Getting Started

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

**Quickly Log On**

Every practitioner can securely access ADP Workforce Now ([https://www.workforcenow.adp.com](https://www.workforcenow.adp.com)) without a digital certificate from any computer (private or shared) on any supported browser.

Practitioners log on using the Admin Login link.

Managers and employees log on using the User Login fields.

After answering a few security questions the first time you access ADP Workforce Now, you enter only your user ID and password each time you log on.

**Easily Find Tasks**

The interface provides a simple and intuitive user experience.

The What’s New window provides details about new features and enhancements.

Click Learning Resources for a gateway to more detailed training that will get you up and running in no time.

**Customize Your Home Page**

You can select from five unique ADP Workforce Now Home page layouts and define content so that different groups of users can see different information. You can easily upload logos, change color schemes, and post documents, such as a company handbook for employees.
Support
The Support window displays customized content based on your modules. Click Support from anywhere within ADP Workforce Now for instant, 24-hour access to resources that you can use to resolve most of your questions. For example, you can view emergency alerts, watch how-to videos, and even track your payroll deliveries.

Affordable Care Act Support
ADP Workforce Now supports the Affordable Care Act (ACA). You can track ACA information and create ACA reports. To learn more, access the ACA Learning Bytes from the home page of the Support Center by selecting Health Care Reform > Learning.

ADP’s The Bridge
The Bridge is an online community for payroll and HR professionals where you can ask questions, share knowledge, make connections, and learn from industry experts and peers about a broad range of human capital management topics. To access The Bridge, simply click 🏛️ (The Bridge) at the top of any page of ADP Workforce Now.
Payroll

Where Do I Find My Payroll Features?

<table>
<thead>
<tr>
<th>Feature</th>
<th>Location</th>
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<tbody>
<tr>
<td>Get up-to-the-minute snapshots</td>
<td>Process &gt; Payroll &gt; Payroll Cycle</td>
</tr>
<tr>
<td>Calculate the payroll in seconds</td>
<td>Process &gt; Payroll &gt; Payroll Cycle</td>
</tr>
<tr>
<td>View statistical summary of payroll</td>
<td>Process &gt; Payroll &gt; Payroll Cycle</td>
</tr>
<tr>
<td>Create QuickCalc or manual check requests on one page</td>
<td>Process &gt; Payroll &gt; QuickCalc</td>
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<tr>
<td></td>
<td>Process &gt; Payroll &gt; Manual Checks</td>
</tr>
<tr>
<td>Review and instantly update the payroll schedule</td>
<td>Process &gt; Payroll &gt; Payroll Cycle</td>
</tr>
<tr>
<td></td>
<td>Process &gt; Payroll &gt; Payroll Schedule</td>
</tr>
<tr>
<td>View an employee’s pay-related information at a glance</td>
<td>People &gt; Pay &gt; Pay Profile</td>
</tr>
<tr>
<td>Quickly find local tax codes</td>
<td>People &gt; Pay &gt; Pay Profile &gt; Tax Withholdings &gt; Local &gt; Change Worked In/Lived In Arrangements &gt; Local Tax Codes Lookup</td>
</tr>
</tbody>
</table>

Get Up-to-the-Minute Snapshots
From the Payroll Dashboard, you can get up-to-the-minute snapshots of different types of data at any point during the payroll cycle. On this page, you can click each tile for more details. You can use the information in these tiles to ensure the accuracy of your payroll before you submit it to ADP.

Calculate the Payroll in Seconds
Click Preview Payroll to calculate the payroll in seconds and return the calculated payroll directly to you as data that you can review, correct, report on, or export to an automatically formatted Microsoft Office Excel file.
View Statistical Summary of Payroll
Once the payroll cycle is complete, you can view the statistical summary totals of the payroll for the entire company. You can also view the statistical summary details for earnings, taxes, and deductions.

You can compare payroll details for the current cycle with the payroll details from previous payroll cycles. Switch Compare Historical Data to On to view the comparison.

Create QuickCalc or Manual Check Requests on One Page
On the QuickCalc and Manual Checks pages, you can find an easy-to-use form to quickly enter manual check data.

You can select several employees at one time, automatically populate all of the requests with some common information, enter the request for the first employee, and automatically advance to another employee to enter the next request.

Review and Instantly Update the Payroll Schedule
You can review your company’s payroll schedule for a particular month or the entire year, including pay dates, holidays, and the days included in a payroll week. You can change payroll dates, request a delivery delay, add additional unscheduled payrolls, and delete payroll weeks as needed, all without contacting ADP.
Payroll (cont.)

View an Employee’s Pay-Related Information at a Glance
You can view all of an employee’s pay-related information—such as pay statement summaries, pay rates, deductions and liens, direct deposits, and tax withholdings—at a glance on a single page.

