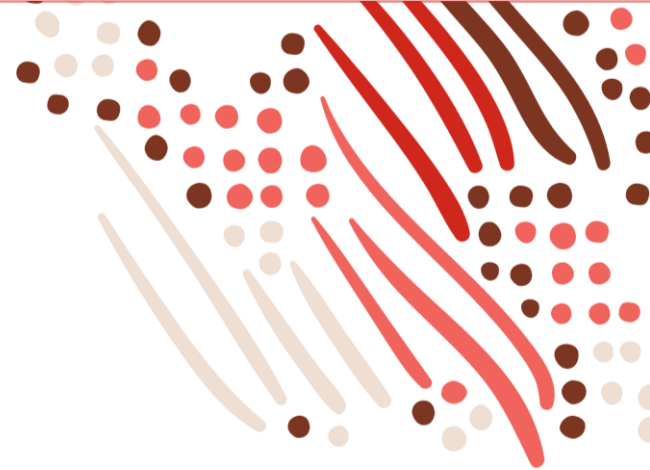


Welcome

to ADP Workforce Now®
Employee Self Service Training



This recording and the information contained herein is proprietary and confidential to ADP and may only be used or shared internally within your organization. ADP has the right to delete any and all content at any time at its sole discretion and any unauthorized use of this recording shall be deemed a breach of confidentiality under the applicable terms and conditions governing the services between you and ADP.

What's on the agenda today?

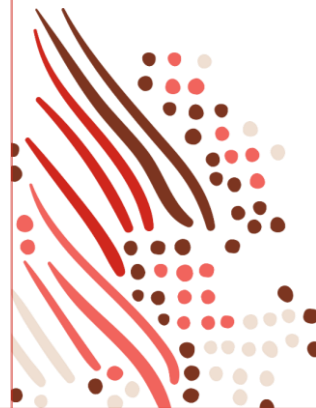
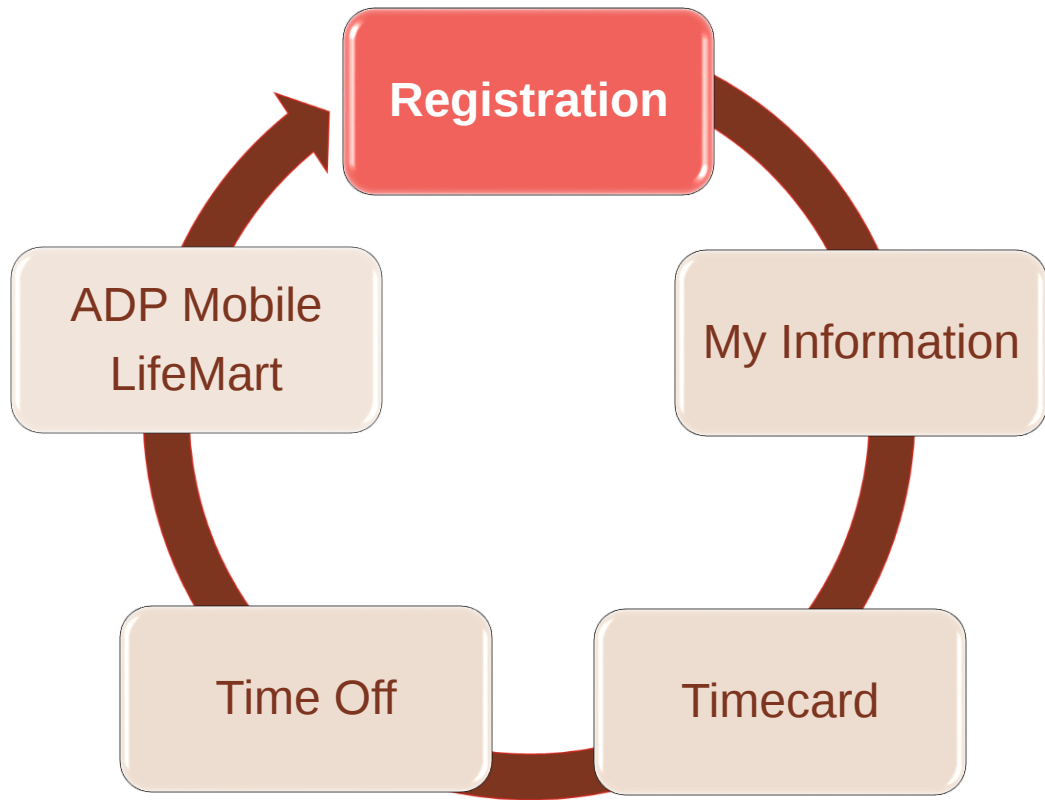


➤ Please note, your current employee information has been provided to ADP and has been uploaded into our software. Please take time to review and confirm this information.

ADP makes it easy for you to view your personal information and perform certain tasks right from your computer or mobile device. We call this Employee Self-Service.

Today, we'll discuss the following Employee Self-Service topics:

- Registration
- Viewing/updating your personal information
- Accessing your pay information
- Time and Attendance Tasks
- Time- Off Tasks
- ADP Mobile App
- LifeMart



Registration

Hi Employee Advantage,

Welcome to ADP, your company's professional payroll and HR system.

Take a few minutes to register for ADP Self-Service so you can access your pay statements and tax forms online.

Click **Create account**, then follow the prompts to set up your user ID and password. It's that simple!



Can't click on the button? Copy this link and paste it into your browser.

[Self Service Registration \(adp.com\)](https://adp.com)

Registration code: **850bq7lz**

If you have any questions, please contact your employer

Registration

 English (US) 

Identity InfoContact InfoCreate Account

Let's Get Started

First, we'll need some information to create your account with **testIS0694**

First Name * 

Last Name * 

And one of these*

☐ Last 4 Digits of SSN, EIN, or ITIN

☐ Associate ID

☐ Birth Month and Day



Identity InfoContact InfoCreate Account

Help Us Protect Your Account

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email*

Personal 

Phone

Personal, Mobile 

US  +1

 [Add backup contact information](#)



Registration

Identity Info

Contact Info

Create Account

One more step, Employee

Let's set up the login information for your account with **testIS0694**

Create Userid * 

EmployeeAdvantage 

Create Password *

..... 

Strong (Add a special character to strengthen)

Confirm Password *

..... 

Accept Terms and Conditions

☒ I have read and agree to the [Employee Access Terms and Conditions](#).



✓ Create your account

Identity Info

Contact Info

Create Account

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Question 2*

Question 3*



✓ Continue

Registration

<https://workforcenow.adp.com>



Account Created! Please Sign In.

User ID: [EmployeeAdvantage](#)

You can now sign into access and manage your accounts.

[ADP Workforce Now](#)



Stay connected with the ADP Mobile App to access your information on the go!



English (US) ▼

Welcome to ADP®

User ID

☐ Remember User ID ⓘ

Password

Sign in

[Forgot your password?](#)

New user ? [Create account](#)

