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Course Introduction

Course Agenda

The course will include the following topics:

- Hiring or Rehiring an Employee
- Changing Employee Data
- Terminating an Employee
- Adding Another Position for an Employee
- Running Standard Reports to Verify Changes

Implementation Questions

List any follow-up items that you may need to discuss with your implementation consultant (IC):

- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
Hiring or Rehiring an Employee

Overview
To hire or rehire an employee, in ADP Workforce Now, you use the New Hire wizard to take you through the process of entering a new employee’s personal, employment, payroll, tax, and time and attendance information.

What Is the New Hire Workflow?

Overview
The way your company is structured will determine the specific workflow for your organization.

Description
The new hire workflow is the process that your company uses to enter new hires in ADP Workforce Now. You may be the only practitioner at your company and you enter all new hire data, or you may be one of two or three practitioners at your company who enter new hire data. All practitioners use the New Hire wizard when entering the data.

Example
Acme Products has multiple practitioners. The human resource (HR) practitioner completes the first steps in the wizard by entering information such as hire date and business unit. The employee record is then handed off to the Payroll practitioner who enters information such as pay frequency and exemptions. In some cases, a Time & Attendance practitioner is responsible for entering information related to time and attendance.

Important Information
The tasks required for entering a new hire can include an approval step if your company requires it.
What Are New Hire Templates?

Description

To begin the new hire process, you select a template. The template consists of information such as the following:

- The required and optional fields
- A list of users who will participate in entering new hires
- The approval process

Use an ADP-supplied system template or a custom template that you create.

Note: During implementation, your ADP representative will help you to set up any custom templates that you need to get started.

Example

You hire a contractor who will not be paid through ADP Workforce Now Payroll, but will track time in ADP Workforce Now Time & Attendance. When entering the new hire in the New Hire wizard, you select the ADP-supplied template HR + Time.

Important Information

Be sure to familiarize yourself with the available templates before entering a new hire. Select a template that includes the fields or settings that you need to set up a new employee. For example, if an employee is being paid through ADP Workforce Now, you must use a template that includes payroll fields.

Additional Resource

For more information about creating new hire templates, refer to the Creating New Hire and Status Change Templates in ADP Workforce Now self-study on Learn@ADP.
Learning Activity: What Can You Get Done in 2 Minutes?

Scenario
Your company has hired Marcie Zimmer as an IT analyst. She will be a full-time employee, and she will track her time using an online timesheet. In your company, only one practitioner is needed to enter a new hire.

Learning Byte Question and Answer
1. Where do you begin the hiring process?
2. What happens if you do not complete all of the required fields?
What Is a Custom Template?

In addition to using the ADP-supplied system templates, you can create your own custom templates.

Important Information

- First Name is a required field for all employee records.
- You can enter new hire and other employee changes during any step of the payroll cycle.
- The department that you enter on the Time and Attendance page must match the department that you enter on the Personal page.
- Verify compliance information for each state and local tax so that you know which additional tax fields are required for your company. For example, depending on your state, marital status and exemptions may revert to the employee’s federal tax selections if they are not entered separately.

Additional Resources

<table>
<thead>
<tr>
<th>If You Need More Information About</th>
<th>Then Refer To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits enrollments</td>
<td>Enhanced Benefits Setup for ADP Workforce Now virtual class on Learn@ADP</td>
</tr>
<tr>
<td>New hire templates</td>
<td>Creating New Hire and Status Change Templates in ADP Workforce Now self-study on Learn@ADP</td>
</tr>
<tr>
<td>Hiring an employee</td>
<td>Hiring an Employee learning byte on the Support Center under Just-in-Time Learning.</td>
</tr>
</tbody>
</table>
What Are Additional New Hire Tasks?

■ Overview
After his or her new hire record has been submitted and approved, the new employee may need to perform some tasks in ADP Workforce Now.

■ Description
The employee’s new-hire tasks can include the following:

- Entering license or certification information
- Acknowledging company policies
- Verifying personal data

These tasks are configured to meet the specific needs of your organization.

Note: Your employees can access online Help for information about how to complete these tasks.

■ Example
Your company requires new hires to log on ADP Workforce Now to review and electronically sign company policies. The following illustration is an example of the employee's Company Policies page.

