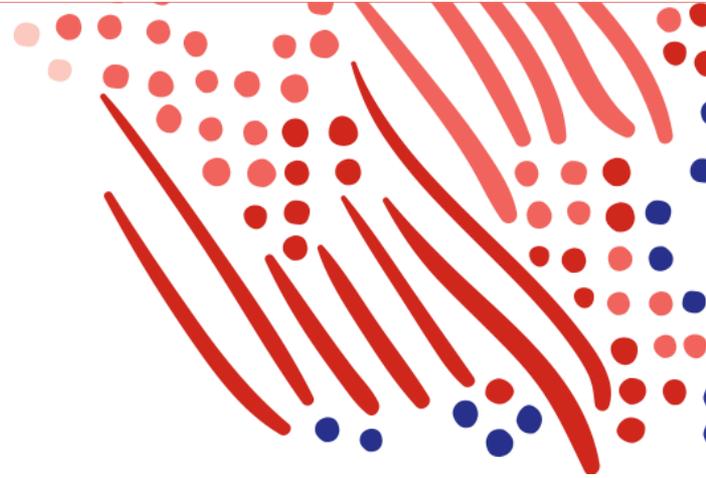


Welcome

to ADP Workforce Now®
Enrollee Self Service Training



Registration

Sample Registration E-mail

Welcome, Advantage Enrollee

This is one of two emails that you'll need in order to complete your registration with Workforce Now and access ADP services.

After you enter your Personal Registration Code (provided in a separate email), select the AssociateID option and enter the AssociateID provided below.

Your AssociateID: 9R0Z7JIVS

Instructions:

1. Go to <https://workforcenow.adp.com>
2. On the Login page, click the link to create a new account.
3. Follow the instructions on the site.
4. After you register successfully, log in at <https://workforcenow.adp.com> and complete your Prehire tasks.

Have questions or need help? Contact your organization's administrator.

This email has been sent from an automated system. DO NOT REPLY.

***All images and videos in this training presentation were taken of generic test records in a test system**

English (US) ▾

Welcome to ADP

User ID [Administrator Sign In](#)

Remember My User ID [?](#)

Password (case sensitive)

SIGN IN

[Forgot your user ID/password?](#)

Need an account? [SIGN UP](#)

Registration

SECURE PAGE

ENGLISH (US) ▾

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME WITH EMAIL/MOBILE

I HAVE A REGISTRATION CODE

← BACK

SECURE PAGE



Enter Code

Identity Info

Contact Info

Create Account

Enter registration code

Registration code ?

6et9In5a

NEXT

← BACK

Registration

SECURE PAGE



Let's get started

First, we'll need your information so that we can create your account with **testISO721**

First name *

Advantage

Last name *

Enrollee

Associate ID

CONTINUE

SECURE PAGE



Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Work

██████████@██████████.com

Phone

Personal, Mobile

+1

ADD BACKUP CONTACT INFORMATION

CONTINUE

Registration

SECURE PAGE

Enter Code Identity Info Contact Info **Create Account**

One more step, Advantage!

Let's set up the login information for your account with **testIS0721**

User ID *

AdvantageESS

Password (case sensitive) *

.....

Strong (Add a special character to strengthen)

Confirm password (case sensitive) *

.....

Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

CREATE YOUR ACCOUNT

SECURE PAGE

Enter Code 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*

Please Select

What was your childhood nickname that most people do not know?

What was the first and last name of your first manager?

In what city was your mother born? (Enter full name of city only)

What was the first and last name of your first girlfriend/boyfriend?

Please Select

Answer 3

CONTINUE

Registration

SECURE PAGE

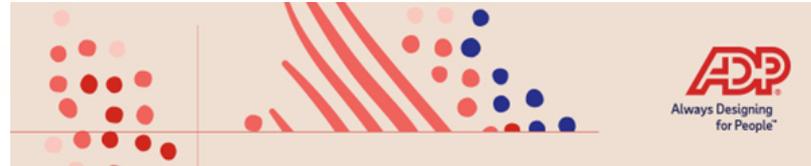


Account created! Please sign in.

User ID: AdvantageEnrollee 

Now sign into access and manage your accounts.

