What’s New in Essential Time & Attendance
Handout Manual

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Welcome to...

What’s New in Essential Time & Attendance for ADP Workforce Now
Audio

• You should be hearing the audio through your computer.
• If you do not have sound, check the volume settings.
• If difficulties continue, try pressing F5 to refresh your screen.
• You can also try switching your Internet browser to another browser, such as Mozilla Firefox or Google Chrome.
Questions and Answers

ADP Workforce Now

Q&A

Refresh Now

ATTENTION:
The session will start shortly. The audio will be delivered through your computer speakers. Please be sure your volume is turned up. In order to participate in the class exercises, please print the Handout Manual found in your Welcome email.

Enter a Question

Submit
Resource List
Maximize Your Screen

Your ADP Training
Course Agenda

• Individual Timecards
• Timecard Exceptions
• End-of-Period Tasks
• Schedules
• New Time Off Feature
Individual Timecards

Overview
In this topic, we will explore the many enhancements to the new individual timecards that make it easier for you to view and edit your employees’ timecards.
Our Mission

Our company is dedicated to maximize the potential of our greatest asset: our employees. We embrace change and the opportunity it brings. We are focused on delivering quality customer service; and are committed to recruit, develop, reward and retain our global workforce.

Company Events

Making A Difference In Our Communities

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 Time Off Program, please send your stories to the team.

We are all responsible to the world around us so keep those stories AND photos coming!

Company News and Announcements

Record earnings for fourth consecutive quarter! Click here to read more.

Company Spotlight

Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month.

Quick Links

Forms
Navigating to Individual Timecards

People & Time & Attendance

Our Mission

Our company is dedicated to maximize the potential of our people and embrace change and the opportunity it brings. We are a service-oriented company that is committed to recruit, develop, reward, and retain employees who share our values and who are committed to service.

Company News and Announcements

Company Spotlight

Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month.

Quick Links

Forms

Record earnings for the fourth consecutive quarter! Click here to read more.

Individual Timecard

Annual Summary
Timecard Exceptions
Totals Summary
Group Timecard
Schedules
Schedule Templates
Actual vs. Scheduled Monthly Schedule

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 Time Off Program, please send your stories to the team.

We are all responsible to the world around us so keep these stories AND photos coming!
## Individual Timecard

### Employee Information
- **Name:** Albany, Margaret
- **Position:** OFFMGR - Office Manager
- **Home Department:** 002000 - Management
- **SSN:** XXX-XX-XXXX
- **Position ID:** F5Z000065
- **Hire Date:** 05/05/2008
- **Status:** Active

### Timecard Details
#### Current Pay Period:
- **Start:** 2/22/2016
- **End:** 3/6/2016

#### Timecard Schedule
<table>
<thead>
<tr>
<th>APPROVE</th>
<th>WEEK 1</th>
<th>IN - OUT</th>
<th>PAY CODE</th>
<th>HOURS</th>
<th>DEPARTMENT</th>
<th>DAILY TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon 02/22</td>
<td>09:00 AM - 05:00 PM</td>
<td></td>
<td>8.00</td>
<td>002000</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Tue 02/23</td>
<td>09:00 AM - 05:00 PM</td>
<td></td>
<td>8.00</td>
<td>002000</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Wed 02/24</td>
<td>09:00 AM - 12:00 PM</td>
<td></td>
<td>3.00</td>
<td>002000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu 02/25</td>
<td>01:00 PM - 05:30 PM</td>
<td></td>
<td>4.50</td>
<td>002000</td>
<td>7.50</td>
</tr>
<tr>
<td></td>
<td>Fri 02/26</td>
<td>09:00 AM - 12:00 PM</td>
<td></td>
<td>3.00</td>
<td>002000</td>
<td>8.50</td>
</tr>
<tr>
<td></td>
<td>Sat 02/27</td>
<td></td>
<td></td>
<td>0.00</td>
<td>002000</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Sun 02/28</td>
<td></td>
<td></td>
<td>0.00</td>
<td>002000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Week 1 Totals
- **Total Hours:** 39.00

#### Pay Period Details
- **Pay Period:** 62.50
- **Week 1:** 39.00
- **Week 2:** 23.50

### Save and Refresh Options
- **Save:**
- **Refresh:**
<table>
<thead>
<tr>
<th>#</th>
<th>NAME</th>
<th>POSITION ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hahn, Brenda</td>
<td>F5Y000163</td>
</tr>
</tbody>
</table>

Employee Search

Current List: <all employees>
### Individual Timecard

**Hahn, Brenda**  
CUSSRVC - Customer Service Representative  
Home Department: 012000 - Customer Services

#### Timecard

<table>
<thead>
<tr>
<th>Week</th>
<th>In-Out</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Department</th>
<th>Daily Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon 02/22</td>
<td>08:30 AM - 03:30 PM</td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td></td>
<td>Tue 02/23</td>
<td>04:30 PM - 07:30 PM</td>
<td>11.00</td>
<td>012000</td>
<td>11.00</td>
</tr>
<tr>
<td></td>
<td>Wed 02/24</td>
<td>08:30 AM - 04:30 PM</td>
<td>8.00</td>
<td>012000</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Thu 02/25</td>
<td>08:30 AM - 04:30 PM</td>
<td>8.00</td>
<td>012000</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Fri 02/26</td>
<td>08:30 AM - 04:30 PM</td>
<td>8.00</td>
<td>012000</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Sat 02/27</td>
<td>-</td>
<td>0.00</td>
<td>012000</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Sun 02/28</td>
<td>-</td>
<td>0.00</td>
<td>012000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Week 1 Totals: **34.00**