![Company Policies Page](image)

■ Important Information
If you make a mistake when you enter a new-hire record, you can delete the new-hire record before it is part of the next payroll, eliminating the need to terminate the employee. Use this feature only in one of the following situations:

- You assigned the wrong company code when you entered the new-hire record.
- You designated the new hire as to be paid through Payroll when the position should be nonpaid.
- The new employee did not start work.

■ Additional Resource
For more information about deleting a new-hire record, refer to online Help and the Deleting a New Hire learning byte on the Support Center under Just-in-Time Learning.
What Is Rehiring an Employee?

Overview
You can use the New Hire wizard to rehire employees who were previously terminated.

Description
You rehire an employee when an employee who was previously terminated returns to work as an active employee.

Example
Ricardo Ortega left the company and now Geneva Entertainment wants to rehire him.
The following illustration is an example of the alert message that is displayed when you begin the rehire process.

Note: To rehire the employee, click the position ID.

Additional Resource
For more information about rehiring an employee, refer to online Help and the Rehiring an Employee learning byte on the Support Center under Just-in-Time Learning.
Changing Employee Data

Overview

You may need to change employee data for reasons such as status changes, job changes, or salary changes.

The Employee Status Change Process

Overview

You may need to change an employee’s status for the following reasons:

- Retirement
- Leave of absence
- Termination
- Rehire

To keep accurate records, you need to indicate the reason for the status change, determine additional impacts of these changes to the employee record, and then make the changes.

Stages and Descriptions

When you change an employee’s status, you must complete the following process.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Determine and enter the effective date, new status, and the reason for the status change.</td>
</tr>
</tbody>
</table>
| 2     | Determine any impact to other areas and make updates as needed. Affected areas can include the following:  
  - Pay (an adjustment for mid-cycle or cancel Automatic Pay)  
  - Time-off accruals  
  - Employee schedule (if changing from part time to full time, or vice versa)  
  - Employee Self Service or Manager Self Service accounts  
  - Practitioner accounts |

Guideline

If your company tracks full-time equivalency and an employee’s job changes from part time to full time, you must enter 1 in the Full Time Equivalency (FTE) field on the Position page.
Explore: Accessing Employee Information from the People Menu

■ Overview

Use the People menu to view or change information for an individual employee. The following illustration is an example of the People menu.

![People Menu Example](image)

- **Personal Information**
  - Personal Profile
  - Employee Profile
  - Personal ID Code (PIC)
  - Employee Notes

- **Pay**
  - Pay Rates
  - Direct Deposit
  - Additional Fields
  - Taxable GTL
  - Workers’ Compensation
  - Manual Checks
  - Third Party Sick Pay
  - Deductions
  - Liens
  - Tax Withholdings
  - To Date Accumulators
  - Pay Statements
  - QuickCalc

- **Development**
  - Education
  - Licenses/Certifications
  - Previous Employers
  - Language
  - Skills
  - Memberships
  - Awards
  - Training

- **Talent**
  - Performance Reviews
  - Compensation Notices
  - Performance Goals

- **Employment**
  - Job Profiles
  - Employment Information
  - Time Position Info
  - Enrollments
  - Dependents & Beneficiaries...

- **Benefits**
  - Benefit Earnings
  - Policy Assignments
  - List Of Requests
  - Request Carryover
  - Time Off Balances
  - Request Time Off
  - Stop/Restart Awards

- **Time & Attendance**
  - Timecard
  - Attendance
  - Annual Summary
  - Reprocess Timecard
  - Accumulator Balances

- **Time Off**
  - Time Off Included
  - Time-Off Balances
  - ADA Disability
  - FMLA
  - EEO/VETS
  - (i-9) Citizenship
  - OSHA
  - COBRA Events
  - HIPAA Certificates
  - ACA Benefit Status

■ Submenus and Descriptions

The following table describes the submenus on the People menu.