ADP Workforce Now



Advantage Enrollee

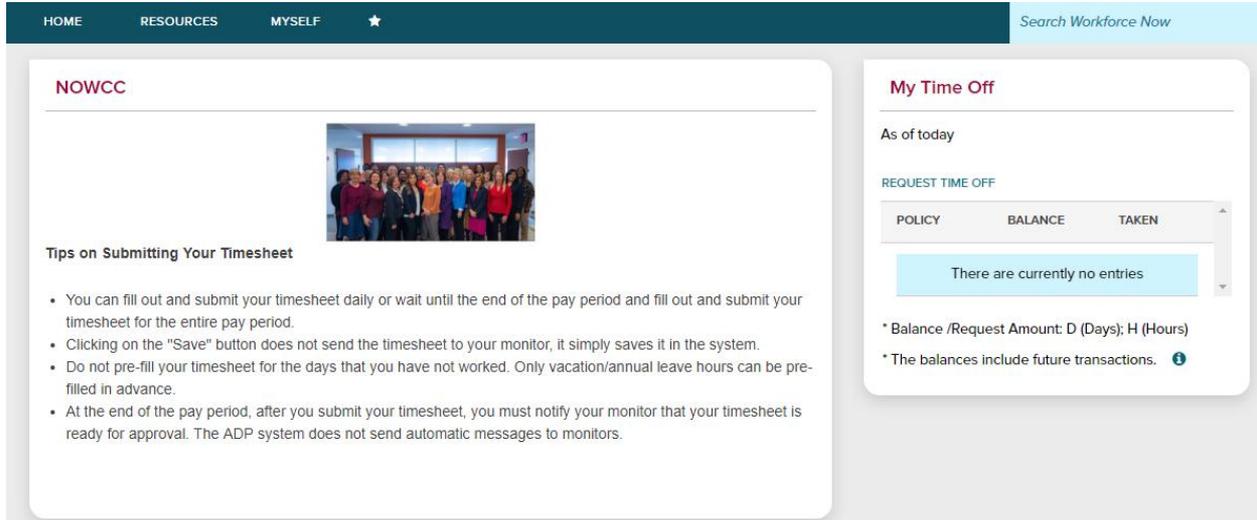
Thank you for setting up your account with ADP. We look forward to providing you with the best service.

Your User ID: AdvantageEnrollee

To access an ADP service, click on a link below:

ADP Workforce Now: <https://Workforcenow.adp.com/public/index.htm>

Enrollee Home Page View



The screenshot shows the top navigation bar with 'HOME', 'RESOURCES', and 'MYSELF' (with a star icon). A search bar on the right contains the text 'Search Workforce Now'. The main content area is divided into two columns. The left column is titled 'NOWCC' and features a group photo of employees. Below the photo is the heading 'Tips on Submitting Your Timesheet' followed by a bulleted list of instructions. The right column is titled 'My Time Off' and shows a table for tracking time off. The table has columns for 'POLICY', 'BALANCE', and 'TAKEN'. A message box below the table states 'There are currently no entries'. Below the table, there are two informational notes: '* Balance /Request Amount: D (Days); H (Hours)' and '* The balances include future transactions.' with an information icon.

HOME RESOURCES MYSELF ★ Search Workforce Now

NOWCC



Tips on Submitting Your Timesheet

- You can fill out and submit your timesheet daily or wait until the end of the pay period and fill out and submit your timesheet for the entire pay period.
- Clicking on the "Save" button does not send the timesheet to your monitor, it simply saves it in the system.
- Do not pre-fill your timesheet for the days that you have not worked. Only vacation/annual leave hours can be pre-filled in advance.
- At the end of the pay period, after you submit your timesheet, you must notify your monitor that your timesheet is ready for approval. The ADP system does not send automatic messages to monitors.

My Time Off

As of today

REQUEST TIME OFF

POLICY	BALANCE	TAKEN
There are currently no entries		

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions. ⓘ

Home

Myself

- Personal Information
- Employment Information
- Time and Attendance
- Mobile

Accessing My Information: Profile

The screenshot shows the 'MYSELF' menu in the Workforce Now portal. The 'MYSELF' tab is selected in the top navigation bar. A dropdown menu is open, listing various self-service options. The 'My Information' option is highlighted with a red box, and the 'Profile' link next to it is also highlighted. Below the dropdown, there is a list of helpful links for various self-service tasks.

MYSELF

- My Information [Profile](#)
- Personal Information
- Employment
- Pay
- Time & Attendance
- Time Off
- Talent
- Benefits

[EXPAND MENU](#)

Helpful Links:

- View your paystub: [Myself> Pay> Pay Statements](#)
- Change your direct deposit: [Myself> Pay> Payment Options](#)
- Change your W-4 tax withholdings: [Myself> Pay> Tax Withholdings](#)
- Change your address: [Myself> My Information> Profile](#)
- Update emergency contacts: [Myself> My Information> Emergency Contact Information](#)
- View your job information: [Myself> Employment> Job Profiles](#)
- Change your benefit enrollments: [Myself> Benefits> Enrollments](#)

Please visit our [FAQ Page!](#)

Accessing My Information: Profile

HOME RESOURCES MYSELF ★ Search Workforce Now

Profile Add to Favorites ☆

Advantage (Ess) Employee
ASSOCIATE ID : NKXB29PK2 | BS - Benefits Specialist
REPORTS TO : Susan M Dearborne
POSITION ID : &WN900355

