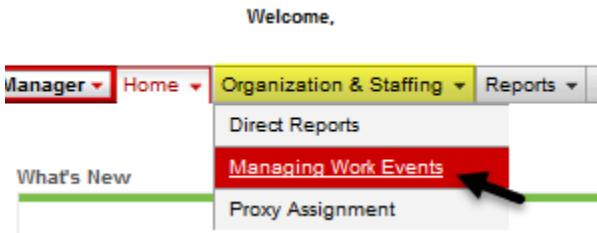
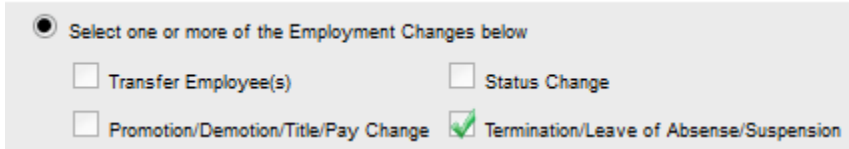
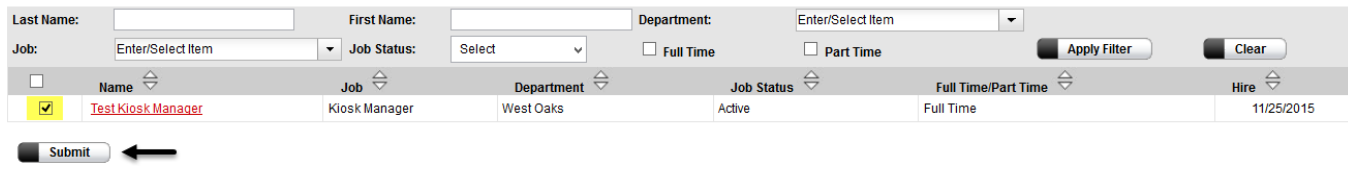



ADP PORTAL – Leave of Absence

HOW TO	Submit an employment status change to place an employee on a leave of absence or return an employee from a leave of absence in the ADP Portal.
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Leave of Absence – Manager Role

- ADP Portal > Organization & Staffing > Managing Work Events

- Select one or more of the Employment Changes below radio button
- Checkmark the **Termination/Leave of Absence/Suspension** option, select the employee(s) and submit

Select the employee(s) you want to work with:

- Add any comments related to this specific work event you would like visible to your manager and/or Human Resources, then select next

- Change employment status to **Leave of Absence (Paid)** or **Leave of Absence (Unpaid)**, based on the guidance provided to you from your HR Business Partner.

ADP PORTAL – Leave of Absence

Manager Home Organization & Staffing Reports

Managing Work Events

Test Kiosk Manager

▶ Change Employment Status

Employee Name:	Test Kiosk Manager	Status:	Active
Employee ID:	99999998	Job:	W1KM - Kiosk Manager
Hire Date:	11/25/2015	Department:	1564WO - West Oaks
Service Date:	11/25/2015	Location:	WO - West Oaks Store
Employee Type:	Hourly	Pay Group:	TOY
Payroll Department Number:			

Change Employment Status: ▶ Select... ▼

- Select...
- Leave of Absence (Paid)
- Leave of Absence (Unpaid)
- Suspension
- Terminate

Submit Cancel

6. Enter

- Begin Leave Date
- Expected Return Date
- Reason – choose option based on the guidance provided to from your HR Business Partner

Managing Work Events

Test Kiosk Manager

▶ Change Employment Status

Employee Name:	Test Kiosk Manager	Status:	Active
Employee ID:	99999998	Job:	W1KM - Kiosk Manager
Hire Date:	11/25/2015	Department:	1564WO - West Oaks
Service Date:	11/25/2015	Location:	WO - West Oaks Store
Employee Type:	Hourly	Pay Group:	TOY
Payroll Department Number:			

Change Employment Status: ▶ Leave of Absence (Paid) ▼

■ Leave of Absence (Paid)

Enter the required information and click Submit to complete the action.

Begin Leave Date: ▶ (mm/dd/yyyy)

Expected Return Date: ▶ (mm/dd/yyyy)

Reason: ▶ Select a Reason... ▼

- Select a Reason...
- EFM - End of Paid Family Med Leave
- FML - Paid Family Med Leave w/Benef
- FMT - Paid Family Med Leave no benef
- LTD - Long-Term Disability
- MAT - Maternity/Paternity
- ML - Military Service
- SAB - Sabbatical
- STD - Short-Term Disability

Submit Reset Cancel

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Once you submit your Leave of Absence event you will receive a message at the top of the screen under Managing Work Events that the transaction is assigned to the next approver in the workflow process. The next approver receives an email in their Outlook notifying them of a work event ready for their review and action.

Follow the steps 1-5 noted above to return an employee from leave of absence, then

ADP PORTAL – Leave of Absence

7. Enter

- a. Change Employment Status = Return from Leave, and additional fields will be made available to complete
- b. Leave Reason = already pre-populated based on employee being on current LOA
- c. Begin Leave Date = already pre-populated based on employee being on current LOA
- d. Return Date = date employee will be returning to work
- e. Return from Leave Reason = RFL **Return from Leave**
- f. Submit

Test Kiosk Manager

▶▶ Change Employment Status

Employee Name: Test Kiosk Manager	Status:	Leave With Pay
Employee ID: 99999998	Job:	W1KM - Kiosk Manager
Hire Date: 11/25/2015	Department:	1564WO - West Oaks
Service Date: 11/25/2015	Location:	WO - West Oaks Store
Employee Type: Hourly	Pay Group:	TOY
	Payroll Department Number:	

Change Employment Status: ▶ Return from Leave ▼

■ Return from Leave

Enter the required information and click Submit to complete the action.

Leave Reason:	Paid Family Med Leave w/Benef
Begin Leave Date:	12/01/2015
Return Date:	▶ <input type="text" value=""/> (mm/dd/yyyy)
Return from Leave Reason:	▶ RFL - Return from Leave ▼

Submit

Reset

Cancel

You can view the status of the MSS (HR) transaction in the [ADP Portal > Home > Approval History](#)

ADDITIONAL INFORMATION

You will need to discuss an employee's leave of absence situation with your Human Resources Business Partner.

SUPPORT FOR MANAGERS

The internal **Enterprise Employee Services team** is your primary resource for all MSS (HR) transactions, including how to navigate in the manager role of the ADP Portal, how to submit and view MSS (HR) transactions, and provide guidance with process related questions. You can contact the internal **Enterprise Employee Services team at (206) 428-2400 select option 2 - then select option 3, or send an email to ppaf1@wirelessadvocates.com.**

If you have any ADP Portal technical questions, such as logging into the Portal, password or login resets, then you contact the ADP Employee Service Center for CarToys and Wireless Advocates toll-free at 1-866-377-4638. Hours of Operations: Monday through Friday, 5:00 a.m. – 5:00 p.m. PST.