#### Pay Period (57.00)  
Week 1 (34.00)  
Week 2 (23.00)
The Save button calculates and updates your data in real time.
## Individual Timecard

**Hahn, Brenda**

CUSRVC - Customer Service Representative  
Home Department: 012000 - Customer Services

<table>
<thead>
<tr>
<th>Timecard</th>
<th>Totals</th>
<th>Schedule</th>
<th>Time Off Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEK 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APPROVE</strong></td>
<td><strong>IN - OUT</strong></td>
<td><strong>PAY CODE</strong></td>
<td><strong>HOURS</strong></td>
</tr>
<tr>
<td>Mon 02/22</td>
<td>08:30 AM - 03:30 PM</td>
<td>7.00</td>
<td>012000</td>
</tr>
<tr>
<td>Tue 02/23</td>
<td>04:30 PM - ?</td>
<td>0.00</td>
<td>012000</td>
</tr>
<tr>
<td>Wed 02/24</td>
<td>08:30 AM - 07:30 PM</td>
<td>11.00</td>
<td>012000</td>
</tr>
<tr>
<td>Thu 02/25</td>
<td>08:30 AM - 04:30 PM</td>
<td>8.00</td>
<td>012000</td>
</tr>
<tr>
<td>Fri 02/26</td>
<td>08:30 AM - 04:30 PM</td>
<td>8.00</td>
<td>012000</td>
</tr>
<tr>
<td>Sat 02/27</td>
<td></td>
<td>0.00</td>
<td>012000</td>
</tr>
<tr>
<td>Sun 02/28</td>
<td></td>
<td>0.00</td>
<td>012000</td>
</tr>
<tr>
<td><strong>WEEK 1 TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 02/29</td>
<td>08:30 AM - 04:30 PM</td>
<td>JURY</td>
<td>8.00</td>
</tr>
<tr>
<td>Tue 03/01</td>
<td>08:30 AM - 03:30 PM</td>
<td>7.00</td>
<td>012000</td>
</tr>
<tr>
<td>Wed 03/02</td>
<td>08:30 AM - 04:30 PM</td>
<td>8.00</td>
<td>012000</td>
</tr>
</tbody>
</table>

**Pay Period (57.00)**  
**Week 1 (34.00)**  
**Week 2 (23.00)**

[Legend]

- **Message**
- **Warning**
- **Error**
- **Unscheduled dayshift**
- **Employee Absent**
- **Approval Required**
- **Overtime Hours found**
- **Missing punch (in/out)**
- **Worked fewer hours than scheduled**
- **Worked more hours than scheduled**
- **Punched later than scheduled**
- **Punched earlier than scheduled**
- **Employee Notes**
- **Supervisor Notes**
- **Override**
- **Approved Row**
- **Unprocessed Row**
- **Modified Row Prior to Save**
- **Payroll Adjustment**
- **Pending Time Off Request**
- **Approved Time Off Request**
### Individual Timecard

**Hahn, Brenda**

- **Tax ID (SSN):** XXX-XX-XXXX
- **Position ID:** F5Y000163
- **Hire Date:** 04/01/2013
- **Status:** Active

#### Timecard Menu
- **Use Schedule**
- **Add Note**
- **Print Timecard**
- **Reprocess Timecard**

#### Timetable

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>HOURS</th>
<th>Department</th>
<th>Daily Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td></td>
<td>12000</td>
<td>7.00</td>
</tr>
<tr>
<td>0.00</td>
<td></td>
<td>12000</td>
<td>0.00</td>
</tr>
<tr>
<td>11.00</td>
<td></td>
<td>12000</td>
<td>11.00</td>
</tr>
<tr>
<td>8.00</td>
<td></td>
<td>12000</td>
<td>8.00</td>
</tr>
<tr>
<td>8.00</td>
<td></td>
<td>12000</td>
<td>8.00</td>
</tr>
<tr>
<td>8.00</td>
<td></td>
<td>12000</td>
<td>8.00</td>
</tr>
<tr>
<td>8.00</td>
<td></td>
<td>12000</td>
<td>8.00</td>
</tr>
</tbody>
</table>

**WEEK 1 TOTALS:** 34.00

**Pay Period (57.00):**
- **Week 1 (34.00):**
- **Week 2 (23.00):**
Print Timecard

View and Print Options:
- Schedules
- Exceptions
- Notes
- Signature Lines

⚠️ There are errors on the timecard. When the errors are corrected, the information on the timecard may change. It is recommended that you correct all errors before printing the timecard.

