

ADP WORKFORCE NOW & ADP WORKFORCE MANAGER

Employee Day One Guide *for accessing pay and time information*



Bard

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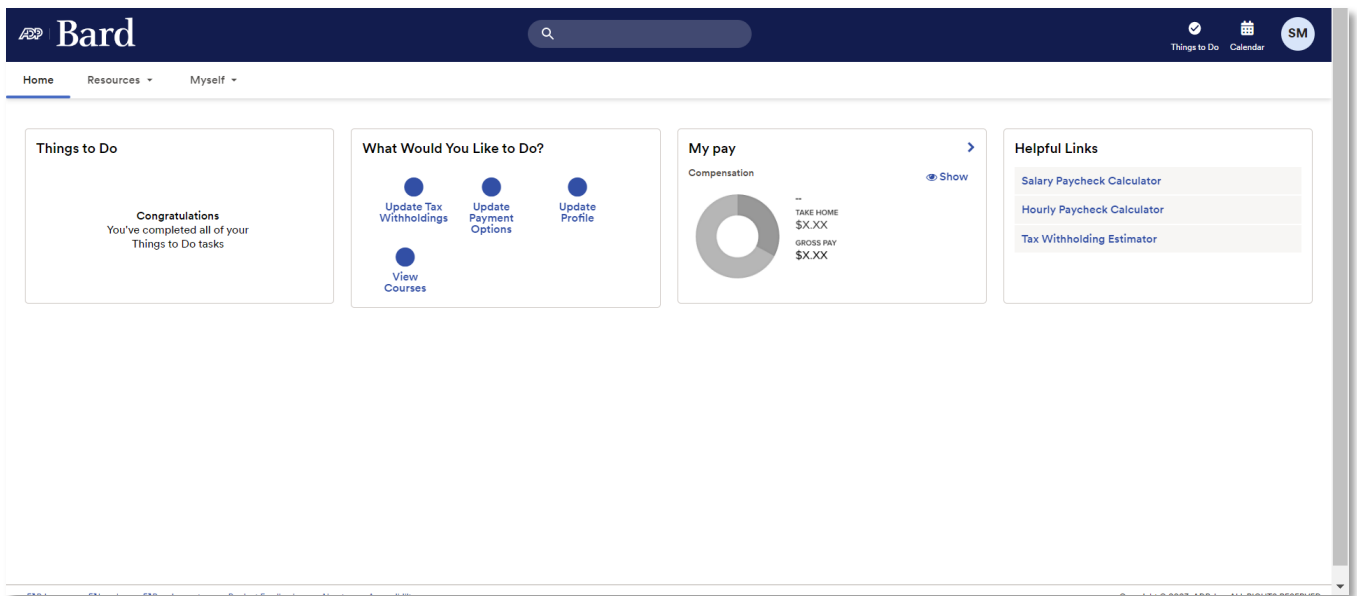
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INTRODUCTION

Bard College is partnering with ADP to introduce new pay and time software for employees. You will access pay information through **ADP Workforce Now**, and time and attendance through **ADP Workforce Manager**. This guide will help prepare employees on how to access and use these tools.



These changes are designed to improve the overall employee experience, offering a one-stop-shop for your time and pay.

EMPLOYEE SELF SERVICE

HOW TO USE ADP WORKFORCE NOW

Once logged in, you can access your pay and time information from the dashboard. This means you can view your pay statements, request time off, update tax withholdings and more.

The screenshot shows the ADP Bard dashboard interface. At the top is a dark blue header with the ADP logo, the name 'Bard', a search bar, and navigation links for 'Things to Do', 'Calendar', and a user profile icon labeled 'SM'. Below the header is a navigation bar with 'Home', 'Resources', and 'Myself' tabs. The main content area features several widgets: 'Things to Do' with a 'Get started' button; 'What Would You Like to Do?' with links to 'Update Tax Withholdings', 'Update Payment Options', 'Update Profile', 'View Courses', and 'Employee Discounts'; 'My pay' showing a compensation breakdown with a 'Show' link; and 'My time off' showing a balance as of 04/26/2023 with a 'Request time off' button. A 'Helpful Links' sidebar on the left includes links to 'Salary Paycheck Calculator', 'Hourly Paycheck Calculator', 'Tax Withholding Estimator', and 'Employee Discounts - LifeMart'. Four red callout boxes provide additional context: one points to the top navigation bar, another to the 'What Would You Like to Do?' widget, a third to the 'My pay' widget, and a fourth to the 'My time off' widget.

