

Navigating in ADP Workforce Now for Managers, Supervisors, and Employees



Introduction

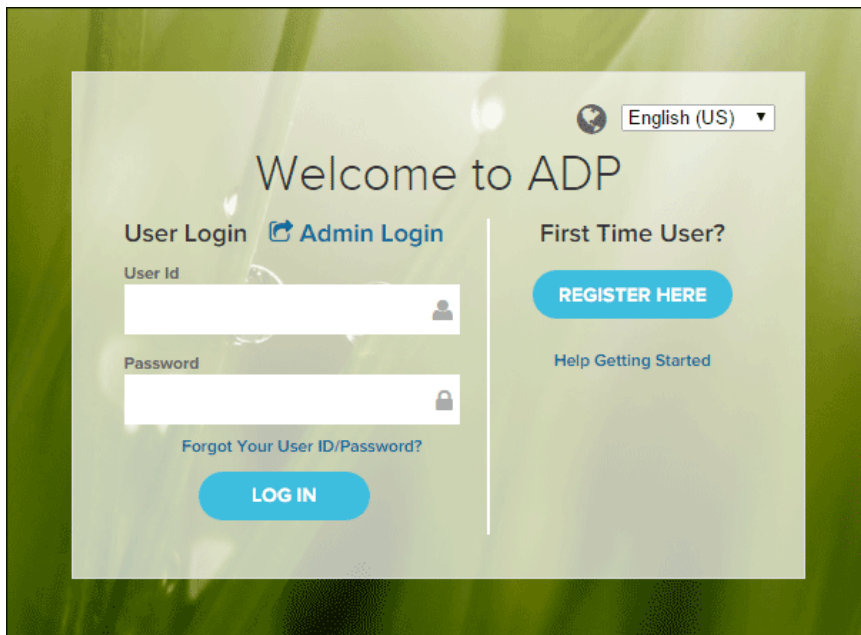
In this self-study, you will learn how to navigate in ADP Workforce Now. The features that you will use depend on your job function and the tasks that you perform.

This self-study covers the following navigational elements:

