ADP Workforce Now

Quick Reference to Manager Self Service

Introduction

Welcome to ADP Workforce Now Manager Self Service. Through Manager Self Service, you can do the following:

- Read about your organization's news.
- Access resources such as forms, calculators, company policies, and manager tools.
- View or update your employees' information.
- Complete various manager tasks.

How to Use this Guide

This guide will help you get started using Manager Self Service. It describes the My Team menu options, the submenu options (activities), and the information that you may see, along with the actions that you may be able to perform.

Important Note

Depending on the features that your organization uses, you may not see all of the menu or submenu options that are included in this guide. In addition, depending on how your site is configured, the information that you see and the actions that you can perform may be different.

Menu Options and Activities

The following tables list the activities for each menu option and describe the actions that you can perform for each one.

Your My Team Information

Activity	Actions You Can Perform
Delegated Activities	▪ Add, delete, and edit the delegation of your activities to another person. ▪ View activities that are delegated to you (past, current, and future). ▪ Delegate a person's activities on his or her behalf; view and update those delegated activities.
Organizational Chart	Access your organizational chart.
Policy Status	▪ Check whether employees have acknowledged company policies. ▪ View and download reports. ▪ Generate a notification to employees who have not yet acknowledged a policy.
Team Calendar	▪ Access your calendar as well as that of your team and peers. ▪ Request time off. ▪ View your and your team's current, past, and projected time-off balances.

Your Team's Employment Information

Activity	Actions You Can Perform
Employment Profile	View the employment-related information of employees who report to you and perform certain actions for the following sections on the Employment Profile page: ■ **Position:** Change who an employee reports to. ■ **Status:** Change an employee's status (leave of absence, termination, retirement, and death). ■ **Regular Pay and Hours:** Change an employee's rate of pay and hours. ■ **Corporate Groups:** Change an employee's business unit, location, home department, and union. ■ **Employment:** View the employee type, associate ID, seniority, service, and retirement dates; change an employee's employee type. ■ **Work Schedule:** View and update schedule information. ■ **Custom Fields:** View and update custom information, if available.
Time Position Info	View employees' setup information related to Time & Attendance, such as their assigned supervisor, pay class, and time clocks, if applicable.
Employee Documents	■ View documents that employees upload to ADP Workforce Now. ■ Upload documents on behalf of employees.
Company Property	Add, delete, and update information about company property that was issued to an employee. **Note:** This is an example of a custom field that an organization can create and assign to an employee page. Your organization has the option whether to create this or other custom fields.

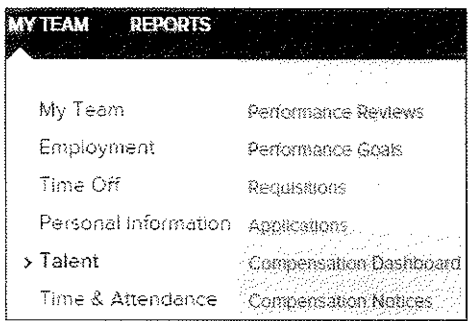
Your Team's Time-Off Information

Activity	Actions You Can Perform
Request Time Off	■ View your team's, your peers', and your calendars. ■ View an employee's time-off balances. ■ Submit a time-off request on an employee's behalf.
Time Off Balances	View employee time-off balances as of a specific date, including the following: ■ Carryover amount ■ Earned and adjusted amount ■ Taken time ■ Scheduled time ■ Future earned time
List of Requests	■ View and process employees' pending time-off requests. ■ View employees' time-off-request history.
Request Carryover	■ View employees' accrued time that is eligible for carryover. ■ Submit a carryover request on behalf of an employee.

Your Team's Personal Information

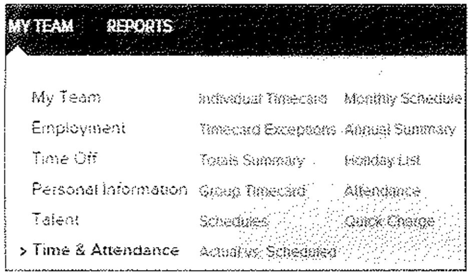
Activity	Actions You Can Perform
Personal Profile	View the following information of the employees who report to you: ▪ Name ▪ Address ▪ Phone numbers ▪ Emergency contacts ▪ Custom Fields ▪ Demographics – Birth date (month and day only) – Correspondence language – Education level **Note:** You cannot update the information on this page.
Employee Profile	Generate the My Team Employee Profile Report.
Employee Notes	Enter and maintain notes about an employee.
Talent Profile	View and update the following employee information: ▪ Licenses and certifications ▪ Skills ▪ Previous employers ▪ Education ▪ Awards ▪ Languages ▪ Training ▪ Memberships **Note:** Employees can also update this information in Employee Self Service.

Your Team's Talent Information



Activity	Actions You Can Perform
Performance Reviews	▪ Schedule employee reviews. ▪ Release reviews to employees.
Performance Goals	▪ View organizational goals. ▪ Create, assign, and update progress on team and individual employee goals.
Requisitions	▪ Review existing job requisitions. ▪ Create a job requisition. **Note:** This activity is available only if your organization uses the Recruitment feature.
Applications	Access and review job applications. **Note:** This activity is available only if your organization uses the Recruitment feature.
Compensation Dashboard	▪ Perform actions that are related to open compensation events. ▪ View historical compensation events. **Note:** This activity is available only if your organization uses the Compensation feature.
Compensation Notices	View compensation notices that are generated for and distributed to your employees. **Note:** This activity is available only if your organization uses the Compensation feature.

Your Team's Time & Attendance Information



Activity	Actions You Can Perform
Individual Time Card	▪ Set your individual timecard preferences. ▪ Edit a timecard. ▪ Create, edit, and delete time pairs. ▪ Determine in which department an employee clocked in or out. ▪ Review employee supplemental pay codes. ▪ View balances.
Timecard Exceptions	View and resolve all timecard exceptions (errors) for your assigned employees.
Totals Summary	Review pay period and weekly totals by employee by pay code.
Group Timecard	Review all employee timecards to easily identify missed punches and absences.
Schedules	▪ Assign schedule templates to employees. ▪ View scheduling information for a specific range of dates.
Actual vs Scheduled	View a summary of employee scheduled and actual work times by pay period.
Monthly Schedule	▪ View employees' schedules for a four-week period. ▪ Access editing pages to create, edit, and delete employees' daily schedules. ▪ Schedule employees' planned time off.
Annual Summary	View employee activity based on the following: ▪ Worked and non-worked pay codes ▪ Timecard exceptions ▪ Attendance notifications ▪ Attendance tracking
Holiday List	▪ View the holiday schedule.
Attendance	▪ View the following attendance information: – Notifications – Infraction levels – Exceptions ▪ Excuse employees' attendance exceptions. ▪ Record a corrective action. ▪ Rescind a corrective action. ▪ Delete a corrective action.
Quick Charge	▪ Add a Quick Charge. ▪ View recent Quick Charge requests.

Additional Resources

To help you get started using Manager Self Service, see the following resources:

- *Navigating in ADP Workforce Now for Managers, Supervisors, and Employees*
- *Manager Self Service Resource Guide*