[Contact Preferences](#)

Personal Info

Please provide your mobile number

Please provide your email address

1234 Test Database Lane
Dallas, TX 75201
Dallas
US

[VIEW MORE](#)

Work Info

POSITION ID : &WN900355

HIRE DATE : 05/04/2020 (0 Years 0 Months)

Human Resources

Please provide your mobile number

██████████@██████████.com

1234 Test Database Lane
Dallas, TX 75201
Dallas
US

[Supporting Documents](#)

[VIEW MORE](#)

Compensation Info

COMPENSATION

\$XXXXXX.XX Reveal

REGULAR PAY RATE

\$XX.X Reveal

PAY FREQUENCY

Biweekly

[VIEW MORE](#)

Professional Credentials

★ EDUCATION (0) [ADD](#)

📄 EXPERIENCE (0) [ADD](#)

★ SKILLS (0) [ADD](#)

📄 LICENSES & CERTIFICATIONS (0) [ADD](#)

Company Property

Please provide your Company Property

[ADD](#)

Emergency Contacts

Please provide your Emergency Contact.

[ADD](#)

Other Credentials

🏆 AWARDS (0) [ADD](#)

📄 TRAINING (0) [ADD](#)

Time & Attendance

Accessing My Information: Profile- Changing Your Name

Professional Services

MESSAGES CALENDAR SUPPORT LOG OUT AE ADVANTAGE EMPLOYEE

HOME RESOURCES MYSELF

Search Workforce Now

Welcome, Advantage!
You have important tasks that you need to complete as soon as possible. Click COMPLETE NOW to get started. [COMPLETE NOW](#)

Take Me To...

PAY PERSONAL PROFILE BENEFITS POLICIES

My Time Off

As of today

REQUEST TIME OFF

TIME OFF ...	BALANCE	TAKEN
There are currently no entries		

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions.

Navigating Self-Service is easy! Use the menu across the top of this home page to navigate to the area you need. For example:

- View your paystub: [Myself> Pay> Pay Statements](#)
- Change your direct deposit: [Myself> Pay> Payment Options](#)
IMPORTANT: updating direct deposit information may cause a live check to be sent to the address on file in the Portal while the account is verified. This usually takes 1-2 pay periods to take effect.
- Change your W-4 tax withholdings: [Myself> Pay> Tax Withholdings](#)
- Change your address: [Myself> My Information> Profile](#)
- Update emergency contacts: [Myself> My Information> Emergency Contact Information](#)
- View your job information: [Myself> Employment> Job Profiles](#)
- Change your benefit enrollments: [Myself> Benefits> Enrollments](#)

Please visit our [FAQ Page!](#)

Employee of The Month

April Employee of the Month

My Time

Tuesday, May 05, 2020, 02:43 PM

Accessing My Information: Profile - Uploading Picture

Professional Services

MESSAGES 6 CALENDAR SUPPORT LOG OUT ADVANTAGE EMPLOYEE

HOME RESOURCES MYSELF

Search Workforce Now

Welcome, Advantage!
You have important tasks that you need to complete as soon as possible. Click **COMPLETE NOW** to get started.

Take Me To...

- PAY
- PERSONAL PROFILE
- BENEFITS
- POLICIES

Navigating Self-Service is easy! Use the menu across the top of this home page to navigate to the area you need. For example:

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- **Change your W-4 tax withholdings:** [Myself> Pay> Tax Withholdings](#)
- **Change your address:** [Myself> My Information> Profile](#)
- **Update emergency contacts:** [Myself> My Information> Emergency Contact Information](#)
- **View your job information:** [Myself> Employment> Job Profiles](#)
- **Change your benefit enrollments:** [Myself> Benefits> Enrollments](#)

Please visit our [FAQ Page!](#)

Google

My Time Off

As of today

REQUEST TIME OFF

TIME OF...	BALANCE	TAKEN	SCHI
PTO	53.33 H	0.00 H	0.0
Personal	--	0.00 H	0.0

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions.

Employee of The Month

April Employee of the Month

To nominate someone for Employee of the month please email Anthony Albright or your direct

My Time

- MY TIMECARD
- ANNUAL SUMMARY
- SUPPLEMENTAL PAY CODES

Accessing My Information: Profile - Updating Emergency Contact

Professional Services

MESSAGES 5 CALENDAR SUPPORT LOG OUT ADVANTAGE EMPLOYEE

HOME RESOURCES MYSELF

Search Workforce Now

Welcome, Advantage!

You have important tasks that you need to complete as soon as possible. Click **COMPLETE NOW** to get started.

COMPLETE NOW

Take Me To...