- The login page
- The user interface
- Page elements

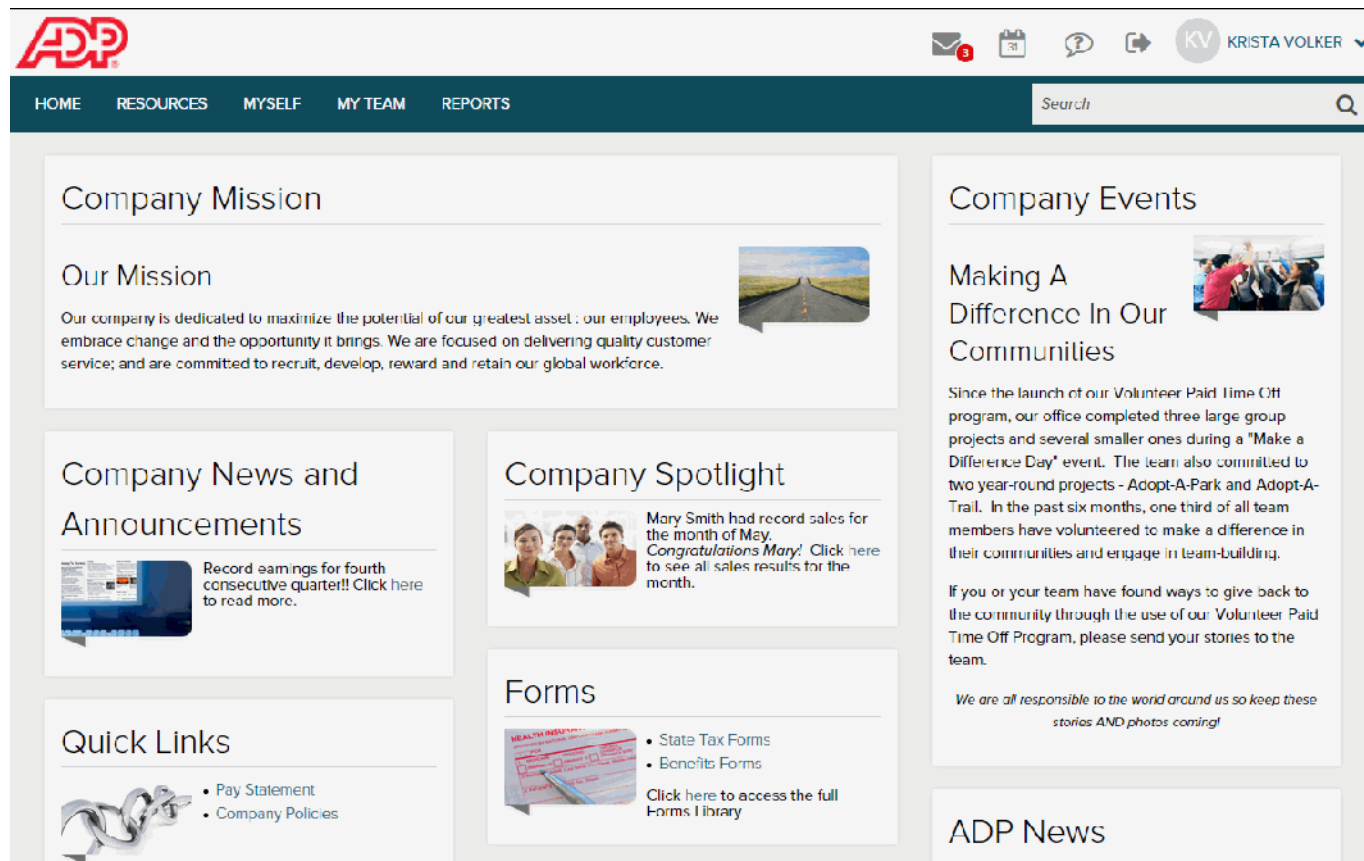
The Login Page

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, click [Forgot Your User ID/Password](#) and follow the simple steps to retrieve the information.



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.



