leave could be due to various reasons. Many denials may be temporary, such as awaiting supporting documentation. While an employee's leave may be temporarily 'denied', they may still be eligible to take leave. Once documentation is submitted, the leave denial may be overturned. Do not deny or guarantee an employee leave of absence. If you have any questions regarding leave status, please contact the Leave Department at Leaves@Athletico.com.

Where can I view absences tracked under an employee's intermittent leave?

To view intermittent absences tracked by your employee, please select the 'view details' hyperlink on the employee's intermittent leave request, then select the 'Daily Details' tab. Please contact Leaves@Athletico.com if you identify any discrepancies or missing intermittent absences.

Where can I view the approved frequency & duration of an employee's intermittent absences?

The frequency & duration is the maximum amount of intermittent absences that the healthcare provider has approved. Select the 'view details' hyperlink on the employee's leave request, then select the 'Frequency & Duration' tab.

Can I submit a leave request on my employee's behalf?

ADP TAM manager access is view only, meaning managers can only view an employee's leave details. Managers will not be able to make changes, request leave, or enter intermittent absences on the employee's behalf. To report changes/discrepancies, please contact Leaves@Athletico.com.

Can I run reports through ADP TAM?

Yes. ADP TAM manager access allows limited reporting. Reports cannot be customized. Managers can also view full leave details through the TAM dashboard employee search function.

My employee's leave is not displayed in ADP TAM, now what?

If the leave request is not visible in ADP TAM, the employee may have not reported the request to the Leave Department. Please direct the employee to contact the Leave Department and notify Leaves@Athletico.com to discuss next steps.

My employee's leave dates are incorrect, what should I do?

Notify Leaves@Athletico.com of the change in the employee's leave request dates. Please also direct the employee to the Leave Department with any questions.

Who should I contact with questions?

Contact the Leave Department at Leaves@Athletico.com or call (630) 575-6280 (option 2).