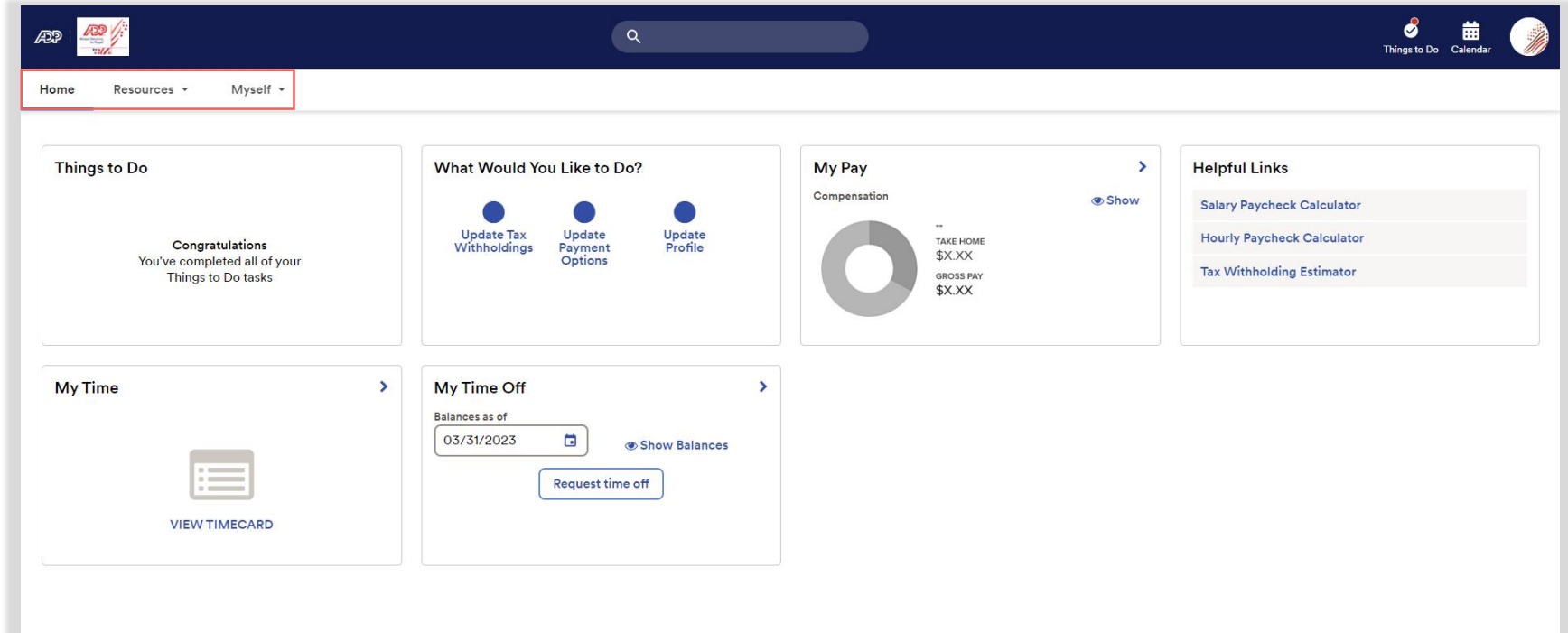


Download the ADP mobile app

Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.

[LEARN MORE >](#)

Employee Home Page View



The image shows a screenshot of an employee's home page on the ADP platform. The page has a dark blue header with the ADP logo, a search bar, and navigation links for 'Things to Do', 'Calendar', and a user profile icon. Below the header is a navigation bar with 'Home', 'Resources', and 'Myself' (highlighted with a red box). The main content area is divided into several sections: 'Things to Do' with a congratulatory message, 'What Would You Like to Do?' with three options (Update Tax Withholdings, Update Payment Options, Update Profile), 'My Pay' with a compensation donut chart and a 'Show' link, 'Helpful Links' with three calculator links, 'My Time' with a 'VIEW TIMECARD' link, and 'My Time Off' with a date selector, 'Show Balances' link, and 'Request time off' button.

ADP 

Things to Do Calendar 

Home Resources **Myself**

Things to Do

Congratulations
You've completed all of your Things to Do tasks

What Would You Like to Do?

-  Update Tax Withholdings
-  Update Payment Options
-  Update Profile

My Pay

Compensation 



TAKE HOME \$X.XX
GROSS PAY \$X.XX

Helpful Links

- [Salary Paycheck Calculator](#)
- [Hourly Paycheck Calculator](#)
- [Tax Withholding Estimator](#)

My Time


[VIEW TIMECARD](#)

My Time Off

Balances as of
03/31/2023  [Show Balances](#)

[Request time off](#)

Employee Preferences

[← Back](#) **Preferences**

Language

Security

Communication

Contact ⓘ

Personal

Personal Mobile

🇺🇸

Home Phone

🇺🇸

Personal Fax

🇺🇸

Personal pager

🇺🇸

Personal Email

ⓘ ☒ For Notification

Reminders & Notifications*

How would you like to receive payroll and HR reminders and notifications?

☒ Preferred Email Address
(Based on your "For Notification" setting selected above)

☒ Message Center

[← Back](#) **Preferences**

Language

Security

Communication

Password

Questions

User ID

To prevent unauthorized changes to your account information, enter your password.

Current Password *

Change Your Password

Password must be at least 8 characters long and must contain at least 1 letter and 1 number. It is recommended that passwords be 12 or more characters, contain a mix of upper- and lowercase letters, numbers, and/or contain special characters.

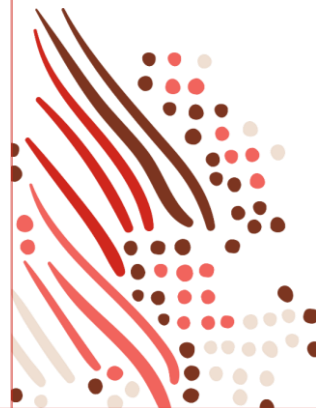
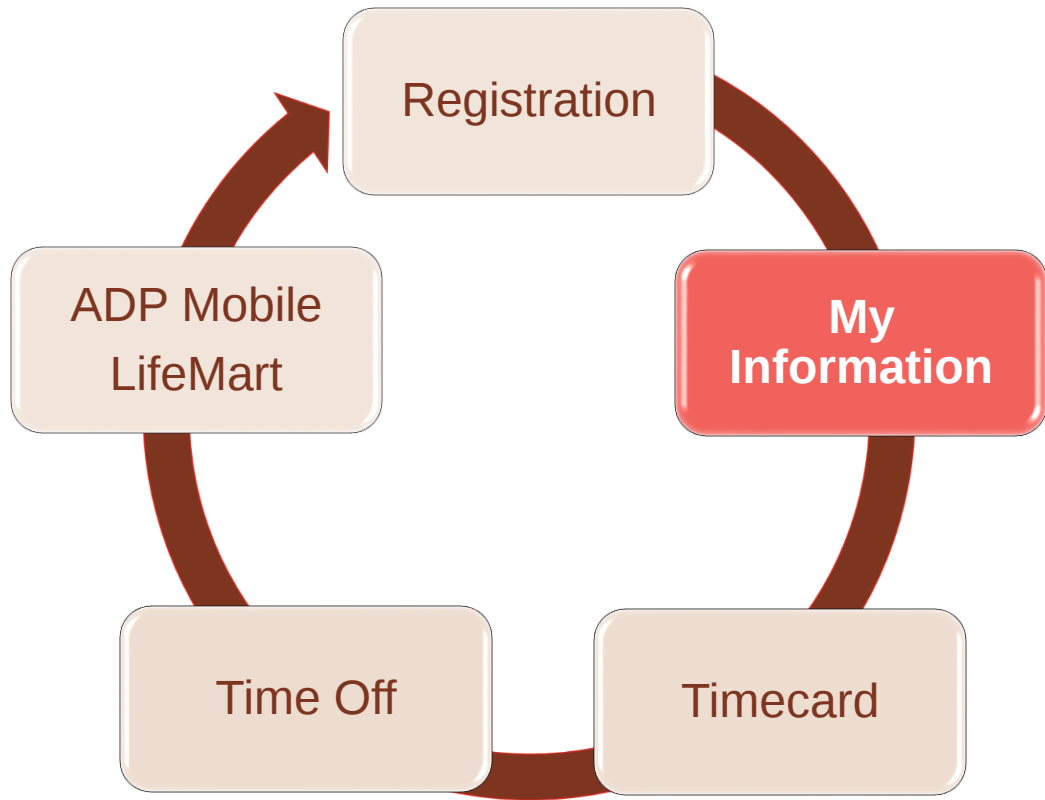
Important: Do not use user ID, name, or other personal information. Do not store your password on paper or in electronic format. Remember to change it frequently.

New Password

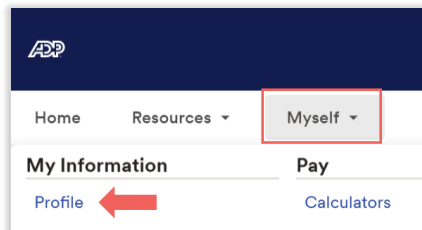
[Example of a strong password ▼](#)

Confirm New Password *





Accessing My Information: Profile





Employee Advantage
ASSOCIATE ID : ECRPM4HOU | CS - Client Service Representative
REPORTS TO : Manager Advantage
POSITION ID: &VU000111
[VIEW ORG CHART](#)

[Contact Preferences](#)

Personal Info
[Add your mobile number](#)
[test@adp.com](#)
[View more](#)

Emergency Contacts
PRIMARY CONTACT
Emergency Contact (Friend)
(800) 999-9999
[Add contact](#)

Other Credentials
[Awards](#) [Add](#)
[Training](#) [Add](#)
[Memberships](#) [Add](#)
[Languages](#) [Add](#)

Work Info
[POSITION ID: &VU000111](#)
[Hire Date: 02/28/2023 \(0 years 0 months\)](#)
[Client Services](#)
[Add your mobile number](#)
[Add your email address](#)
[Add your work address](#)
[Supporting documents](#) [Add](#)
[View more](#)

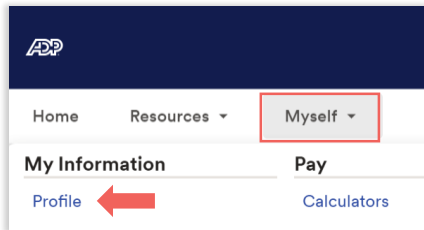
Professional Credentials
[Education](#) [Add](#)
[Experience](#) [Add](#)
[Skills](#) [Add](#)
[Licenses & Certifications](#) [Add](#)

Time & Attendance
[PAY CLASS: HOURLY](#)

Pay Info
[Compensation](#) [Show](#)
[Regular Pay Rate](#) [Show](#)
[Pay Frequency](#) [Show](#)
[Biweekly](#)
[View more](#)

Company Property
[PROPERTY](#) [Add](#)
[002 - Laptop](#)
[Add](#)

Accessing My Information: Profile- Changing Address



Personal Info

Address ⓘ

ⓘ Address Line 1, City, State/Province and Zip Code/Postal Code are required when the country is the U.S. or Canada.