Use the tool bar to access WFN features and perform tasks.

Quick links to update tax withholdings, manage payment options and update your profile.

View pay details and download pay statements.

Request time off and see your balance.

HOW TO ACCESS YOUR PAY

Follow **Myself > Pay > Pay & Tax Statements** to view and download your pay statements.

The screenshot shows the ADP Bard portal interface. The navigation menu includes Home, Resources, and Myself. Under Myself, there are sections for My Information, Personal Information, Workforce Management, Employment, and Pay. The Pay section is highlighted with a red box, and the 'Pay & Tax Statements' link is also highlighted with a red box. Below the navigation menu, the 'Pay & Tax Statements' page is displayed. It shows a 'My Pay' section with a donut chart for the current period (Nov 15, 2019) and a table of earnings and deductions. The 'Take Home' amount is \$1,936.01. To the right, there is a 'Tax Statements' section with a 'Go Paperless' button. Below the 'Pay & Tax Statements' page, a sample 'Earnings Statement' is shown, detailing the employee's earnings, deductions, and net pay for the period ending 10/31/2019.

ADP Bard

Home Resources **Myself**

My Information
Profile
Workforce Management
Dashboard

Personal Information
Dependents & Beneficiaries
Employment
Surveys

Pay
Personal Accrued Time
Calculators
Payment Options
Tax Withholdings
Pay & Tax Statements

Pay & Tax Statements

My Pay

Year: 2019 (2)

Dec 13, 2019
Take Home: \$6,008.45
Gross: \$10,000.00

Nov 15, 2019
Take Home: \$1,936.01
Gross: \$2,678.00

Nov 15, 2019

Take Home \$1,936.01

Hours: 80
Gross: \$2,678.00
Type: Regular
Units: 80
Rate: \$2,678.00
Amount: \$2,678.00

EXPAND ALL

Taxes: -\$720.77
Other: -\$21.22
Take Home: \$1,936.01

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
GO PAPERLESS

Earnings Statement

ADP
Period ending: 10/31/2019
Pay date: 10/31/2019

JANE HANSEN
101 MAIN STREET
BOSTON, USA 02108

Earnings	Rate	Hours	This period	Year to date
Regular	33.70	1.00	\$337.00	\$337.00
Overtime	50.55	1.00	\$505.50	\$505.50
Holiday	50.55	8.00	\$4,044.00	\$4,044.00
Sick Pay			\$1,000.00	\$1,000.00
Total			\$5,886.50	\$5,886.50

Deductions	Rate	Hours	This period	Year to date
Federal Income Tax			\$111.00	\$111.00
State Income Tax			\$44.00	\$44.00
Local Income Tax			\$11.00	\$11.00
Medicare Tax			\$84.00	\$84.00
SSA Income Tax			\$84.00	\$84.00
Retirement Plan			\$111.00	\$111.00
Health Insurance			\$111.00	\$111.00
Life Insurance			\$11.00	\$11.00
Disability Insurance			\$11.00	\$11.00
Total			\$586.00	\$586.00

Net Pay: \$5,300.50

Other Benefits and Deductions

Other Benefits and Deductions	Rate	Hours	This period	Year to date
Group Term Life			\$11.00	\$11.00
Life Insurance			\$11.00	\$11.00
Health Insurance			\$11.00	\$11.00
Life Insurance			\$11.00	\$11.00
Total			\$44.00	\$44.00

Important Notice
ADP has been notified that your account information has been changed from ADP to ADP. Please contact your employer for more information.

