The Full Value of ADP Workforce Now: Optimization Session – Part 1
ADP Workforce Now is all about…

EMPOWERMENT

OPTIMIZATION

VALUE
Agenda

– Best Practices & Optimization for:
  • Logon Page
  • What’s New
  • Home Page
  • Resources
  • Message Center & Manage Message Center
  • Calendar
  • The Bridge
  • Support (Support Center)
  • Learning Bytes
  • My Profile
  • Preferences
Agenda

– Best Practices & Optimization for (Continued):
  • Search
  • Product Feedback
  • Requirements
  • Security
  • Approval Process (Workflow)
  • Configuration/Content Management
  • Policy Acknowledgment
  • Delegation
  • Employee Activities

– Questions
ADP Workforce Now

• Single point of access for ADP Products and Services

• Clients using it as their Company Intranet:
  – For Communications
  – For Recognition
  – For Open Enrollment
Logon Page
Check Out the Latest Enhancements in This Release!

Welcome to ADP Workforce Now® Version 13!

This release brings you new features and enhancements to make your job easier and more efficient.

To learn more, click here for a PDF with more details and screenshots.

If you are transitioning from the previous release, click Learning Resources for training.

Provide Feedback on This What's New

Do not show this window until next update
Home Page – for your Company Intranet

Company Mission and Vision

Go Green is devoted to addressing the earth’s most urgent environmental problems and contributing to a sustainable future for our planet. By providing and sharing comprehensive and current information on a wide array of green issues, we aim to increase public awareness and encourage the rapidly growing environmental challenges of 20 future generations.

If I change existing content it saves fine, it is only new content that causes an issue, if I change existing content it saves fine, it is only new content that causes an issue,

Employee Spotlight

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

does word length have to do with this issue? It seems odd that The other client didn’t have the long word but still had the issue,

Company Events

My Time

Tuesday, Sep 29, 2015, 08:29 AM

- CLOCK IN
- CLOCK OUT
- LUNCH OUT
- TRANSFER & PUNCH
- MY TIMECARD
- LATE ARRIVAL
- ABSENCE
- ANNUAL SUMMARY
- SUPPLEMENTAL PAY CODES

Forms

- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library

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## Resources – for your Company Intranet

### Company Information
- Company Profile
- Company Policies
- Forms Library
- FAQs
- Tools/References
- Manager Tools
- My Tools
- Practitioner Tools
- Administrator Tools

### Learning
- Learn@ADP

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## Company Policies

To read and acknowledge a policy, click the policy name.

<table>
<thead>
<tr>
<th>POLICY NAME</th>
<th>VERSION</th>
<th>REQUIRED</th>
<th>ACKNOWLEDGED</th>
<th>ACKNOWLEDGE DATE</th>
<th>VIEWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Media Policy</td>
<td>1.0</td>
<td>Yes</td>
<td>✔️</td>
<td>08/24/2015</td>
<td>✔️</td>
</tr>
<tr>
<td>Sick Policy</td>
<td>1.0</td>
<td>Yes</td>
<td>✔️</td>
<td>09/16/2015</td>
<td>✔️</td>
</tr>
<tr>
<td>Travel Policy</td>
<td>1.0</td>
<td>Yes</td>
<td>✔️</td>
<td>09/16/2015</td>
<td>✔️</td>
</tr>
<tr>
<td>Vacation Policy</td>
<td>1.0</td>
<td>Yes</td>
<td>✔️</td>
<td>09/16/2015</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Resources – for your Company Intranet
Resources – for your Company Intranet
Congratulations, ADP Workforce Now was upgraded successfully! Click here for more information.

Your upgrade to the latest version of ADP Workforce Now \(^\oplus\) is complete! For an overview of the enhancements in this release, refer to What's New in ADP Workforce Now. This information is presented in a pop-up window immediately after you log on.

Preview Videos:
For your convenience, you can access the following Preview Videos to see some of the exciting key enhancements:

- FLSA Dashboard Video
- Deductions Video

Complete Your Critical Training:
Before you add a new deduction code, learn how ADP has made adding deduction codes to ADP Workforce Now easier.