<table>
<thead>
<tr>
<th>Submenu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>Includes information such as addresses, emergency contacts, and demographic data</td>
</tr>
<tr>
<td>Pay</td>
<td>Includes all payroll-related information such as pay rates, direct deposit, and tax withholdings</td>
</tr>
<tr>
<td>Development</td>
<td>Includes professional development information such as education, certifications, and professional memberships</td>
</tr>
<tr>
<td>Talent</td>
<td>Includes performance review and goal information</td>
</tr>
<tr>
<td>Employment</td>
<td>Includes employment-related information such as positions, status, and hire date</td>
</tr>
<tr>
<td>Benefits</td>
<td>Includes information such as enrollments, dependents, and beneficiaries</td>
</tr>
<tr>
<td>Time &amp; Attendance</td>
<td>Includes information such as timecards, attendance, and monthly schedule</td>
</tr>
<tr>
<td>Time Off</td>
<td>Includes information such as list of requests, request carryover, and time-off balances</td>
</tr>
<tr>
<td>Statutory Compliance</td>
<td>Includes compliance-related details such as veteran and citizenship data</td>
</tr>
</tbody>
</table>
Activity: Placing an Employee on Leave

Scenario
Starting tomorrow, Krista Volker will start an anticipated 12-week family medical leave.

Instructions—Part 1: Starting the Leave Wizard
Starting Point: People > Employment > Job Profiles

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On the employee ID bar, click the search (magnifying glass) icon and then search for and select Volker, Krista. <strong>Result:</strong> The Position page is displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Click the Status tab.</td>
</tr>
<tr>
<td>3</td>
<td>In the Change Effective On field, enter tomorrow's date.</td>
</tr>
<tr>
<td>4</td>
<td>In the Status field, click Change. <strong>Result:</strong> The Change Status window opens.</td>
</tr>
<tr>
<td>5</td>
<td>In the Select a New Status field, select Leave.</td>
</tr>
<tr>
<td>6</td>
<td>In the Select a Leave Template field, select Leave (System).</td>
</tr>
<tr>
<td>7</td>
<td>Click Start Leave Wizard. <strong>Result:</strong> The Place on Leave wizard is displayed.</td>
</tr>
</tbody>
</table>

Important Information
If the effective date falls in the middle of a pay period, note the following:

- The new employee status will be effective for the entire pay period.
- You might have to make a pay adjustment.
Instructions—Part 2: Completing the Leave Wizard

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | On the General Options page, enter the following information and then click **Next**:  
  ▪ Leave of Absence Start Date: tomorrow’s date  
  ▪ Leave Reason: **FAM – Family**  
  ▪ Paid Leave of Absence: **Yes** |
| 2    | On the Direct Reports page, click **Select New Managers**.  
  **Result:** The Select New Managers window opens. |
| 3    | In the **Available Managers** list, select **Townsend, James** and then click the **Move Selected Right** button. |
| 4    | Click **Reassign Employees**. |
| 5    | Click **Next**. |
| 6    | On the Company Property page, click **Next**. |
| 7    | On the Direct Deposits page, click **Next**. |
| 8    | On the Benefits page, in the **Terminate Benefits** field, select **No** and then click **Next**. |
| 9    | On the Final Payment page, click **Next**. |
| 10   | Click **Done**.  
  **Result:** The Status page is displayed. |

Important Information

If the employee going on leave is a Time & Attendance supervisor, he or she must use the Delegation feature to select another manager or supervisor to review and approve employee timecards in the supervisor’s absence. In addition, the manager or supervisor who fills in must also use Delegation to access those employees.

Additional Resource

For more information about the Delegation feature, refer to online Help and the Delegation learning bytes for practitioners, managers, and supervisors on the Support Center under Just-in-Time Learning.
Terminating an Employee

Overview

You use the Termination wizard to take you through the process of terminating an employee. During this process, you will use either an ADP-supplied system template or a custom template that you create.

Note: The way your company is structured will determine the specific termination workflow for your organization.

The Termination Process

Overview

When you process an employee termination, you begin by changing the employee's status to Terminated. This change has an impact on other aspects of the employee's record that must be updated to reflect the termination.

Stages and Descriptions

The following table describes the stages in the employee termination process.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select the appropriate template and start the termination.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the termination date, reason, and other general information, and stop the employee's pay.</td>
</tr>
<tr>
<td>3</td>
<td>If applicable, change additional information such as terminating benefits, stopping direct deposit, recording the return of company property, reassigning direct reports, terminating wage garnishment, and entering final payment information.</td>
</tr>
<tr>
<td>4</td>
<td>When appropriate, cancel Automatic Pay. If the termination date is outside of the current pay period, you will see a list of payroll cycles. Select the payroll cycle week in which Automatic Pay will stop. The system will cancel Automatic Pay for the selected week and all weeks going forward.</td>
</tr>
<tr>
<td>5</td>
<td>Confirm and approve the termination.</td>
</tr>
</tbody>
</table>

Important Information

- The termination effective date that you enter is the employee's last day of work.
- The tasks for terminating an employee can include an approval step, if your company requires it.
Learning Activity: Job Change Consequences

Scenario
Employees may change jobs within your company or your company may reorganize, causing changes to employees' job titles, home departments, and so on. In either case, job changes can affect other elements of employees' records.