Timecard 2/22/2016 - 3/6/2016 (Current Pay Period)

Employee: Hahn, Brenda (F5Y000163)
Payroll ID: 0000 Company Code: F5Y
Supervisor: Albright, Anthony (F5Y000127)
Timecard Approval: Not Approved

<table>
<thead>
<tr>
<th>Approve</th>
<th>Week 1</th>
<th>In - Out</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>02/22</td>
<td>08:30 AM - 03:30 PM</td>
<td>700</td>
<td>0</td>
<td>012000</td>
</tr>
<tr>
<td>02/23</td>
<td>-</td>
<td>-</td>
<td>0.00</td>
<td>0</td>
<td>012000</td>
</tr>
<tr>
<td>Tue</td>
<td>02/23</td>
<td>04:30 PM -</td>
<td>0.00</td>
<td>0</td>
<td>012000</td>
</tr>
<tr>
<td>Wed</td>
<td>02/24</td>
<td>08:30 AM - 07:30 PM</td>
<td>11.00</td>
<td>0</td>
<td>012000</td>
</tr>
<tr>
<td>Thu</td>
<td>02/25</td>
<td>08:30 AM - 04:30 PM</td>
<td>8.00</td>
<td>0</td>
<td>012000</td>
</tr>
</tbody>
</table>
Use Schedule will apply the employee’s schedule for the day.
### Timecards: The Totals Tab

#### Totals by Pay Code

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>JURY</td>
<td>8.00</td>
<td>153.60</td>
</tr>
<tr>
<td>REGULAR</td>
<td>49.00</td>
<td>940.80</td>
</tr>
<tr>
<td><strong>GROSS TOTALS:</strong></td>
<td><strong>57.00</strong></td>
<td><strong>1,094.40</strong></td>
</tr>
</tbody>
</table>

#### Totals by Week

<table>
<thead>
<tr>
<th>Week</th>
<th>DEPARTMENT</th>
<th>TOTALS</th>
<th>REGULAR</th>
<th>JURY DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEK 1, 02/22 - 02/28</strong></td>
<td>012000</td>
<td>34.00</td>
<td>34.00</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>012000</td>
<td>34.00</td>
<td>34.00</td>
<td>-</td>
</tr>
<tr>
<td><strong>WEEK 2, 02/29 - 03/06</strong></td>
<td>012000</td>
<td>23.00</td>
<td>15.00</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>012000</td>
<td>23.00</td>
<td>15.00</td>
<td>8.00</td>
</tr>
<tr>
<td><strong>PAY PERIOD</strong></td>
<td>012000</td>
<td>57.00</td>
<td>49.00</td>
<td>8.00</td>
</tr>
</tbody>
</table>
Actual time worked is displayed above the employee's schedule.
<table>
<thead>
<tr>
<th>TIME OFF POLICY</th>
<th>BALANCE</th>
<th>REQUESTS PENDING</th>
<th>REQUESTS SCHEDULED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick'</td>
<td>7.70 H</td>
<td>0.00 H</td>
<td>0.00 H</td>
</tr>
<tr>
<td>Vacation</td>
<td>64.00 H</td>
<td>0.00 H</td>
<td>16.00 H</td>
</tr>
<tr>
<td>Bereavement...</td>
<td>--</td>
<td>0.00 H</td>
<td>0.00 H</td>
</tr>
</tbody>
</table>

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions.
Right-click the 4:30 p.m. punch to display the menu.
**Individual Timecard**

- **Employee Name:** Hahn, Brenda
- **Position:** CUSSRVC - Customer Service Representative
- **Tax ID (SSN):** XXX-XX-XXXX
- **Position ID:** F5Y000163
- **Hire Date:** 04/01/2013
- **Status:** Active


#### WEEK 1

<table>
<thead>
<tr>
<th>Day</th>
<th>IN</th>
<th>OUT</th>
<th>PAY CODE</th>
<th>HOURS</th>
<th>DEPARTMENT</th>
<th>DAILY TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>08:30 AM</td>
<td>03:30 PM</td>
<td></td>
<td>6.00</td>
<td>012000</td>
<td>6.00</td>
</tr>
<tr>
<td>Tue</td>
<td>08:30 AM</td>
<td>04:30 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Wed</td>
<td>08:30 AM</td>
<td>07:30 PM</td>
<td></td>
<td>10.00</td>
<td>012000</td>
<td>10.00</td>
</tr>
<tr>
<td>Thu</td>
<td>08:30 AM</td>
<td>04:30 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Fri</td>
<td>08:30 AM</td>
<td>04:30 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Sat</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>012000</td>
<td>0.00</td>
</tr>
<tr>
<td>Sun</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>012000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**WEEK 1 TOTALS:** 37.00

#### WEEK 2

<table>
<thead>
<tr>
<th>Day</th>
<th>IN</th>
<th>OUT</th>
<th>PAY CODE</th>
<th>HOURS</th>
<th>DEPARTMENT</th>
<th>DAILY TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>08:30 AM</td>
<td>04:30 PM</td>
<td>JURY</td>
<td>8.00</td>
<td>012000</td>
<td>8.00</td>
</tr>
<tr>
<td>Tue</td>
<td>08:30 AM</td>
<td>03:30 PM</td>
<td></td>
<td>6.00</td>
<td>012000</td>
<td>6.00</td>
</tr>
<tr>
<td>Wed</td>
<td>08:30 AM</td>
<td>04:30 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
</tbody>
</table>

**WEEK 1 TOTALS:** 21.00

---

**Pay Period (58.00):**

- **Week 1:** 37.00
- **Week 2:** 21.00

[APPROVE TIMECARD]
Click the timecard menu icon to add a note pertaining to the timecard.

