

Introduction

In this self-study, you will learn how to navigate in ADP Workforce Now. The features that you will use depend on your job function, the tasks that you perform and upon the features used.

This job aid covers the following navigational elements:

- The login page
- The user interface
- Page elements
- Manager Self-Service Features
- Employee Self-Service Features
- ADP Mobile App Features

The Login Page

You can securely access ADP Workforce Now (<https://www.workforcenow.adp.com>) using your user ID and password. If you forget your user ID or password in the future, you can use the "Forgot Your user ID/password" and follow the simple steps to retrieve the information.

English (US) ▾

Welcome to ADP

User ID [Administrator Sign In](#)

Remember My User ID ?

Password (case sensitive)

SIGN IN

[Forgot your user ID/password?](#)

Need an account? [SIGN UP](#)

The User Interface

When you log on, the ADP Workforce Now Home page is displayed. The Home page has configurable sections such as Company Mission, Company Events, Company News and Announcements, and so on.

Company Mission

Our Mission

Our company is dedicated to maximize the potential of our greatest asset : our employees. We embrace change and the opportunity it brings. We are focused on delivering quality customer service; and are committed to recruit, develop, reward and retain our global workforce.

My Time Off

As of today

REQUEST TIME OFF

TIME OF...	BALANCE	TAKEN	SCH
Jury Duty	40.00 H	0.00 H	0.0
Personal	40.00 H	0.00 H	0.0
Sickpt	40.00 H	0.00 H	0.0
Vacation...	160.00 H	0.00 H	0.0

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions.

Company News and Announcements

Record earnings for fourth consecutive quarter!! Click here to read more.

Company Spotlight

Mary Smith had record sales for the month of May. *Congratulations Mary!* Click here to see all sales results for the month.

Quick Links

- Pay Statement
- Company Policies

Forms

- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library

My Time

Monday, Mar 23, 2020, 10:20 AM

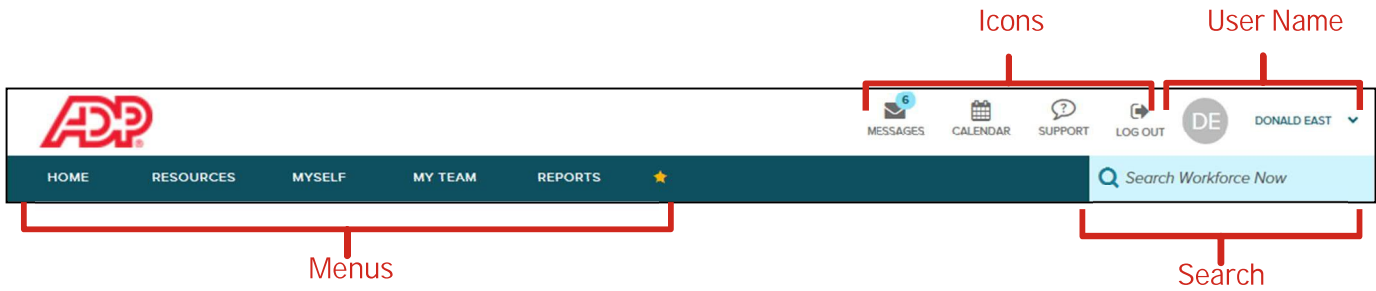
MY TIMECARD

No Activities

Note: Because we are continually improving our solutions, the screens in this job aid may differ from those that you see in the product.