Instructions
What changes can accompany an employee's promotion, transfer, relocation, or demotion?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Important Information
When you enter a supervisor or manager start date that is in the middle of a pay period, you enable that supervisor or manager to view the reporting structures for the entire pay period.
How Do User Rights and Workflow Affect Recording Job Changes?

Overview
Depending on your individual responsibilities and the workflow in your company, you may be responsible for entering some or all of the data associated with an employee's job change. If your company uses Self Service, your managers may be able to enter some of these changes.

Description
Depending on your company’s policy, some changes made by managers may require final HR approval.

<table>
<thead>
<tr>
<th>Change Needed</th>
<th>Employee</th>
<th>Manager</th>
<th>HR Practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Salary or earnings</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reporting relationships</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Corporate groups (location, home department, business unit, company class)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Contact information</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Work phone, fax, mail stop</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax information</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Time zone</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Example
Your managers can enter requests to change an employee's job title and salary. However, your company’s setup requires HR practitioner approval before any changes are applied in ADP Workforce Now.

Additional Resource
For more information about setting up workflows, refer to the Workflow Management for ADP Workforce Now course on Learn@ADP.
Activity: Entering a Salary Change

■ Scenario
Brenda Hahn will receive a pay raise due to her recent performance. Brenda's new hourly rate is $21.

■ Instructions
Starting Point: People > Pay > Pay Rates

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On the employee ID bar, click the search (magnifying glass) icon and then select Hahn, Brenda from the list.</td>
</tr>
<tr>
<td>2</td>
<td>In the Change Effective On field, enter today’s date.</td>
</tr>
<tr>
<td>3</td>
<td>In the Compensation Change Reason field, select PERF – Performance.</td>
</tr>
<tr>
<td>4</td>
<td>In the Regular Pay Rate field, change the hourly amount to 21.</td>
</tr>
<tr>
<td>5</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>

■ Important Information
- When you enter a new value in an effective-dated field, the value that is being replaced is saved as part of a historical record.
- Your company may decide to display employee pay rates, which will enable your employees to view their earnings when they access Self Service.
- You can view historical pay records for employees by clicking Other Records and selecting View All Changes.

■ Additional Resource
For more information about Automatic Pay and paydata grids, refer to the Payroll for ADP Workforce Now course on Learn@ADP.

■ Tip
If you know that the salary will increase by a percentage, click the Rate Change Calculator link on the Pay Rates page to have the new amount calculated automatically.
Adding Another Position for an Employee

What Is Multiple Positions?

Description
Multiple Positions is a feature in ADP Workforce Now that enables you to add a position for an existing employee so that you can track the employee in two or more active positions, paid or nonpaid, at the same time.

Example
Barbara Pincent is a registered nurse (RN) at Sunrise Extended Care. She also serves as an RN at Sunrise Nursing Home. She reports to the director of nursing at the extended care facility and the nursing supervisor at the nursing home and is paid differently for each position.

When Should You Use Multiple Positions?
The following table indicates when you should use Multiple Positions or another feature.

<table>
<thead>
<tr>
<th>If the Employee Serves In</th>
<th>Then Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than one position (paid or nonpaid)</td>
<td>Multiple Positions</td>
</tr>
<tr>
<td>More than one position and multiple Forms W-2 are required because payments are issued under separate federal tax identification numbers</td>
<td>Multiple Positions</td>
</tr>
<tr>
<td>Multiple positions and reports to two or more different managers</td>
<td>Multiple Positions</td>
</tr>
<tr>
<td>One position and changes state or local jurisdiction as a result of a transfer to a different location</td>
<td>Transfer Employee</td>
</tr>
<tr>
<td>One position and requires that a percentage or number of hours worked and be allocated to different departments</td>
<td>Automatic Labor Allocation</td>
</tr>
</tbody>
</table>
**Important Information**

- When an employee holds multiple positions, you must designate one as the primary position. The primary position is the designated source of information for items such as Equal Employment Opportunity (EEO) and Veterans reports.

