



IN THE BUSINESS OF YOUR SUCCESS™

ADP Workforce Now

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

When you access ADP Workforce Now, you have two login choices: User Login and Admin Login. Managers, supervisors, and employees use User Login.

ADP

Welcome to ADP

English (US) ▼

User Login Admin Login

Enter your user ID and password to Log In

User ID

Password

Log In

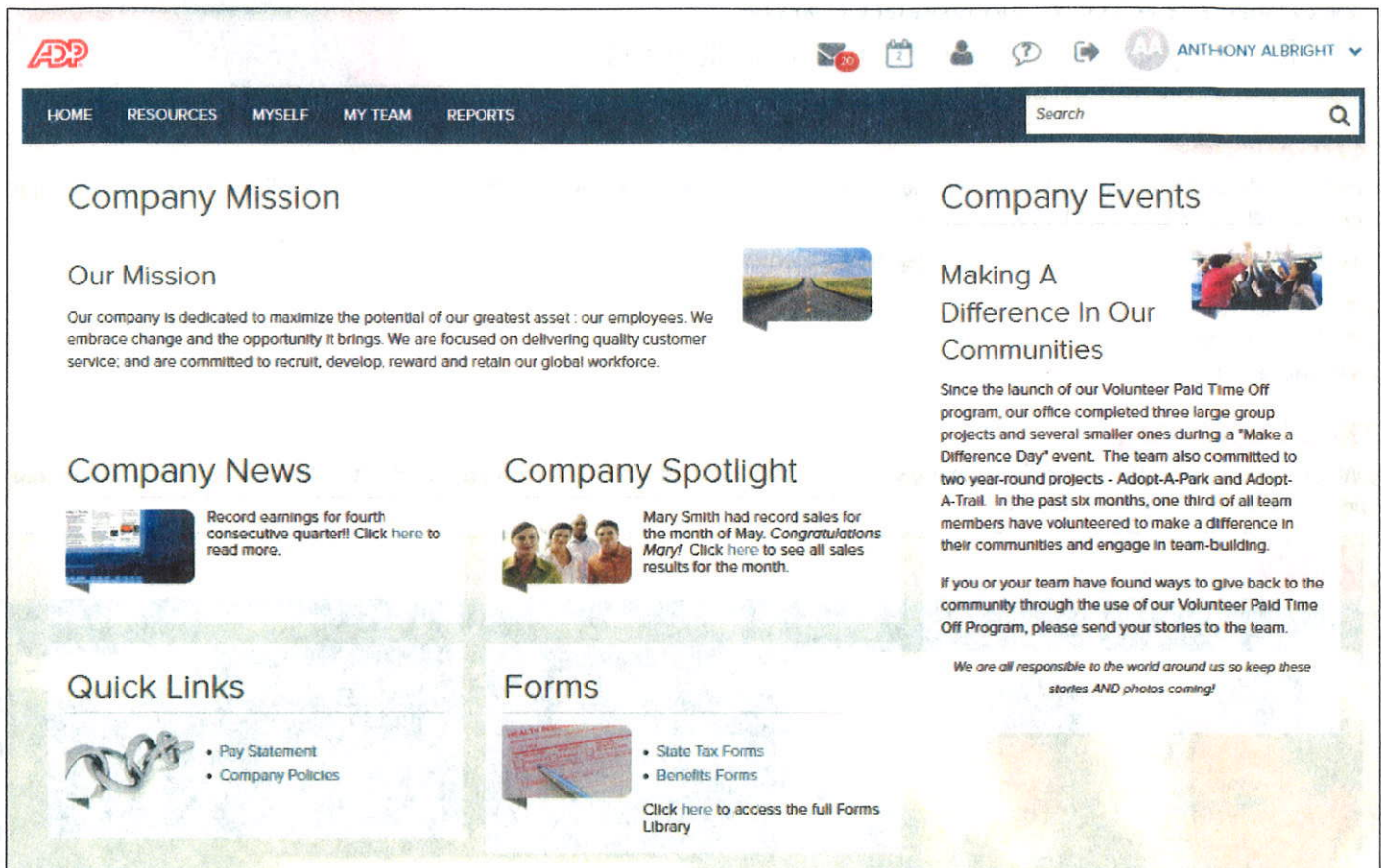
(Forgot your User ID?) (Forgot your password?)