PAY **PERSONAL PROFILE** **BENEFITS** **POLICIES**

Navigating Self-Service is easy! Use the menu across the top of this home page to navigate to the area you need. For example:

- **View your paystub:** [Myself> Pay> Pay Statements](#)
- **Change your direct deposit:** [Myself> Pay> Payment Options](#)
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- **Change your W-4 tax withholdings:** [Myself> Pay> Tax Withholdings](#)
- **Change your address:** [Myself> My Information> Profile](#)
- **Update emergency contacts:** [Myself> My Information> Emergency Contact Information](#)
- **View your job information:** [Myself> Employment> Job Profiles](#)
- **Change your benefit enrollments:** [Myself> Benefits> Enrollments](#)

Please visit our [FAQ Page!](#)

Employee of The Month

April Employee of the Month

To nominate someone for Employee of the month please email Anthony Albritt or your direct

My Time

Wednesday, May 06, 2020, 10:28 AM

MY TIMECARD **ANNUAL SUMMARY**



Accessing My Information: Profile- Changing Address

Professional Services

MESSAGES CALENDAR SUPPORT LOG OUT AE ADVANTAGE EMPLOYEE

HOME RESOURCES MYSELF

Search Workforce Now

Welcome, Advantage!
You have important tasks that you need to complete as soon as possible. Click COMPLETE NOW to get started.

Take Me To...

- PAY
- PERSONAL PROFILE
- BENEFITS
- POLICIES

My Time Off

As of today

REQUEST TIME OFF

TIME OFF ...	BALANCE	TAKEN
There are currently no entries		

* Balance /Request Amount: D (Days); H (Hours)
* The balances include future transactions.

Navigating Self-Service is easy! Use the menu across the top of this home page to navigate to the area you need. For example:

- View your paystub: [Myself> Pay> Pay Statements](#)
- Change your direct deposit: [Myself> Pay> Payment Options](#)
- IMPORTANT: updating direct deposit information may cause a live check to be sent to the address on file in the Portal while the account is verified. This usually takes 1-2 pay periods to take effect.
- Change your W-4 tax withholdings: [Myself> Pay> Tax Withholdings](#)
- Change your address: [Myself> My Information> Profile](#)
- Update emergency contacts: [Myself> My Information> Emergency Contact Information](#)
- View your job information: [Myself> Employment> Job Profiles](#)
- Change your benefit enrollments: [Myself> Benefits> Enrollments](#)

Please visit our [FAQ Page](#)

Employee of the Month

April Employee of the Month

My Time

Tuesday, May 05, 2020, 02:47 PM

Accessing Myself: Pay - Pay Statements

The screenshot displays the ADP Workforce Now portal interface. At the top, there is a navigation bar with 'Professional Services' on the left and utility icons for 'MESSAGES', 'CALENDAR', 'SUPPORT', and 'LOG OUT' on the right. A user profile icon labeled 'AE' and 'ADVANTAGE EMPLOYEE' is also present. Below this is a dark teal header with 'HOME', 'RESOURCES', and 'MYSELF' tabs. The 'MYSELF' tab is active, and a dropdown menu is open, listing various options: 'My Information', 'Personal Information', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. The 'Pay' option is highlighted with a blue arrow, and the 'Pay Statements' option is highlighted with a red box. To the right of the dropdown, there is a 'COMPLETE NOW' button and a search bar labeled 'Search Workforce Now'. The background shows a 'Welcome, Ad...' message and a 'Take Me To...' section with a 'PAY' icon. Below the dropdown, there is a list of links for various self-service actions, such as 'View your paystub', 'Change your direct deposit', and 'Change your W-4 tax withholdings'. At the bottom, there is a 'Please visit our FAQ Page!' message and a 'Google' search bar.

Accessing Myself: Pay - Pay Statements

Professional Services

MESSAGES CALENDAR SUPPORT LOG OUT BETH BETHANY

HOME RESOURCES MYSELF

Search Workforce Now

Take Me To

- BENEFITS
- GOALS
- PAY
- PAYMENT OPTIONS
- PERSONAL PROFILE
- SCHEDULE
- TIME

My Time

Tuesday, May 05, 2020, 03:11 PM

- MY TIMECARD
- LATE ARRIVAL
- ABSENCE
- ANNUAL SUMMARY
- SUPPLEMENTAL PAY CODES

No Activities

Spotlight

ADP Mobile: connect virtually, virtually connected!

Download the FREE ADP Mobile App today for simple, anytime access to your pay statements, W2s and more:

Stay Connected with ADP® Mobile Solutions. Secure on-the-go access in the palm of your hand!

GO MOBILE

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 these stories AND photos coming!