- If the employee with the additional position is a manager, for the employee to see the My Team tab and have access to his or her direct reports, the primary position must be the managerial position.

**Additional Resource**

For more information about adding another position, refer to the *Adding Another Position for an Employee* learning byte on the Support Center under Just-in-Time Learning.

**Tips**

- When an employee has multiple positions, the pages that you access from the People menu include an Other Positions link. Click the link to view all of the employee's positions.

- If you added a position for an employee and realized that you made a mistake, you can delete the position in the same way that you delete a new hire.
What Are Paid and Nonpaid Positions?

**Description**

You can choose whether to pay each position and track time through ADP Workforce Now. The following table describes the difference between paid and nonpaid positions.

<table>
<thead>
<tr>
<th>If the Position Is</th>
<th>Then the Position Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid through Payroll</td>
<td>Paid</td>
</tr>
<tr>
<td>Not paid through Payroll</td>
<td>Nonpaid</td>
</tr>
</tbody>
</table>

**Examples**

- Nicole works as an account developer and is paid through ADP Workforce Now. Her position is a paid position.
- Juliette is a contractor assigned to Geneva Entertainment. She is paid through an outside agency, not through ADP Workforce Now. Her position is a nonpaid position.
Learning Activity: Employee Status and Position Changes

Instructions

Complete the activity that is displayed on your screen.
Practice: Entering Employee Changes

Scenario
You need to enter some employee changes:

- David Franklin received a 4 percent performance increase yesterday.
- Stephen Carr has just been promoted to a manager in the Maintenance department effective today. In his new position, Stephen’s job title is Manager and he reports to Donald East.
- Marjorie Fitch returned from leave today.

Instructions
Starting Point: People > Pay > Pay Rates

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Change David Franklin’s salary to $5,325.59.</td>
</tr>
<tr>
<td>2</td>
<td>Change Stephen Carr’s position and related information. Use PROM for the Job Reason code. <strong>Hint:</strong> When an Add button (+) is next to the applicable field, you can add codes to validation tables while making changes.</td>
</tr>
<tr>
<td>3</td>
<td>Activate Marjorie Fitch now that she has returned from leave.</td>
</tr>
</tbody>
</table>
Practice Results: Entering Employee Changes

David Franklin’s Change

Stephen Carr’s Change
Marjorie Fitch’s Change

Hire Date: 12/14/19XX
Status: Active
Running Standard Reports to Verify Changes

Overview
Standard reports are predefined, highly formatted output reports that you can create and run at any time during the payroll cycle.

Explore: Standard Reports
You can access a wide variety of reports from the Standard Reports page. The following illustration is an example of this page.

Elements and Descriptions
The following table describes elements found on the Standard Reports page.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output tab</td>
<td>On this tab, you can access all report output (standard, My Report, custom).</td>
</tr>
<tr>
<td>Standard tab</td>
<td>On this tab, you can view the library of predefined standard reports. When you create a standard report, you can select your own runtime and sort parameters, filter employees, and select an output type.</td>
</tr>
<tr>
<td>My Reports tab</td>
<td>On this tab, you can view a My Report, which is a copy of a standard or team report with your saved parameters that you can rerun when needed.</td>
</tr>
<tr>
<td>Filter section</td>
<td>You can filter the report output by options such as report type and category.</td>
</tr>
</tbody>
</table>
Running the Employee Payroll Changes Report Job Aid

Scenario
You want to see all of the employee changes that were entered during the current pay period.

Instructions
Starting Point: Reports > Standard Reports > All Reports

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In the list of report types, select <strong>Personal &amp; Employment</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>In the <strong>Report Name</strong> column, click <strong>Employee Payroll Changes</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Select the desired report options.</td>
</tr>
</tbody>
</table>
| 4    | Scroll down and click **Run**.  
**Result:** The report status on the Output page is Processing. |
| 5    | When the processing is complete, in the row for the report, click the **Action** icon and select the desired output option. |

Tips
- The date in the Change Date field can differ from the effective date. For example, you can make a change today and specify that it becomes effective in the future.
- You can save your own standard report, including the settings that you like to use, on the My Reports tab.

