

Steps to Request Leave through e-TIME

1. Log on to ADP portal: <https://portal.adp.com/public/index.htm>
2. Click on the following: **Time & Attendance/Welcome**
 - a. Choose: "All other employees: Click [Here](#) to access eTime."
3. Once in e-TIME, click **"My Actions"**
4. Under Actions, click **"Request Leave Time"**
5. Please verify that your information is correct (Employee ID, Name and Manager): Click the drop down menu to select the appropriate **Leave Category: FMLA/Medical/Military/Miscellaneous**.
 - a. **** You may only choose one category (*Note: personal leave is located under "Miscellaneous" and must be approved by your department before submitting the request in e-TIME).**
6. Click **"Next"**
7. Next, fill in the **Leave Reason: Birth or Adoption/Care of Child/Care of Parent/ Care of Spouse/Certified Paternity/Employee ******(Select Employee if the reason is due to the employee's illness)/Military.** **** You may only choose one category.**
8. Select the **Leave Frequency: "Continuous "or "Intermittent"** ****Note, Intermittent leave frequency means you will be taking off only some of your scheduled work time.**
9. Next, fill in the **Leave Start Date and Leave End Date.** ****Note, dates may be approximate for maternity leave.**
10. Select the **Leave Hours: "Same hours each day or Variable hours"**
 - a. ****For example: If your leave frequency is intermittent, and you are requesting a range of 1 to 3 hours each Monday, you will select "Variable hours".**
11. Type in the **Approximate Daily Leave Hours.** ****For example, if you are normally scheduled to work 8 hours each day and you are requesting continuous leave, you will type in "8".**
12. Finally, type in details regarding your leave request in the box labeled **"Describe details of your Request"**. ****For example: "I am requesting 2 weeks of medical leave for surgery."**
13. Click **"Send & Close"** to submit your leave request.
14. Finally, if you are approved **for Intermittent FMLA Leave, bi-weekly employees must complete the bi-weekly historical edit timecard and monthly employees must complete the Report of Absence Form (ROA) at the end of each pay period and **write FMLA** beside the hours due taken due to the approved FMLA reason. Submit the timecard to the Benefits Office via **fax at 404-413-3324** or via E-Mail to: fmla@gsu.edu.**