ADP
ADP is a registered trademark of ADP. All other trademarks are the property of their respective owners.

ADP
ADP is a registered trademark of ADP. All other trademarks are the property of their respective owners.

HOW TO VIEW TAX STATEMENTS

- Follow **Myself > Pay > Pay & Tax Statements** to access tax statements.
- Your W-2s and 1099 will display in the Tax Statements tile.

Please Note: Your first tax statement in ADP Workforce Now will be available in early 2024.

The screenshot shows the ADP Bard portal interface. The top navigation bar includes 'Home', 'Resources', and 'Myself'. The 'Myself' dropdown menu is open, showing categories like 'My Information', 'Workforce Management', 'Talent', 'Personal Information', 'Employment', and 'Pay'. The 'Pay' category is highlighted, and the 'Pay & Tax Statements' link is circled in red.

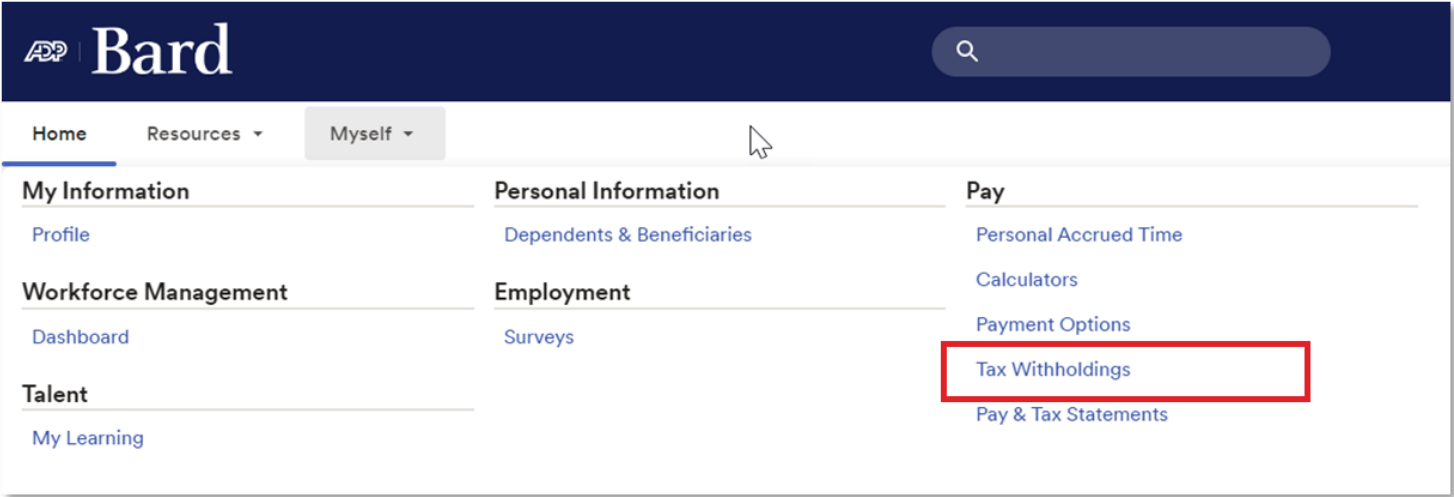
The 'Pay & Tax Statements' page is displayed, showing a 'My Pay' section with a table of pay data for 2019. The table includes columns for 'Year', 'Take Home', and 'Gross'. The data for Nov 15, 2019, is highlighted in blue.