LEGAL ADDRESS

Country
United States ▼

Address Line 1
123 ADP Advantage

Address Line 2

Address Line 3

City
Parsippany

State / Territory
NJ - New Jersey ▼

Zip Code ⓘ
07054

County

+ Add Address

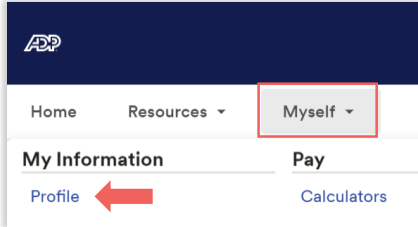
Alert ⓘ

Changing an employee's legal address may affect their tax withholdings. Review these potential tax impacts whenever you change an address, and make any changes required.

✓ Ok

Save

Accessing My Information: Profile- Changing Your Name



Personal Info

Name ⓘ

Legal Name
Enter the name that appears on your government-issued identification.

Legal First Name * **Legal Middle Name** **Legal Last Name ***

Employee Advantage

Preferred or Chosen Name ⓘ
If you call yourself by a name that's different from your legal name, you can check the box and enter it. As you type, the Display My Name As field shows you the name ADP will use to identify you.

☐ I use a name that's different from my legal name

Payroll Name ⓘ
We'll display this name on your pay statements (your legal name, as required by law).

Employee

Last Name *

Advantage

Salutation

Generation Suffix

Professional Suffix

Save ←

A screenshot of the ADP 'Pay Info' and 'Company Property' sections. The 'Pay Info' section includes fields for 'Compensation' (\$XXXX.XX), 'Regular Pay Rate' (\$XX.XXXX), and 'Pay Frequency' (Biweekly). The 'Company Property' section shows 'PROPERTY 002 - Laptop'. A 'View more' button is visible in the 'Pay Info' section.

Accessing My Information: Profile - Uploading Picture

The screenshot displays the ADP Employee Advantage profile interface. On the left, a navigation menu includes 'Home', 'Resources', and 'Myself'. Under 'Myself', 'My Information' is selected, with 'Profile' highlighted by a red arrow. The main profile area features a dark blue header with the ADP logo, a profile picture placeholder, and employee details: 'Employee Advantage', 'ASSOCIATE ID: ECRPM4HOU', 'CS - Client Service Representative', 'REPORTS TO: Manager Advantage', and 'POSITION ID: &VU000111'. A red arrow points to a camera icon in the top right corner of the header. Below the header, a dropdown menu is open, showing 'Upload Photo' (highlighted with a red arrow) and 'Delete Photo'. The profile is divided into three sections: 'Work Info' (including Position ID, Hire Date, and Client Services), 'Pay Info' (including Compensation, Regular Pay Rate, and Pay Frequency), and a 'Contact Preferences' link. A modal window titled 'Upload your profile picture' is shown at the bottom, containing a dashed box for file upload, a red arrow pointing to an 'UPLOAD PHOTO' button, and text stating: 'Maximum file size is 200Kb. Files need to be in .jpg, .jpeg, .png, .gif, or .bmp formats.'

ADP

Home Resources ▾ Myself ▾

My Information Pay

Profile ← Calculators

Profile

Employee Advantage ✎

ASSOCIATE ID: ECRPM4HOU | CS - Client Service Representative

REPORTS TO: Manager Advantage

POSITION ID: &VU000111 📄

VIEW ORG CHART

Upload Photo ←

Delete Photo

Add your mobile number

test@adp.com

View more

Work Info

POSITION ID: &VU000111

Hire Date: 02/28/2023 (0 years 0 months)

Client Services

Add your mobile number

Pay Info

Compensation \$XXXXXX ⚙ Show

Regular Pay Rate \$XXXXXX ⚙ Show

Pay Frequency Biweekly

Contact Preferences

Upload your profile picture ✕

Drag and drop your files
or
→ [UPLOAD PHOTO](#)

Maximum file size is 200Kb. Files need to be in .jpg, .jpeg, .png, .gif, or .bmp formats.

Accessing My Information: Profile - Updating Emergency Contact



Home Resources **Myself**

My Information Pay

Profile  Calculators

Emergency Contacts

 **PRIMARY CONTACT**
Emergency Contact (Friend)
(800) 999-9999  

 Add contact 

Full Name

Full Name *

Relationship

☒ Primary Contact

Contact

* At least one phone number is required.

Phone Number *



 Add Phone

Email

Address

 Add Address



Accessing My Information: Profile - Adding Licenses & Certifications



Home Resources ▾ **Myself ▾**

My Information Pay

[Profile](#) [Calculators](#)

Add License & Certification

License/Certification *	License/Certification ID
DRV-LIC -... x ▾	12345678910
Category	Issued By
L - License x ▾	State
Effective Date	Expiration Date
MM/DD/YYYY 📅	03/11/2028 📅
Company Paid Amount	Currency
	▾
Renewal Requirement	
Comments	

[Save & Add Another](#) [Save](#)



Things to Do Calendar

Pay Info

Compensation
\$XXXXX.XX ☐ Show

Regular Pay Rate
\$XX.XXXX ☐ Show

Pay Frequency
Biweekly

[View more](#)

Company Property

PROPERTY
002 - Laptop

[Add](#)

Accessing Your Pay Information: Tax Withholdings

 **Tax Withholdings**

[Home](#)
[My Information](#)
[Profile](#)
[Time](#)
[My Taxes](#)

**Advantage, Employee** 
CS - Client Service Representative
105000 - Client Services (Department)


Federal
W-4
Single or Married filing
separately
Complete this form to make
changes
Start 


New Jersey
NJ-W4
You must complete your Federal
W-4 first
Start

 [VIEW SAVED TAX FORMS](#)

Federal Tax Withholding

Before You Begin

Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

 [Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

Cancel  **Next**

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding

[Download blank Form W-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name

Employee Advantage

Your home address

123 ADP Advantage
Parsippany, NJ 07054
US

Your Social Security number

Applied For

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the [green card test](#) or the [substantial presence test](#) for the calendar year (January 1 - December 31).

- ☐ I'm a nonresident alien.
- ☒ I'm a US citizen or a resident alien.

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

What is your filing/marital status?

- ☒ Single or Married filing separately
- ☐ Married filing jointly or Qualifying surviving spouse
- ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Cancel

Previous

Next

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding

[Download blank Form W-4](#)

Are you tax exempt?

Refer to the General Instructions of [Form W-4](#) Employee's Withholding Certificate

- ☐ I claim exemption from withholding for the current year, and I certify that I meet both of the conditions for exemption:

- For last year, I had no federal income tax liability
- For this year, I expect to have no federal income tax liability.

If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file next year's tax return.

- ☒ I do not claim exemption from withholding

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

Multiple Jobs or Spouse Works ?

Do **only one** of the following to calculate your withholding:

- Reserved for future use.
- Use the Multiple Jobs Worksheet here and enter the result into Extra Withholding line; or
- ☐ If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents ?

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).

Your withholding will be most accurate if you complete this for the highest paying job

Number of qualifying children under age 17

2

\$4,000

Number of other dependents

Total dependent amount ?

\$4,000

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

Other Adjustments

Complete this section for only one job in the household. Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income ?

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions ?

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding ?

Enter any additional tax you want withheld each pay period.