Additional Resource
For more information about standard reports and My Reports, refer to online Help.
Knowledge Check

1. Which types of information could be included in a new hire, termination, or leave template? (Select all that apply.)
   a. The required and optional fields
   b. A list of users who will participate in entering new hires
   c. The approval process
   d. The ability to add multiple positions

2. Which of the following scenarios require changing an employee's status? (Select all that apply.)
   a. Mark is a file clerk who is now temporarily working in the mailroom.
   b. Sarah is taking a 12-week family medical leave effective tomorrow.
   c. Amanda has been promoted and is moving from Ohio to Chicago.
   d. John has taken another position and is leaving the company.

3. Which of the following scenarios requires adding another position for an employee?
   a. Jack was promoted and will be working in a new position at another location.
   b. Dawn is a nurse for Lake Mary Assisted Living and will now also work as a nurse for the Sanford Assisted Living branch of the company, which has a different federal tax identification number.
   c. Charles has accepted an offer for a new customer service representative position.
   d. Laurie works for a defense contractor and her time is allocated as 10 hours per week to the Air Force project and 30 hours per week to the Navy project.

4. What is the name and location of the report that will help you verify employee changes entered during the current pay cycle?
   a. The Audit Trail report accessed from the Standard tab
   b. The Employee Payroll Changes report accessed from the Standard tab
   c. The Employee Payroll Changes report accessed from the Custom tab
   d. The Earnings report accessed from the Sample tab
Course Closing

How to Access Support Job Aid
ADP provides various resources to help you perform your tasks after class.

Instructions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>At the top of any page, click <strong>Support</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>In the <strong>Search</strong> field, enter a topic and then click the search (magnifying glass) icon. <strong>Result:</strong> The available online Help and training are displayed.</td>
</tr>
<tr>
<td>3</td>
<td>Review the available resources.</td>
</tr>
<tr>
<td></td>
<td><strong>If You Want To</strong></td>
</tr>
<tr>
<td></td>
<td>Read online Help</td>
</tr>
<tr>
<td></td>
<td>Access a learning byte</td>
</tr>
<tr>
<td>4</td>
<td>To close the Support window, click <strong>Support</strong>.</td>
</tr>
</tbody>
</table>
Continuing Education Credits

ADP is an approved provider of recertification credit hours (RCHs) by the American Payroll Association (APA) and continuing professional education (CPE) credits by the National Association of State Boards of Accountancy (NASBA), and is an authorized provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. Most ADP courses are eligible for RCHs, CPE credits, and continuing education units (CEUs).

RCHs, CPE credits, and CEUs provide recognition for updating or broadening professional competencies and may be used to maintain certifications such as the Certified Payroll Professional (CPP) and Certified Public Accountant (CPA). Professional organizations establish their own certification procedures, which are subject to change.

Professional organizations often require documentation of class objectives, agenda, and duration, along with a certificate of completion. This information is provided at the end of your handout manual. At your request, your instructor will provide you with a certificate of completion at the end of this class.
Training Evaluation

Please take a moment to complete the evaluation.
Maintaining Employee Information for ADP Workforce Now (80330)

Program Content

Required for HR practitioners; optional for Payroll practitioners. This course prepares participants to use ADP Workforce Now® to establish and maintain employee records due to changes in job-related information and employee status.

Objectives

Upon completing this course, participants will be prepared to do the following:

- Hire or rehire an employee.
- Change employee data.
-Terminate an employee.
- Add another position for an employee.
- Run a standard report to verify changes.

Audience

This course is intended for those who need to establish and maintain employee records.

Prerequisites

Before beginning this course, participants should have a working knowledge of personal computers, Microsoft® Windows®, and Internet navigation.

Advance Preparation

None

Participant Materials

Participants need to print the *Maintaining Employee Information for ADP Workforce Now* handout manual prior to attending class.

Method of Presentation

Instructor-led training (ILT) and virtual class (VC)

Duration

2 hours
Continuing Education Credits

This course may be eligible for the following recertification credit hours (RCHs), continuing professional education (CPE) credits, and continuing education units (CEUs):

**RCH:** 2.0  
**CPE:** 2.0  
**CEU:** 0.2

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted on a 50-minute hour.

ADP, Inc., Major Accounts Training & Performance Systems is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).

ADP, Inc. is an authorized provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102.

In accordance with the American Payroll Association (APA), recertification credit hours (RCHs) apply to Certified Payroll Professional (CPP) and Fundamental Payroll Certification (FPC) credentials.

Cost and Training Policy

For information on course cost, registration, and cancellation policies, refer to the [Training Policy](#).