Introduction

In this self-study, you will learn how to navigate in ADP Workforce Now. The features that you will use depend on your job function and the tasks that you perform.

This self-study covers the following navigational elements:

- The login page
- The user interface
- Page elements

The Login Page

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

When you access ADP Workforce Now, you have two login choices: the User login fields and Administrator login link.

- As a practitioner, you click the Administrator login link. This login requires Administrator Access, which uses your ADP-supplied user ID and password. When you enroll in Administrator Access for the first time, you need to answer three security questions. After your initial enrollment, you can log on with only your user ID and password.
- Managers, supervisors, and employees who are not assigned practitioner permissions use the User login fields.

If you forget your user ID or password, click Forgot Your User ID/Password and follow the simple steps to retrieve the information.
The User Interface

When you log on, the ADP Workforce Now Home page is displayed. The Home page has configurable sections such as Company Mission, Company Events, Company News and Announcements, and so on.

Note: Because we are continually improving our solutions, the screens in this self-study may differ from those that you see in the product.
Page Elements

The top of each page includes icons, menus, the Search field, and access to preferences and your profile from your user name.

Icons at the Top of the Page

Icons provide quick access to frequently used activities.
Message Center

Click 📬 (message center) to quickly view messages, which are grouped by message type.

The following table describes the different types of messages.

<table>
<thead>
<tr>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADP Messages</td>
<td>ADP Messages are system-wide messages sent by ADP that communicate important, time-sensitive information so that you are aware of upcoming events, such as a banking holiday, that could affect your service. Click Mark as Read to move the message to the ADP Messages folder.</td>
</tr>
<tr>
<td>Tasks</td>
<td>Tasks are messages that require you to take action, for example, a time off request that you need to approve or reject. Click the subject to view the message. Click ✅ (action) to review, approve, or reject a message or to view the message history. The actions that are available depend on the message.</td>
</tr>
<tr>
<td>Notifications</td>
<td>Notifications are noncritical informational messages, for example, a success or failure message related to custom report generation.</td>
</tr>
</tbody>
</table>
Calendar

Click (calendar) to access event information and to perform actions on selected dates and times that are related to your profile. Event information and actions include requesting time off, arranging work schedules, and noting holidays, blackout dates, and pay dates.

You can filter content by event type and time ranges. You can work with the following groups of calendar entries:

- Use My Calendar to work with calendar entries that are applicable to you.
- Use My Team, if you are a manager, to work with calendar entries that are applicable to the employees who report to you.
- Use My Peers to work with calendar entries that are applicable to peers who report to the same manager as you.

**Note:** Your profile settings control the calendar entries that you can access.
Learn@ADP

Click 🎓 (Learn@ADP) icon to schedule, register, track, and manage training courses.
The Bridge

Click (the Bridge) to get answers, tips, and best practices from fellow HR and payroll practitioners through ADP’s client community.
Support

Click ☰️ (support) to display the Support window and access forms, product documentation, and learning resources for ADP Workforce Now. When you click ☰️ (support) from anywhere within ADP Workforce Now, context-sensitive support is displayed.
Marketplace

Click 🌐 (marketplace) to display the ADP Marketplace icon to explore an online store of HR apps that seamlessly integrate with ADP Workforce Now.
Configuration

Click your user name and then select Configuration to customize the page content and layout and to update the page theme. You see Configuration if you have been granted access to make these types of changes.

The following table describes the configuration options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Pages" /></td>
<td>Click Pages to configure page presentation and the various sections of the ADP Workforce Now Home page. You have the option to hide content or to assign it to specific groups only.</td>
</tr>
<tr>
<td><img src="image" alt="Home" /></td>
<td>Click Home to select one of the predefined templates to customize the layout of the ADP Workforce Now Home page. Drag and drop the sections to include on the page, such as Company Mission, Company Events, Company News and Announcements, and so on. Click Pages to add text, images, and links to the various sections.</td>
</tr>
<tr>
<td><img src="image" alt="Theme" /></td>
<td>Click Theme to select one of the predefined themes. You can customize the look and feel of ADP Workforce Now by adding your company’s logo and changing the background color. You can also assign a customized theme to different user groups or set a default theme.</td>
</tr>
</tbody>
</table>
My Profile

Click your user name and then select My Profile to display your employee profile, which includes the following information:

- Name
- Title
- Associate ID
- Email address
- Phone number
- Mobile phone number
- Department
- Location
- Reports to
Preferences
Click your user name and then select Preferences to manage your language selection, content, contact, and security information.