Employee Discounts → View My PayStatement → View/Edit My Personal Information

Accessing Pay Your Information: Payment Options

The screenshot shows a user interface for a workforce portal. At the top, there are navigation tabs for HOME, RESOURCES, and MYSELF. A search bar labeled 'Search Workforce Now' is on the right. The 'MYSELF' menu is open, displaying a list of options. The 'Pay' option is highlighted with a blue arrow, and the 'Payment Options' sub-option is highlighted with a red box. Other sub-options include Personal Accrued Time, Annual Statements, Calculators, Tax Withholdings, Total Rewards, and Pay Statements. Below the menu, there is a section titled 'Take Me To...' with a 'PAY' icon. A list of links is provided for various actions, such as viewing paystubs, changing direct deposit, and updating tax withholdings. A 'COMPLETE NOW' button is visible in the background.

HOME RESOURCES MYSELF

Welcome, Ad...
You have important ta...

Take Me To...

PAY

MYSELF

- My Information
- Personal Information
- Employment
- Pay
- Time & Attendance
- Time Off
- Talent
- Benefits

- Personal Accrued Time
- Annual Statements
- Calculators
- Payment Options
- Tax Withholdings
- Total Rewards
- Pay Statements

EXPAND MENU

COMPLETE NOW

Time Off

day

T TIME OFF

OFF ... BALANCE TAKEN

There are currently no entries

ce /Request Amount: D (Days): H (Hours)

balances Include future transactions.

- View your paystub: [Myself> Pay> Pay Statements](#)
- Change your direct deposit: [Myself> Pay> Payment Options](#)
IMPORTANT: updating direct deposit information may cause a live check to be sent to the address on file in the Portal while the account is verified. This usually takes 1-2 pay periods to take effect.
- Change your W-4 tax withholdings: [Myself> Pay> Tax Withholdings](#)
- Change your address: [Myself> My Information> Profile](#)
- Update emergency contacts: [Myself> My Information> Emergency Contact Information](#)
- View your job information: [Myself> Employment> Job Profiles](#)
- Change your benefit enrollments: [Myself> Benefits> Enrollments](#)

Please visit our [FAQ Page!](#)

Employee of The Month

April Employee of the Month

My Time

Tuesday, May 05, 2020, 01:31 PM

Accessing Your Pay Information: Payment Options

Professional Services

MESSAGES CALENDAR SUPPORT LOG OUT BETH BETHANY

HOME RESOURCES MYSELF

Search Workforce Now

Take Me To...

- PAY
- PERSONAL PROFILE
- BENEFITS
- POLICIES

Navigating Self-Service is easy! Use the menu across the top of this home page to navigate to the area you need. For example:

- **View your paystub:** [Myself> Pay> Pay Statements](#)
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IMPORTANT: updating direct deposit information may cause a live check to be sent to the address on file in the Portal while the account is verified. This usually takes 1-2 pay periods to take effect.
- **Change your W-4 tax withholdings:** [Myself> Pay> Tax Withholdings](#)
- **Change your address:** [Myself> My Information> Profile](#)
- **Update emergency contacts:** [Myself> My Information> Emergency Contact Information](#)
- **View your job information:** [Myself> Employment> Job Profiles](#)
- **Change your benefit enrollments:** [Myself> Benefits> Enrollments](#)
- [Paycheck Calculator](#)
- [Org Chart](#)

Please visit our [FAQ Page!](#)

Company News

COMPANY NEWS

Congratulations to Ms. Kristi on her Service Anniversary!

Kristi Cantrell
Sr HCM Business Analyst III
22 years with ADP

Forms

Please check out our [Forms Library](#)

FAQS

Employee of The Month

Events

Accessing Your Pay Information: Tax Withholdings

The screenshot displays the ADP Myself portal interface. At the top, there are navigation tabs for HOME, RESOURCES, and MYSELF. A search bar labeled 'Search Workforce Now' is located in the top right. The 'MYSELF' menu is open, showing a list of options: My Information, Personal Information, Employment, Pay, Time & Attendance, Time Off, Talent, and Benefits. The 'Pay' option is highlighted with a blue arrow, and the 'Tax Withholdings' option is highlighted with a red box. Other options in the menu include Personal Accrued Time, Annual Statements, Calculators, Payment Options, Total Rewards, and Pay Statements. Below the menu, there is a section titled 'Take Me To...' with a 'PAY' icon and a 'COMPLETE NOW' button. A list of links for various self-service tasks is provided, including viewing paystubs, changing direct deposit, and updating W-4 tax withholdings. The bottom of the page shows a Google search bar and a section for 'Employee of The Month'.

HOME RESOURCES MYSELF

Welcome, Ac
You have important ta

Take Me To...

