

Job Aid – ADP TAM – Employee Portal

Follow the instructions below to access the ADP Total Absence Management (TAM) dashboard, to request a leave of absence in ADP. Please note, ADP TAM administers Athletico’s leave of absence programs, such as FMLA and State Leave. Through the ADP TAM Leave Portal, employees can request a leave, view leave status, upload documentation, review correspondence received, track intermittent absences, and more.

1. Log in in via the single sign on ‘myADP’ link via the Athletico SharePoint.

-or-

Log in at **myADP.com** using your ADP User ID and Password.



Log in to ADP

USER ID *

User ID is required

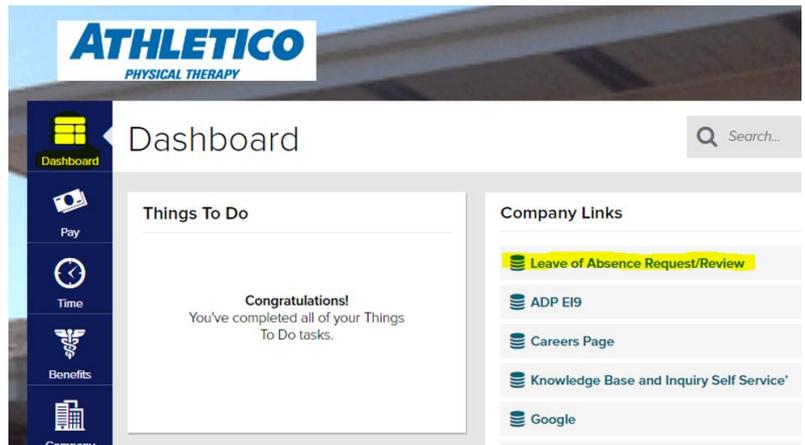
PASSWORD *

Remember User ID

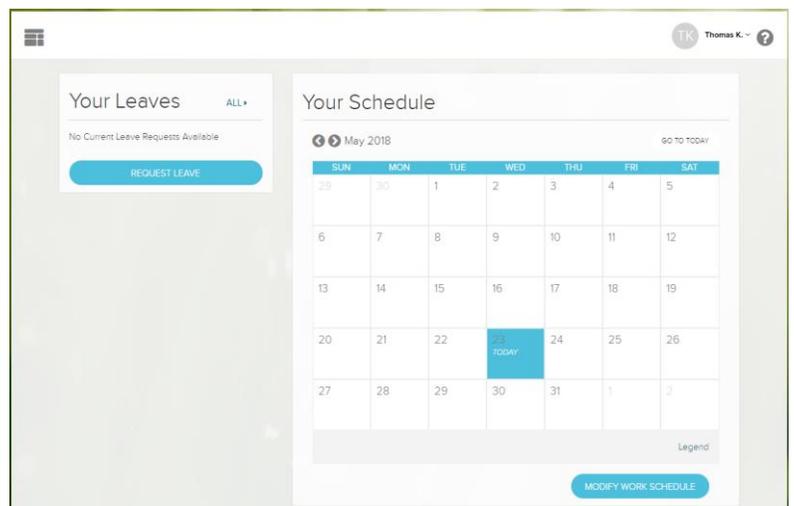
LOG IN

FORGOT YOUR ID/PASSWORD?

2. From the Dashboard page, select the **Leave of Absence Request/Review** hyperlink on the **Company Links** tile.



3. To open a request for leave of absence, select **REQUEST LEAVE**, under the **Your Leaves** tile.



4. Enter the start and end date of leave. (Dates are estimates and can be changed if necessary)

Request Leave

How much time off will you need?

Start Date

End Date

5. Choose whether your leave will be continuous (single uninterrupted block of time) or intermittent (occasional absences)

**For reduced work week leaves, please contact the ADP HR Resource Center directly. Reduced schedule leaves can only be requested via phone.*

End Date

05/30/2018

CONTINUOUS VS. INTERMITTENT
Choose *Continuous* if you need to take leave for consecutive days.
Or choose *Intermittent* if you will continue working while taking leave on a non-consecutive basis.

Is your leave continuous?

Continuous
 Intermittent

[What does this mean?](#)

6. Select the appropriate reason for leave. (i.e Employee’s Own Serious Health Condition, Care for a Family Member, etc.).

Once you have selected the reason for leave, please select CONTINUE.

What is the reason for your time-off request?