\$50

Cancel

Previous

Next

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding

[Download blank Form W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0047
► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ► Give Form W-4 to your employer. ► Your withholding is subject to review by the IRS.				
Step 1: Enter Personal Information		(a) First name and middle initial Last name Address City or town, state, and ZIP code	(b) Social security number	(c) Do your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact Social Security at 800-772-1213 or go to www.ssa.gov .
		ESSEmployee		
		1234 Fake Address Los Angeles, TX, 00010		
		☐ Single or Married filing separately ☒ Married filing jointly or Qualifying widow(er) ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.				
Step 2: Multiple Jobs or Spouse Works		Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following: (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-5); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ☐ TIP: To be accurate, submit a 2023 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependents		If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000. 4000 Multiply the number of other dependents by \$500. 4000 Add the amounts above and enter the total here. 3 \$ 4000		
Step 4 (optional): Other		(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(e)		

☒ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Oct 23 2020

Cancel



Previous

Done

Tax Withholdings



Advantage, Employee

CS - Client Service Representative
105000 - Client Services (Department)



Federal

W-4

Single or Married filing
separately
\$50 additional

Edit



New Jersey

NJ-W4

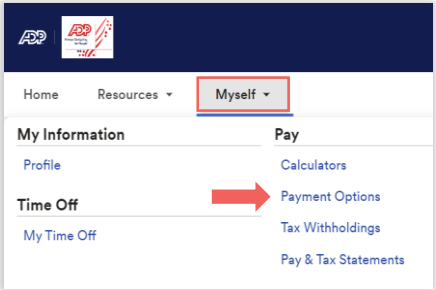
Complete this form to make
changes



Start

[VIEW SAVED TAX FORMS](#)

Accessing Your Pay Information: Payment Options



ADP

ADP

HomeResourcesMyself

My Information

Pay

Profile

Calculators

Time Off

Payment Options

My Time Off

Tax Withholdings

Pay & Tax Statements

ADP

ADP

HomeResourcesMyself

Payment Options

Advantage, Employee

CS - Client Service Representative
105000 - Client Services (Department)

Tax ID (SSN)

XXX-XX-0453

Position ID

&VU000111

How do you want to be paid? You can split your pay between any combination of accounts.

Reveal account details

Pay statement settings

Bank Account Direct Deposit

Account #

XXXXXX1068

Deposit amount

50%

Edit

Bank Account Direct Deposit

Account #

None

Deposit amount

0.0%

+ Add bank account

With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check. To avoid this, ensure one of your accounts is set to "deposit everything here" or "deposit the remainder of my pay".

ADP

Accessing Your Pay Information: Payment Options

Add an Account ?

Routing Number

Account Number

Account Type

Review

First, enter your routing number.

EXAMPLE

122105278

6724301068

2400

Routing Number

Routing Number *

Confirm Routing Number *

Next >

Cancel

Add an Account ?

Routing Number

Account Number

Account Type

Review

Next, enter your account number.

EXAMPLE

122105278

6724301068

2400

Account Number

Account Number *

Confirm Account Number *

Back

Next >

Cancel

Add an Account ?

Routing Number

Account Number

Account Type

Review

Account Type *

W - Checking Acct

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

☒ Deposit a specified amount.

\$50.00

☐ Deposit a percentage of my pay.

☐ Deposit everything here.

Back

Next >

Cancel

Accessing Your Pay Information: Payment Options



Add an Account ?

Routing Number

Account Number

Account Type

Review

W - Checking Acct

Last step! Check your account information and agree to the [terms and conditions](#).

Routing Number

Account Number

Amount Per Pay Check
\$50.00

☒ I've double checked my account number.

☒ I agree to the [terms and conditions](#) for Direct Deposit

< Back

✕ Cancel

Add



i

Alert

We verified the account.

Close

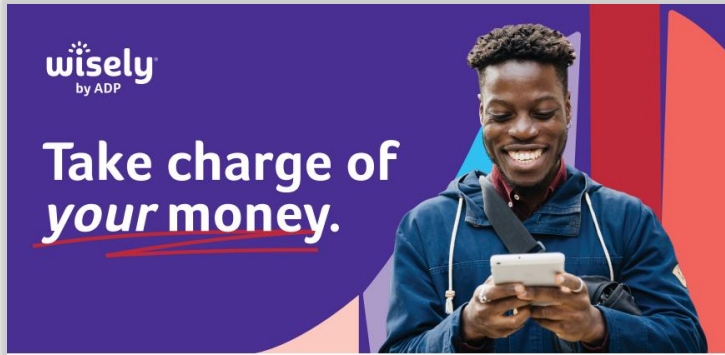
i

Account not verified

We added the account. You'll get a check until the account is verified, which generally takes one pay period.

Close

Accessing Your Pay: Payment Options – Wisely Direct



wisely
by ADP

Take charge of your money.

Spend, save,¹ and plan on your time with the myWisely[®] mobile app².

-  Access your pay up to 2 days early³ — at no cost.⁴
-  Use in-app Bill Pay⁵ at no cost.⁴
-  Save¹ on your terms with the myWisely mobile app.²
-  Deposit checks in a snap from your mobile device.⁶
-  Save¹ for emergencies.
-  Lock/unlock a lost or stolen card.⁷

Download the myWisely mobile app² today!

 GET IT ON Google Play  Download on the App Store

Put your money in your hands.
Afford yourself every advantage.[™]



Get Wisely today! Visit mywisely.com



Accessing Myself: Pay - Pay & Tax Statements

Pay & Tax Statements

My Pay

Year

2023 (2)

Jan 27, 2023

Take Home

\$1,610.96

Gross

\$2,000.00

Jan 13, 2023

Take Home

\$1,610.96

Gross

\$2,000.00

Current

YTD

Compare

Jan 27, 2023

Take Home

\$1,610.96

Gross

\$2,000.00

Hours

80

Type

Regular

Units

80

Rate

\$2,000.00

Amount

\$2,000.00

80%

19%

Taxes

Other

Take Home

- \$389.04

\$0.00

\$1,610.96

View statement

Expand All

Tax Statements

You may see previous employer's tax statements. That's okay! This is because these statements are linked directly to your SSN and not just to the specific employer.

Come back here to see your tax information

Go Paperless

Save time, trees and clutter!

View your electronic documents online

Access them securely at your convenience

Get notified by email when they become available

Copyright © 2023 ADP, Inc. Proprietary and Confidential.

Accessing My Information: Profile - Viewing and Approving Company Policies

ADP

Home Resources Myself

Policy Acknowledgement

← Back

Pending Policies (1)

Search Policy Name

Policy Name	Due Date	Status
Test company policy	No Due Date	Pending

Completed Policies (0)

Policy Name	Completed Date	Status
There are currently no completed policies		

Accessing My Information: Profile - Viewing and Approving Company Policies

The image shows a user interface for testing a company policy. A modal dialog box titled "Test company policy" is centered on the screen. In the background, a web page with the same title is visible, featuring a "Back" link, a language dropdown set to "English (US)", and a partially visible instruction "If the downl...". The dialog box contains a red arrow pointing to a checked checkbox, followed by the text "I certify that I have read the policy." Below this, another red arrow points to a blue "Acknowledge" button. At the bottom of the background page, a third red arrow points to another "Acknowledge" button. The dialog box also has a red arrow pointing to its "Acknowledge" button. The background page has a menu bar with "Design", "Layout", "References", "Mailings", "Review", "View", and "Help". The status bar at the bottom of the background page shows "ed States)", "Text Predictions: On", "Accessibility: Good to go", and icons for "Focus" and a list.

Test company policy

English (US)

If the downl...

→ ☒ I certify that I have read the policy.

→ Acknowledge

Acknowledge

Accessing My Information: Profile - Viewing and Approving Company Policies

Company Policies

Pending Policies (0)

Policy Name	Due Date
There are currently no pending policies	

Completed Policies (1)

Policy Name	Completed Date	Status
 Test company policy	03/28/2023	 Acknowledged

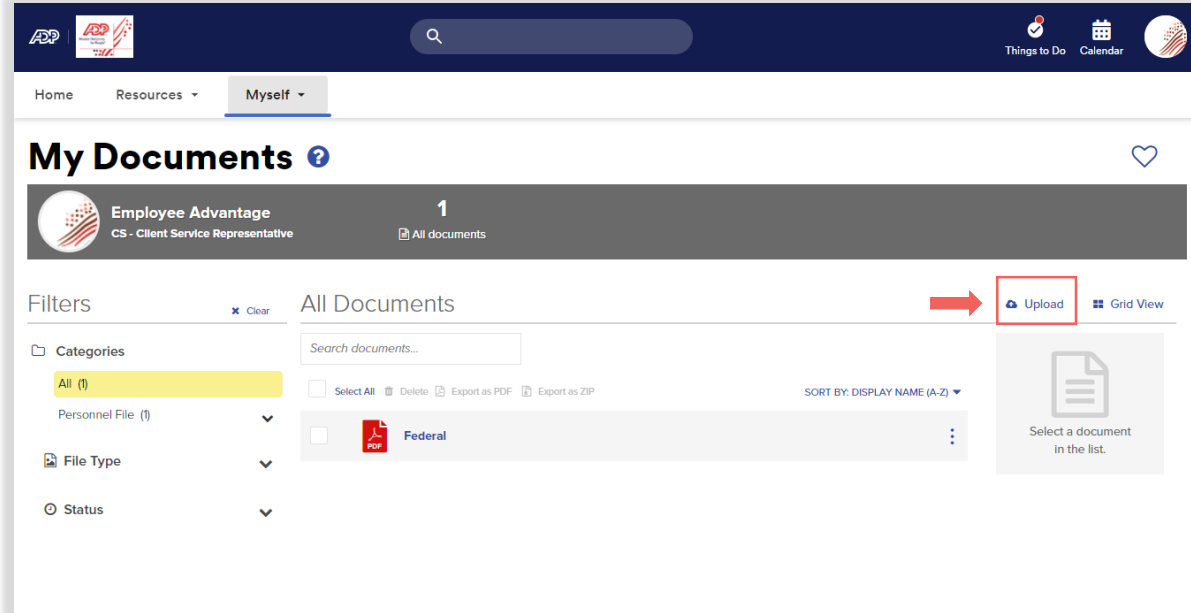
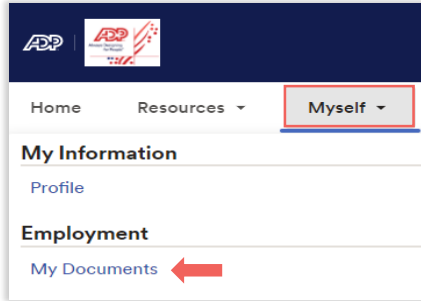


