REQUESTING PAID SICK-TIME OFF - Overview

Please review the following instructions **completely** prior to pursuing Paid Sick-Time Off.

1) If any of the following scenarios apply to you:

   - Your office is temporarily remote-only and you have not been offered the opportunity to work remotely, OR
   - Your office is still open but you have decided to self-quarantine or distance socially, OR
   - Your position is placed on hold.

   Please submit timesheets for "zero hours" on a weekly basis. If you have sick time available, you can opt to use your available hours by submitting the 'Sick Time Request Form' to sicktime@alphabizpayroll.com. Please advise Alpha once you have depleted your available hours.

   The **Sick Time Notification Policy & Request Form** is available on the ReServe ReSources page or by visiting www.reserveinc.org/resources.

2) **Please DO:**

   - Check your available sick time balance on your ADP Employee Pay Statements to know how much time is available [see below for instructions on how to access your ADP account].

   - Enter zero hours for the day(s) requested on your timesheet with only a comment in the comment box at the bottom of the timesheet indicating to your supervisor that you are using paid sick time to cover a day you would normally work.

   - Submit a separate "Sick Time Request" form to Alpha (sicktime@alphabizpayroll.com) with a copy to Allison St. Hill (asthill@alphabizpayroll.com).

   The **Sick Time Notification Policy & Request Form** is available on the ReServe ReSources page or by visiting www.reserveinc.org/resources.

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3) **Please DO NOT:**

- DO NOT enter sick time hours as hours worked on your timesheets (Supervisors were notified to REJECT timesheets if you have entered sick time off as time worked on the timesheet).

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HOW TO CHECK YOUR AVAILABLE SICK TIME BALANCE

Your available sick time balance information can be found on your ADP employee pay statements. Pay Statements are found in the ADP Portal - https://workforcenow.adp.com.

1) Log into the ADP Portal

   o Your user ID should be the initial of your first name plus your last name, followed by @DIVERSANT1 (For example: For user Mary Jones, the username would be mjones@DIVERSANT1)
   o Password: If you do not know your password, click on "Forgot Your User ID/Password?" and follow the subsequent prompts.

2) Locate Your <u>Pay Statements/Accrued Sick-Time Balance</u>:

   o Click on the "**Myself**" tab on the menu at the top of the screen
   o Then, click on "**My Pay**" from the Dropdown menu
   o Then click on "**Pay Statement**"
   o Open most recent pay statement, then click "**Open Check**"
   o The Balance info is found under "**Other Benefits and Information**" (see image example below)

Other Benefits and Information	this period	total to date
Total Work Hrs	29.20	
Sick Lv Hrs Bal		33.08
Important Notes		

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CONTACT

If you run into issues while **navigating the ADP website**, please use the following contact information during the service hours of 8:00 am – 11:30 PM EST:

> **Name**: ADP MyLife Advisor
> **Phone**: (855) 547-8508
> **Email**: MyLifeAdvisor@ADP.com

If you have questions about **submitting sick time in the Job Diva system or have trouble accessing the "Sick Time Request Form"**, please contact:

> **Name**: Allison St. Hill
> **Phone**: (732) 784 – 1595
> **Email**: asthill@alphabizpayroll.com