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

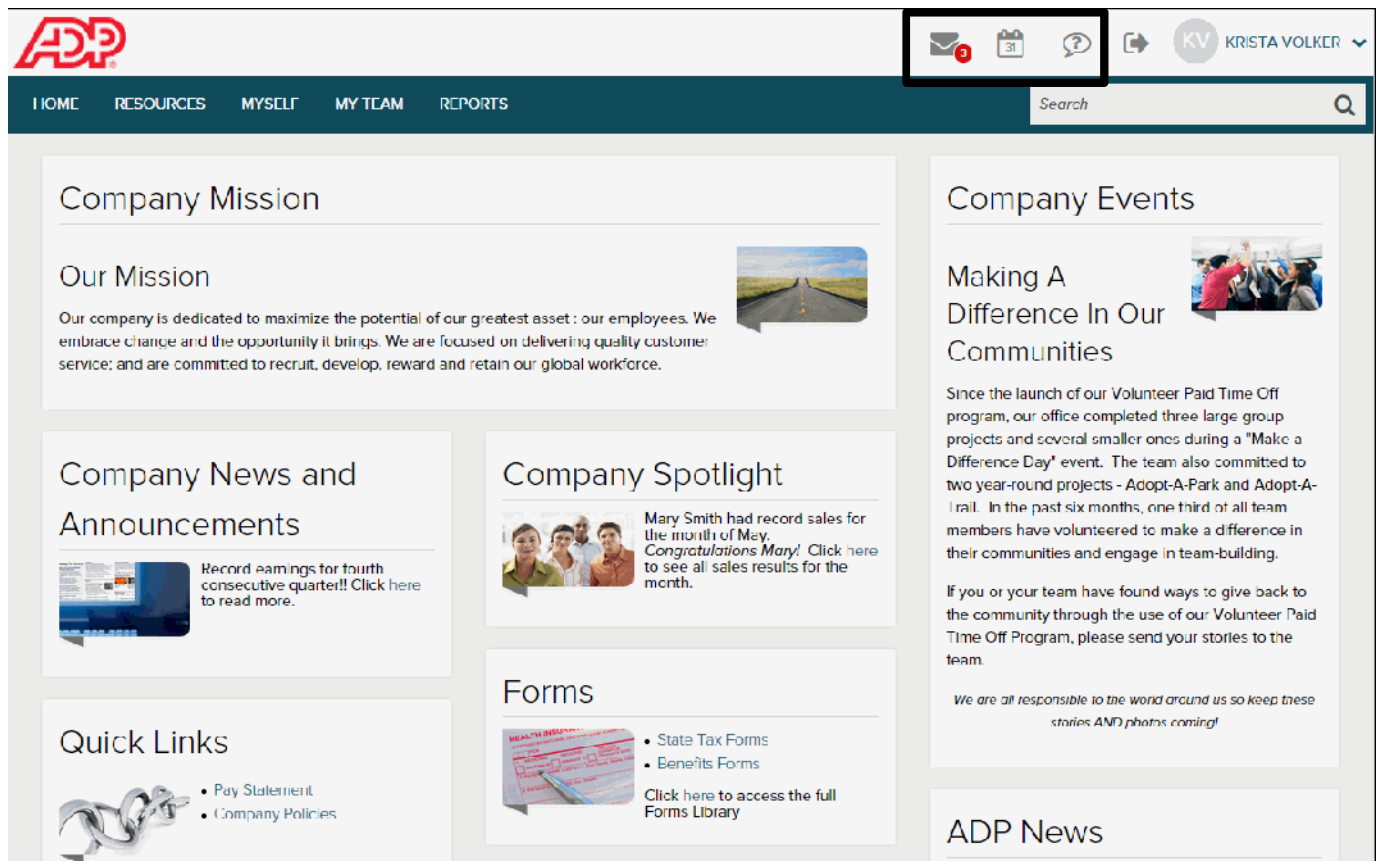
Page Elements

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