My health condition/pregnancy
 Care for family member
 Other reasons

Employee's Own Serious Health Condition

7. The next screen will ask you to confirm your current work schedule. Select the dropdown and choose **AssumedHoursDefault** - this is your assumed schedule based on your weekly hours. If this matches your current schedule, please select the **calendar icon** under **Schedule effective from** section and choose the start date of your leave. *You must enter this date to continue, even a date is already populated for you.*

Current Schedule
AssumedHoursDefault

Modify Schedule
Select Schedule

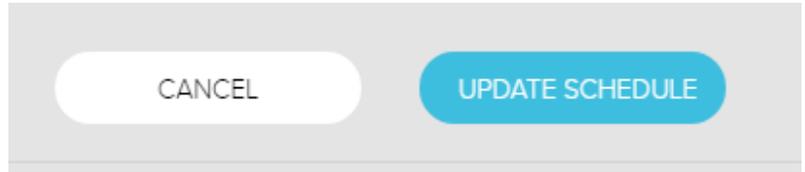
AssumedHoursDefault

Schedule effective from
12/04/2019

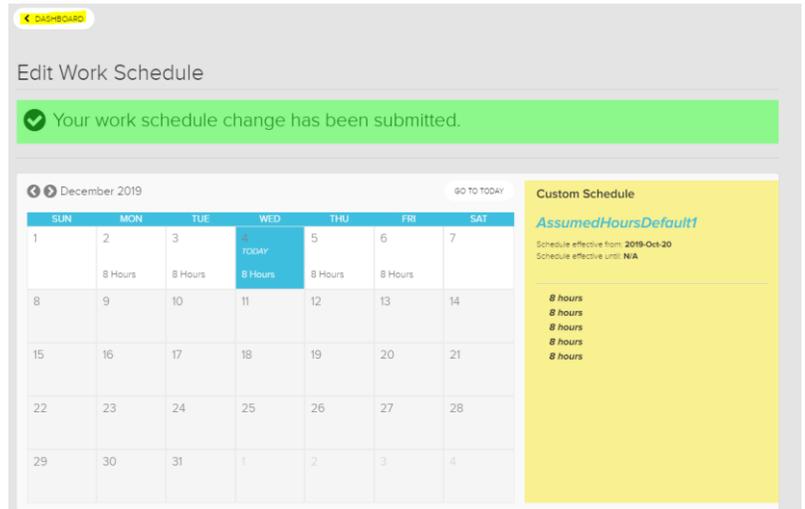
Schedule effective till

Note, if the AssumedHoursDefault does not match your current work schedule, please select the **Select Schedule dropdown and choose *Customize Schedule* to edit your work schedule in the calendar below.*

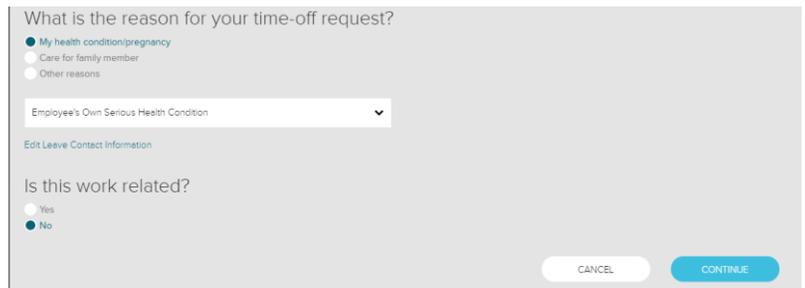
8. Once you have populated the **Schedule effective from** field with a date, the **Update Schedule** button will be available in blue – allowing you to continue.



9. After you select the **Update Schedule** button, your work schedule will be submitted. Please select the **Dashboard** button at the top of the screen.

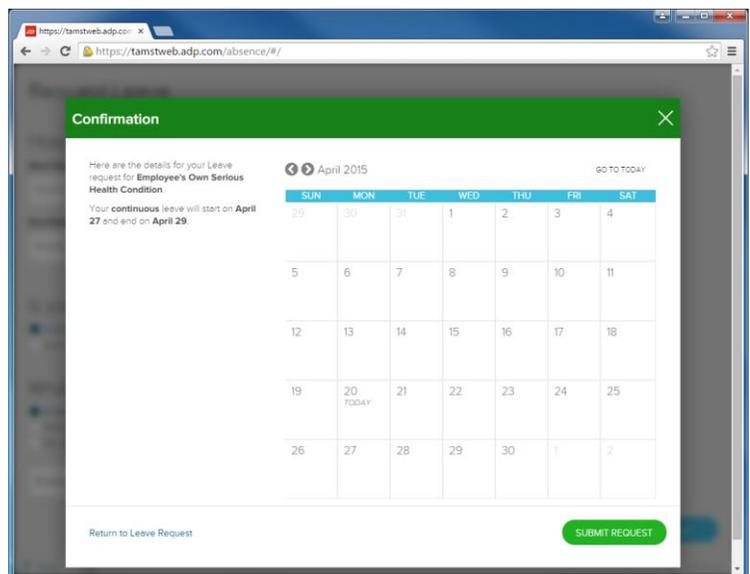


10. You will be returned to the first page of the leave request, allowing you to review your leave answers, at which point you may select **Continue** at the bottom of the screen.



