Have you seen the latest changes to ADP Workforce Now® payroll? During this session, we will demonstrate some of those such as the payroll dashboard and how it can simplify your daily routine and how the new payroll calendar is empowering you to take action without needing to call. And what’s next? Join us as we walk through recent payroll improvements and provide a sneak peek into our plans for upcoming enhancements. Plus, put your stamp on the product by voicing your thoughts on where we should take the capabilities in the future.
Agenda

• Latest Changes in ADP Workforce Now®
  – Recent Enhancements Available Today
  – What's Coming Soon

• Upcoming Enhancements

• Your Voice – Interactive Input Session
Payroll Dashboard: Verify Input

- Actionable information
- Visual Cues
- Quickly check to ensure no issues with entries
Payroll Dashboard: Reviewing Results

- Shows summary Real-Time Preview with drill-down capability
- Compare against prior payrolls
- Access reports for viewing or export
- Statistical Summary displays pay elements for more visibility
Payroll Calendar

Released in October
- Alerts when full year projection is available
- View in Calendar Format or List view
- Add, Delete, or Edit payroll for selected week
- Highlights pay dates and holidays
Payroll Calendar

- Full Year View provides view of entire year schedule
- Print List View in PDF
Payroll Calendar: Special Effects

- Special Effects are “conversational” with topics to help determine which to use.

### Special Effect Selection

<table>
<thead>
<tr>
<th>Week: 10</th>
<th>Year: 2017</th>
<th>Quarter: 1</th>
<th>Type: Scheduled</th>
</tr>
</thead>
</table>

**Bonus Payroll Taxing** (0 Selected) Which effects should I select?
- Off: Calculate Federal taxes at supplemental wage rate (Code: 10)
- Off: Calculate Federal taxes at supplemental wage rate, no Extra Tax (Code: 13)
- Off: Employer pays Social Security/Medicare tax. Employee pays SUI/SDI tax (Code: 14)
- Off: Calculate Social Security/Medicare tax and employee-paid SUI/SDI tax only (Code: 15)

**Automatic Pay** (0 Selected) Which effects should I select?
- Off: Turn on Automatic Pay for Pay Group 2 employees (Code: 11)
- Off: Turn off Automatic Pay for Pay Group 1 employees (Code: 12)
- Off: Turn off Automatic Pay for all employees (Code: 21)
- Off: 2 Holidays this pay period (Code: 27)

**Pay Statements & Reports** (0 Selected) Which effects should I select?
- Off: Print the Check/Voucher Complete Message Report (Code: 22)
- Off: Cancel In-line Management Reports (Code: 54)

**Special Accumulators** (0 Selected) Which effects should I select?
- Off: Clear Group 4 Special Accumulators (Code: 42)
- Off: Clear Group 5 Special Accumulators (Code: 44)
- Off: Clear Group 6 Special Accumulators (Code: 45)
- Off: Clear Group 7 Special Accumulators (Code: 46)
- Off: Clear Group 8 Special Accumulators (Code: 47)
- Off: Clear Group 9 Special Accumulators (Code: 48)
- Off: Clear Group 1 Special Accumulators (Code: 65)
Payroll Calendar: Adding a Calendar

• Adding a supplemental payroll uses pre-populated templates to assist with special effects.
Payroll Calendar: Add New Payroll

- Add Payroll provides guidance with online help and best practices
## Deductions Validation Table

<table>
<thead>
<tr>
<th>Add Deduction</th>
<th>Pre-Tax</th>
<th>Post-Tax</th>
<th>Direct Deposit</th>
<th>School District Tax</th>
<th>Medicare Surtax</th>
<th>Tax Levy</th>
<th>Garnishment</th>
<th>Support Order</th>
<th>Bankruptcy</th>
</tr>
</thead>
</table>

- Released with V13
- Clear guidance on setting up and managing deductions
- Category “wizard” to assist input of deductions
Deductions Validation Table

- Deduction data available on same basic page
- Deduction Code and Description clearly identified
- Scheduling frequency allows for quick lookup
- Setting up accumulators available with default set to quarterly and year-to-date

Edit Deduction

Code & Description

<table>
<thead>
<tr>
<th>Deduction Code</th>
<th>Description</th>
<th>Language</th>
<th>Short Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Deduction 15</td>
<td>English (US)</td>
<td>Ded15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spanish (US)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>English (CA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>French (CA)</td>
<td></td>
</tr>
</tbody>
</table>

Deduction Frequency & Group

- Deduction Frequency: EPR - Every Payroll or Processing
- Deduction Group: K - Group K

Accumulator

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Accumulator Description</th>
<th>Display on Pay Statement</th>
<th>Accumulator Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Deduction 15 Q1</td>
<td></td>
<td>03</td>
</tr>
</tbody>
</table>

ADD ACCUMULATOR
Pre-Tax Deduction Setup

- Add pre-tax deductions without calling ADP
- Common Set-up forms available directly in Workforce Now
At-a-glance view for practitioner to manage all employees' pay-related items from a single page.
Pay Profile

