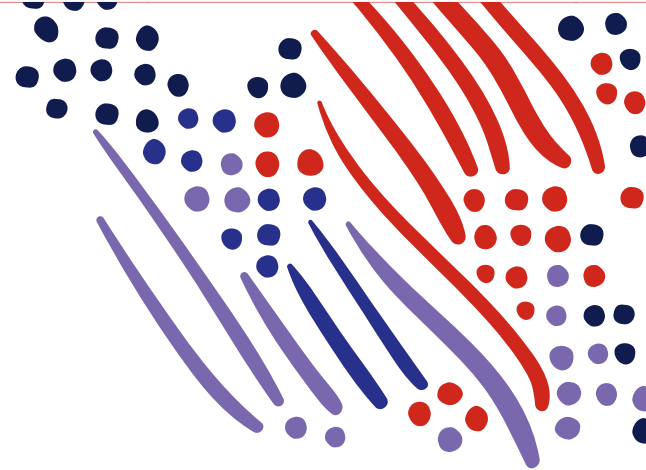


Welcome

to ADP Workforce Now®
Monitor Self Service Training



Housekeeping

Housekeeping

- Keep yourself on mute to cut down on background noise and feedback
- If you have questions during the session, enter them in the chat and we will address them at the end of the session
- A recording of the monitor session will be made available later in the week.
- There will be a 2nd monitor training on September 23rd at 3pm ET (2pm CT, 1pm MT, 12pm PT)
 - That session will cover the same topics as this one. You are welcome to attend both, but only need to attend one.
- You will not be able to use your old ADP log in. You will need to create a new one. The registration email on 9/21 will allow you to set up your log in information.
- The ADP system does not notify you when your enrollee completed their timesheet. Your enrollee should reach out to let you know when they are done.
 - Enrollees should complete timesheets by close of business on Friday
 - Monitors have until noon ET on Monday to review and approve timecards
- Enrollee leave balances will not be visible in ADP on 9/21. They are still able to use leave, but we will not be able to update balances in ADP until the final payroll is completed in Paycom.

Registration

Sample Registration E-mail

Welcome, Advanage Monitor

This is one of two emails that you'll need in order to complete your registration with Workforce Now and access ADP services.

After you enter your Personal Registration Code (provided in a separate email), select the AssociateID option and enter the AssociateID provided below.

Your AssociateID: QCY3BUG9R

Instructions:

1. Go to <https://workforcenow.adp.com>
2. On the Login page, click the link to create a new account.
3. Follow the instructions on the site.
4. After you register successfully, log in at <https://workforcenow.adp.com> and complete your Prehire tasks.

Have questions or need help? Contact your organization's administrator.

This email has been sent from an automated system. DO NOT REPLY.

***All images and videos in this training presentation were taken of generic test records in a test system**

English (US) ▾

Welcome to ADP

User ID [Administrator Sign In](#)

Remember My User ID [?](#)

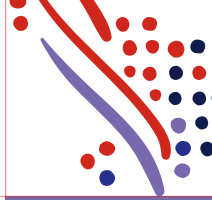
Password (case sensitive)

SIGN IN

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

Need an account? [SIGN UP](#)

Registration



SECURE PAGE ENGLISH (US) ▾

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME WITH EMAIL/MOBILE

I HAVE A REGISTRATION CODE

[← BACK](#)

SECURE PAGE ×

Enter Code Identity Info Contact Info Create Account

Enter registration code

Registration code ?

6et9ln5a

NEXT

[← BACK](#)

Registration



Let's get started

First, we'll need your information so that we can create your account with **testIS0721**

First name *

Advantage

Last name *

Monitor

Associate ID

CONTINUE



Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email *

Work

[Redacted]@p.com

Phone

Personal, Mobile

+1

ADD BACKUP CONTACT INFORMATION

CONTINUE

Registration

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

One more step, Advantage!

Let's set up the login information for your account with **testIS0721**

User ID *

AdvantageMonitor01

Password (case sensitive) *

.....