PAY

MYSELF

- My Information
- Personal Information
- Employment
- Pay
- Time & Attendance
- Time Off
- Talent
- Benefits

- Personal Accrued Time
- Annual Statements
- Calculators
- Payment Options
- Tax Withholdings
- Total Rewards
- Pay Statements

EXPAND MENU

View your paystub: [Myself> Pay> Pay Statements](#)

Change your direct deposit: [Myself> Pay> Payment Options](#)

IMPORTANT: updating direct deposit information may cause a live check to be sent to the address on file in the Portal while the account is verified. This usually takes 1-2 pay periods to take effect.

Change your W-4 tax withholdings: [Myself> Pay> Tax Withholdings](#)

Change your address: [Myself> My Information> Profile](#)

Update emergency contacts: [Myself> My Information> Emergency Contact Information](#)

View your job information: [Myself> Employment> Job Profiles](#)

Change your benefit enrollments: [Myself> Benefits> Enrollments](#)

Please visit our [FAQ Page!](#)

Employee of The Month

April Employee of the Month

My Time

Tuesday, May 05, 2020, 01:31 PM

Accessing Your Pay Information: Tax Withholdings

Professional Services

MESSAGES CALENDAR SUPPORT LOG OUT BETH BETHANY

HOME RESOURCES MYSELF

Search Workforce Now

Take Me To...

- PAY
- PERSONAL PROFILE
- BENEFITS
- POLICIES

Navigating Self-Service is easy! Use the menu across the top of this home page to navigate to the area you need. For example:

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- **Change your W-4 tax withholdings:** [Myself> Pay> Tax Withholdings](#)
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- **Update emergency contacts:** [Myself> My Information> Emergency Contact Information](#)
- **View your job information:** [Myself> Employment> Job Profiles](#)
- **Change your benefit enrollments:** [Myself> Benefits> Enrollments](#)
- [Paycheck Calculator](#)
- [Org Chart](#)

Please visit our [FAQ Page!](#)

Company News

COMPANY NEWS

Congratulations to Ms. Kristi on her Service Anniversary!

Kristi Cantrell
Sr HCM Business Analyst III
22 years with ADP

Forms

Please check out our Forms Library

Your Time and Attendance Tasks: Viewing Your Time Card

Current Pay Period ▼ 8/1/2020 8/14/2020 Show Pay Class

Timecard | Totals | Schedule | Time Off Balances

<	APPROVE	WEEK 1	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
	<input type="checkbox"/>	Sat 08/01		0:00		0:00	0:00	0:00	
	<input type="checkbox"/>			0:00		0:00	0:00	0:00	
	<input type="checkbox"/>			0:00		0:00	0:00	0:00	
	<input type="checkbox"/>			0:00		0:00	0:00	0:00	
	<input type="checkbox"/>			0:00		0:00	0:00	0:00	
	<input type="checkbox"/>			0:00		0:00	0:00	0:00	
WEEK 1 TOTALS							0:00	0:00	0:00
<	APPROVE	WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
	<input type="checkbox"/>	Sat 08/08		0:00		0:00	0:00	0:00	
	<input type="checkbox"/>	Sun 08/09		0:00		0:00	0:00	0:00	
	<input type="checkbox"/>	Mon 08/10		0:00		0:00	0:00	0:00	
	<input type="checkbox"/>	Tue 08/11		0:00		0:00	0:00	0:00	
	<input type="checkbox"/>	Wed 08/12		0:00		0:00	0:00	0:00	
Pay Period (0:00)		Week 1 (0:00)	Week 2 (0:00)						

Legend

Context Menu:

- + Add Blank Row
- + Copy Row
- Delete Row
- View Transaction Details
- Add Note
- Approve

ADP Mobile

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



The ADP Mobile App

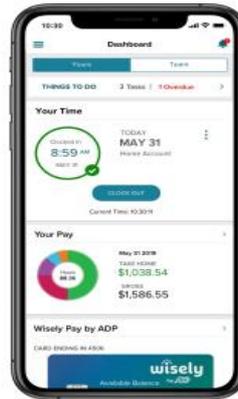
ADP Mobile Solutions app can help you stay connected to the tools and information you need to get paid and understand your pay in an increasingly mobile world.

With the ADP Mobile Solutions app, you can:

- View pay statements and Forms W-2
- Manage direct deposit and tax withholding
- Compare pay data from multiple pay periods
- Update contact information, emergency contacts, skills, education and more
- Setup notifications to receive pay updates and important company communications
- View time off balances and submit/approve requests
- Clock in/out and submit time sheets
- View benefit plan information
- Change 401(k) contribution rate and view account performance
- Transfer funds to/from your pay card or deposit funds using mobile deposit functionality

For managers:

- Uncover workforce trends in areas such as turnover and overtime rates to help management improve decision making
- Approve time cards, time off, team calendars and manage your team from your phone
- And more!