- Learn how to manage your employee hours. (For Practitioners)
- Learn how to manage your employee hours. (For Supervisors)
Message Center – Employee View

- **Alerts**: 0
- **Tasks**: 6 (1 Urgent)
- **Notifications**: 21 (0 Urgent)

Messages:
- **Mitchell, Dashawn D**
  Employee - My Documents: Mitchell, Dashawn D
  06/03/2016 7:58 AM

- **Rialu, Ammot**
  Employee - Add New Child: Rialu, Ammot
  06/02/2016 2:30 PM

- **Smaroglo, Aleona**
  Employee - Licenses/Certifications: Smaroglo, Aleona
  09/11/2015 9:13 AM

- **Uretas, Mocheal G**
  Policy Acknowledgement
  07/13/2015 10:04 AM

- **Generated Activity**
  Company 303: Payroll results available
  04/23/2015 6:11 AM

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Message Center – Employee View
Manage Message Center
Manage Message Center

View current, completed or archived messages. From the Action column review message details or approval history. You can cancel current activities, reroute a pending activity step, export messages, or purge completed messages. What actions are available depend on the message type and the tab you are on. Click View Submitted Jobs to monitor job progress and delete completed jobs or download exported files.

### Current

<table>
<thead>
<tr>
<th>Source</th>
<th>Type</th>
<th>Subject</th>
<th>Originator</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Geuffyline, A - IQ5VVJLF</td>
<td>03/02/2017 12:46</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Dewyea, E - NYQLEE66MG</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Shaw, E - J08U796P</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Panabianco, E - M6MC8YEU</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Gilmore, E - QPAK5SH43</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Wilkins, E - EJ0V0N0FF</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Thatcher, E - XAIU84Z6Z</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Mancheno, E - 9MC022DYH</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Morgan, E - AIJU060MR</td>
<td>03/02/2017 12:24</td>
</tr>
<tr>
<td>WFN</td>
<td>All</td>
<td>Automatic Notification</td>
<td>Form 19 Status, Section 1 Required for Croce, E - UQ0005NSA</td>
<td>03/02/2017 12:24</td>
</tr>
</tbody>
</table>
Manage Message Center

View current, completed or archived messages. From the Action column review message details or approval history. You can cancel current activities, reroute a pending activity step, export messages, or purge completed messages. What actions are available depend on the message type and the tab you are on. Click View Submitted Jobs to monitor job progress and delete completed jobs or download exported files.

<table>
<thead>
<tr>
<th>Source</th>
<th>Type</th>
<th>Subject</th>
<th>Originator</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Completed Date From:** mm/dd/yyyy

**Completed Date To:** mm/dd/yyyy

Show all messages

**OTHER ACTIONS**

- Export
- Export All
- Purge
- Purge All

**VIEW SUBMITTED JOBS**

- Geuffyline, Alane T - IQ55V...
- Employee - My Documents: Geuffyline, Alane T
- 03/02/2017 12:07...

- HR & Payroll
- Geuffyline, Alane T - IQ55V...
- Employee - Direct Deposits: Geuffyline, Alane T
- 03/02/2017 12:07...

- WFN
- Generated Activity
- Company 303: Payroll results available
- 02/28/2017 12:01...

- HR & Payroll
- Rolau, Ammot - BLB27NGE2
- Employee - My Documents: Rolau, Ammot
- 02/20/2017 01:39...

- HR & Payroll
- Rolau, Ammot - BLB27NGE2
- Manager - Job Change: Rolau, Bavarel E
- 02/20/2017 01:38:1...
Manage Message Center

View current, completed or archived messages. From the Action column review message details or approval history. You can cancel current activities, reroute a pending activity step, export messages, or purge completed messages. What actions are available depend on the message type and the tab you are on. Click View Submitted Jobs to monitor job progress and delete completed jobs or download exported files.
Calendar
Get answers, tips, and best practices from fellow HR and payroll practitioners through ADP’s client community, The Bridge.
Support (Support Center)
My Profile – Business Card

Forms

- State Tax Forms
- Benefits Forms
My Profile – Business Card

Organizational Chart

Anthony Albright
VP Human Resources
Associate ID: 0000000014 - Active
email: maribel.armendariz@adp.com
phone: 973-555-3245
cell: 973-713-3456
Department: Corporate Staff
Location: Atlantic
Reports To: Susan M Dearborne

Edward J Bonner
Administrative Asst.

Lawrence Berry
Learning and Dev.

Albert L Delaney
Human Resource

Jody ExCarruga
Compensation Spe.

Mark James
Compensation Spe.

Emary Rider
HR Generalist

Allie Lee
HR Generalist

Carlo E Garland
Payroll Manager

Melvin Jeffreys
Learning and Dev.

Christina Foster
Learning and Dev.

Jill Smith
Administrative Asst.

Scott Stuart
Benefits Specialist

Peter A Biggins
Learning and Dev.

Eldina Hernandez
Learning and Dev.

Dale G Cole
HR Generalist

Joseph Johnson
Benefits Specialist

Richard Byrne
Programmer Analyst

Daniel A Coslet
Compensation Spe.