Top: quick view of employee’s...
- Pay statement summary
- Full pay statement
- YTD info
- All pay statements
- Roll-ups
- Comparison of employee’s pay statements
Pay Profile: New Features

- Pay Statement Comparison
- View Roll Ups
Pay Profile: New Features

Pay Statement Comparison: view up to 5 statements side-by-side
Pay Profile: Pay

- View employee’s regular pay settings
- Manage rates and additional earnings
- Add or change deductions, goals, arrears, liens and direct deposits
- Direct deposits: add a % amount, set a priority number and mark an account for bonus pay for your employees’ accounts
Pay Profile: Tax

- Allows additions and changes to an employee’s federal, state, and local tax withholdings
- Manage to-date accumulators, allowed and taken or time off balances
- Access other pay settings
Paydata: Updated Landing Page Experience

Previous Experience

Current Cycle | Archived | Grid Setup
---|---|---

<table>
<thead>
<tr>
<th>BATCH ID</th>
<th>DESCRIPTION</th>
<th>RETAIN</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AdjustMT</td>
<td>Adjustment Batch</td>
<td>No</td>
<td>Validation is required</td>
</tr>
<tr>
<td>Arees</td>
<td>Arees</td>
<td>No</td>
<td>Out of balance</td>
</tr>
</tbody>
</table>

New Experience

Remind to create batches necessary for current pay cycle

Reminder to create batches necessary for current pay cycle

Three new columns: Hours, Earnings EE Count
**Paydata: Updated Batch**

### Status indicates next steps

- **Search on the go**

### Verification of totals on same screen

- **Auto-save**

### Table:

<table>
<thead>
<tr>
<th>File #</th>
<th>Name</th>
<th>Pay</th>
<th>Other Earnings</th>
<th>Replace Deduction</th>
<th>Other Earnings - Remarks</th>
<th>Q/T Earnings</th>
<th>Temporary Cost Num.</th>
<th>Adjust Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>000108</td>
<td>Alright, Ana</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>11 - Minwage1</td>
<td>12.00</td>
</tr>
<tr>
<td>000108</td>
<td>Alright, Ana</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>16 - Commwage1</td>
<td>1234.00</td>
</tr>
<tr>
<td>000108</td>
<td>Alright, Ana</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>16 - Commwage1</td>
<td>1234.00</td>
</tr>
<tr>
<td>000185</td>
<td>Alright, Brown</td>
<td>1</td>
<td>123.00</td>
<td>Z - Sav 2</td>
<td>0.00</td>
<td>123.00</td>
<td>16 - Commwage1</td>
<td>1234.00</td>
</tr>
<tr>
<td>000141</td>
<td>Alright, Roger</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>11 - Minwage1</td>
<td>98.00</td>
</tr>
<tr>
<td>000134</td>
<td>Ana, Jeffrey</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>10 - Ry Wk 1</td>
<td>12.00</td>
</tr>
<tr>
<td>000134</td>
<td>Ana, Jeffrey</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>12 - Minwage1</td>
<td>12.00</td>
</tr>
<tr>
<td>000134</td>
<td>Ana, Jeffrey</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>10 - Ry Wk 1</td>
<td>12.00</td>
</tr>
<tr>
<td>000134</td>
<td>Ana, Jeffrey</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>11 - Minwage1</td>
<td>12.00</td>
</tr>
<tr>
<td>000134</td>
<td>Ana, Jeffrey</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>10 - Ry Wk 1</td>
<td>12.00</td>
</tr>
<tr>
<td>000173</td>
<td>Ana, Laura</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>11 - Minwage1</td>
<td>12.00</td>
</tr>
<tr>
<td>000173</td>
<td>Ana, Laura</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>10 - Ry Wk 1</td>
<td>12.00</td>
</tr>
<tr>
<td>000122</td>
<td>Anelka, Samuel</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>11 - Minwage1</td>
<td>12.00</td>
</tr>
<tr>
<td>000152</td>
<td>Anuja, Anuha</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>16 - Commwage1</td>
<td>1234.00</td>
</tr>
<tr>
<td>000166</td>
<td>Anuja, Drogia</td>
<td>1</td>
<td>123.00</td>
<td></td>
<td></td>
<td>123.00</td>
<td>16 - Commwage1</td>
<td>1234.00</td>
</tr>
</tbody>
</table>

**Batch Totals**

- **Your Totals**: 13,284.00
- **Temporary Cost Num.**: 184

**Difference**: 0.00

**Last Saved at 20:32:57**
Paydata: Adding Employees

- Filter by Rate Type, Cost Number, Status and Dept
- Employee Search By File Number or Name
Paydata: Consolidated Saving Options for Future Use

Changing Saving Options
- Automatically include in all Future Pay Cycles
- Add this Paydata Batch to the Saved List
“Stop Payments” within Pay Statements
## Pay Statements - ACA Prior Vendor Hours Statements

To view one pay statement, click Pay Date or Period End. To view the total of two or more pay statements, select the check box next to each pay statement and click **View Rollup Totals**.