[Home](#)[Resources](#)[Myself](#)

Company Information

[Company Policies](#)

Accessing My Information: Attaching Document to My Documents



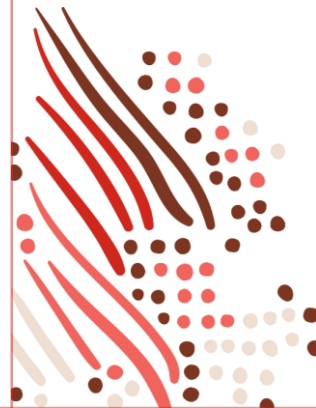
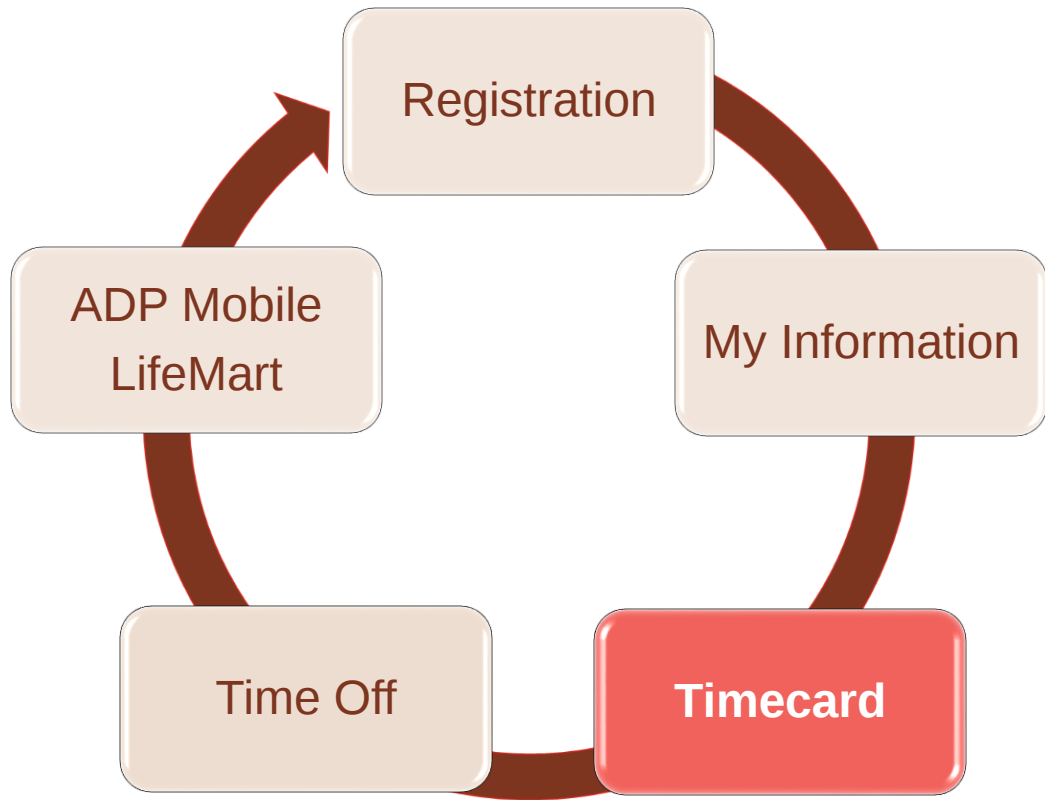
Accessing My Information: Attaching Document to My Documents

The screenshot displays the ADP 'My Documents' interface. The top navigation bar includes 'Home', 'Resources', and 'Myself'. The main area shows a 'Drag and drop files here or' prompt with a cloud icon and a 'Click to select' button, which is highlighted by a red arrow. A modal window is open, showing a list of documents with 'Test Document' selected. The 'Document properties' panel on the right includes fields for 'Display Name', 'Category / Subcategory' (highlighted with a red box and showing 'Personnel File/Other'), 'Effective Date', 'Expiration Date', and 'Tags'. At the bottom right of the modal, there are 'Cancel' and 'Save' buttons. A red arrow points to a dropdown menu next to the 'Save' button, which contains the options 'Save' and 'Save and Return'.

Accessing My Information: Attaching Document to My Documents



The screenshot displays the ADP Employee Advantage 'My Documents' interface. At the top, there's a dark blue header with the ADP logo, a search bar, and icons for 'Things to Do' and 'Calendar'. Below the header, a navigation bar shows 'Home', 'Resources', and 'Myself' (selected). The main section is titled 'My Documents' with a heart icon. A dark grey banner below the title shows the user's profile: 'Employee Advantage', 'CS - Client Service Representative', and '2 All documents'. The 'All Documents' section features a search bar, 'Upload' and 'Grid View' buttons, and a list of documents. On the left, there are filters for 'Categories' (All (2), Personnel File (2)), 'File Type', and 'Status'. The document list includes 'Federal' (PDF) and 'Test Document' (DOC). A red box highlights the 'View' option in the document actions menu, which is accessed via a three-dot menu icon. The document list also shows options like 'Select All', 'Delete', 'Export as PDF', and 'Export as ZIP'. The text 'SORT BY: DISPLAY NAME' is visible. A red arrow points to the three-dot menu icon for the 'Test Document'.



Your Time and Attendance Tasks: My Time Entry

The screenshot displays the ADP 'My Time' interface. The top navigation bar includes the ADP logo, 'Home', 'Resources', and 'Myself'. The main content area is titled 'My Time' and shows a clock icon with a red arrow pointing to it, indicating the current time is 3:31 PM. Below this, there are three large circular icons: 'Clock Out' (with a red arrow pointing to it), 'Meal Out', and 'Transfer'. Each icon has a corresponding menu of actions: 'Clock In', 'Clock Out', 'Meal Out', 'Meal Return', and 'Transfer'. A 'Recent Punches' section is visible at the bottom, showing a punch starting at 3:26 PM with a duration of 00:04:06. The right sidebar shows a 'Things to Do' section with a 'Show' button, a 'Calendar' section with a 'Show Balances' button, and a 'Request time off' button.

My Time 3:31 PM

Started Work at 3:26 PM (00:04:06)