Quickly Find Local Tax Codes
The Local Tax Codes Lookup option enables you to select the correct local tax codes for the employee’s worked-in and lived-in addresses. These codes are appropriate for tax filing purposes and improve payroll accuracy.
HR

Where Do I Find My HR Features?

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<thead>
<tr>
<th>Feature</th>
<th>Location</th>
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</thead>
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<tr>
<td>Quickly hire and re-hire employees</td>
<td>Process &gt; HR &gt; Hire/Re-hire</td>
</tr>
<tr>
<td>Use a wizard to terminate employees</td>
<td>Process &gt; HR &gt; Terminate</td>
</tr>
<tr>
<td>Use a wizard to place employees on leave of absence</td>
<td>Process &gt; HR &gt; Place on Leave</td>
</tr>
<tr>
<td>Create customized activities for employees to complete</td>
<td>Setup &gt; Approval Process &gt; Activity Configuration &gt; Custom Activities</td>
</tr>
<tr>
<td>Use a wizard to add a position</td>
<td>Process &gt; HR &gt; Add Another Position</td>
</tr>
<tr>
<td>Store multiple positions</td>
<td>People &gt; Employment &gt; Employment Profile</td>
</tr>
<tr>
<td>Access statutory compliance information on one page</td>
<td>People &gt; Personal Information &gt; Statutory Compliance</td>
</tr>
</tbody>
</table>

Quickly Hire and Re-Hire Employees

The redesigned New Hire wizard validates information as you go, so you can fix errors while you progress through each step instead of back-tracking at the end. If you don’t have the information (or the time) to fix the error right now, you can choose to Continue with Errors and fix it before you review and submit information for the new hire.

Use a Wizard to Terminate Employees

The Termination wizard provides a single, unified way to terminate employees. You can also track termination tasks with customizable checklists. Additionally, you can select no final payment required, or you can issue the final payment using normal paydata entry, a manual check, or a QuickCalc manual check.

Use a Wizard to Place Employees on Leave of Absence

Use the Place on Leave wizard to enter all leave information in one place. ADP-supplied templates make data-entry quick and easy.
HR (cont.)

Create Customized Activities for Employees to Complete

Customizing employee activities allows you to define information that employees need to complete in ADP Workforce Now. You create the employee activity using the Custom Activity Builder and then distribute it to employees through the Message Center.

You can use this feature for gathering information on a recurring basis, such as verification of personal information.

You can require approval before the information is added to the employee’s record or set up the activity as notification of an event.

Use a Wizard to Add a Position

You can add both paid and unpaid positions using the Add Another Position wizard.

This is a useful tool when an employee holds multiple positions and reports to two or more managers or when multiple Forms W-2 are required because payments are issued under separate federal tax identification numbers.

Store Multiple Positions

Two fields called Associate ID and Position ID can help you to identify employees.

Each employee has one associate ID, which is specific to the employee and cannot be re-used or assigned to another employee. Employees can have a different position ID for each position they hold.

The Multiple Positions feature enables you to track an employee in two or more active positions, paid or unpaid, at the same time.
Access Statutory Compliance Information on One Page

You can access several statutory compliance activities (I-9/Citizenship, EEO, Protected Veteran, FMLA, Disability, and OSHA) on the Statutory Compliance page of the employee's record.
Reporting

Where Do I Find My Reporting Features?

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<td>Create custom reports quickly and easily with Simplified Reporting</td>
<td>Reports &gt; Custom Reports &gt; Set Up New</td>
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<tr>
<td>Easily access frequently used fields</td>
<td>Reports &gt; Custom Reports &gt; Set Up New</td>
</tr>
<tr>
<td>Create My Reports to save common reporting criteria</td>
<td>Reports &gt; Standard Reports &gt; All Reports</td>
</tr>
<tr>
<td>Easily access Affordable Care Act data</td>
<td>Reports &gt; Custom Reports &gt; Sample Reports</td>
</tr>
</tbody>
</table>

Create Custom Reports Quickly and Easily with Simplified Reporting

You no longer need to be an expert report builder to quickly create the reports that you need. You can create basic columnar reports without using the seven-step Report wizard. With the new report building canvas, it is very easy for you to build your reports.

Easily Access Frequently Used Fields

With Custom Reports, you can easily access the fields that you frequently use in your reports. The Commonly Used Fields section includes fields from multiple files or modules.

Create My Reports to Save Common Reporting Criteria

You can customize standard reports and save them as My Reports. If you regularly use a particular standard report, you can modify it for your reporting needs and save it as a My Report for easy access. On the Run Report page, click Save As and name your copy of the standard report accordingly.
Easily Access Affordable Care Act Data

You can easily access Affordable Care Act information such as benefit status, employee category, and enrollment premium using the Affordable Care Act reports that are provided in Sample Reports.
Time Off

Time Off is a new feature that replaces all time off request and accruals features that were previously available in ADP Workforce Now.

Where Do I Find My Time Off Features?