Brenda has been authorized for overtime.

Apply Note To: Timecard  
Allow employee to view note  
Reason: Enter Custom Note
Practitioners and supervisors can allow employees to view notes.
Poll: What Do You Think?

What is your favorite timecard enhancement?

a. Only one Save button
b. New notes feature
c. Weekly and pay period totals
d. Timecard and row menus
Timecard Exceptions

Overview
In this topic, we will discuss the following:
• The new, centralized Timecard Exceptions page
• A new, streamlined approach to process critical exceptions only
Navigating to the Timecard Exceptions Page

Our Mission

Our company is dedicated to maximize the potential of change and the opportunity it brings. We are focused on recruiting, develop, reward and retain our people.

Company News and Announcements

Record earnings for fourth consecutive quarter! Click here to read more.

Quick Links

- Pay Statement
- Benefits Forms

Company Spotlight

Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month.

Forms

- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library

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- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library
<table>
<thead>
<tr>
<th>EMPLOYEES (7)</th>
<th>TOTAL EXCEPTIONS</th>
<th>MISSING PUNCH</th>
<th>ZERO HOURS ON TIME PAIR</th>
<th>DID NOT TAKE A LUNCH</th>
<th>SUPERVISOR APPROVAL REQUIRED</th>
<th>CLOCKED OUT EARLY</th>
<th>CLOCKED OUT LATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duncan, Heather</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5Y000164 - Human Resources Generalist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evers, Thomas</td>
<td>16</td>
<td></td>
<td></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5Y000060 - Sales Executive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fager, Charles</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5Y000100 - Product Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hahn, Brenda</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5Y000163 - Customer Service Representative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Kenneth</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5Y000160 - Receiver</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macgill, Mary</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5Y000063 - IT Analyst</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martinez, Raul</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5Y000065 - Programmer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>65</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Missing Punch: 6
- Zero Hours on Time Pair: 2
- Did Not Take a Lunch: 10
- Supervisor Approval Required: 13
- CLOCKED OUT EARLY: 2
- CLOCKED OUT LATE: 1
### Timecard Exceptions

**Critical exceptions are displayed in red.**

<table>
<thead>
<tr>
<th>Employees (7)</th>
<th>Total Exceptions</th>
<th>Missing Out Punch</th>
<th>Zero Hours On Time Pair</th>
<th>Did Not Take A Lunch</th>
<th>Supervisor Approval Required</th>
<th>Clocked Out Early</th>
<th>Clocked Out Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duncan, Heather</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evers, Thomas</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fager, Charles</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hahn, Brenda</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Kenneth</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macgill, Mary</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martinez, Raul</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>65</td>
<td>5</td>
<td>2</td>
<td>10</td>
<td>13</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Error exceptions must be addressed before processing payroll.
Noncritical exceptions are displayed in blue.

Click a number in the Totals row to view all exceptions of this type.
## Timecard Exceptions

### Exceptions:
- 6 Missing Out Punch
- 2 Zero Hours on Time
- 10 Did not take a Lunch
- 12 Supervisor Approval
- 1 Clocked Off

### Timecard Details:

<table>
<thead>
<tr>
<th>Employees</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duncan, Heather</td>
<td>Thu 02/25</td>
<td>08:30 AM</td>
<td>05:00 PM</td>
<td>005000</td>
<td>7.50</td>
<td></td>
</tr>
<tr>
<td>Johnson, Kenneth</td>
<td>Fri 02/26</td>
<td>08:30 AM</td>
<td></td>
<td>005000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tue 02/23</td>
<td>10:02 AM</td>
<td>12:15 PM</td>
<td>010000</td>
<td>2.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tue 02/23</td>
<td>04:21 PM</td>
<td></td>
<td>010000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed 02/24</td>
<td>10:15 AM</td>
<td></td>
<td>010000</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
## Timecard Exceptions

### Current Pay Period:
- <all employees>

### Timecard Exceptions

#### Exceptions:
- 6 Missing Out Punch
- 2 Zero Hours on Time
- 10 Did not take a Lunch
- 6 Supervisor Approval
- 1 Clocked O

### Employees (2)

<table>
<thead>
<tr>
<th>EMPLOYEES</th>
<th>APPROVE</th>
<th>DATE</th>
<th>IN</th>
<th>OUT</th>
<th>PAY CODE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evers, Thomas</td>
<td></td>
<td>Thu 03/03</td>
<td></td>
<td>8:00</td>
<td>000010</td>
<td>8.00</td>
</tr>
<tr>
<td>Macgill, Mary</td>
<td>✔️ View Schedule</td>
<td>Tue 02/23</td>
<td>9:00 AM</td>
<td>5:00 PM</td>
<td>001000</td>
<td>8.00</td>
</tr>
<tr>
<td>Macgill, Mary</td>
<td></td>
<td>Wed 02/24</td>
<td>8:58 AM</td>
<td>12:30 PM</td>
<td>001000</td>
<td>3.50</td>
</tr>
<tr>
<td>Macgill, Mary</td>
<td></td>
<td>Wed 02/24</td>
<td>1:00 PM</td>
<td>5:02 PM</td>
<td>001000</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### Actions
- **SAVE**
- **REFRESH**
Poll: What Do You Think?