Clock Out **Meal Out** **Transfer**

Recent Punches

↑ Show Less Actions



Your Time and Attendance Tasks: Viewing and Editing Your Timecard







Home Resources ▾ Myself ▾

My Timecard

 **Advantage, Employee** 

CS - Client Service Representative
Home Department : 105000 - Client Services

Tax ID (SSN)
XXX-XX-0453

Position ID
&VU000111 

Current Pay Period ▾ 3/13/2023  3/26/2023  **Find**

 **Approve Timecard**

 **Timecard**

Totals

Schedule

Supplemental Pay Codes

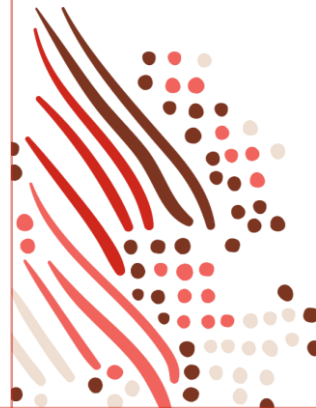
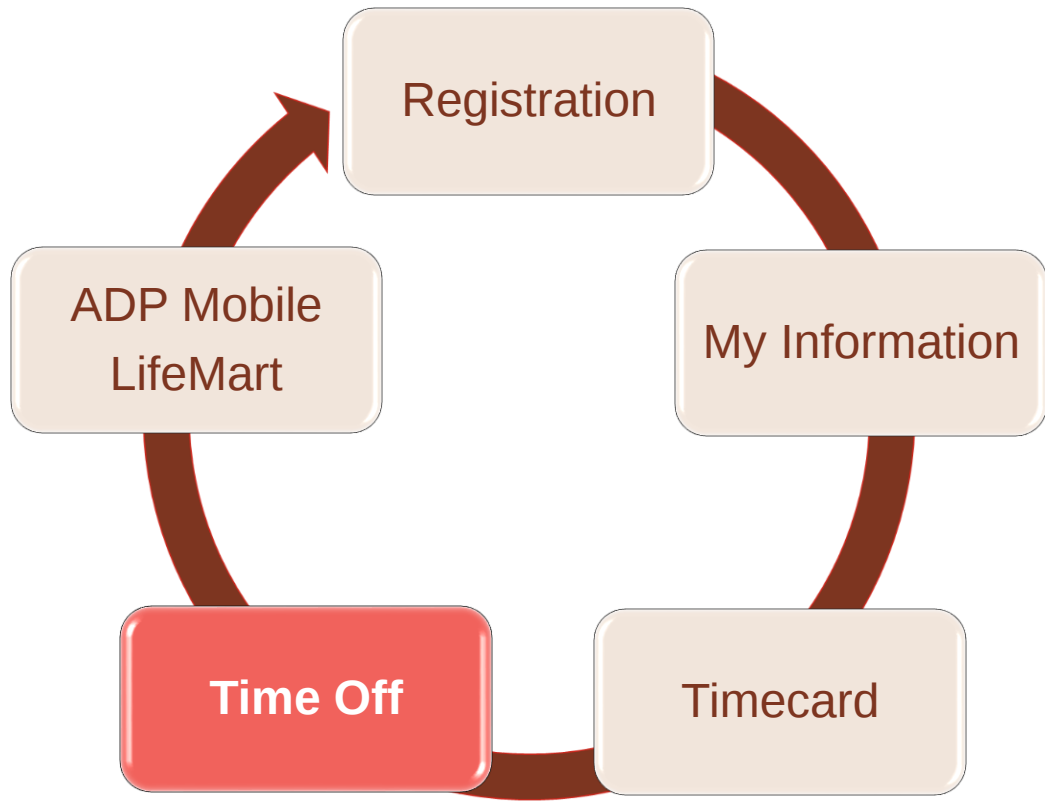
Time Off Balances

	Week 1	Pay Code	Hours	Department	Daily Totals ▾	Regular	Overtime	Doubletime	
 Mon 03/13			8.00	105000		0.00	0.00	0.00	
 03/13			0.00	105000	8.00	0.00	0.00	0.00	
 Tue 03/14			8.00	105000		0.00	0.00	0.00	
 03/14			0.00	105000	8.00	0.00	0.00	0.00	
  Add Blank Row			0.00	105000	8.00	0.00	0.00	0.00	
  Copy Row			0.00	105000		0.00	0.00	0.00	
  Copy Row to Next Day			0.00	105000	0.00	0.00	0.00	0.00	
  Delete Row			0.00	105000		0.00	0.00	0.00	
  View Transaction Details			0.00	105000	0.00	0.00	0.00	0.00	
  Add Note 			0.00	105000		0.00	0.00	0.00	

Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)

Save **Refresh** 

Preferences ▾ **Legend** 





Your Time Off Task: Requesting Time Off

[← Back](#)

Time Off Request

Start Date *

06/12/2023

End Date *

06/16/2023

Time Off Policy *

Vacation

Reason Code *

V

Duration Type

Hours

☐ Make Recurring

Start Time *

8:00 AM

Hours Per Day *

8.00

➕ Add more Time Off

→

Review

[← Back](#)

Time Off Request

Vacation (40.00 hours)

Reason Code : V

Mon Jun 12, 2023 - Fri Jun 16, 2023

→

➕ Add more Time Off

Approve By Date

MM/DD/YYYY

Comment (Optional)

0/250

→

Submit

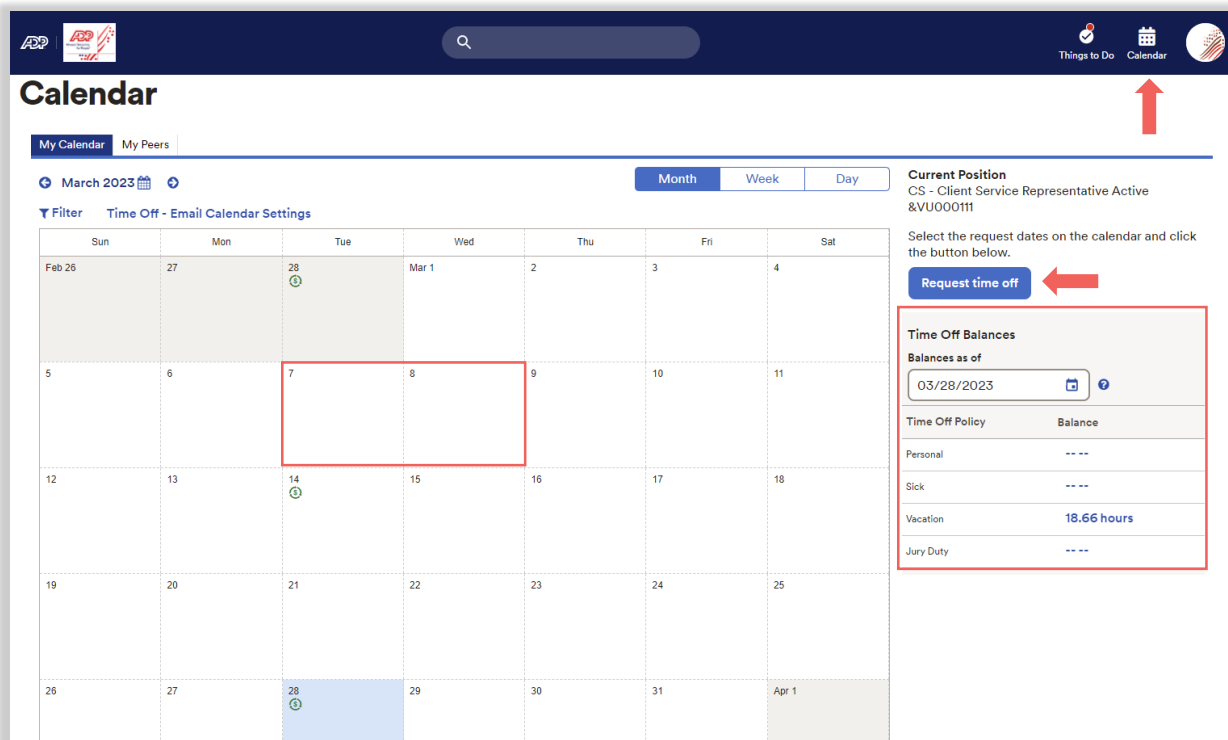
✓ Success

×

Your request was submitted successfully.

Close

Your Time Off Task: Requesting Time Off



Calendar

My Calendar My Peers

March 2023

Month Week Day

Filter Time Off - Email Calendar Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Feb 26	27	28	Mar 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Apr 1

Current Position
CS - Client Service Representative Active
&VU000111

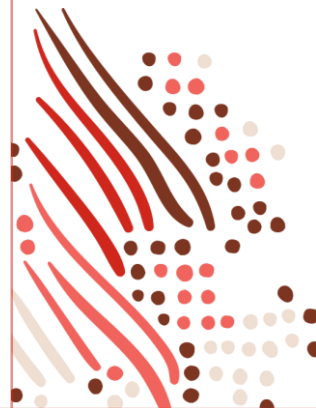
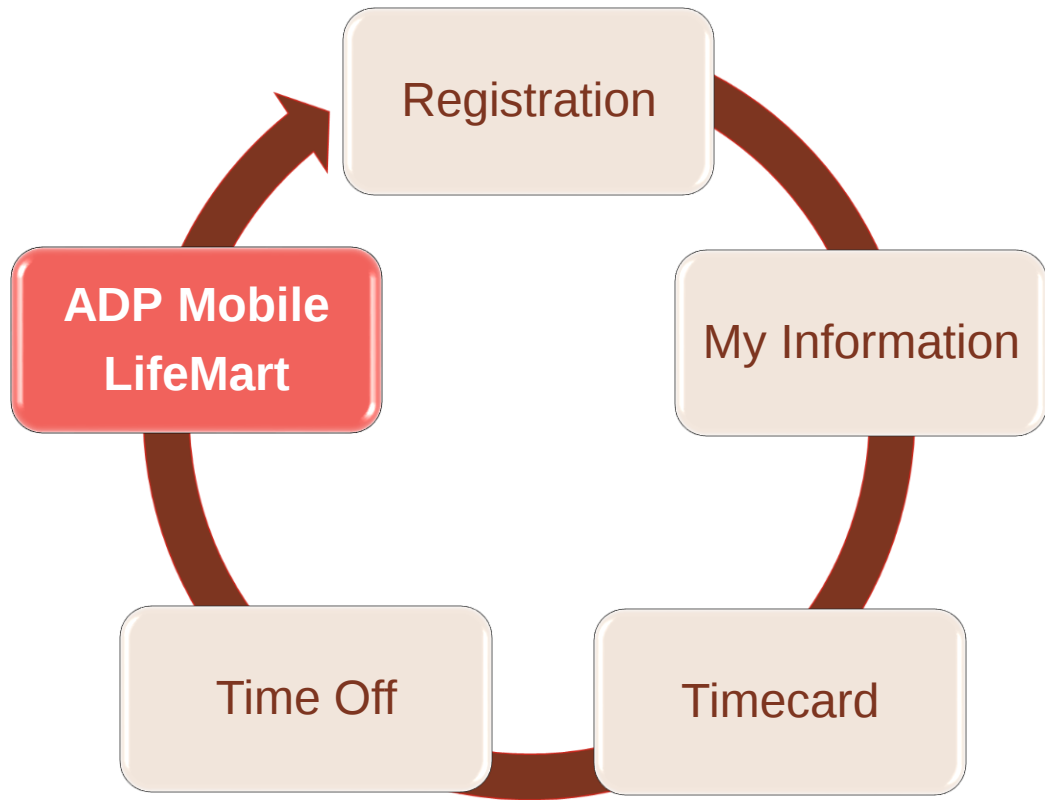
Select the request dates on the calendar and click the button below.