Nelson Primo
HR Generalist

David (*insert name*)
To prevent unauthorized changes to your account information, enter your password.

Current Password:* 

Password must be at least 8 characters long and must contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

New Password:* 

Confirm New Password:* 

** SUBMIT **

** RESET **
Preferences

Select Security Questions and Answers

To protect your account, you must select three different questions and provide a different answer for each question. If you forget your logon information, you will be asked to answer security questions to verify your identity.

Important: Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.

Questions:
- What was your childhood nickname that most people do not know?
- In what city was your mother born? (Enter full name of city only)?
- In what city was your father born? (Enter full name of city only)?
- What is the first and last name of your childhood best friend?
- What is the first and last name of your mother’s father? (Your paternal grandfather)?
- What is the first and last name of your father’s father? (Your paternal grandfather)?
- What was the name of your first pet?
- What was the first and last name of your maid/matron of honor at your wedding?
- What was the first and last name of your best man at your wedding?
- What is the first and last name of your oldest niece?
- What is the first and last name of your oldest nephew?
- What was the first and last name of your first manager?
- What was the first and last name of your first girlfriend/boyfriend?
- What was the last name of your favorite teacher in your final year of school?
- What was the first concert you attended?
- What was the first foreign country you visited?
Preferences

Any changes you enter on this page will take effect the next time you log on and will be used for all People-related functions.

Default employee list
- Call employees
- as of
- Today

All employees
- Use Last Session

Default ID Display
- Position ID
- Associate ID

The Position ID is displayed in the employee ID bar.

Default Employee ID Level
- Associate
- Position

Employee list displays one row for each unique position ID (co/file #) within the selected employee list and companies.

Company
- All companies

Employee list displays employees from all companies that you have access to, within the selected employee list.
Search – Global
Search – Directory

People

Anthony Albright
HRV - VP Human Reso...

Todd Anderson
SE - Software Engin...

Selma Angulo
SM - Sales Mana...

Work Phone Number
973-555-3245

Cell Phone Number
973-713-3456

SHOW 47 MORE
Search – Navigation, Reports, Learning Bytes
Product Feedback

We are always looking for ways to improve your product experience and welcome your comments and suggestions.

Please note, this form is for product related feedback only. Please contact your local representative for help with any support issues.

Please choose one:

- Overall rating:
  - - - -
  - - - +
  - - + +
  - + + +
  - + + +
  + + + +

- Workforce Now is easy to use:
  - - - -
  - - + +
  - + + +
  + + + +

- The majority of my HR, PR and Benefits needs are supported:
  - - - -
  - - + +
  - + + +
  + + + +

- I need more training:
  - - - -
  - - + +
  - + + +
  + + + +

What specific task(s) were you completing in Workforce Now when you decided to provide feedback?

Would you be willing to participate in future product testing?

- Yes
- No

If yes, please enter your email address.

Send Feedback
## Requirements

**ADP Workforce Now Version 13 Requirements**

This document lists minimum (recommended) requirements for ADP Workforce Now Version 13. For Data Collection software requirements, refer to the Data Collection Product Requirements. For ADP Workforce Now Enhanced Time & Attendance software requirements, refer to the Enhanced Time & Attendance Product Requirements.

### Supported and Certified Operating Systems and Browsers

The following browsers are supported or certified for each operating system.

**Note:** Pop-up and cookie-blocking software must be disabled, if firewall software is used, permit inbound and outbound traffic on port 443.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Windows</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7.0 (SP3)</td>
<td>8.0</td>
</tr>
<tr>
<td>32 bit and 64 bit</td>
<td>32 bit and 64 bit</td>
<td>Yosemite</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internet Browser</th>
<th>Windows</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 9*</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Internet Explorer 10*</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Internet Explorer 11</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Edge**</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Firefox 45** and higher</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chrome 50.0 and higher</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Safari 8.x</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Safari 0.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Internet Explorer 9 and 10 are no longer supported by Microsoft but are supported by ADP.
** The Edge browser does not support ActiveX controls. On-Site Printing (OSP) and manual check printing functionality will not work with the Edge browser. Windows 10 includes IE 11, which can be used for OSP and manual check printing.

### Miscellaneous Solutions Requirements

- iPhone or iPad (iOS 9 or higher)
- Android (v4.4 or higher)

Note: For ADP Workforce Now Enhanced Time & Attendance (formerly known as Enterprise eTime) clients, Chrome is a supported browser for Enhanced Time v6.0 only. For Legacy versions of Enhanced Time v7.0 and lower, Chrome is not a supported browser. Please contact your Enhanced Time support team if you have questions or need assistance with version verification.