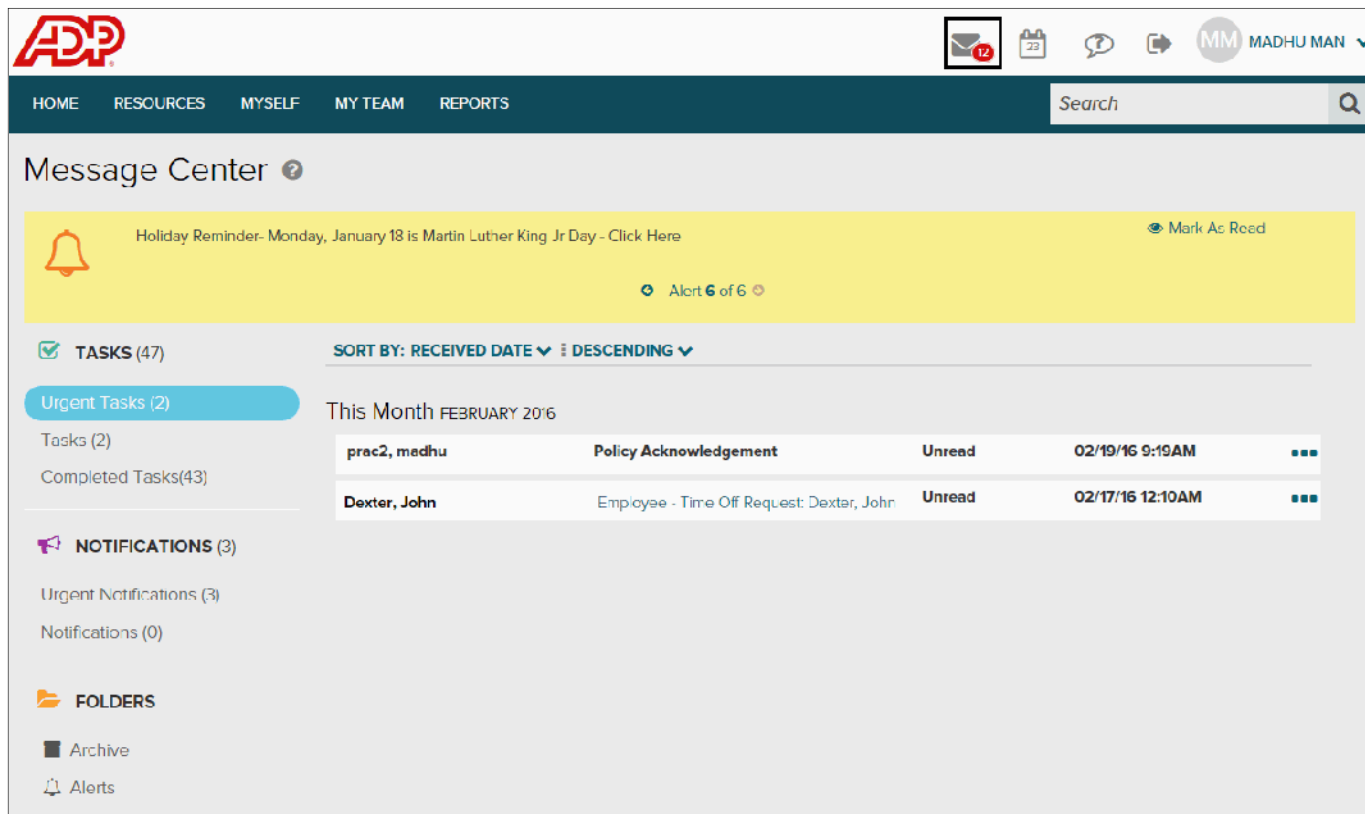
Icons at the Top of the Page

Icons provide quick access to frequently used activities.