Strong (Add a special character to strengthen)

Confirm password (case sensitive) *

.....

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

CREATE YOUR ACCOUNT

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Please Select

What was your childhood nickname that most people do not know?

What was the first and last name of your first manager?

In what city was your mother born? (Enter full name of city only)

What was the first and last name of your first girlfriend/boyfriend?

Please Select

Answer 3

CONTINUE

Registration



🔒 SECURE PAGE



Account created! Please sign in.

User ID: AdvantageMonitor01 

Now sign into access and manage your accounts.

ADP Workforce Now



Advantage Enrollee

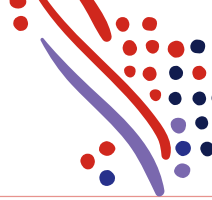
Thank you for setting up your account with ADP. We look forward to providing you with the best service.

Your User ID: AdvantageEnrollee

To access an ADP service, click on a link below:

ADP Workforce Now: <https://Workforcenow.adp.com/public/index.htm>

Monitor Home Page View



Workforce
Calendar
Career
Center



HOME

RESOURCES

MY TEAM

REPORTS



Search Workforce Now

NOWCC

Timesheet tips for Monitors:

- Confirming that the timesheet accurately reflects the enrollee's work hours
- Confirming that the enrollee has enough leave available to cover the leave requested.
- Approving the timesheet **no later than noon (12 PM EST) on the Monday** following the end of every two-week pay period.
- Please note that when a holiday falls in a pay week, the due date moves to the Friday (the end of the pay period).

Quick Links

Events

News and Announcements

Meet Bureau of Land Management (BLM) Enrollee, Janet Hahn.



Home

My Team

Myself

Reports

- My Team
- Personal Information
- Time & Attendance
- Time Off
- Reports

Manager Search Options

The screenshot displays the ADP Manager Search interface. At the top, a search bar contains the text "Search Workforce Now" with a magnifying glass icon. Below this, a navigation bar includes "RESOURCES", "MYSELF", "MY TEAM", and "REPORTS". A search bar on the right of the navigation bar shows "albright" with a search icon and a close button. The main content area is divided into a left sidebar with icons for "BENEFITS", "GOALS", "PERSONAL FILE", and "SCHEDULE". The central area shows a search result for "Anthony Albright", a "VP Human Resources - Corporate". The profile card includes the following information:

- Associate ID: 0000000014 - Active
- Email: candiss.french@adp.com
- Phone: 973-555-3245
- Mobile: 973-713-3456
- Department: Corporate Staff
- Location: Atlantic
- Reports to: Susan M Dearborne

On the right, a "People" section displays a photo of Anthony Albright and a post titled "Making A Difference In Our Communities". The post text reads: "Since the launch of our Volunteer Paid Time Off program, our office completed three large group projects and several smaller ones during a 'Make a Difference Day' event. The team also committed to two year-round projects - Adopt-A-Park and Adopt-A-Trail. In the past six months, one third of all team members have volunteered to make a difference in their communities and engage in team-building. If you or your team have found ways to give back to the community through the use of our Volunteer Paid..."

Manager Search Options

Take Me To...

PAY PERSONAL PROFILE

MY TEAM

My Team Employment Profile ☆

Employment Employee Documents

Time Off Company Property

Personal Information EI-9 Management

Talent

Time & Attendance

EXPAND MENU

• View your paystub: [Myself](#) > [Pay](#) > [Pay State](#)

Position ID	Hire Date	Status	Employee Search	<	1 of 13	>
&WN27395N	12/31/2014	Active	<STATUS IS ACTIVE> Q			