Request time off

Time Off Balances

Balances as of
03/28/2023

Time Off Policy	Balance
Personal	-- --
Sick	-- --
Vacation	18.66 hours
Jury Duty	-- --



ADP Mobile

ADP Mobile is available for employees/managers to view their information.
To download the application, visit the app store on your phone!



HCM App

in the Apple App Store
Free Business App Category



4.7/5.0 User Rating

from Apple App Store (iOS) 
from over **1.3 million reviews!**



4.6/5.0 User Rating

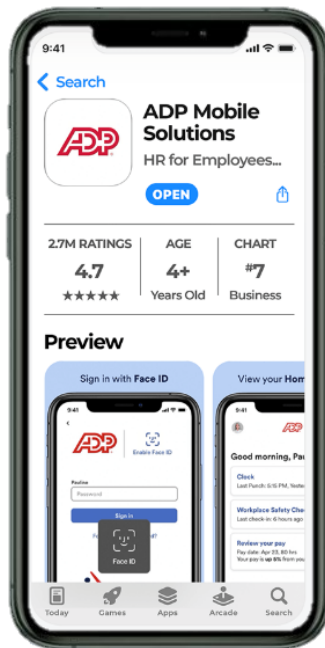
from Google Play (Android) 



**Available in 28
languages**



**Compatible with Apple
Watch and iPad**



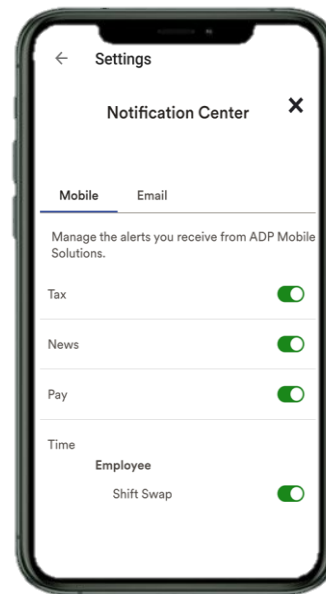
Download:



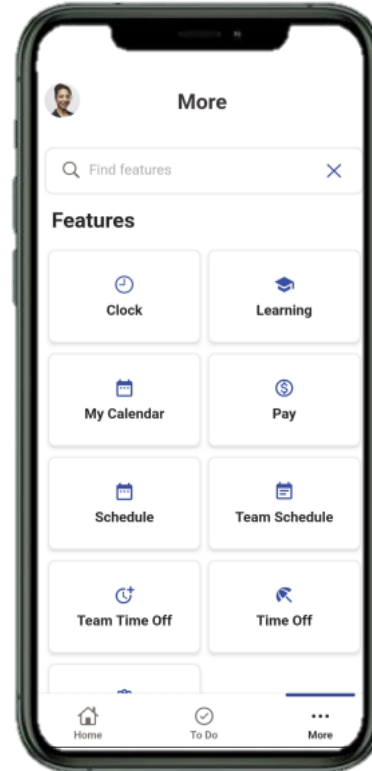
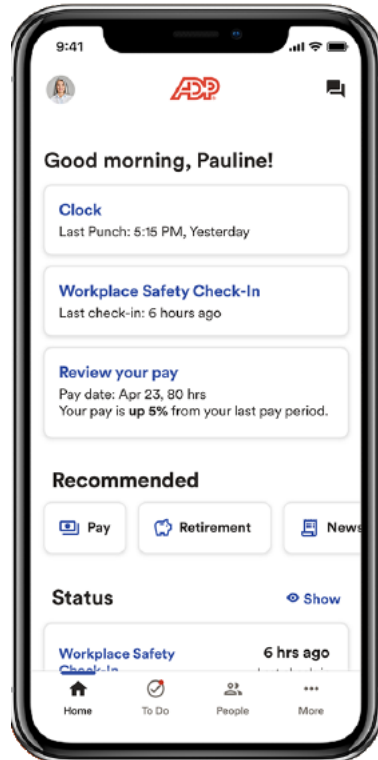
ADP Mobile - Notifications

Receiving Alerts – Pay & Inbox

- Mobile inbox can display notifications, alerts, reminders and tasks
- You can receive important company news and communications
- You can receive push notifications for important company alerts

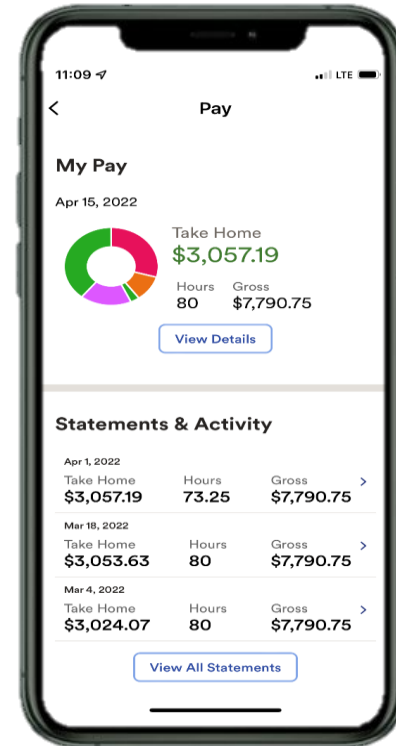


ADP Mobile - Dashboard

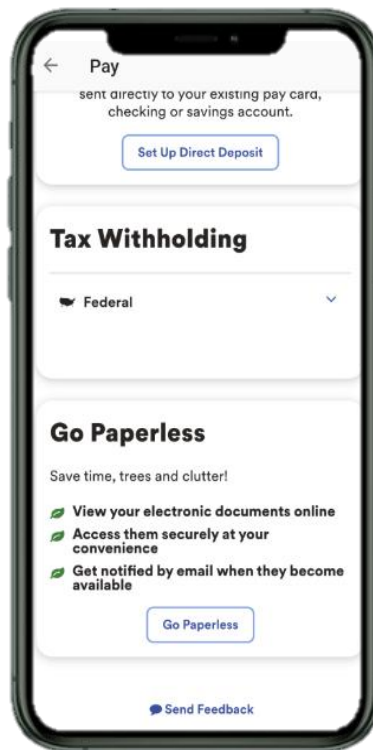
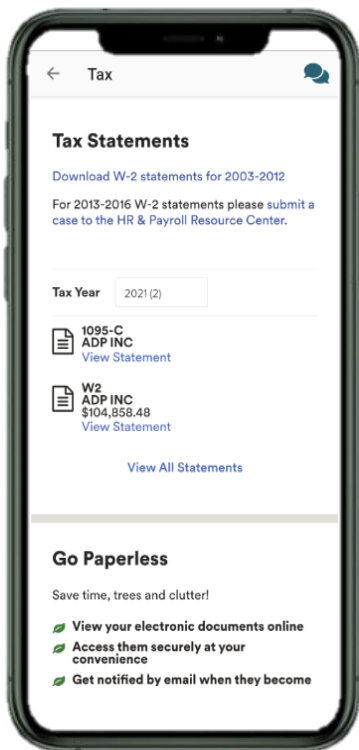