Message Center


Click  (message center) to quickly view messages, which are grouped by message type.



The following table describes the different types of messages.

| Message Type | Description |
|---------------|---|
| Alerts | Alerts are system-wide messages sent by ADP. Alerts communicate important, time-sensitive information so that you are aware of upcoming events, such as a banking holiday, that could affect your service. Click Mark as Read to move the alert to the Alerts folder. |
| Tasks | Tasks are messages that require you to take action, for example, a time off request that you need to approve or reject. Click the subject to view the message. Click  (action) to review, approve, or reject a message or to view the message history. The actions that are available depend on the message. |
| Notifications | Notifications are noncritical informational messages, for example, a success or failure message related to custom report generation. |

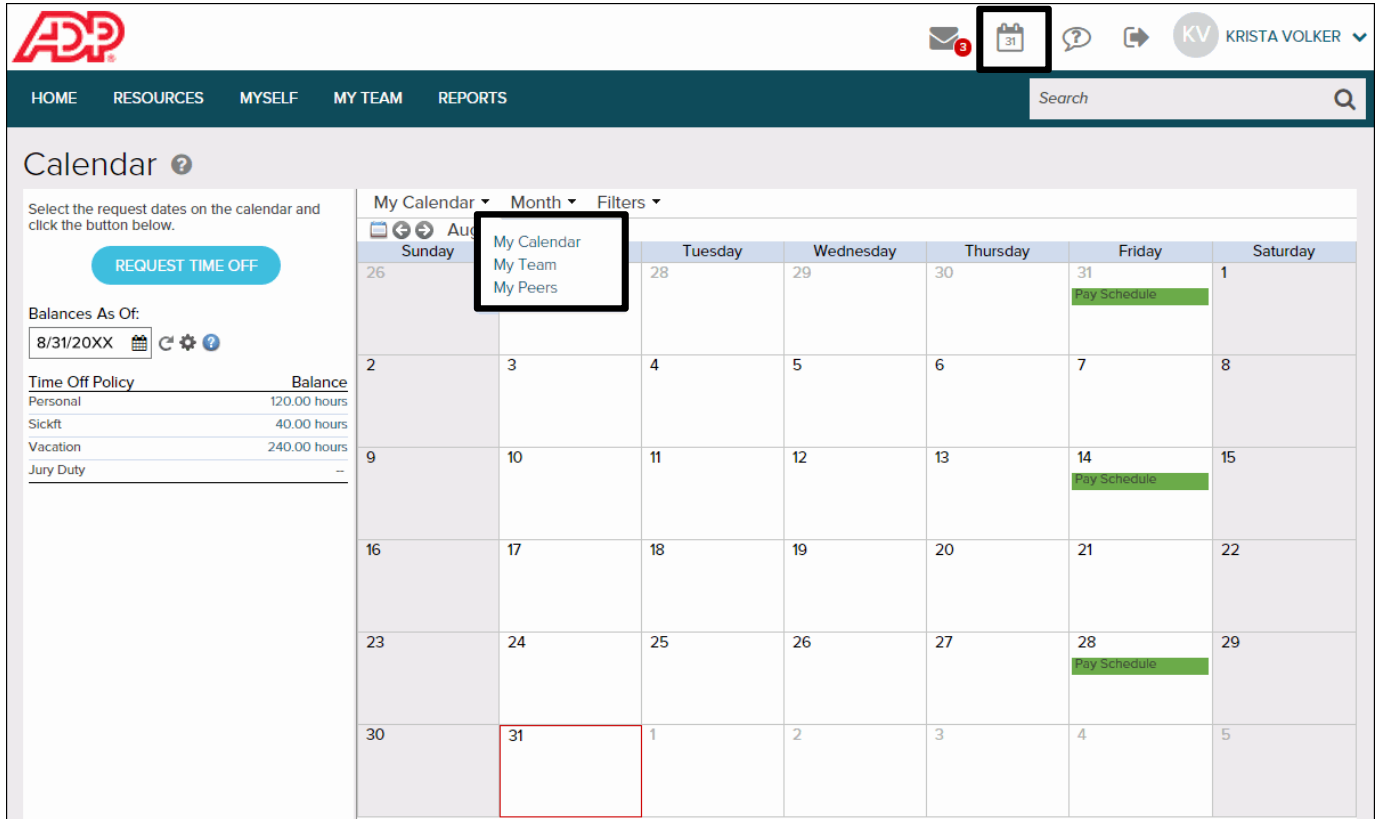
Calendar

Click  (calendar) 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.

You can filter content by event type and time ranges. You can work with the following groups of calendar entries:

- Use My Calendar to work with calendar entries that are applicable to you.
- Use My Team, if you are a manager, to work with calendar entries that are applicable to the employees who report to you.
- Use My Peers to work with calendar entries that are applicable to peers who report to the same manager as you.



Note: Your profile settings control the calendar entries that you can access.