Refresh +

Manager Search Options

Employee Search

Current List: <status is active> Include Indirect Reports

Total Records: 8

#	NAME ^	POSITION ID ^
1	Berry, Lawrence	&WO000051
2	Condo, Heidi	&WO000064
3	Dinatio, Vincent	&WO33999N

Employee Search

Current List: <status is active> Include Indirect Reports

Total Records: 13

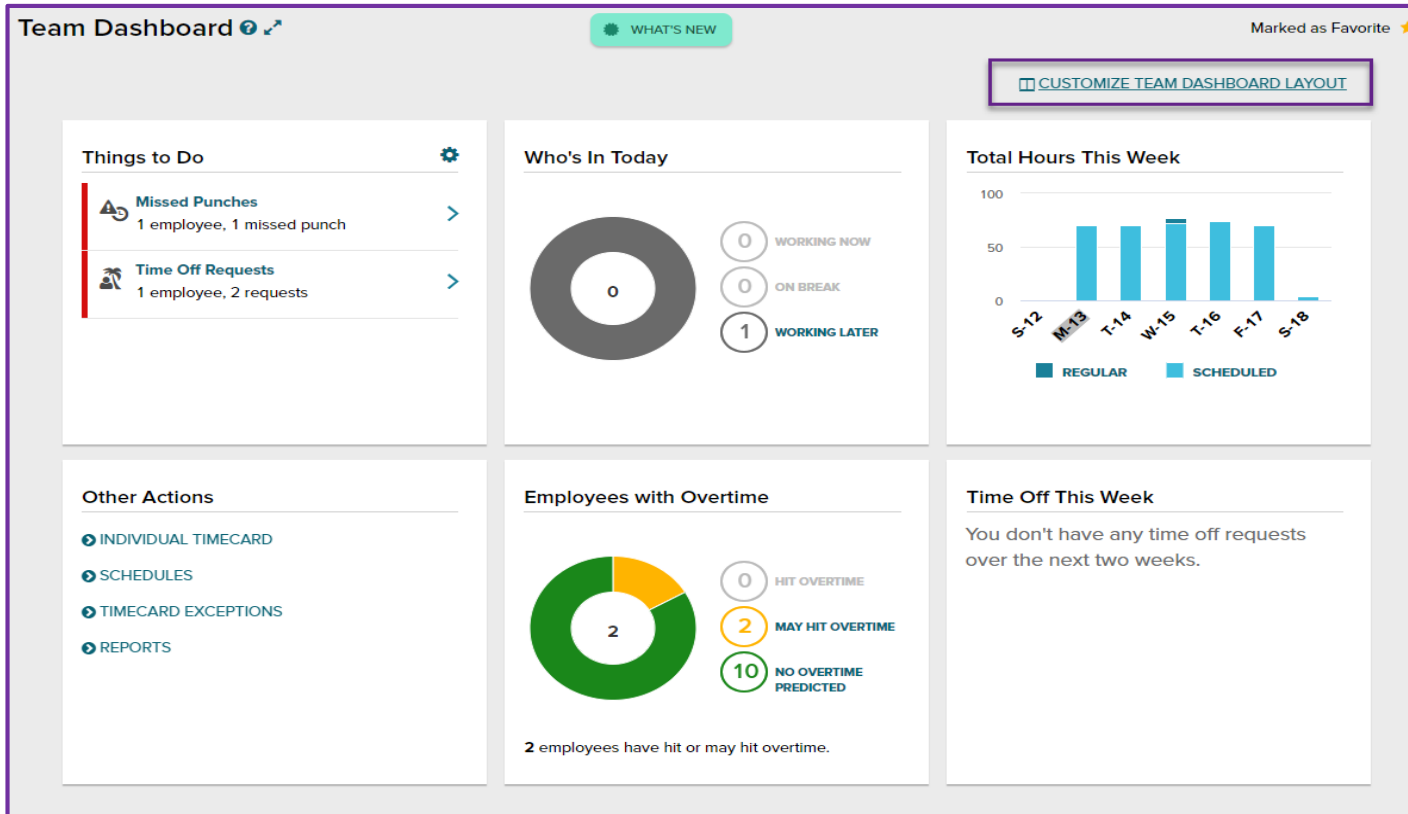
#	NAME ^	POSITION ID ^
1	Berry, Lawrence	&WO000051
2	Byrone, Richard	&WO000056
3	Condo, Heidi	&WO000064
4	Dinatio, Vincent	&WO33999N
5	Foster, Christina	&WO000079
6	Gutierrez, George	&WO11537N
7	Henderson, Clare	&WO000105
8	Hernandez, Eldina	&WO00176N