<table>
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<th>Feature</th>
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<tr>
<td>Add time off requests in calendar</td>
<td>📆 (calendar) at the top of any page</td>
</tr>
<tr>
<td>Create blackout calendars</td>
<td>Setup &gt; Time Off &gt; Blackout Calendars</td>
</tr>
<tr>
<td>Pay employees for time off or add time off transactions to your payroll</td>
<td>Process &gt; Payroll &gt; Payroll Cycle &gt; Add Time Off Batch</td>
</tr>
<tr>
<td>Quickly view time off balances</td>
<td>People &gt; Time Off &gt; Time Off Balances</td>
</tr>
</tbody>
</table>

Add Time Off Requests in Calendar

You can use a calendar to view event information such as time off, work schedules, holidays, and pay dates. You can also submit requests for time off from the calendar. You can access three types of calendars:

- **My Calendar**—events applicable to you
- **My Team**—events applicable to the employees who report to you
- **My Peers**—events applicable to peers who report to the same manager as you

Create Blackout Calendars

To prevent employees from taking time off during particular days of the year, you can set up blackout dates that are displayed on the calendar so your employees can easily view the days on which time off should not be taken.
Pay Employees for Time Off or Add Time Off Transactions to Your Payroll

Every pay period, you can easily include the approved time off hours in an existing batch or create a new batch with the approved time off hours only.

If your employees use Essential Time & Attendance, the time off hours will be automatically included in the Time & Attendance paydata batch.

Quickly View Time Off Balances

Employees can quickly view time off balances on the Myself > Time Off menu or in the calendar.

Practitioners can click a specific time off policy to view an employee’s time off balances.

The Balance Details page displays summary and transaction details.
Essential Time & Attendance
Where Do I Find My Essential Time & Attendance Features?

<table>
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<td>People &gt; Time &amp; Attendance &gt; Individual Timecard</td>
</tr>
<tr>
<td>Easily prepare timecard data for payroll</td>
<td>Process &gt; Payroll &gt; Payroll Cycle &gt; Add Time/Time Off Batch</td>
</tr>
<tr>
<td>Track time off requests in timecards and schedules</td>
<td>People &gt; Time &amp; Attendance &gt; Individual Timecard, People &gt; Time &amp; Attendance &gt; Schedules</td>
</tr>
<tr>
<td>Manage employees’ Time &amp; Attendance setup</td>
<td>People &gt; Employment &gt; Time Position Info</td>
</tr>
</tbody>
</table>

**Edit Employees’ Timecards and Resolve Exceptions**
You can easily make edits and resolve critical timecard exceptions in the timecard. Icons clearly identify exceptions that require your attention, and the timecard and row menus give you easy access to editing options. Review weekly and pay period totals and actual versus scheduled times right from the timecard. Additionally, with the timecard notes feature, employees can enter notes in their own timecards and supervisors and practitioners can enter notes in the timecards for the employees whom they manage.

**Easily Pay Your Time Tracking Employees**
Every pay period, you can easily create a payroll batch that contains the hours for the employees whose time is tracked on a timesheet, without having to make manual entries. On the Process > Payroll > Payroll Cycle page, click the Add Time/Time Off Batch tile to start the process.
If your timecards contain any exceptions that you must resolve before processing payroll, you can resolve them right in the Warnings and Messages section.

**Track Time Off Requests in Timecards and Schedules**
Time off requests appear in timecards and schedules so that you can clearly view an employee’s worked and nonworked time and ensure adequate shift coverage. Supervisors can also view an employee’s time off balances when viewing that employee’s timecard or schedule.
Manage Employees’ Time & Attendance Setup

The Time Position Info page contains the fields specific to employees who use Essential Time & Attendance. You can easily determine which employees are currently using Essential Time & Attendance and make changes, if needed. The ability to make mass changes allows you to quickly update information for multiple employees, such as reassigning a supervisor’s direct reports.
Benefits
Where Do I Find My Benefits Features?

<table>
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<td>Setup &gt; Benefits &gt; Plan Setup</td>
</tr>
<tr>
<td>Automatically get benefit eligibility dates</td>
<td>People &gt; Benefits &gt; Enrollments</td>
</tr>
<tr>
<td>Send carrier connection files in real time</td>
<td>Reports &gt; My Connections</td>
</tr>
</tbody>
</table>

Easily Add a Benefit Plan
The Benefit Plan Setup takes you step-by-step through the process of setting up all types of benefit plans.

Automatically Get Benefit Eligibility Dates
The Effective On field defaults to the employee’s earliest eligibility date, but you have the option to change the date, if necessary, allowing you to simply handle exceptions.

Send Carrier Connection Files in Real Time*
You can use the Carrier Connections feature to make it easy for you to share data with your carriers using a secure, proven method.
Carrier connections are template driven, which improves turnaround time when ADP sets up new connections or modifies existing connections for you. The connection files sent to your carrier contain real-time enrollment data.

* Available only for Enhanced Benefits users.