First Time User?

Register Here or Help Getting Started

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 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, access to preferences from under your user name, menus, and the Search field.



Icons at the Top of the Page

Icons provide quick access to frequently used activities.

The screenshot shows the ADP Workforce Now homepage. At the top, there is a navigation bar with the ADP logo on the left and a user profile 'ANTHONY ALBRIGHT' on the right. Between them are several icons: a calendar, a person, a speech bubble, and a document. Below the navigation bar is a search bar. The main content area is divided into several sections: 'Company Mission' with a sub-section 'Our Mission' and a paragraph about the company's dedication; 'Company News' with a sub-section 'Record earnings for fourth consecutive quarter!!'; 'Company Spotlight' with a sub-section 'Mary Smith had record sales for the month of May'; 'Company Events' with a sub-section 'Making A Difference In Our Communities'; 'Quick Links' with links to 'Pay Statement' and 'Company Policies'; and 'Forms' with links to 'State Tax Forms' and 'Benefits Forms'. There is also a 'VIEW ALL MESSAGES' link at the bottom right of the forms section.


Message Center

Click (message center) to quickly view messages, which are sorted by message type and then by creation date. Click the subject to view the message summary. Click (action) to review, approve, or reject a message or to view the message history. The actions that are available depend on the message type. Click View All Messages to view all of your messages.

The screenshot shows the ADP Workforce Now Message Center interface. At the top, there is a navigation bar with the ADP logo on the left and a user profile 'ANTHONY ALBRIGHT' on the right. Between them are several icons: a calendar, a person, a speech bubble, and a document. Below the navigation bar is a search bar. The main content area is a table of messages. The table has columns for 'TYPE', 'FROM', 'SUBJECT', 'RECEIVED', and 'ACTION'. There are three messages listed. The first message is an 'Automatic Notification' from 'External EPIP Load' received on '02/12/20XX 10:30:25 AM'. The second message is from 'Dexter, John' with the subject 'Employee Time Off Request - Dexter, John' received on '02/02/20XX 04:00:34 PM'. The third message is an 'Automatic Notification' with the subject 'The time off request for Dexter, John is approved...' received on '02/02/20XX 04:00:33 PM'. There is a 'VIEW ALL MESSAGES' link at the bottom right of the table.

TYPE	FROM	SUBJECT	RECEIVED	ACTION
Automatic Notification	External EPIP Load		02/12/20XX 10:30:25 AM	
Dexter, John	Employee Time Off Request - Dexter, John		02/02/20XX 04:00:34 PM	
Automatic Notification	The time off request for Dexter, John is approved...		02/02/20XX 04:00:33 PM	