Viewing Time and Attendance Submenu

The screenshot displays the Professional Services portal interface. At the top, there is a navigation bar with tabs for HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. The 'MY TEAM' tab is selected and highlighted with a purple box. Below the navigation bar, a search bar contains the text 'Search Workforce Now'. The main content area is titled 'MY TEAM' and features a list of menu items. The 'Time & Attendance' item is highlighted with a purple box and a blue arrow pointing to the right. The submenu for 'Time & Attendance' is open, showing a list of options: Team Dashboard, Individual Timecard, Timecard Exceptions, Totals Summary, Group Timecard, Schedules, Schedule Templates, Actual vs. Scheduled, Monthly Schedule, Annual Summary, Holiday List, Attendance, Quick Charge, and Manage Employee Hours. The 'Time & Attendance' item in the main menu is also highlighted with a purple box. The background of the portal shows a 'Take Me To...' section with icons for PAY and PERSONAL PROFILE, and a list of links for various self-service actions.

Note: Your website content may vary.

Viewing the Team Dashboard



Viewing the Individual Timecard Page

Current Pay Period Show Pay Class

Timecard | Totals | Schedule | Time Off Balances

APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
<input type="checkbox"/>	Sat 08/01		8:00		8:00	0:00	0:00	
<input type="checkbox"/>			0:00		0:00	0:00	0:00	
<input type="checkbox"/>			4:00		4:00	0:00	0:00	
<input type="checkbox"/>			0:00		0:00	0:00	0:00	
<input type="checkbox"/>			0:00		0:00	0:00	0:00	
<input type="checkbox"/>			6:00		6:00	0:00	0:00	
<input type="checkbox"/>			0:00		0:00	0:00	0:00	
WEEK 1 TOTALS						18:00	0:00	0:00
		PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
<input type="checkbox"/>	Sat 08/08		0:00		0:00	0:00	0:00	
<input type="checkbox"/>	Sun 08/09		0:00		0:00	0:00	0:00	
<input type="checkbox"/>	Mon 08/10		0:00		0:00	0:00	0:00	
<input type="checkbox"/>	Tue 08/11		0:00		0:00	0:00	0:00	
<input type="checkbox"/>	Wed 08/12		0:00		0:00	0:00	0:00	

Pay Period (0:00) Week 1 (0:00) Week 2 (0:00)

Legend

APPROVED

- + Add Blank Row
- + Copy Row
- + Copy Row to Next Day
- Delete Row
- View Transaction Details
- Add Note
- Override
- ✓ Approve

Note: Your website content may vary.

Recording an Entry on a Timecard

Current Pay Period ▼ 8/1/2020 8/14/2020 Show Pay Class APPROVE TIMECARD

Timecard | Totals | Schedule | Time Off Balances

<	APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
	<input type="checkbox"/>	Sat 08/01		<input type="text" value="0.5"/>		0:00	0:00	0:00
	<input type="checkbox"/>	Sun 08/02		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Mon 08/03		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Tue 08/04		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Wed 08/05		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Thu 08/06		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Fri 08/07		0:00		0:00	0:00	0:00
WEEK 1 TOTALS						0:00	0:00	0:00
<	APPROVE	WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
	<input type="checkbox"/>	Sat 08/08		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Sun 08/09		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Mon 08/10		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Tue 08/11		0:00		0:00	0:00	0:00
	<input type="checkbox"/>	Wed 08/12		0:00		0:00	0:00	0:00





Pay Period (0:00) Week 1 (0:00) Week 2 (0:00)


	<input type="checkbox"/>	Thu 08/13				0:00		
--	--------------------------	-----------	--	--	--	------	--	--


Pay Period (0:00) Week 1 (0:00) Week 2 (0:00)

📘 Operation Successful.