Which exceptions must be resolved before you process payroll?

a. All of the exceptions that are displayed on the Timecard Exceptions page
b. All of the exceptions that are displayed on the employee’s timecard.

c. The exceptions that are displayed in blue
d. The exceptions that are displayed in red
End-of-Period Tasks

Overview
In this topic, we will discuss the following:

- The end-of-period process is simplified and more efficient, allowing you to complete all of the end-of-period tasks in one centralized location in ADP Workforce Now.
- The Time & Attendance data is included in a batch, eliminating the need to manually create and upload a paydata export file.
- You can now move to the next pay period while starting a new cycle.
End-of-Period Process

1. Starting the new cycle
2. Entering payroll information
3. Verifying information
4. Previewing your payroll
5. Accepting your payroll

- Employees: Enter time
- Supervisors: Edit and approve timecards
- Practitioner: Close pay period, Run reports, Create pay batches
Add Time/Time Off Batch

ZSK - Geneva Entertainment  
Week # 34  
P/E Date 08/21/2016

Time & Attendance

You can correct timecard errors and create Time batches in this section. After you have fixed the required errors, review or click the Include in Batch checkbox for the cycles you want to add. Then, click the Continue To Create Batch button.

Include in Batch

BI-Weekly

08/08/2016 - 08/21/2016
Unlocked

1 Employees with Timecard Errors

VIEW/RESOLVE

Time Off

Time Off paydata will only include employees who use Time Off and do not use Time. To create paydata for employees who use Time, use a Time batch.

Include In Batch

Period Start Date *

mm/dd/yyyy

Period End Date

08/21/2016

Create New Batch

Add Paydata Into Specified Batch

Pending Time Off Requests

CONTINUE TO CREATE BATCH
## Individual Timecard

**Hahn, Brenda**  
Position ID: FHQ000118  
Hire Date: 10/1/1996  
Status: Active

### Timecard Exceptions

- **Current Pay Period**: 10/03/2016 - 10/16/2016

### Timecard Information

#### Timecard Details

<table>
<thead>
<tr>
<th>Week 1</th>
<th>In-Out</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Department</th>
<th>Daily Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>08:30 AM - 04:33 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Tue</td>
<td>08:28 AM - 04:32 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Wed</td>
<td>08:30 AM - 04:31 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Thu</td>
<td>08:27 AM - 04:32 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Fri</td>
<td>08:00 AM - 04:33 PM</td>
<td></td>
<td>7.50</td>
<td>012000</td>
<td>7.50</td>
</tr>
<tr>
<td>Sat</td>
<td>-</td>
<td></td>
<td>0.00</td>
<td>012000</td>
<td>0.00</td>
</tr>
<tr>
<td>Sun</td>
<td>-</td>
<td></td>
<td>0.00</td>
<td>012000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Week 1 Totals:

| Total Hours: 35.50 |

<table>
<thead>
<tr>
<th>Week 2</th>
<th>In-Out</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Department</th>
<th>Daily Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>08:28 AM - 04:30 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
<tr>
<td>Tue</td>
<td>08:27 AM - 04:30 PM</td>
<td></td>
<td>7.00</td>
<td>012000</td>
<td>7.00</td>
</tr>
</tbody>
</table>

#### Pay Period Details:

- **Pay Period (63.50)**
- **Week 1 (35.50)**
- **Week 2 (28.00)**

### Buttons

- **Save**
- **Refresh**
- **Preferences**
Add Time/Time Off Batch

ZSK - Geneva Entertainment  Week # 34  P/E Date 08/21/2016

Time & Attendance

You can correct timecard errors and create Time batches in this section. After you have fixed the required errors, review or click the Include in Batch check box for the cycles you want to add. Then, click the Continue To Create Batch button.

Include in Batch

08/08/2016 - 08/21/2016
Unlocked

Employees with Timecard Errors

Time Off

Time Off paydata will only include employees who use Time Off and do not use Time. To create paydata for employees who use Time, use a Time batch.

Include in Batch

Period Start Date

mm/dd/yyyy

Period End Date

08/21/2016

Create New Batch

Add Paydata Into Specified Batch

Pending Time Off Requests

Select a batch

CONTINUE TO CREATE BATCH
Add Time/Time Off Batch

ZSK - Geneva Entertainment  
Week # 34  
P/E Date 08/21/2016

Time & Attendance

- TIME & ATTENDANCE REPORTS
- TIME SUMMARY HISTORY

You can correct timecard errors and create Time batches in this section. After you have fixed the required errors, review or click the Include in Batch check box for the cycles you want to add. Then, click the Continue To Create Batch button.

Include in Batch

- Bi-Weekly
  - BWKLY
  - 08/08/2016 - 08/21/2016
  - Locked

- Employees with Timecard Errors

Time Off

Time Off paydata will only include employees who use Time Off and do not use Time. To create paydata for employees who use Time, use a Time batch.