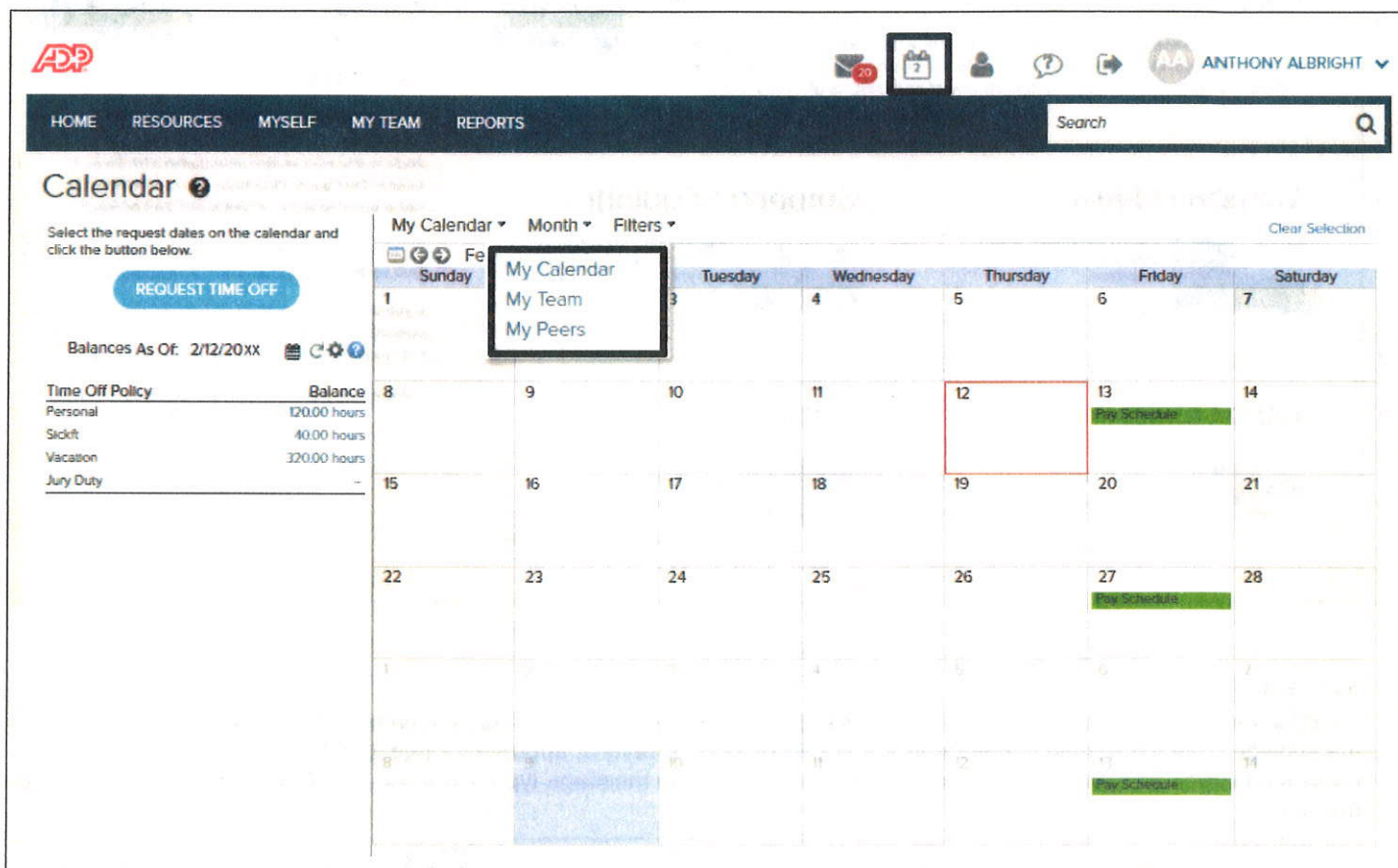
Calendar







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.






ADP      **ANTHONY ALBRIGHT** 

HOME **RESOURCES** **MYSELF** **MY TEAM** **REPORTS**




Calendar








Select the request dates on the calendar and click the button below.

REQUEST TIME OFF

Balances As Of: 2/12/20xx   

Time Off Policy	Balance
Personal	120.00 hours
Sick/lt	40.00 hours
Vacation	320.00 hours
Jury Duty	-