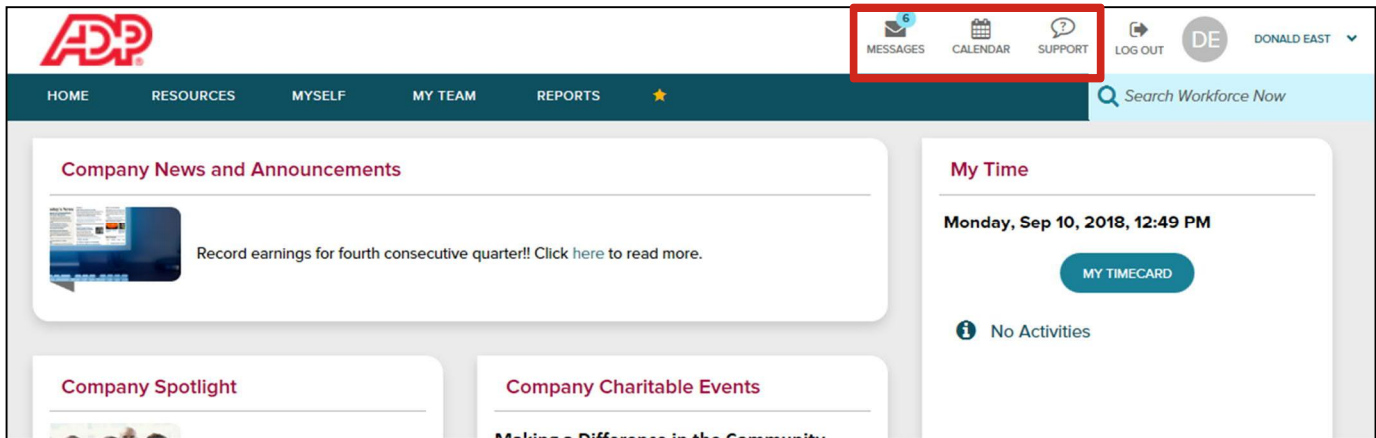
Page Elements




The top of each page includes icons, menus, the Search field, and access to preferences and your profile from your user name.



Icons at the Top of the Page

Icons provide quick access to frequently used activities.



 MESSAGES	Click the envelope icon to access the Message Center. Here you can view messages, which are grouped by message type, type, such as system tasks, notifications & external ADP communications.
 CALENDAR	Click the Calendar icon to access event information and to perform actions on selected dates and times that are related to your profile. Event information and actions include requesting time off, arranging work schedules, and noting holidays, blackout dates, and pay dates.
 SUPPORT	Click the Support icon to display the Support window and access product documentation, and learning resources for ADP Workforce Now.

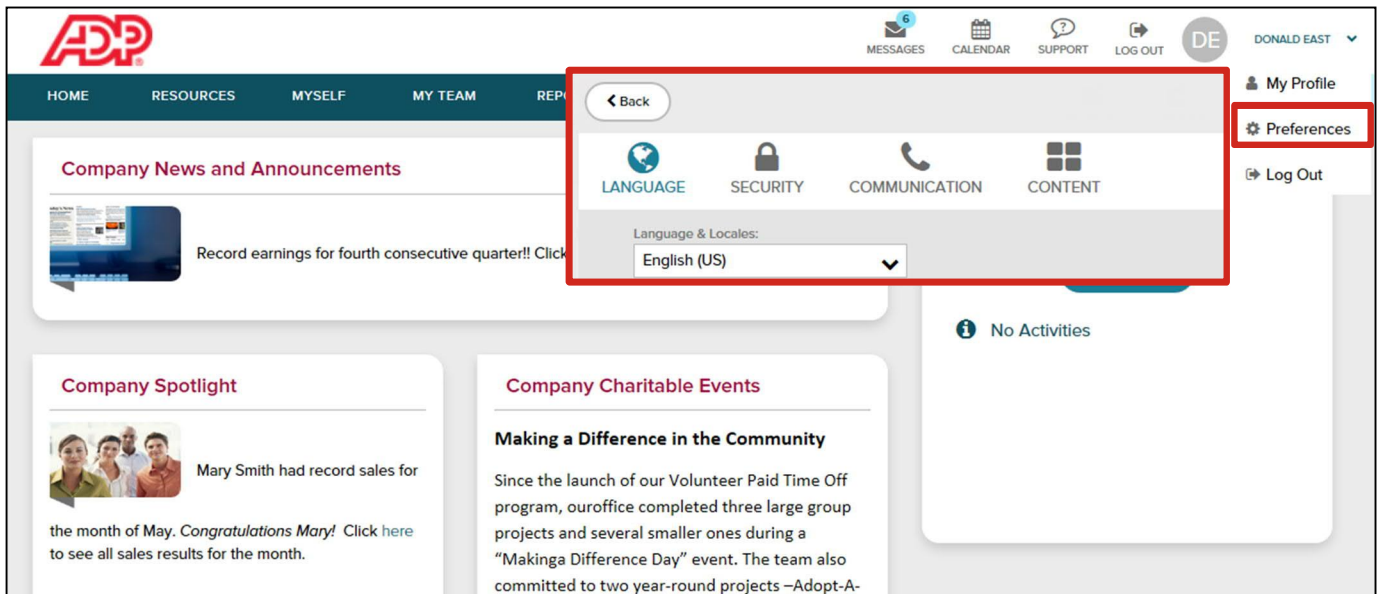
My Profile

Click your user name and then click My Profile to display your employee profile information





The screenshot displays the ADP Workforce Now user interface. At the top left is the ADP logo. The top right navigation bar includes icons for Messages (6), Calendar, Support, and Log Out, along with a user profile icon labeled 'DE' and the name 'DONALD EAST'. Below this is a dark teal navigation menu with options: HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. The main content area is divided into several sections: 'Company News and Announcements' with a sub-header 'Record earnings for fourth consecutive quarter!! Click here to read more.', 'Company Spotlight' featuring a photo of Mary Smith and the text 'Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month.', and 'Company Charitable Events' with the sub-header 'Making a Difference in the...' and text about a volunteer program. A large, semi-transparent modal window titled 'My Profile' is overlaid on the right side of the page. This modal has a 'Back' button at the top left. On the right side of the modal, there is a vertical menu with three items: 'My Profile' (highlighted with a red box), 'Preferences', and 'Log Out'. The main content of the modal displays the user's profile information: a circular profile picture with the initials 'DE', the name 'Donald East', the title 'Sales Executive', and the status 'Associate ID: JGKWD1613 Active'. Below this, there are contact details: an email address 'L_P_DEast_Dig_Cert@adp...', a phone number '404-859-9585', and a mobile phone icon. At the bottom, there are organizational details: 'Department Sales', 'Location Atlanta', and 'Reports to Frank Cavallo'.

