Instructions to View Vacation & Sick Leave Balances

1. Login to the ADP Portal: [https://portal.adp.com/](https://portal.adp.com/)
2. Click on the “Time” tab
3. Click on “All Other Employees: click here” to access e-TIME
4. Under My Information, click “My Reports”
5. Select “Accrual Balances and Projections”
6. In the box next to “As Of”, click on the calendar icon and select the date
7. Next, click “View Report” to view your balances.