My Calendar  Month  Filters  Clear Selection

 Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21


22 23 24 25 26 27 28

1 2 3 4 5 6 7

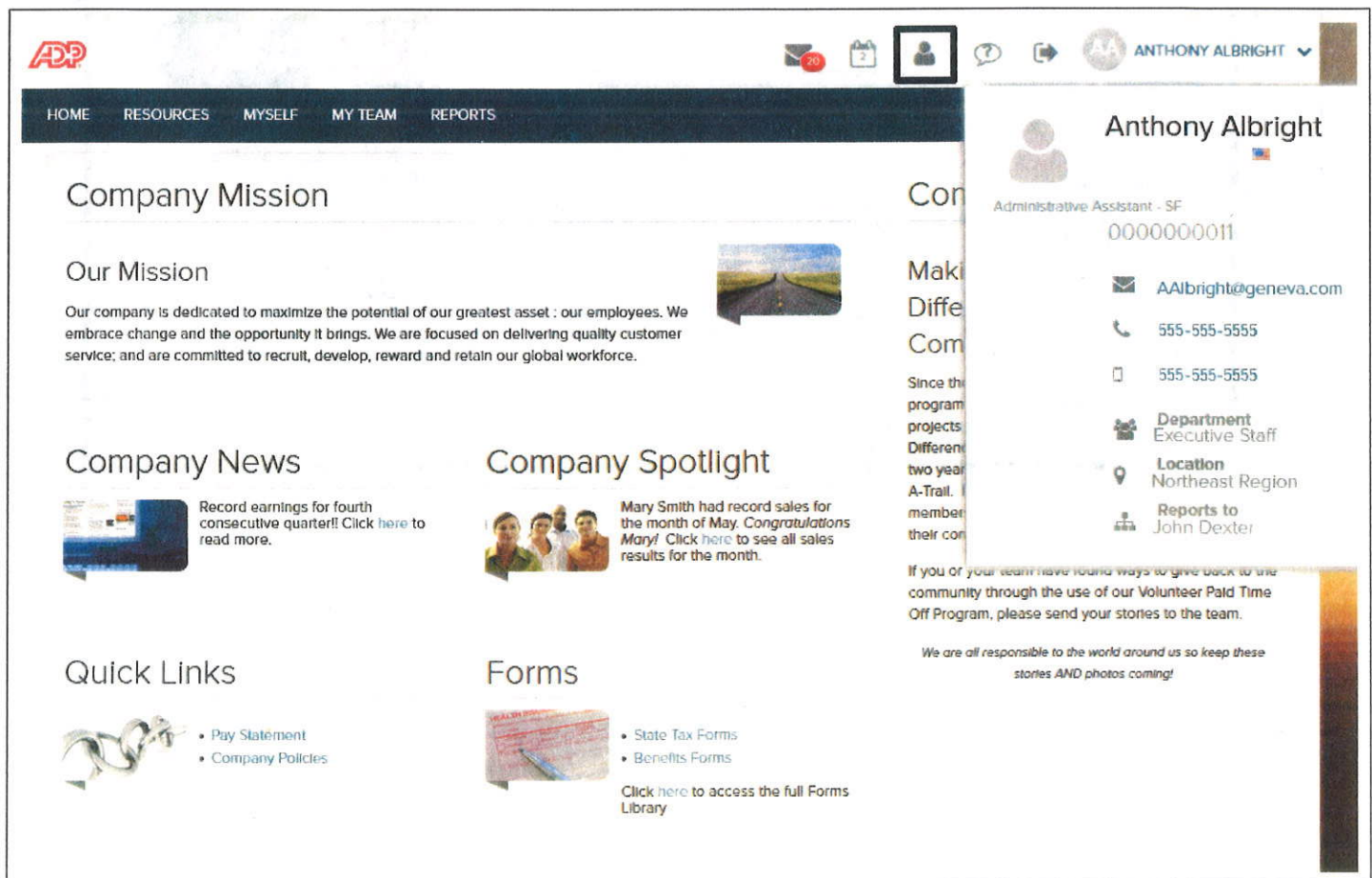
8 9 10 11 12 13 14

Pay Schedule

My Profile



Click  (my profile) to display your employee profile, which includes the following information:

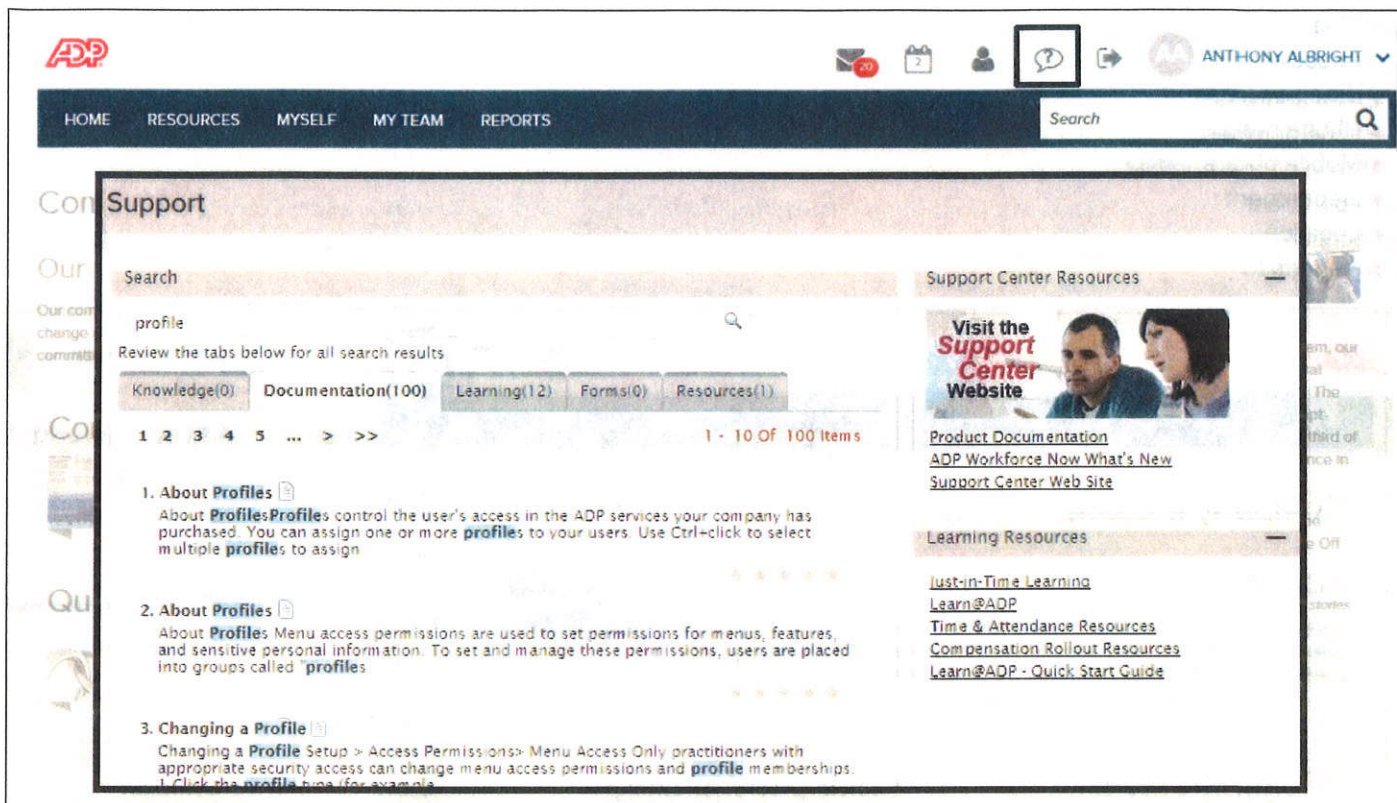
- Name
- Country indicator (flag)
- Title
- Associate ID
- Email address
- Phone number
- Mobile phone number
- Department
- Location
- Reports to



The screenshot displays the ADP Workforce Now interface. At the top, the ADP logo is on the left, and navigation icons (mail, calendar, profile, help, and a dropdown menu) are on the right. The profile dropdown menu is open, showing the user's name 'ANTHONY ALBRIGHT' and a small flag icon. Below the navigation bar is a dark header with links: HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. The main content area is divided into several sections: 'Company Mission' with a sub-section 'Our Mission' containing a paragraph about the company's dedication to employees; 'Company News' featuring a snippet about record earnings; 'Company Spotlight' highlighting Mary Smith's record sales; 'Quick Links' with links to 'Pay Statement' and 'Company Policies'; and 'Forms' with links to 'State Tax Forms' and 'Benefits Forms'. On the right side, a detailed profile card for 'Anthony Albright' is visible, showing his title 'Administrative Assistant - SF', employee ID '0000000011', email 'AAlbright@geneva.com', phone numbers '555-555-5555', department 'Executive Staff', location 'Northeast Region', and reports to 'John Dexter'. A footer message encourages community involvement through the Volunteer Paid Time Off Program.

Support

Click  (support) to display the Support page and access a Knowledge Base, product documentation, and training for the current version of ADP Workforce Now. When you click  (support) from anywhere within ADP Workforce Now, context-sensitive support is displayed.



The screenshot shows the ADP Workforce Now interface. At the top, there is a navigation bar with the ADP logo, a user profile icon for 'ANTHONY ALBRIGHT', and a search bar. Below the navigation bar, the 'Support' page is displayed. The page features a search bar with the word 'profile' entered. Below the search bar, there are tabs for 'Knowledge(0)', 'Documentation(100)', 'Learning(12)', 'Forms(0)', and 'Resources(1)'. The main content area displays three search results for 'About Profiles'. On the right side, there are sections for 'Support Center Resources' and 'Learning Resources'.