Include in Batch

- Create New Batch
  - Period Start Date
    - mm/dd/yyyy
  - Period End Date
    - 08/21/2016

- Add Paydata Into Specified Batch
  - Batch ID
  - Batch Description
  - Select a batch

- Pending Time Off Requests

CONTINUE TO CREATE BATCH
Add Time/Time Off Batch

ZSK - Geneva Entertainment  Week # 34  P/E Date 08/21/2016

Time & Attendance

You can correct timecard errors and create Time batches in this section. After you have fixed the required errors, review or click the Include in Batch check box for the cycles you want to add. Then, click the Continue To Create Batch button.

- Include in Batch
- Employees with Timecard Errors
- BI-Weekly
- 08/08/2016 - 08/21/2016
- Locked

Time Off

Time Off paydata will only include employees who use Time Off and do not use Time. To create paydata for employees who use Time, use a Time batch.

- Include in Batch
- Period Start Date * mm/dd/yyyy
- Period End Date 08/21/2016
- Create New Batch
- Add Paydata Into Specified Batch
- Pending Time Off Requests
- Batch ID *
- Batch Description
- Select a batch

CONTINUE TO CREATE BATCH
# Add Time/Time Off Batch - Review

**ZSK - Geneva Entertainment**  
Week # 34  
P/E Date 08/21/2016

## Time & Attendance

<table>
<thead>
<tr>
<th>Description (ID)</th>
<th>PERIOD END</th>
<th>Current Time Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly (BIWKL)</td>
<td>08/21/2016</td>
<td>08/08/2016 - 08/21/2016</td>
</tr>
</tbody>
</table>

**Time Summary Description:**  
Bi-Weekly 08/30/2016 4:30 PM

**Time Summary Preferences:**  
BiWeekly Payroll

[START]
Viewing The Payroll Batch

You can easily access the batch right from the Payroll Cycle page.
After Accepting Your Payroll

Employees
- Enter time

Supervisors
- Edit and approve timecards

Practitioner
- Close pay period
- Run reports
- Create pay batches

1 Starting the new cycle
2 Entering payroll information
3 Verifying information
4 Previewing your payroll
5 Accepting your payroll
Poll: What Do You Think?

Which menu would you select to start the new cycle?

a. People  
b. Process  
c. Setup  
d. My Team
Payroll Cycle

ZSK - Geneva Entertainment

Status: Cycle Complete
Week #: 34
Pay Date: 08/26/20XX
P/E Date: 08/21/20XX
Qtr/Year: 3/20XX
Service Center: 0052 Chesapeake

Statistical Summary Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Liability</td>
<td>$157,419.97</td>
</tr>
<tr>
<td>Net Payroll</td>
<td>$101,853.53</td>
</tr>
<tr>
<td>Net Cash</td>
<td>$101,853.53</td>
</tr>
<tr>
<td>Net Pay Liability</td>
<td>$101,853.53</td>
</tr>
<tr>
<td>Total Debited from your Account</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vouchers (0)</td>
<td></td>
</tr>
<tr>
<td>eVouchers (0)</td>
<td></td>
</tr>
<tr>
<td>Flagged Pays (0)</td>
<td></td>
</tr>
<tr>
<td>Net Cash pays $1,000.00 or more (51)</td>
<td></td>
</tr>
<tr>
<td>Checks (63)</td>
<td>$101,853.53</td>
</tr>
<tr>
<td>Direct Deposits (0)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustments/Prepay/Voids (0)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Transfers</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxes - debited from your account</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxes - your responsibility</td>
<td>$55,566.44</td>
</tr>
</tbody>
</table>

Gross Pay $147,382.52

Cycle Status

Multi-company Manage All Time Cycles

Cycle Complete

Your next step is:
START NEW CYCLE

Register Details

Payroll Register
Labor Distribution Register

Download Reports

Expand All

Select All Download Change Sort Options

Summary Reports
Payroll Registers
Start New Cycle

Starting a new cycle will erase all manual checks and paydata batches from the previous cycle, except for the batches you chose to keep. It will not allow you to make any changes to Time information.

ZSK - Geneva Entertainment

<table>
<thead>
<tr>
<th>Week #</th>
<th>Qtr</th>
<th>Year</th>
<th>Pay Date</th>
<th>Period End</th>
<th>Period End 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending:</td>
<td>34</td>
<td>3</td>
<td>20XX</td>
<td>08/26/20XX</td>
<td>08/21/20XX</td>
</tr>
<tr>
<td>Starting:</td>
<td>36</td>
<td>3</td>
<td>20XX</td>
<td>09/09/20XX</td>
<td>03/04/20XX</td>
</tr>
</tbody>
</table>

Time & Attendance Cycles

Select the Time cycles that you want to start to open a new pay period. After you click Continue, both the Payroll cycle and selected Time cycles will be started together.

- Bi-Weekly (BiWKLY1)

<table>
<thead>
<tr>
<th>DESCRIPTION (ID)</th>
<th>FREQUENCY</th>
<th>DATES</th>
<th>EXCLUSIONS/WARNINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly (BiWKLY1)</td>
<td>Bi-Weekly</td>
<td>Ending 8/8/20XX - 8/21/20XX</td>
<td>Starting 8/23/20XX - 9/4/20XX</td>
</tr>
</tbody>
</table>

Scheduled Deductions for Week 36

<table>
<thead>
<tr>
<th>CODE</th>
<th>IN DEDUCTION GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>BANKRUPTCY A</td>
</tr>
<tr>
<td>31</td>
<td>BANKRUPTCY A</td>
</tr>
<tr>
<td>32</td>
<td>SUPPORT ORDER A</td>
</tr>
</tbody>
</table>

Special Effects for Week 36

There are currently no entries.