11. A Confirmation page appears, showing the dates of your requested leave and the reason. Select the **Submit Request** button.

*Note: Select the **Return to Leave Request** hyperlink to return to the Request Leave page if you need to make changes.*



12. The Leave Request page will appear, indicating that the leave has been entered and providing the request code.

Leave Request
OVERALL STATUS: PENDING

TYPE:	CONTINUOUS	WORK RELATED:	NO
REASON:	EMPLOYEE'S OWN SERIOUS HEALTH CONDITION	STD RELATED:	YES

✔ Saved New Leave Request
✕

Review and update your mailing preferences if necessary.

[REVIEW MAILING PREFERENCES](#)

⚠ Action Required
✕

Short-term Disability Carrier

[REVIEW REQUIREMENT](#)

Details Balances Correspondence
February 2017
GO TO TODAY

Initial Request

REQUEST CODE: A4PDG6NF

START DATE: 02/01/2017

END DATE: 02/17/2017

STATUS: PENDING

SUN	MON	TUE	WED	THU	FRI	SAT
29	30 8 Hours	31 8 Hours	1 8 Hours Employee	2 8 Hours Employee	3 8 Hours Employee	4
5	6 8 Hours Employee	7 8 Hours Employee	8 8 Hours Employee	9 8 Hours Employee	10 8 Hours Employee	11
12	13 8 Hours Employee	14 8 Hours Employee	15 8 Hours Employee	16 8 Hours Employee	17 8 Hours Employee	18

13. Select the **Review Mailing Preferences** button to review your specific mailing preferences.

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Work Info

📍 20 E.

📞 19999999

👤 Manager

Personal Info

📍 St. Road
Philadelphia, PA 9155

📞

Preferences

📍 8 | Road
Philadelphia, PA 9155

No expiration date set.

ADD A NEW ADDRESS

Preferred email address

📧 NAS.IMPS.TAMCommunications@edp.com

14. Once you have opened your leave request, you can view correspondence and upload documentation under the 'Correspondence' tab.

TYPE:	CONTINUOUS	WORK RELATED:	NO
REASON:	EMPLOYEE'S OWN SERIOUS HEALTH CONDITION	STD RELATED:	NO

Details
Balances
Correspondence

ACTIVITY DATE	FROM	ACTIVITY	STATUS
03/03/2015	You	Application	Processed
03/02/2015	Company	End of Approved Time /Certified Period Notification	
12/03/2014	You	Correspondence	Unprocessed

[REQUEST EXTENSION](#)

[REPORT INTERMITTENT TIME](#)
● CANCEL LEAVE

[UPLOAD DOCUMENTS](#)

Page 4 of 5



15. Under the **Details** pane, you will find the current status of your **initial request**, and any **extensions** you have requested.

TYPE: CONTINUOUS
REASON: EMPLOYEE'S OWN SERIOUS HEALTH CONDITION
WORK RELATED: NO
STD RELATED: YES

Details Balances Correspondence

December 2016 GO TO TODAY

Initial Request

REQUEST CODE: 5G5T9KWY
START DATE: 12/13/2016
END DATE: 12/31/2016
STATUS: PENDING

Extension

REQUEST CODE: XR64KNHD
START DATE: 01/01/2017
END DATE: 01/03/2017
STATUS: PENDING

SUN	MON	TUE	WED	THU	FRI	SAT
27	28 8 Hours	29 8 Hours	30 8 Hours	1 8 Hours	2 8 Hours	3
4	5 8 Hours	6 8 Hours	7 8 Hours	8 8 Hours	9 8 Hours	10
11	12 8 Hours	13 8 Hours <input type="radio"/> Employee	14 TODAY 8 Hours <input type="radio"/> Employee	15 8 Hours <input type="radio"/> Employee	16 8 Hours <input type="radio"/> Employee	17
18	19 8 Hours <input type="radio"/> Employee	20 8 Hours <input type="radio"/> Employee	21 8 Hours <input type="radio"/> Employee	22 8 Hours <input type="radio"/> Employee	23 8 Hours <input type="radio"/> Employee	24
25	26 8 Hours <input type="radio"/> Employee	27 8 Hours <input type="radio"/> Employee	28 8 Hours <input type="radio"/> Employee	29 8 Hours <input type="radio"/> Employee	30 8 Hours <input type="radio"/> Employee	31

Legend

[REQUEST EXTENSION](#) [CANCEL LEAVE](#)
[UPLOAD DOCUMENTS](#)

For questions regarding your leave of absence status, how to navigate the ADP Leave Portal, or to open your leave via phone, please contact ADP HR Resource Center:

ADP HR Resource Center
Phone Number: (844) 692-8426

Hours of Operation
Monday - Friday: 7:30 AM - 5:30 PM CST
Saturday: 7:00 AM - 4:00 PM CST