Search
profile

Review the tabs below for all search results

Knowledge(0) Documentation(100) Learning(12) Forms(0) Resources(1)

1 2 3 4 5 ... > >> 1 - 10 Of 100 Items

1. About Profiles

About **Profiles**: Profiles control the user's access in the ADP services your company has purchased. You can assign one or more **profiles** to your users. Use Ctrl+click to select multiple **profiles** to assign.

2. About Profiles

About **Profiles**: Menu access permissions are used to set permissions for menus, features, and sensitive personal information. To set and manage these permissions, users are placed into groups called **profiles**.

3. Changing a Profile

Changing a **Profile** Setup > Access Permissions> Menu Access Only practitioners with appropriate security access can change menu access permissions and **profile** memberships. 1. Click the **profile** type (for example,

Support Center Resources

Visit the **Support Center Website**

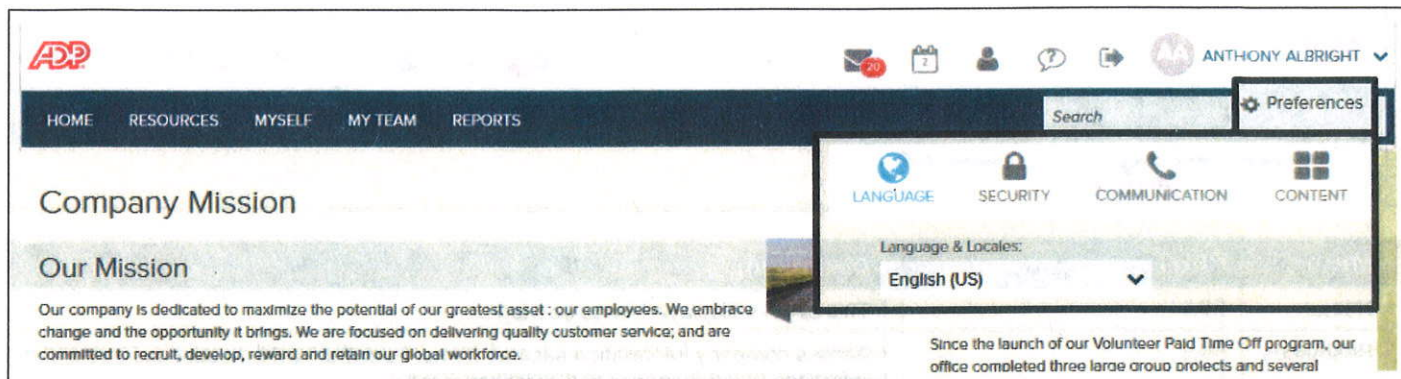
[Product Documentation](#)
[ADP Workforce Now What's New](#)
[Support Center Web Site](#)





Learning Resources

[Just-in-Time Learning](#)
[Learn@ADP](#)
[Time & Attendance Resources](#)
[Compensation Rollout Resources](#)
[Learn@ADP - Quick Start Guide](#)

Preferences

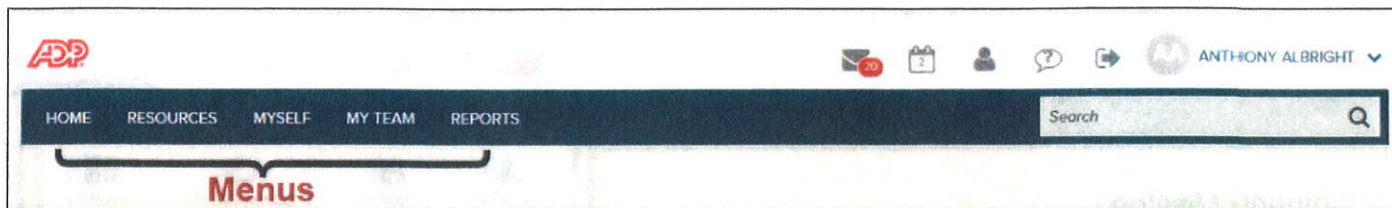
Click your user name and then click Preferences to manage your language selection, content, contact, and security information. The following table describes the available options.



Option	Description
 LANGUAGE	<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)
 SECURITY	<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
 COMMUNICATION	<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.
 CONTENT	<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.