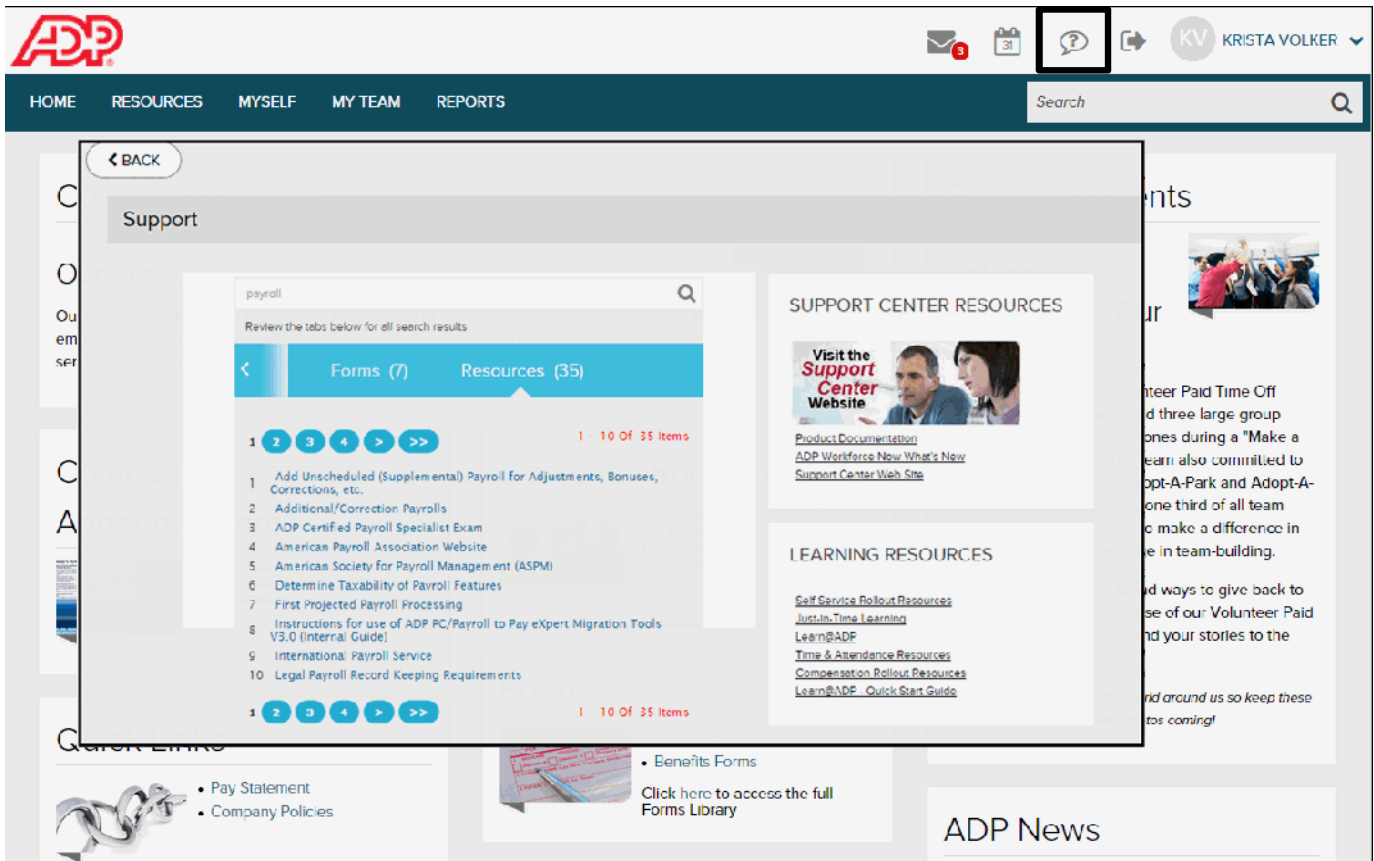


The screenshot displays the ADP Workforce Now calendar interface. At the top, there is a navigation bar with 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. A search bar is located on the right side. The main content area is titled 'Calendar' and includes a 'REQUEST TIME OFF' button, 'Balances As Of: 8/31/20XX', and a table of time off policies. The calendar grid shows dates from 26 to 5, with a dropdown menu for 'My Calendar' open over the 31st, listing 'My Calendar', 'My Team', and 'My Peers'.

| Sunday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|-----------|----------|--------------------|----------|
| 26 | 28 | 29 | 30 | 31 Pay Schedule | 1 |
| 2 | 4 | 5 | 6 | 7 | 8 |
| 9 | 11 | 12 | 13 | 14 Pay Schedule | 15 |
| 16 | 18 | 19 | 20 | 21 | 22 |
| 23 | 25 | 26 | 27 | 28 Pay Schedule | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 |

Support

Click  (support) to display the Support page and access forms, product documentation, and learning resources for ADP Workforce Now. When you click  (support) from anywhere within ADP Workforce Now, context-sensitive support is displayed.