Year	Take Home	Gross
Dec 13, 2019	\$6,008.45	\$10,000.00
Nov 15, 2019	\$1,936.01	\$2,678.00

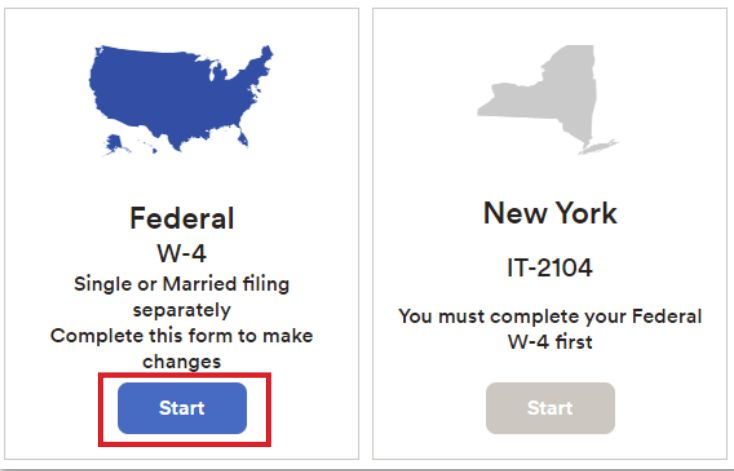
The 'Pay & Tax Statements' page also features a 'Tax Statements' section with a 'Go Paperless' button and a 'Go Paperless' button. The 'Tax Statements' section includes a 'VIEW STATEMENT' button and a 'GO PAPERLESS' button.

HOW TO VIEW,ADD OR EDIT TAX WITHHOLDINGS

Follow **Myself > Pay > Tax Withholdings** to manage your tax withholdings.

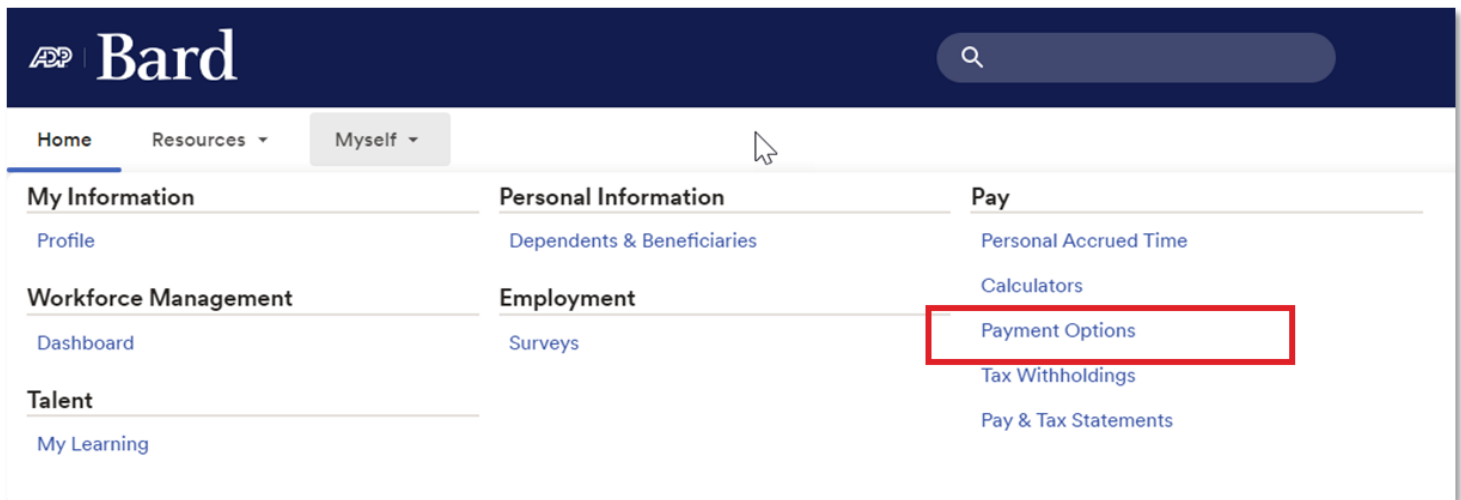


To update your withholdings, select **Edit** in the appropriate box, and follow the prompts to complete your updates.