Note: Feature availability may vary based on your employer. Touch ID available for Android and iOS; Face ID with applicable devices. ADP, the ADP logo and Always Designing for People are trademarks of ADP, LLC. Apple, the Apple logo and iPhone are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc., registered in the U.S. and other countries. Google Play and the Google Play logo are trademarks of Google Inc. Copyright © 2018 ADP, LLC. All rights reserved.

How to Access

Download the app at:



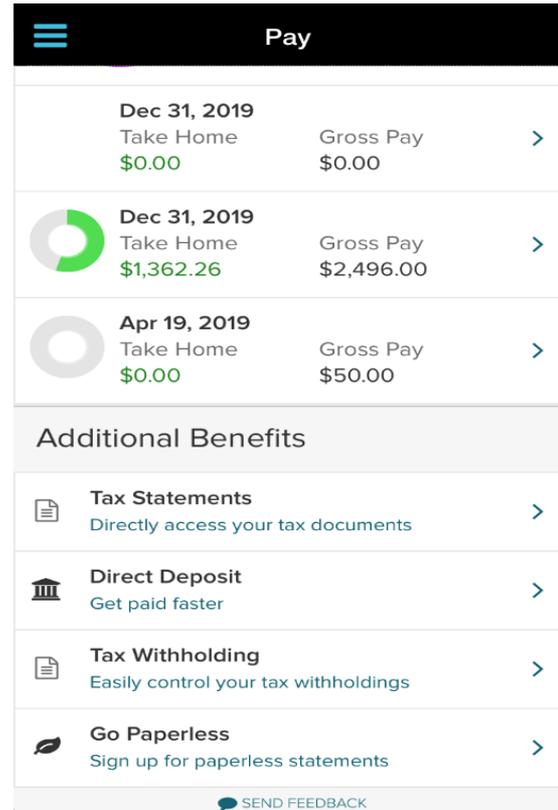
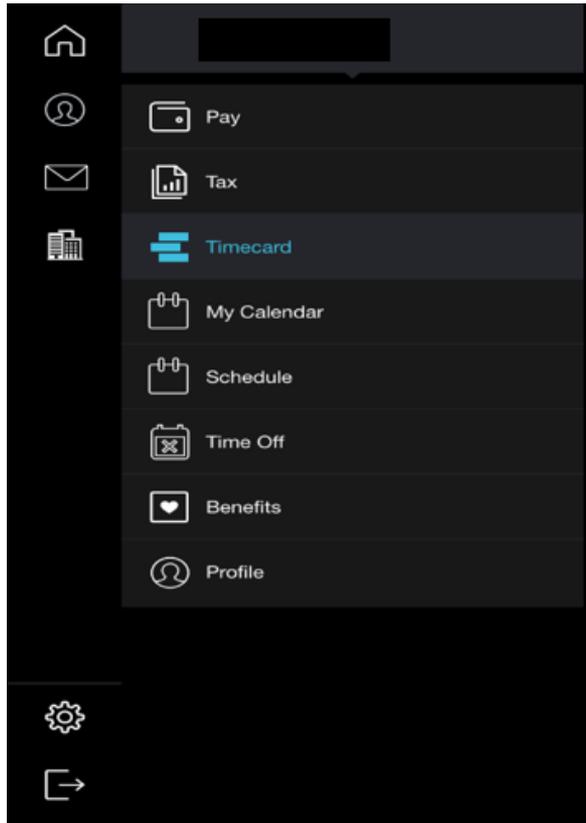
- **Register:** Create an account by selecting "New? Get Started" on the welcome screen of the ADP Mobile app. Follow instructions to register as a new user.
- **Login:** During the first use of the mobile app, you will use your user name. For future access, select the option to use a password, fingerprint or face ID login.

Minimum system requirements: The latest version of ADP Mobile Solutions is available through the Apple App Store and Google Play. Compatible with iPhone, iPad, Apple watch and iPod touch.

For more information, visit adp.com/gomobile



ADP Mobile - Dashboard



ADP Mobile – Pay, Tax and Benefits Screens

Pay	
Dec 31, 2019	
Take Home \$0.00	Gross Pay \$0.00
Dec 31, 2019	
Take Home \$1,362.26	Gross Pay \$2,496.00
Apr 19, 2019	
Take Home \$0.00	Gross Pay \$50.00

Additional Benefits

- Tax Statements**
Directly access your tax documents
- Direct Deposit**
Get paid faster
- Tax Withholding**
Easily control your tax withholdings
- Go Paperless**
Sign up for paperless statements

SEND FEEDBACK

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.