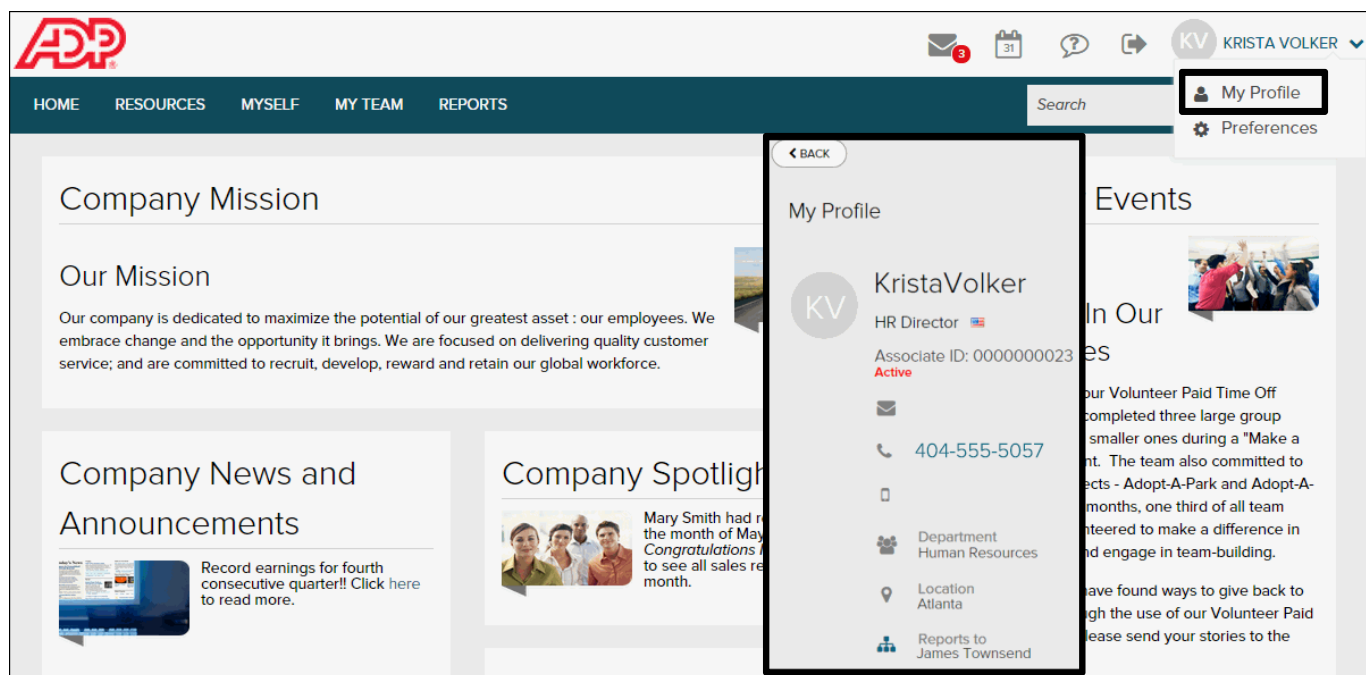


The screenshot displays the ADP Workforce Now interface. At the top, the ADP logo is on the left, and user information 'KV KRISTA VOLKER' is on the right. A navigation bar contains 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. A search bar is on the right. The main content area is titled 'Support' and shows search results for 'payroll'. The results are categorized into 'Forms (7)' and 'Resources (35)'. A list of 10 items is shown, including 'Add Unscheduled (Supplemental) Payroll for Adjustments, Bonuses, Corrections, etc.', 'Additional/Correction Payrolls', 'ADP Certified Payroll Specialist Exam', 'American Payroll Association Website', 'American Society for Payroll Management (ASPM)', 'Determine Taxability of Payroll Features', 'First Projected Payroll Processing', 'Instructions for use of ADP PC/Payroll to Pay eXpert Migration Tools V3.0 (Internal Guide)', 'International Payroll Service', and 'Legal Payroll Record Keeping Requirements'. To the right, there are sections for 'SUPPORT CENTER RESOURCES' and 'LEARNING RESOURCES'. The 'SUPPORT CENTER RESOURCES' section includes a 'Visit the Support Center Website' banner and links for 'Product Documentation', 'ADP Workforce Now What's New', and 'Support Center Web Site'. The 'LEARNING RESOURCES' section includes links for 'Self Service Rollout Resources', 'Just-In-Time Learning', 'LearnBADF', 'Time & Attendance Resources', 'Compensation Rollout Resources', and 'LearnBADF - Quick Start Guide'. At the bottom, there are 'Quick Links' for 'Pay Statement' and 'Company Policies', a 'Benefits Forms' section with a 'Click here to access the full Forms Library' link, and an 'ADP News' section.

My Profile

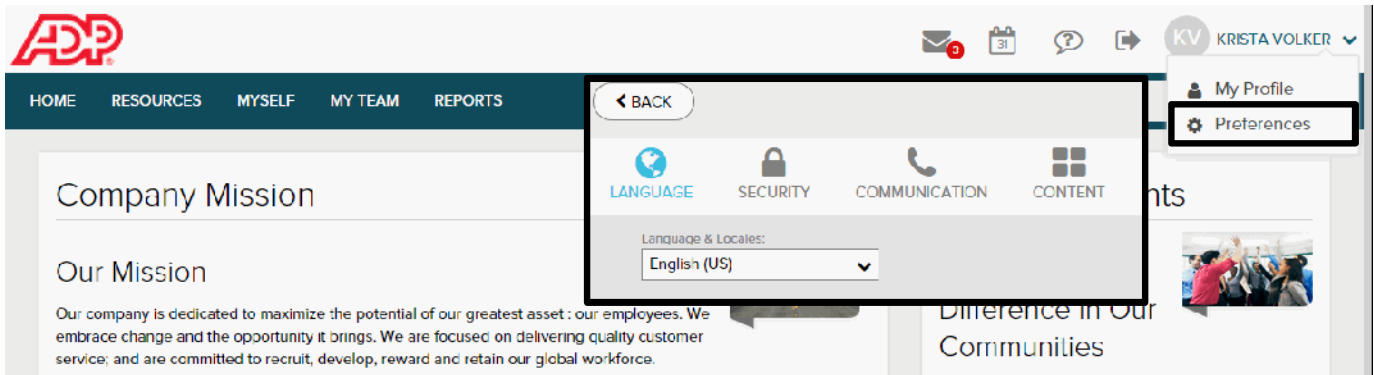
Click your user name and then click My Profile to display your employee profile, which includes the following information:

- Name
- Country indicator (flag)
- Title
- Associate ID
- Email address
- Phone number
- Mobile phone number
- Department
- Location
- Reports to