Viewing the Timecard Exceptions Page

Timecard Exceptions    Add to Favorites 


<all employees>  [MANAGE MY LISTS](#) [SEARCH OPTIONS](#)


Current Pay Period  DASHBOARD


Timecard Exceptions Totals Summary

EMPLOYEES (58)	TOTAL EXCEPTIONS	ZERO HOURS ON TIME PAIR	PAY DATE AFTER TERMINATION DATE	PAY DATE NOT IN OPEN PERIOD	EMPLOYEE'S START/STOP USING TIME EFFECTIVE DATE IN EMPLOYMENT PROFILE MUST BE CHANGED BY YOUR ADMIN	DID NOT TAKE A MEAL	RE
Albright, Anthon... &WN000100 - Operations Manager	23			15	1		
Albright, Anthon... &WN024687 - Administrative Assistant	14		6	6	1		
Ali, Henry J &WN27395N - Project Manager	2						
Anderson, Todd &WN000059 - Human Resource Manager	22			13	1		
Berry, Lawrence &WN000051 - Learning and Development Manager	31			16	1	7	
Bethany, Beth &WN000074 - Software Engineer	11			7	1		









Viewing the Totals Summary Page



Totals Summary 

<all employees>  [MANAGE MY LISTS](#) [SEARCH OPTIONS](#)




Current Pay Period 


Timecard Exceptions **Totals Summary**




APPROVE 	EMPLOYEES  	TOTAL HOURS 	REGULAR	HOLIDAY
	Albany, Margaret F7H000065 (OFFMGR - Office Manager)	0.00		
	Albright, Anthony F7G000127 (SF-ADM - Administrative Assistant - SF)	0.00		
	Barbato, Samuel F7G000177 (MGR - Manager)	0.00		
	Cavallo, Frank F7G000146 (ATL-RSD - Regional Sales Director - Eastern Region)	8.00		8.00
Totals for 14 Employees		252.75	188.75	64.00


 SAVE  REFRESH

Viewing the Group Timecard Page















Group Timecard   Add to Favorites 

<all employees>  [MANAGE MY LISTS](#) [SEARCH OPTIONS](#)

Pay Date: 5/6/2020   




Preferences 

APPROVAL

SELECT	SUPERVISOR	LOAN	POSITION ID	NAME	DATE IN	TIME IN	OUT TIME	HOURS	OUT TYPE	PAY COI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="&WN024687"/> 	Albright, Anthony J 	05/06/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	&WN000100	Albright, Anthony J 	05/06/2020	08:00 AM	04:30 PM	8.00		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	&WN000100	Albright, Anthony J 	05/06/2020	11:40 AM				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="&WN27395N"/> 	Ali, Henry J 	05/06/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	&WN000059	Anderson, Todd 	05/06/2020	07:00 AM	03:00 PM	8.00		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	&WN000059	Anderson, Todd 	05/06/2020	07:00 AM	03:00 PM			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="&WN900322"/> 	Auge, Sue 	05/06/2020	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	&WN000051	Berry, Lawrence 	05/06/2020	08:00 AM	04:00 PM	8.00		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="&WN000051"/> 	Berry, Lawrence 	05/06/2020	<input type="text" value="08:00 AM"/>	<input type="text" value="04:00 PM"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	&WN000074	Bethany, Beth 	05/06/2020	06:00 PM	10:00 PM			

Additional Time and Attendance Training


- [Time and Attendance Supervisor Training](#)
- [Supervisor Learning Bytes](#)

Individual Timecard   



ADP Mobile

ADP Mobile is available for employees/managers to view their same information that is on the ADP Workforce Now® desktop. To download the application, visit the app store on your phone!



Connected virtually. Virtually anywhere.

