Welcome

to ADP Workforce Now ®
Monitor Self Service Training

ADP
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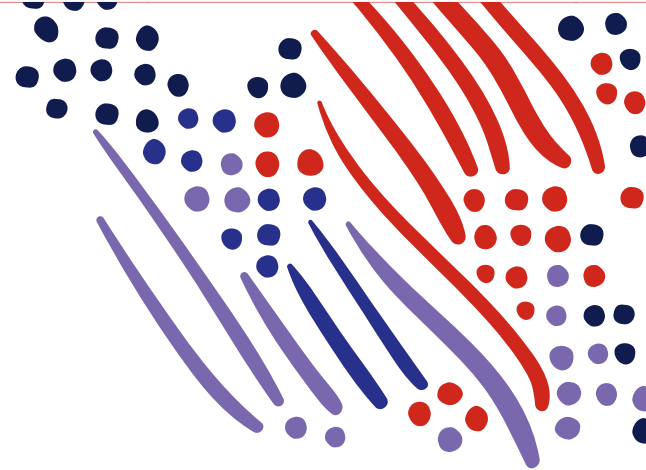
Housekeeping

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)
  - o 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.
  - o Enrollees should complete timesheets by close of business on Friday
  - o 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

Note: Your website content may vary.

Registration

Registration

Registration

Monitor Home Page View

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

Manager Search Options

Manager Search Options

Manager Search Options

Viewing Time and Attendance Submenu

Viewing the Team Dashboard

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Note: Your website content may vary.
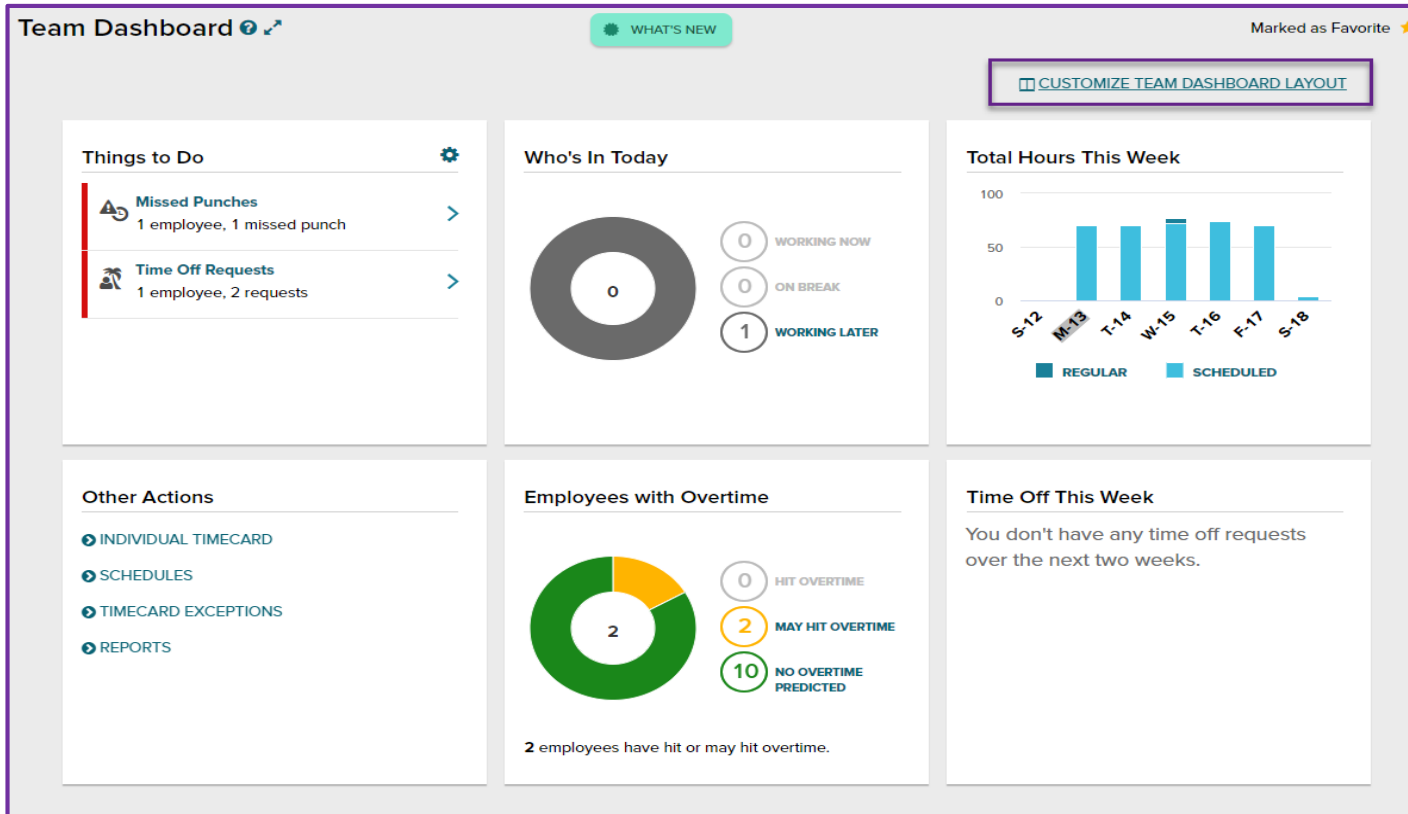
Viewing the Individual Timecard Page

Recording an Entry on a Timecard

Viewing the Timecard Exceptions Page

Viewing the Totals Summary Page

Viewing the Group Timecard Page

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!

22+ Million Users

Connected virtually. Virtually anywhere.