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Access Permissions

You can set permissions for the following access types:

**Menu access**

- *Menus and menu items*. Specify which menus and menu items users can view and/or edit.
- *Sensitive data*. Define the sensitive data users can view and/or edit (full Social Security numbers, date of birth, etc.).
- *Profiles (groups of users)*. Use standard profiles or create custom profiles to provide the same access or customized access to users.
- *Profile memberships*. Use membership rules or assign individual users to profiles.

**Payroll & People access**

- *Payroll company codes*. Specify the company codes a payroll practitioner is permitted to access when performing payroll tasks.
- *Practitioner access to employees*. Specify view and/or edit access to employees.
- *Manager or Time & Attendance Supervisor access to employees*. Specify manager or supervisor access to direct and indirect reports, direct reports only, or access to individuals who are not direct or indirect reports.
- *User access permissions*. View any user's access permissions and use provided links to update a user's profile memberships or to update menu access permissions for any profile.
Members in Standard Practitioner

Displays current profile members.

Current Members (2)

Enter Name, Title, Membership Rule

Dearborne, Susan M

ractitioner, p
Security – People Access

Access Permissions

You can set permissions for the following access types

Menu access

- **Menus and menu items.** Specify which menus and menu items users can view and/or edit.
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MENU ACCESS

PAYROLL & PEOPLE ACCESS
Security – People Access

User Access Permissions

Practitioner Permissions

Albright, Anthony

Viewing as: Practitioner

Associate ID: 0000000014
Company Code: AE1
Department: 111000
User ID: AALBRIGHT@TESTAE1
Location: 001
Job Title: HRV

Menu Access  People Access  Payroll Processing Access

Set this user’s access permissions to People and their data.
Select the People this user will have access to as a Practitioner:

- View & Edit Access to all People
- View & Edit Access to all People
- View Only Access to all People
- Custom Access to People

RESET  SAVE
Security – People Access

Set this user's access permissions to People and their data. Select the People this user will have access to as a Practitioner:

Custom Access to People

Select People using one or both of the following methods:

Select People Individually

Rule Builder

Create a rule that will automatically provide access to people based on the criteria entered.

View & Edit

Field Name Comparison Field Value

ADD CRITERIA TO THIS SET

CREATE AN ADDITIONAL CRITERIA SET

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Security – People Access

- Benefits Eligibility Class
- Business Unit
- Client - Time & Attendance
- Company Code
- Cost Center - Time & Attendance
- Fund1 - Time & Attendance
- Fund - Time & Attendance
- Home Cost Number
- Home Cost Number within Company
- Home Department
- Home Department within Company
- Job or Project - Time & Attendance
- Job Title
- Location
- Location - Time & Attendance
- Not Paid By Payroll
- Pay Class - Time & Attendance
- Program - Time & Attendance
- Project - Time & Attendance
- Shift Rule - Time & Attendance
- Start Date - Time & Attendance
- Status
- Stop Date - Time & Attendance
- Task - Time & Attendance

Processing Access

- Search for people and their data.

To do as a Practitioner:

VIEW RESULTS

- of the following methods:

Access to people based on the criteria entered.

Field Value

ADD CRITERIA TO THIS SET

CREATE AN ADDITIONAL CRITERIA SET
Security – Payroll Access

User Access Permissions

Practitioner Permissions
Current Practitioner Profile Memberships
Practitioner Field Testing

Albright, Anthony
Viewing as:
Practitioner

Associate ID
0000000014
Company Code
AE1
Department
111000
User ID
AALRIGHT@TESTAE1
Location
001
Job Title
HRV

Menu Access | People Access | Payroll Processing Access

Set this user's access permissions to Company Codes for Payroll Processing functions.
Select the Company Codes this user will have access to for Payroll Processing activities:

- All Company Codes - View
- All Company Codes - View & Edit
- Custom Access

RESET | SAVE

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Security – Payroll Access

User Access Permissions

Practitioner Permissions

Current Practitioner Profile Memberships
Practitioner Field Testing

Albright, Anthony

Viewing as:
Practitioner

Associate ID
Company Code
Department
User ID
Location
Job Title

0000000014
AE1
11000
AALBRIGHT@TESTAE1
001
HRV

Menu Access People Access Payroll Processing Access

Set this user's access permissions to Company Codes for Payroll Processing functions.
Select the Company Codes this user will have access to for Payroll Processing activities:

Custom Access

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>VIEW &amp; EDIT ACC</th>
<th>VIEW ONLY ACC</th>
<th>NO ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE1 - WFN 4.0 SC Master</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>