Preferences

Click your user name and then click Preferences to manage your language selection, content, contact, and security information.



The following table describes the preferences options.

Option	Description
	From Language, you may have the option to display the content in ADP Workforce Now in a different language. This preference will be displayed only if it is turned on for your company. You may have the following languages options: <ul style="list-style-type: none"> • English (US) • Spanish (US) • English (CA)
	From Security, you can access the following tabs: <ul style="list-style-type: none"> • Password tab to change your password • Questions tab to manage your security questions and answers
	From Communication, you can manage the following contact information: <ul style="list-style-type: none"> • Work and personal email addresses. Indicate which email address to use for notifications. • Several types of work contact information: work phone, fax, cell, pager, and mail stop.
	From Content, you can manage Time & Attendance preferences such as whether attendance and timecard notifications are sent through the Message Center, in email messages, or both.

Menus and Search

The menus and activities that are available to you depend on your assigned roles, security settings, and the modules that your company uses. The following table describes the menus that might be available.



Menu	Role	Description
Home	All	This page is displayed when you log on.
Resources	All	Access company information such as forms, frequently asked questions, tools and references, and manager tools.
Myself	All	Access activities that are associated with your role as an employee such as personal information, employment, pay, time and attendance, time off, talent, and benefits.
My Team	Manager, supervisor	Access activities that are associated with your role as a manager, such as employee personal information and employee employment information, including job profiles and pay rates. You can also manage the requisition and application process and conduct employee performance reviews.
Reports	Manager, supervisor	Access team reports such as employee personal and employment information, time and attendance, performance reviews, recruitment, and so on.
Favorites	All	Access frequently-used pages that you marked as favorites.
Search	All	Find employees by using the Search field. The Search field has the following characteristics and capabilities: <ul style="list-style-type: none"> • Is not case-sensitive • Uses "starts with" logic, which means that if you type "tom," the search returns results that begin with those characters • Narrows your search results as you type • Searches for only last names if you enter a last name and then a comma • Searches for only first names if you enter a comma and then a first name

Icons

Perform tasks quickly and easily with icons. The following table includes some examples of icons used in ADP Workforce Now.

Icon	Description
	Click (add) to add a record, an option, or an entry for the current activity.
	Click (delete) to remove a record, an option, or an entry from the current activity.
or	Click or (action) to view a list of additional activities or options.
	Click (help) to view context-sensitive information for a specific field or task.

Where Do I Find My Manager Self-Service Features?

Manage your team members with confidence by navigating to use these features:

Feature	Location
<p>View Your Employee's Information You can view your employees' Employment Profile information regarding your employees' job-related data, including position, status, regular pay information, corporate groups, employment type, and work schedule. The information is view-only.</p>	<p>My Team > Employment > Employment Profile</p>
<p>Timecard Maintenance You can conduct timecard maintenance of your assigned employees, including: viewing and resolving exceptions, editing punches, approving timecards, etc.</p>	<p>My Team > Time & Attendance and select:</p> <ul style="list-style-type: none"> • Individual Timecard • Timecard Exceptions • Totals Summary • Group Timecard • Schedules
<p>Manage Employees' Time Off Managers and supervisors can enter, request, cancel and deny time off for employees that report to them. They can also view a list of time off request, balances, schedules and carryovers.</p>	<p>My Team > Time Off and select:</p> <ul style="list-style-type: none"> • Request Time Off • Time Off Balances • List Of Requests • Request Carryover
<p>Delegate Activities In case of absence, vacation etc., a manager can delegate activities related to his or her employees to another manager to take care of until they return to work.</p>	<p>My Team > My Team > Delegated Activities</p>
<p>Team Reports Managers and supervisors can run a variety of reports that relate to their direct reports (the reports vary based on company rights and solution):</p> <ul style="list-style-type: none"> • Personal information • Work information • Time off • Earnings • Talent and performance • Policy acknowledgement status 	<p>Reports > My Team Reports > All Reports</p>

Your access, features, approval workflows, and screenshots will vary depending on your security rights and your company's setup.

Where Do I Find My Employee Self-Service Features?

With your ADP self-service portal, you can now access your personal, pay, HR, and time information without having to reach out to your company administrator.