Menu	Role	Description
Home	All	This page is displayed when you log on.
Resources	All Comprehensive Services	Access company information such as forms, frequently asked questions, tools and references, and manager and practitioner 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 interface. At the top, the ADP logo is on the left, and a navigation bar contains icons for notifications, calendar, user profile, help, and a search bar. The user's name, ANTHONY ALBRIGHT, is shown on the right. Below the navigation bar, the main content area is divided into several sections: 'Company Mission' with a sub-section 'Our Mission' describing the company's dedication to its employees; 'Company Events' featuring 'Making A Difference In Our Communities' with details about volunteer programs; 'Company News' highlighting record earnings; 'Company Spotlight' celebrating Mary Smith's sales; 'Quick Links' for pay statements and policies; and 'Forms' for state tax and benefits forms. A footer note encourages users to share stories and photos.

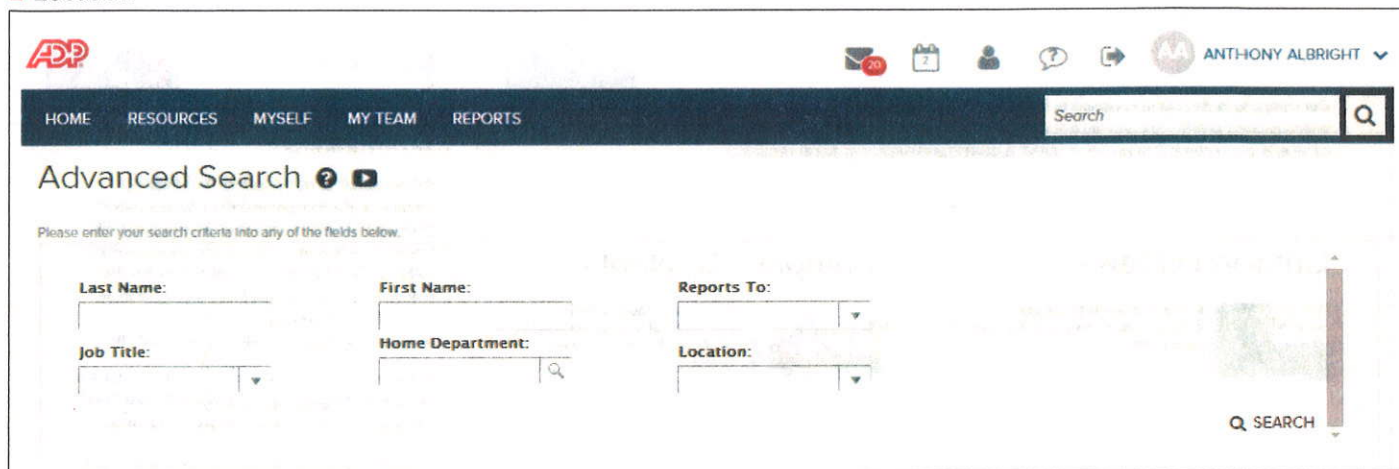
The Search field has the following characteristics and capabilities:

- 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



The screenshot shows the ADP Workforce Now Advanced Search page. At the top, there is a navigation bar with the ADP logo on the left and user information (ANTHONY ALBRIGHT) on the right. Below the navigation bar, there is a dark blue header with links: HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. A search bar is located on the right side of this header. The main content area is titled "Advanced Search" with a help icon and a play button icon. Below the title, there is a prompt: "Please enter your search criteria into any of the fields below." The search criteria are organized into three columns. The first column contains "Last Name:" and "Job Title:". The second column contains "First Name:" and "Home Department:". The third column contains "Reports To:" and "Location:". Each field has a corresponding input box or dropdown menu. A "SEARCH" button with a magnifying glass icon is located at the bottom right of the search area.

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.
	Click  (action) to view a list of additional activities or options.
	Click  (help) to view context-sensitive information for a specific field or task.

Trademarks

The ADP® logo and ADP® are registered trademarks of ADP, LLC. ADP Workforce Now® is a registered trademark of ADP, LLC. In the Business of Your Success® is a service mark of ADP, LLC.

All other trademarks and service marks are the property of their respective owners.

Copyright © 2012–2015 ADP, LLC. ADP Proprietary and Confidential – All Rights Reserved.

ADP provides this publication "as is" without warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or programs described in this publication at any time without notice.