The following table describes the preferences options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| **LANGUAGE**         | From Language, you may have the option to display the content in ADP Workforce Now in a different language. This preference will be displayed only if it is turned on for your company. You may have the following language options:  
  - English (US)  
  - Spanish (US)  
  - English (CA) |
| **SECURITY**         | From Security, you can access the following tabs:  
  - Password tab to change your password  
  - Questions tab to manage your security questions and answers |
| **COMMUNICATION**    | From Communication, you can manage the following contact information:  
  - Work and personal email addresses. Indicate which email address to use for notifications.  
  - Several types of work contact information: work phone, fax, cell, pager, and mail stop. |
| **CONTENT**          | From Content, you can manage the following settings and preferences:  
  - People-related settings such as the list of employees and the page that is displayed by default when you open an employee’s record  
  - Process-related settings such as the employee status and the default company code that is used in Payroll  
  - Time & Attendance preferences such as whether attendance and timecard notifications are sent through the Message Center or in email messages  
  - Report preferences such as choosing report format and output and adding your company logo to reports |
Menus
The menus and activities that are available to you depend on your assigned roles, security settings, and the modules that your company uses. The following table describes the menus that might be available.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>All</td>
<td>This page is displayed when you log on.</td>
</tr>
<tr>
<td>Resources</td>
<td>All</td>
<td>Access company information such as forms, frequently asked questions, tools and references, and manager and practitioner tools.</td>
</tr>
<tr>
<td>Myself</td>
<td>All</td>
<td>Access activities that are associated with your role as an employee such as personal information, employment, pay, time and attendance, time off, talent, and benefits.</td>
</tr>
<tr>
<td>My Team</td>
<td>Manager, supervisor</td>
<td>Access activities that are associated with your role as a manager such as employee personal information and employee employment information including job profiles and pay rates. You can also manage the requisition and application process, and conduct employee performance reviews.</td>
</tr>
<tr>
<td>People</td>
<td>Practitioner</td>
<td>Access activities that are associated with your role as a practitioner such as employee personal information and employee employment information, pay, benefits, time and attendance, time off, and talent.</td>
</tr>
<tr>
<td>Process</td>
<td>Practitioner</td>
<td>Access activities that are associated with various processes such as generating your payroll, entering time and attendance information, hiring and terminating employees, and importing or exporting files.</td>
</tr>
<tr>
<td>Reports</td>
<td>Practitioner</td>
<td>Access both standard and custom reports. Standard payroll reports include audit trail, on-site printing, pay history, statutory compliance, time and attendance, wage garnishment, benefits, and so on.</td>
</tr>
<tr>
<td>Manager, supervisor</td>
<td>Access team reports such as employee personal and employment information, performance reviews, recruitment, and so on.</td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Practitioner</td>
<td>Access activities that are associated with system and company options, date mapping, and template management.</td>
</tr>
<tr>
<td>Favorites</td>
<td>All</td>
<td>Access frequently-used pages that you marked as favorites.</td>
</tr>
</tbody>
</table>
Search

Find employees by using the Search field.

The Search field has the following characteristics and capabilities:

- Is not case-sensitive
- Uses “starts with” logic, which means that if you type “tom,” the search returns results that begin with those characters
- Narrows your search results as you type
- Searches for only last names if you enter a last name and then a comma
- Searches for only first names if you enter a comma and then a first name
- Allows capital or lowercase letters, numerals, commas, spaces, and dashes
Advanced Search
Click (search) to launch an advanced search. To access additional search fields, click Edit Search Fields. You can search by any of the following criteria:

- Last name
- Position ID
- Company code
- File number
- Home department
- Status
- Rate type
- Job title
- Time & Attendance pay class
- Time & Attendance supervisor
- ACA Benefit Status
- As of (period end or today)
- Associate ID
- Business unit
- Home cost number
- Location
- Reports to
- Shift rule – Time & Attendance
- Stop and start date – Time & Attendance
- Time zone – Time & Attendance
- Worked-in country
Icons

You can perform tasks faster and more easily with icons. The following table includes some examples.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Click <img src="image" alt="Add" /> (add) to add a record, an option, or an entry for the current activity.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Click <img src="image" alt="Delete" /> (delete) to remove a record, an option, or an entry from the current activity.</td>
</tr>
<tr>
<td><img src="image" alt="Action" /></td>
<td>Click <img src="image" alt="Action" /> to view a list of additional activities or options.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td>Click <img src="image" alt="Help" /> (help) to view context-sensitive information for a specific field or task.</td>
</tr>
</tbody>
</table>