Check out this video on [ADP Workforce Now Employee Self-Service](#)

Your access, features, approval workflow, and screenshots will vary depending on your company's setup.

Feature	Location
<p>Managing Your Personal Information Add, edit and view your personal information, such as address, email, and phone number on your information profile page.</p>	Myself > My Information > Profile
<p>Accessing Your Employment Details View your employment information such as your job title, pay rate, department, etc. on your Employment Profile page.</p>	Myself > Employment > Employment Profile
<p>Viewing and Downloading Pay Information View and download your pay statements and your annual statements. By opting to stop receiving paper copies of your statements you can opt to Go Green and only access your statements online.</p>	<p>Myself > Pay and select:</p> <ul style="list-style-type: none"> • Pay Statements • Annual Statements
<p>Direct Deposit Options If you elect to use direct deposit, you can have your entire paycheck go into one bank account or portions of your paycheck go into multiple accounts.</p>	Myself > Pay > Payment Options
<p>Viewing and Editing Withholdings View and edit your tax withholdings for Federal and State. If you pay taxes to both the state you work in and the state you live in, there will be separate sections for each one.</p>	Myself > Pay > Tax Withholdings
<p>Managing Time Off To streamline vacation and time off processes, you can submit time off requests, and view and forecast balances. You can also view a list of requests that you have submitted to see the status, as well as cancel or edit any pending request.</p>	<p>Myself > Time Off and select:</p> <ul style="list-style-type: none"> • Request Time Off • Time Off Balances • List Requests • Request Carryover
<p>Enter and View Data on Timecards You can enter and view your worked and non-worked time.</p>	<p>Myself > Time & Attendance and select:</p> <ul style="list-style-type: none"> • My Time Entry • My Timecard
<p>Benefits From your benefit Enrollments Page, you can view the benefit plans that you are enrolled in, print benefit statements, and enroll in plans if a benefit enrollment window is open to you.</p>	Myself > Benefits > Enrollments
<p>Add Dependents & Beneficiaries On your Personal information page, add beneficiaries and dependents that can be enrolled in benefit plans.</p>	Myself > Personal Information > Dependents & Beneficiaries

Using the ADP Mobile App

Stay Connected with the ADP Mobile App to view your information
Your ADP self-service portal is not limited to desktop or laptop computers: you can also connect from anywhere using the ADP Mobile App, you can:

- Clock in-or-out and submit time sheets
- View time off balances and submit/approve requests
- View your latest pay statement and deduction details
- Change 401(K) contribution rate and view account performances
- Enroll in benefits plans and make elections, complete open enrollment, and more!

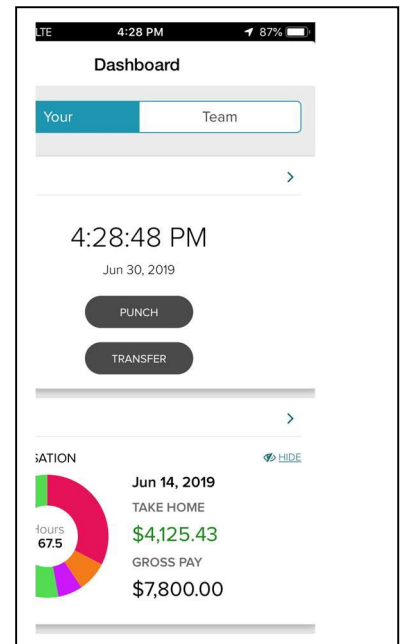
Feature availability may vary based on company setup

Download the ADP Mobile App and access your information on the go!



Check out these videos on getting started with ADP Mobile:

- [How to create your account with the ADP Mobile App](#)
- [Quick Glimpse of The ADP Mobile App: Connected Virtually, Anywhere](#)
- [How to Install the ADP Mobile App](#)



Need Support on the ADP Mobile App, access FAQ and Help from the App Home screen then select Settings

Mobile Manager Self-Service

Manage your team with confidence through the help of your personalized self-service portal. Tailored to your role as a manager, you are equipped with the ability to:

- View, edit, and approve team timecards and time-off requests
- Clock a group of employees in-or-out
- View and edit your team's schedule, and more!

Mobile Employee Self-Service

Your self-service portal is not limited to desktop or laptop computers! You can also connect from anywhere using the ADP Mobile App – one of the most widely used business apps.

With ADP Mobile, you can:

- Clock in-or-out
- View your latest pay statement and deduction details
- Review Benefits elections, complete open enrollment, and more!

Check out these videos on how you can use ADP Mobile:

- [How to instantly access your pay information with the ADP Mobile App](#)
- [How to manage your time with the help of the ADP Mobile App](#)
- [How to request Time Off with the ADP Mobile App](#)
- [How to approve a Timecard with the ADP Mobile App](#)

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