Preferences

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

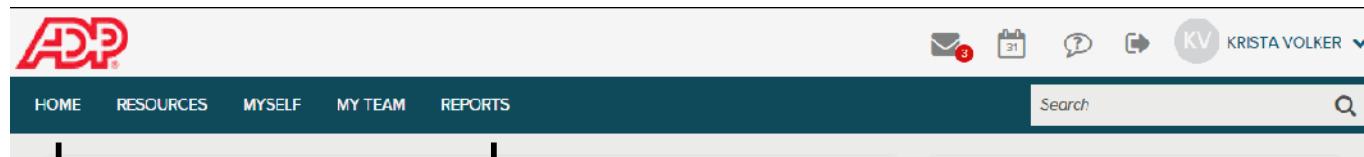


The following table describes the preferences options.

| Option | Description |
|---|--|
|  | <p>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.</p> <p>You may have the following languages options:</p> <ul style="list-style-type: none"> • English (US) • Spanish (US) • English (CA) |
|  | <p>From Security, you can access the following tabs:</p> <ul style="list-style-type: none"> • Password tab to change your password • Questions tab to manage your security questions and answers |
|  | <p>From Communication, you can manage the following contact information:</p> <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. |
|  | <p>From Content, you can manage Time & Attendance preferences such as whether attendance and timecard notifications are sent through the Message Center or in email messages.</p> |

Menus

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.



Menus

| 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 both standard and custom reports. Standard payroll reports include audit trail, on-site printing, pay history, statutory compliance, time and attendance, wage garnishment, benefits, and so on. Access team reports such as employee personal and employment information, performance reviews, recruitment, and so on. |

Search


Find employees by using the Search field.

The screenshot displays the ADP Workforce Now user interface. At the top left is the ADP logo. To the right of the logo are navigation icons for messages (with a red notification badge), a calendar, a help icon, a refresh icon, and a user profile for KRISTA VOLKER. Below the navigation bar is a dark teal header with menu items: HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. A search bar is located on the right side of this header, containing the text "Search" and a magnifying glass icon. The main content area is divided into several tiles: "Company Mission" with a sub-section "Our Mission" and a road image; "Company News and Announcements" with a sub-section "Record earnings for fourth consecutive quarter!"; "Company Spotlight" featuring a photo of three people and a congratulatory message for Mary Smith; "Forms" with a sub-section "State Tax Forms" and "Benefits Forms"; "Company Events" with a sub-section "Making A Difference In Our Communities" and a photo of people cheering; and "ADP News" at the bottom right. A quote is visible in the "Company Events" tile: "We are all responsible to the world around us so keep these stories AND photos coming!"

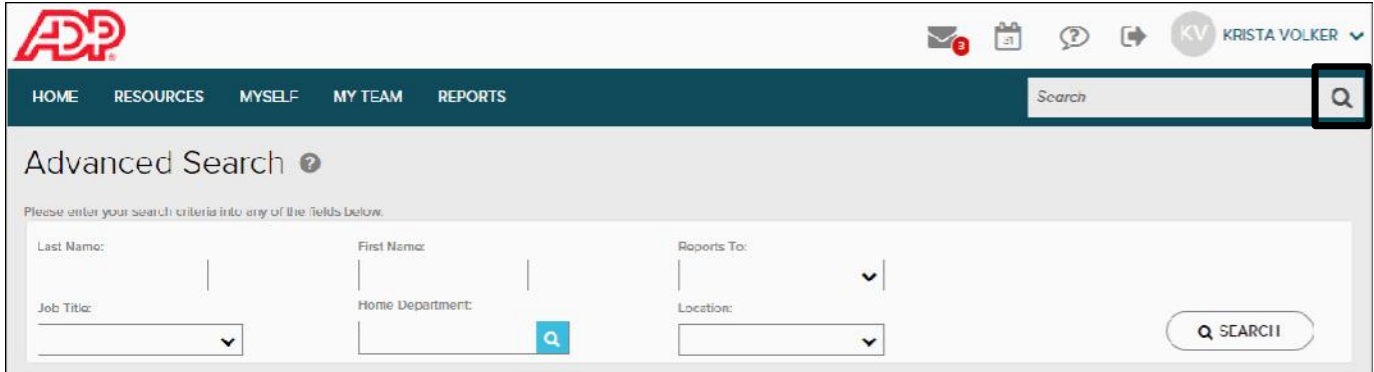
The Search field has the following characteristics and capabilities:

- 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
- Allows capital or lowercase letters, numerals, commas, spaces, and dashes

Advanced Search











Click  (search) to launch an advanced search. You can search by any of the following criteria:

- Last name
- First name
- Reports to
- Job title
- Home department
- Location



Icons

Perform tasks quickly and easily with icons. The following table includes some examples.

| 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. |

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