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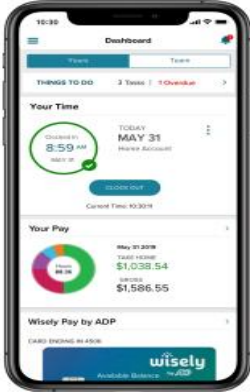
ADP Mobile Solutions app can help you stay connected to the tools and information you need to get paid and understand your pay in an increasingly mobile world.

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+ Star Rated app

Download at:
App Store
Google Play

To learn more go to:
adp.com/gomobile

ADP®
Always Designing for People™

Note: Your app content may vary.

ADP Mobile - General Dashboard
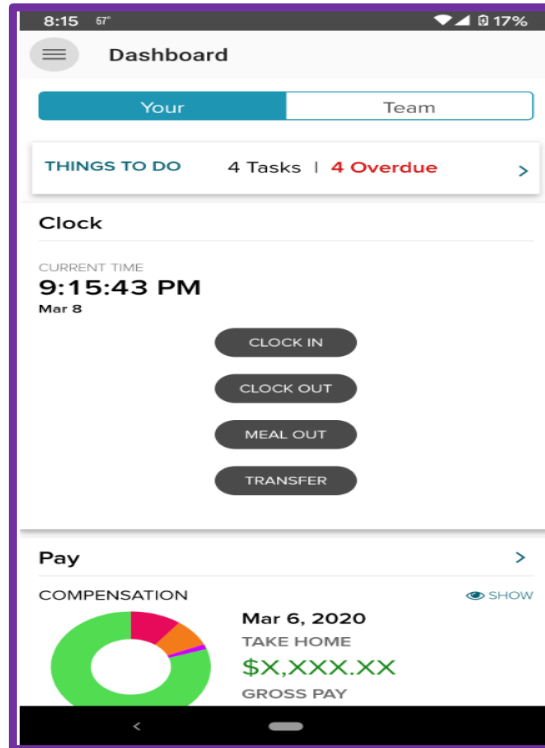
ADP Mobile – Timecard
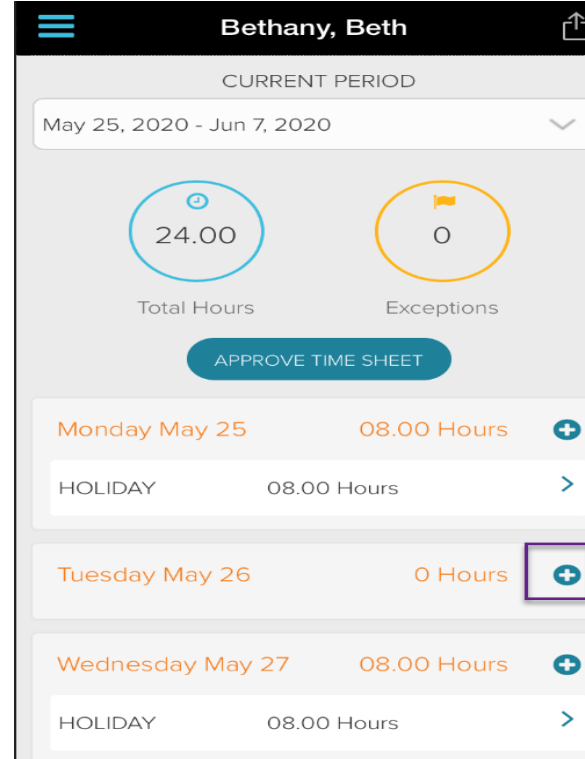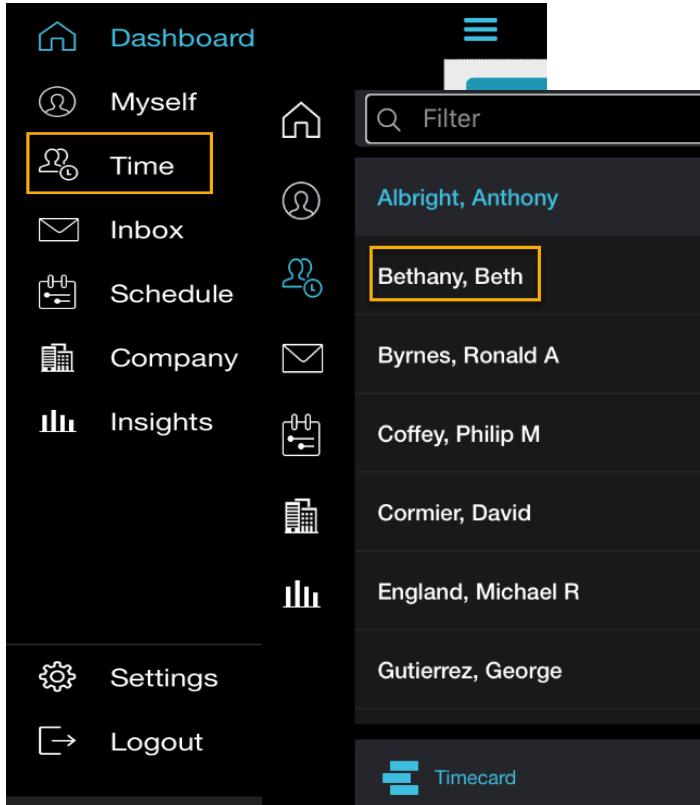
ADP Mobile - Timecard

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
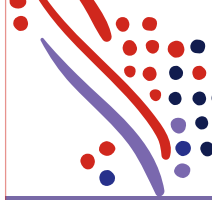
Date	ADP Implementation
9/12/20 - 9/20/20	Blackout Period: You will not have access to either ADP or Paycom
9/21/20	You will receive an email with registration information for ADP
9/21/20	Enrollees will be able to start completing their timesheets in ADP
09/24/20	Enrollees will receive final check in 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!

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