### Pay Statements Table

<table>
<thead>
<tr>
<th>YEAR/WEEK #</th>
<th>PAY DATE</th>
<th>PERIOD END</th>
<th>GROSS</th>
<th>NET</th>
<th>CHECK/VOUCHER #</th>
<th>CO/FILE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 - 31 - 1</td>
<td>07/31/2016</td>
<td>07/26/2016</td>
<td>1,500.00</td>
<td>1,151.40</td>
<td>23000257</td>
<td>KSR/006958</td>
</tr>
<tr>
<td>2016 - 31 - 1</td>
<td>07/31/2016</td>
<td>07/26/2016</td>
<td>550.00</td>
<td>0.00</td>
<td>23000527</td>
<td>KSR/006958</td>
</tr>
<tr>
<td>2016 - 30 - 1</td>
<td>07/24/2016</td>
<td>07/26/2016</td>
<td>1,500.00</td>
<td>1,151.40</td>
<td>23000527</td>
<td>KSR/006958</td>
</tr>
<tr>
<td>2016 - 30 - 1</td>
<td>07/24/2016</td>
<td>07/26/2016</td>
<td>550.00</td>
<td>0.00</td>
<td>23000546</td>
<td>KSR/006958</td>
</tr>
<tr>
<td>2016 - 29 - 1</td>
<td>07/17/2016</td>
<td>07/26/2016</td>
<td>1,500.00</td>
<td>1,151.40</td>
<td>23000507</td>
<td>KSR/006958</td>
</tr>
</tbody>
</table>
Stop Payments

1. Sign-off on Terms and Conditions

2. Reverse the payment in payroll (manual check)
# Stop Payment Reports

Records of previous stop payments available directly in the system.

## Stop Payment Reports

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>CO/FILE #</th>
<th>CHECK/VOUCHER #</th>
<th>AMOUNT($)</th>
<th>PAY DATE</th>
<th>REQUEST DATE</th>
<th>CHECK/DD STATUS</th>
<th>STATUS DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anil, Battula</td>
<td>BB8/234234</td>
<td>23000700</td>
<td>398.71</td>
<td>08/02/2016</td>
<td>08/18/2016</td>
<td>STOPPED</td>
<td>08/18/2016</td>
</tr>
<tr>
<td>Anil, Battula</td>
<td>BB8/234234</td>
<td>23000700</td>
<td>542.03</td>
<td>08/02/2016</td>
<td>08/18/2016</td>
<td>REVERSED</td>
<td>08/18/2016</td>
</tr>
<tr>
<td>Anil, Battula</td>
<td>BB8/234234</td>
<td>23000621</td>
<td>398.71</td>
<td>08/18/2016</td>
<td>08/17/2016</td>
<td>STOPPED</td>
<td>08/19/2016</td>
</tr>
</tbody>
</table>

*Column lists Status date for ADP Checks or Settlement date for direct deposits that are Released or Paid.*
Upcoming Enhancements

• **Hours & Earnings Code** – Ability to manage the entry of Hours and Earnings Codes within Workforce Now

• **Retroactive Payments** – ability to “retroactively pay” employees who have had one or more rate changes in a given time frame

• **Pro-Rated Pay** – process a pay period rate change in mid-cycle

• **Tax Integration Work** –
  – Applied for Social Security Number tracking
  – Allow for more streamlined ability to make Adds and Updates to Tax jurisdiction

• **Unified Workforce Now across US & Canada**
Upcoming Enhancements: Employee State Forms

- Electronically file and store the employee’s withholding form for Federal and State
- Current solution only allows employee to enter federal withholdings
- Enhancements to Federal
- All states to be supported that…
  - Use federal form
  - Have unique form
  - Have no (or flat rate) withholding
  - Require hardcopy submission
Daily Operations

What tasks around payroll do you need additional help with?

For example:

• Do you want us to inform you when a threshold is met or exceeded?
  – Warn me when Over Time exceeds a certain amount per Employee
Strategic Assistance

What data or insights can Workforce Now surface to help your company make better day-to-day and/or strategic decisions?

(example: “how much car allowance to give to my sales team based on others my size in my industry?”)

Please provide an example of how you work through these questions today.
Top Pain Points with Payroll

What are your top 3 pain points around running and/or analyzing payroll?

Please write them on the feedback form
Want to join our user experience research?
Have Your Say - Join our User Experience Research!

Participate in ADP User Research

The ADP User Experience Research team is dedicated to understanding how people use and want to use payroll and HR applications.

- Have an opportunity to provide your feedback and help us shape the future of ADP products
- You can participate in-person or from anywhere with a phone and internet connection
- Participants receive a gift card or thank you gift for their time and input
- There is no preparation required on your part; we watch, listen, and learn while you use a prototype
Have Your Say - Join our User Experience Research!

We’d love to hear from you!

Participate in a User Research Study - Sign Up Here:

Name:__________________________
Email:__________________________
Role/Title:______________________
Company:_______________________

Top 3 Payroll Pain Points:
1. ______________________________
2. ______________________________
3. ______________________________
Upcoming Enhancements: Wage Garnishment Solution

• Enhanced solution to help employers lessen their compliance burden and simplify the end-to-end process of wage garnishments on a daily basis

• Integration work has begun and plan to pilot the offering in late July