The ADP Mobile App

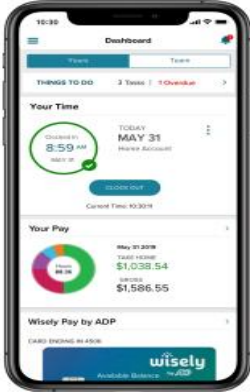
ADP Mobile Solutions app can help you stay connected to the tools and information you need to get paid and understand your pay in an increasingly mobile world.

With the ADP Mobile Solutions app, you can:

- View pay statements and Forms W-2
- Manage direct deposit and tax withholding
- Compare pay data from multiple pay periods
- Update contact information, emergency contacts, skills, education and more
- Setup notifications to receive pay updates and important company communications
- View time off balances and submit/approve requests
- Clock in/out and submit time sheets
- View benefit plan information
- Change 401(k) contribution rate and view account performance
- Transfer funds to/from your pay card or deposit funds using mobile deposit functionality


For managers:

- Uncover workforce trends in areas such as turnover and overtime rates to help management improve decision making
- Approve time cards, time off, team calendars and manage your team from your phone
- And more!




4★ ★★ ★★
4+ Star Rated app

Download at:
Download on the App Store
GET IT ON Google Play

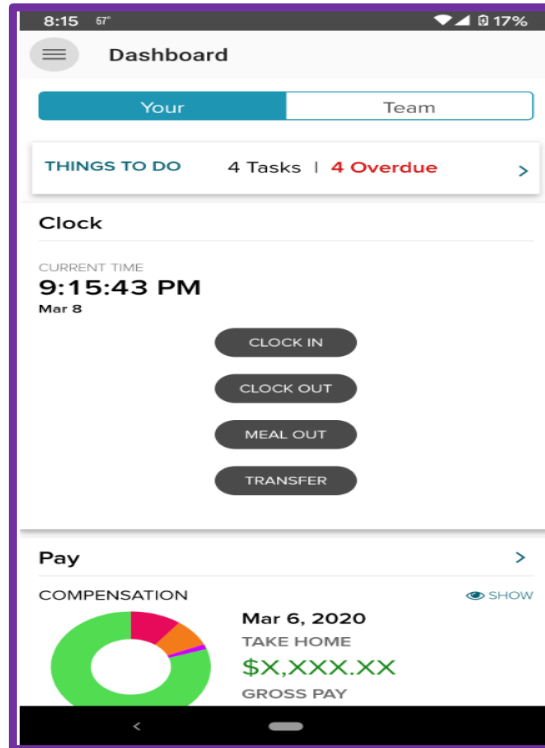


To learn more go to:
adp.com/gomobile

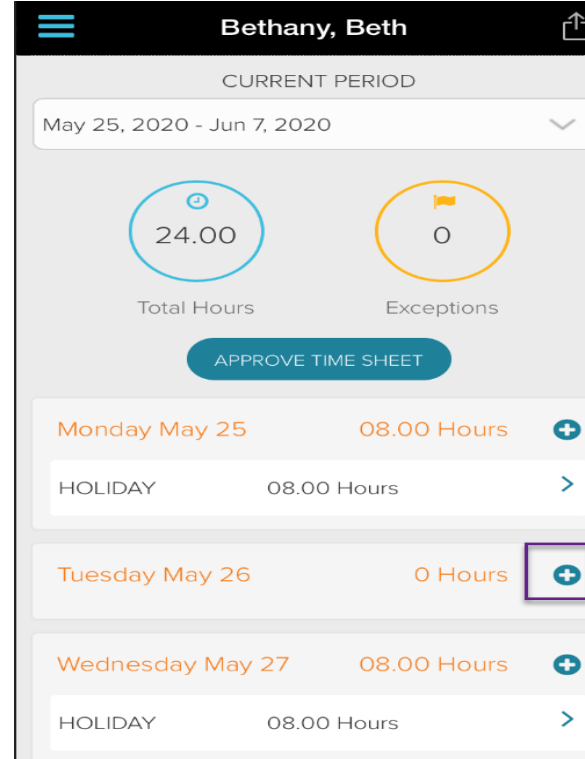
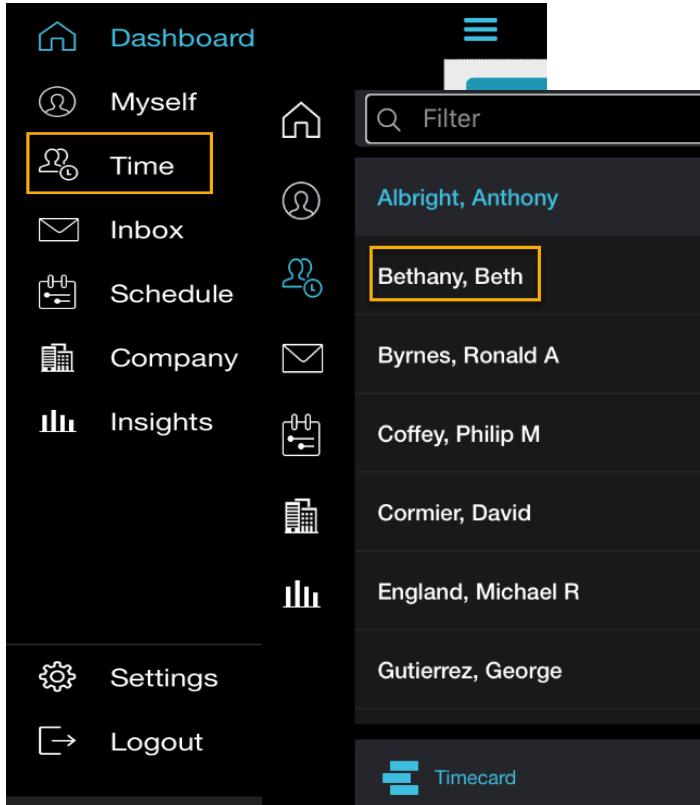


Note: Feature availability may vary based on your employer. Touch ID available for Android and iOS. Face ID with applicable devices.
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ADP Mobile - General Dashboard



ADP Mobile – Timecard



ADP Mobile - Timecard