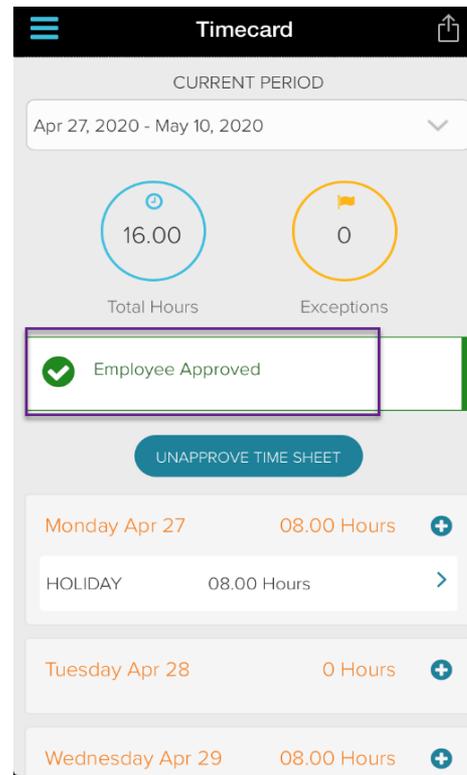
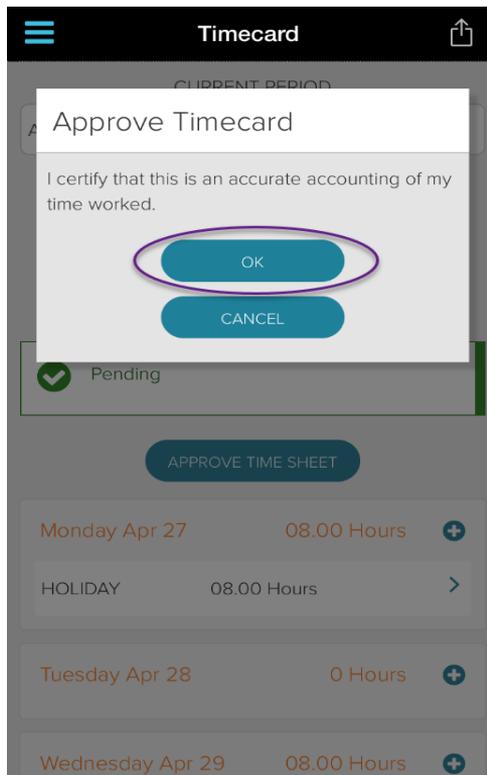
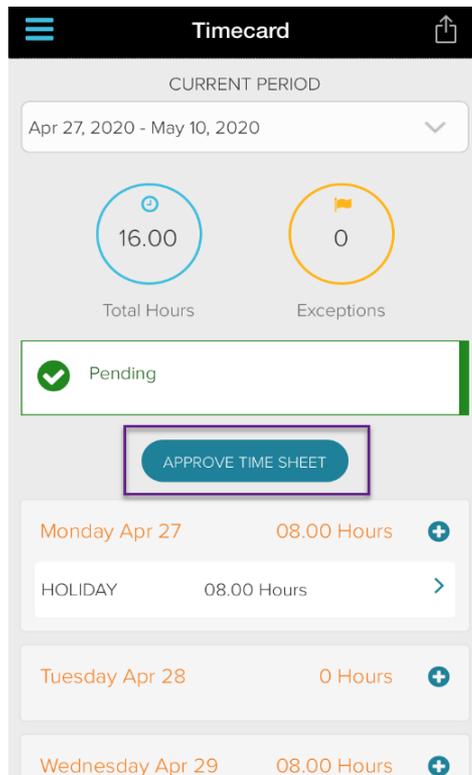
Come back here to see your tax information

Additional Benefits

- Tax Withholding**
Easily control your tax withholdings
- Go Paperless**
Sign up for paperless statements

SEND FEEDBACK

ADP Mobile – Approve Timecard

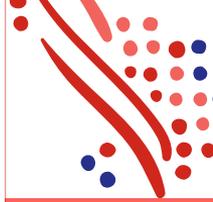


Next Steps



- Enrollees will receive registration instructions on Monday, September 21.
 - The email will come from SecurityServices_NoReply@adp.com
 - The email will contain a registration code. Follow the instructions to access ADP and create a username and password.
 - Note that if you do not log in within 15 days of receiving registration information, your account will automatically become inactive.
- Review your personal information and make any necessary updates:
 - Name
 - Address
 - Contact Information
 - Emergency Contacts
 - Tax Elections
 - Direct Deposit Setup

Key Dates to Remember



Date	ADP Implementation
9/12/20 - 9/20/20	Blackout Period: You will not have access to either ADP or Paycom
9/21/20	You will receive an email with registration information for ADP
9/21/20	You will be able to start completing your timesheet in ADP
9/28/20	Completion and Approval of 1st timesheet in ADP is due
10/8/20	Receive your 1st paycheck through ADP



Questions

Thank You!