ADP Mobile – Pay Screens

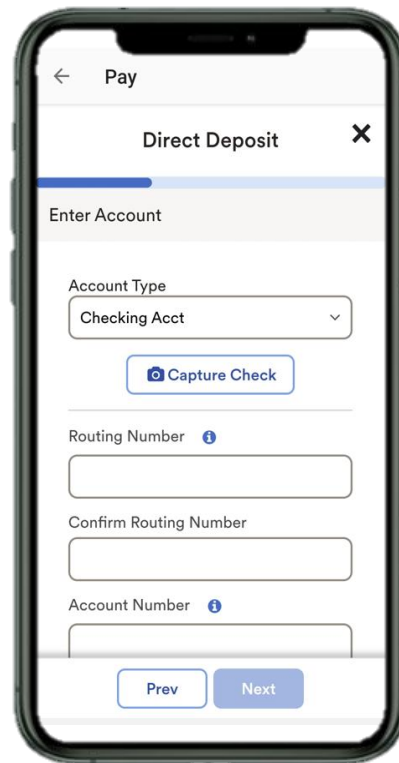
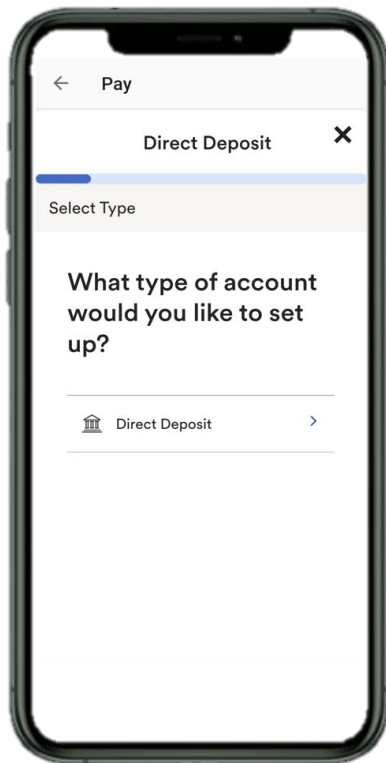
- The Pay screen gives you the option to view your current and historical pay statements.
- When selecting **View Details** it will display your gross wages earned along with the breakdown of pay details.
 - You can also compare pay statements across multiple pay periods along with viewing year-to-date earnings and deductions.
 - You have the option to view your statement and print a copy.



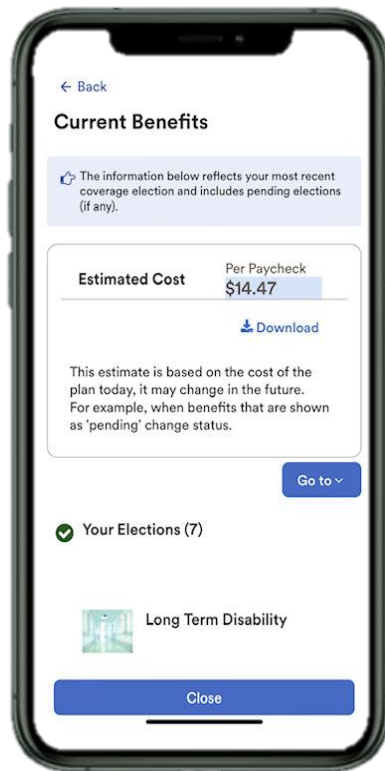
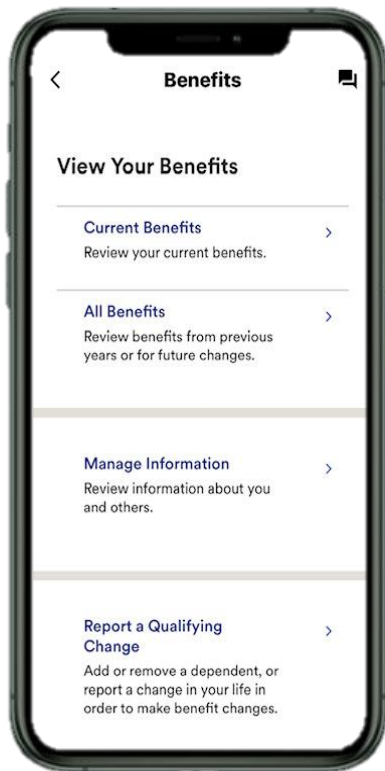
ADP Mobile – Tax Screens



ADP Mobile – Direct Deposit

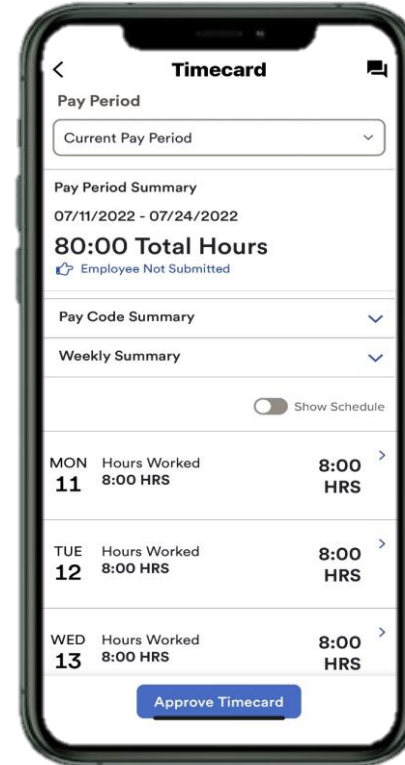


ADP Mobile – Benefits Screens

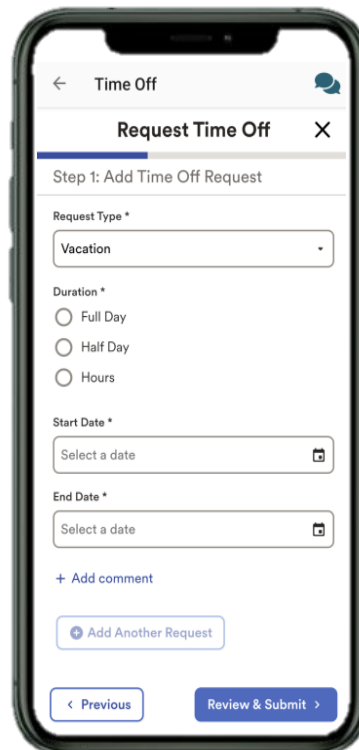
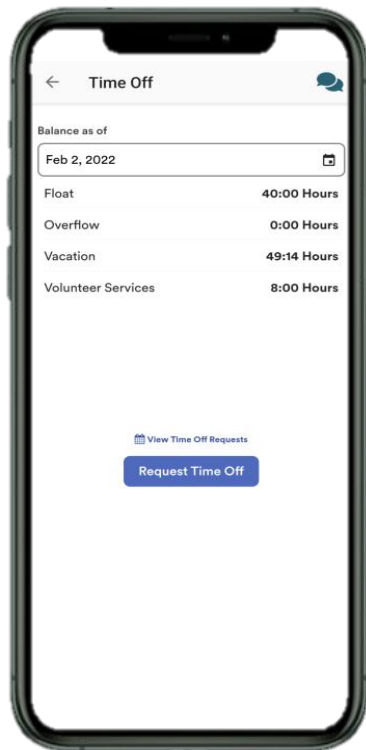


ADP Mobile – Approve Timecard

- You can view current and previous timecards – and approve from the mobile device



ADP Mobile – Time Off



Save money with your Employee Discounts

powered by LifeMart®



Your discount program gives you deals on nationally recognized products and services such as:



Child Care



Electronics



Entertainment



Hotels



Home



Groceries



Restaurants



Auto



Travel



Pets

LifeMart® Discounts

Myself > Benefits > Employee Discounts > LifeMart

The screenshot shows the ADP LifeMart website. At the top, there's a dark blue navigation bar with the ADP logo and a search bar. Below the navigation bar, there's a breadcrumb trail: Home > Resources > Myself. The 'Myself' link is highlighted with a red arrow. The main content area is divided into several sections:

- Things to Do:** A section with a congratulatory message: "Congratulations You've completed all of your Things to Do tasks".
- What Would You Like to Do?:** A section with three circular buttons: "Update Tax Withholdings", "Update Payment Options", and "Employee Discounts". The "Employee Discounts" button is highlighted with a red arrow.
- Helpful Links:** A section with four links: "Salary Paycheck Calculator", "Hourly Paycheck Calculator", "Tax Withholding Estimator", and "Employee Discounts - LifeMart". The "Employee Discounts - LifeMart" link is highlighted with a red arrow.
- Your Employee Discounts!:** A section with a right-pointing arrow and the text "Save on major brands and everyday essentials". Below this is a button labeled "View my discounts", which is highlighted with a red arrow.

Need help? Contact: adpwnhelpdesk@lifecare.com

Copyright© 2022 LifeCare, Inc. LifeCare and LifeMart are registered trademarks of LifeCare, Inc. ADP, the ADP logo, and Always Designing for People are trademarks of ADP, LLC. All other trademarks and service marks are the property of their respective owners.



Questions

Thank You!