CANCEL CONTINUE
Add Time/Time Off Batch

ZSK - Geneva Entertainment  Week # 36  P/E Date 09/04/20XX

Time & Attendance

You can correct timecard errors and create Time batches in this section. After you have fixed the required errors, review or click the Include in Batch check box for the cycles you want to add. Then, click the Continue To Create Batch button.

Include in Batch

Bi-Weekly

8/22/20XX - 9/4/20XX
Unlocked

1 Employees with Timecard Errors

1 Pending Processes

VIEW/RESOLVE

VIEW

Time Off Details

Time Off paydata will only include employees who use Time Off and do not use Time. To create paydata for employees who use Time, use a Time batch.

Include in Batch

Period Start Date *
8/22/20XX

Period End Date
9/4/20XX

Create New Batch

Batch ID *
PT0001

Batch Description
Time Off Details

Add Paydata Into Specified Batch

Select a batch

Pending Time Off Requests

CONTINUE TO CREATE BATCH
Poll: What Do You Think?

What is your favorite enhancement to the end-of-period tasks?

a. The tasks are in one centralized location in ADP Workforce Now.
b. The Time & Attendance data is included in a batch, eliminating the need to manually create and upload a paydata export file.
c. You can now move to the next pay period while starting a new cycle.
d. You can open or lock a pay cycle by clicking the lock icon.
Standard Preview Company Codes Use Payroll Cycle

Next Steps

Enter New Hires, Employee Changes and Paydata in any order that meets your needs.

If necessary, you can Preview Results for the previous week. After you have entered and verified your input, click Calculate Preview Payroll.
Schedules

Overview
In this topic, we will explore the enhancements to the Schedules page that make it easier for you to populate schedules and create schedule templates.
Our Mission

Our company is dedicated to maximizing the potential of our people and the change and the opportunity it brings. We are focused on recruiting, developing, rewarding, and retaining our great people.

Company News and Announcements

Record earnings for fourth consecutive quarter!! Click here to read more.

Quick Links

- Pay Statement
- Company Policies
- Benefits Forms

Forms

- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library

Company Spotlight

Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month.

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 Time Off Program, please send your stories to the team.

We are all responsible to the world around us so keep those stories AND photos coming!
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany, Margaret</td>
<td></td>
<td>FULLTIME</td>
<td>FULLTIME</td>
<td>FULLTIME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08:30 AM</td>
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<td>08:30 AM</td>
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Employees: 15

Total Hours: 280.50
New Time Off Feature

Overview
In this topic, we will discuss the new Time Off feature that changes how users submit and how you approve time off requests. This new feature replaces all time off request features that were previously available in ADP Workforce Now.
What Is the Time Off Feature?
Viewing Approved Time Off Requests

Individual Timecard

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<th>Tools</th>
<th>Schedule</th>
<th>Time Off Balances</th>
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Current Pay Period: 3/9/20XX - 3/22/20XX

**Weekly**

- **Mon**: 03/09
  - 08:30 AM - 03:30 PM
  - Pay Code: 7.00
  - Department: 012000
  - Daily Total: 7.00

- **Tue**: 03/10
  - 08:30 AM - 04:30 PM
  - Pay Code: 8.00
  - Department: 012000
  - Daily Total: 8.00

- **Wed**: 03/11
  - 08:30 AM - 07:30 PM
  - Pay Code: 11.00
  - Department: 012000
  - Daily Total: 11.00

- **Thu**: 03/12
  - 08:30 AM - 04:30 PM
  - Pay Code: 8.00
  - Department: 012000
  - Daily Total: 8.00

- **Fri**: 03/13
  - 08:30 AM -
  - Pay Code: 0.00
  - Department: 012000
  - Daily Total: 0.00

**Schedules**

- **In Time Greater 800s (Public)**

**In Time**

- **SUN 3/8**
  - Hahn, Brenda
    - Hours: 40.00

- **SUN 3/8**
  - Maris, Mary
    - Hours: 40.00

**Out Time**

- **TUE 3/10**
  - Hahn, Brenda
    - 08:30 AM - 04:30 PM

- **TUE 3/10**
  - Maris, Mary
    - 01:00 AM - 05:00 AM

**Breaks**

- **THU 3/12**
  - Personal
    - 08:30 AM - 04:30 PM

**Save**

**Find**

**Search**
Preparing for Your Upgrade

✔ Resolve any requests that employees have submitted and have a Pending Review status.
✔ If any requests have been partially approved and have a Pending Requester Acceptance status, ensure that employees accept or cancel the partial approval.
✔ Attend the *Using Time Off for ADP Workforce Now* course to learn about this new feature.
What Other Resources Are Available?
Access The Bridge

TheBridge.adp.com

Company Mission

Our Mission
Our company is dedicated to maximize the potential of our greatest asset: our employees. We embrace change and the opportunity it brings. We are focused on delivering quality customer service, and are committed to recruit, develop, reward and retain our global workforce.