Bethany, Beth

← Add Entry

Details

TYPE
Worked

DATE
May 26, 2020

HOURS (H)
hh.hh

+

ADD NOTE

JOB OR PROJ
Type to Fill

SAVE ENTRY

Bethany, Beth

CURRENT PERIOD
May 25, 2020 - Jun 7, 2020

24.00

Total Hours Exceptions

APPROVE TIME SHEET

Monday May 25 08.00 Hours +

HOLIDAY 08.00 Hours >

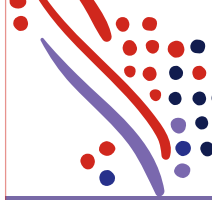
Updating Timecard
Time Card has been updated.
OK

Next Steps



- Monitors and Enrollees will receive registration instructions on Monday, September 21.
 - The email will come from SecurityServices_NoReply@adp.com
 - The email will contain a registration code. Follow the instructions to access ADP and create a username and password.
 - Note that if you do not log in within 15 days of receiving registration information, your account will automatically become inactive.

Key Dates to Remember



Date	ADP Implementation
9/12/20 - 9/20/20	Blackout Period: You will not have access to either ADP or Paycom
9/21/20	You will receive an email with registration information for ADP
9/21/20	Enrollees will be able to start completing their timesheets in ADP
09/24/20	Enrollees will receive final check in Paycom system
09/25/20	Your Enrollee/s should complete their timesheets by COB in ADP. Once completed they should notify their monitor.
09/25/20	Your Enrollee leave balances will be available in ADP
9/28/20	Completion and Approval of 1st timesheet in ADP is due
10/8/20	Enrollees receive their 1st paycheck through ADP



Questions

“Ask the right questions if you’re going to find the right answers.”

Vanessa Redgrave

Thank you!