Company Events

Making A Difference In Our Communities
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.

Company News and Announcements

Record earnings for fourth consecutive quarter! Click here to read more.

Company Spotlight

Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month.

Quick Links

- Pay Statement
- Company Policies

Forms

- State Tax Forms
- Benefits Forms
Click here to access the full Forms Library

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Is there any way to turn the resume filler off? Meaning when someone uploads a resume, it does not automatically update.

When an applicant uploads a resume, it tries to populate certain fields in the resume. Is there any way to turn that feature off? Also is there a way to alert an applicant to go in and make sure that the information was entered correctly from the resume?
Welcome

Connect with other ADP Workforce Now® users, resolve mutual issues, get answers to questions, share best practices, and collaborate on product enhancements.

WORKFORCE NOW UPDATES!

ADP Radio: ADP Workforce Now Enhancements
FLSA Dashboard Coming This Spring!
Deduction Redesign Coming This Spring!
Open Enrollment Enhancements!

CATEGORIES
- ADP Mobile
- ADP Reporting
- Affordable Care Act
- Document Cloud
- FLSA Overtime
- Enhanced Time
- Essential Time
- Garnishment

ASK ADP WORKFORCE NOW®

Type your question

Ask my question

UNANSWERED QUESTIONS

- Wiring Funds
- I have an employee who legally changed gender and their name.
- Where can I see the number of sick and vacation hours taken per payperiod?
- Direct Deposit as %
- Terminated Employees from previous years in Master Control
- If ADP is not managing your worker comp insurance, for reporting purposes where can I input this code on the payroll side?
- Removing termed employees from T&A Managers
- third party sick pay w2 issued by vendor- How do I pay ER portion of tax?
Workforce Now Resource Guide and Quick References

ADP’s WFN is Here!

We know your time is valuable, so we are providing links to the full set of product guides and several learning bytes at your fingertips!

[Click here for Workforce Now Resource Guide and Quick References]

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<th>Import Guides &amp; Templates</th>
<th>Data Reference</th>
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<td>Time Off Data Reference Guide</td>
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<tr>
<td>Importing Applicant Data</td>
<td>Enhanced Benefits Data Reference Guide</td>
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<td>Importing and Exporting Enhanced Time and Attendance Data</td>
<td>Enhanced Time &amp; Attendance Data Reference Guide</td>
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<td>Importing and Exporting Essential Time and Attendance Data</td>
<td>Essential Benefits Data Reference Guide</td>
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<td>Essential Time Data Reference Guide</td>
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<td>Talent Data Reference Guide</td>
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<td>Workforce Now Field Updates</td>
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</table>
Additional Resources

For more information, practitioners and supervisors can see the following courses:

For Practitioners
• *Essential Time & Attendance for ADP Workforce Now*
• *Using Essential Time & Attendance to Schedule Employees for ADP Workforce Now*
• *Using Time Off for ADP Workforce Now*

For Supervisors
• *Essential Time & Attendance Supervisor Timecard Basics*
• *Essential Time & Attendance Supervisor Scheduling Basics*
Support after Class for Practitioners, Supervisors, and Employees

What's New in Essential Time & Attendance for ADP Workforce Now

Resources for Time & Attendance Supervisors and Employees

Learning to maximize the benefits of your solution is a continual process. Here are some resources to help you and your self-service users in your company successfully use your ADP solution.

The following link takes you to a job aid that you can give to your supervisors and employees to help them learn how to navigate to their tasks in ADP Workforce Now.

Navigating in ADP Workforce Now for Managers, Supervisors, and Employees job aid

The following links take you to short demonstrations called learning bytes. Each learning byte shows you how to perform a specific task. A narrator describes the process, highlighting key points. These learning bytes will support you after class with the help you need, right when you need it. You will be prompted to enter your ADP Workforce Now user name and password to access the learning bytes and the employee job aids.

- Essential Time & Attendance Supervisor learning byte
- Essential Time & Attendance Employee learning byte
- Essential Time & Attendance Employee job aids

For a full list of resources for you, your supervisors, and your employees, go to the Time & Attendance Learning Resources page.

Interested in training for your managers and supervisors?

ADP's Essential Time & Attendance Supervisor Timecard Basics class introduces supervisors to ADP Workforce Now Time & Attendance by demonstrating how to edit employee timecards and run reports. The Essential Time & Attendance Supervisor Scheduling Basics class shows supervisors how to schedule employees' time. Participants will access these virtual sessions from their desktops through the internet. A trainer will demonstrate the tasks they'll need to complete.

To enroll your managers and supervisors, go to our Essential Time & Attendance Enrollment site.

With our training and supporting resources, you'll be ready to power your productivity with ADP Workforce Now!
Course Closing

Objectives
Now that you’ve completed this webinar, you are prepared to do the following:

• Edit individual timecards.
• Resolve exceptions using the Timecard Exceptions page.
• Pay your employees by adding a Time & Attendance batch to your payroll and starting a new cycle.
• Describe the enhancements to the Schedules page.
• Use the new Time Off feature.
Thank You!

It was my pleasure to work with you today!