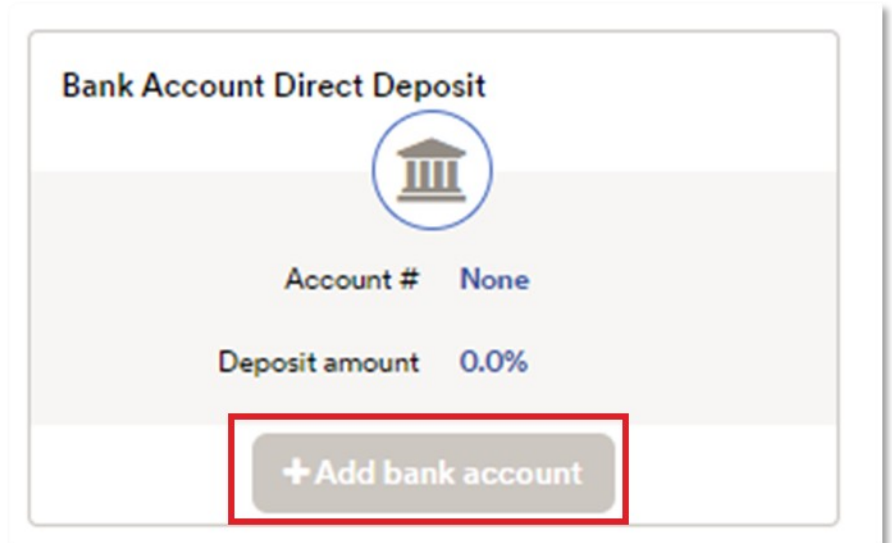


HOW TO MANAGE DIRECT DEPOSIT

Follow **Myself > Pay > Payment Options** to enroll in and manage direct deposit .

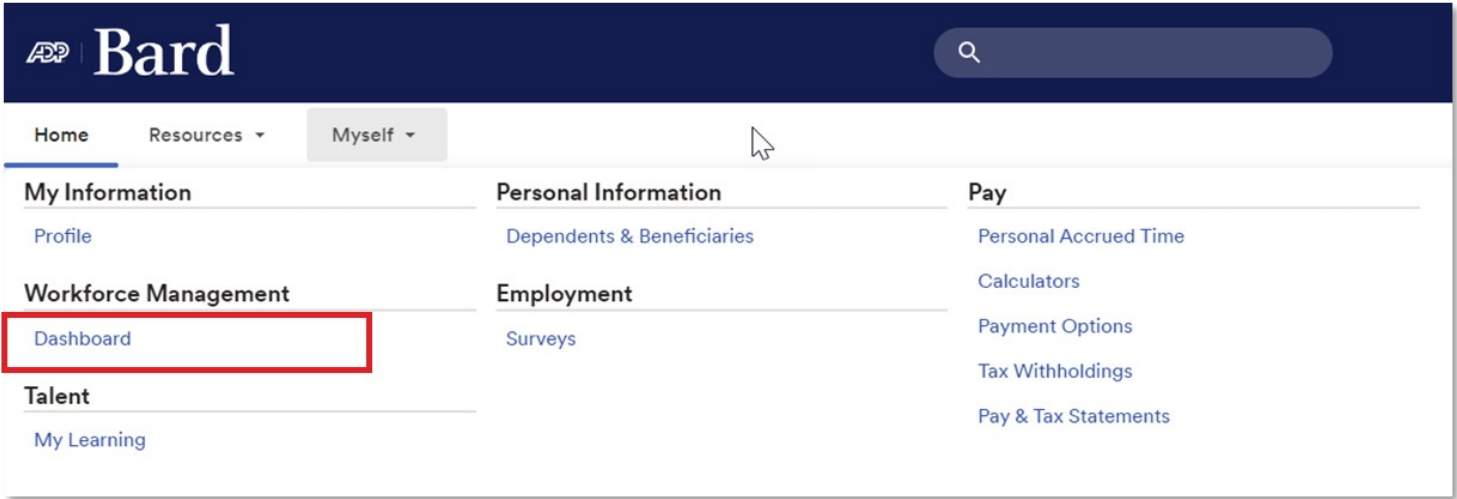


Click **+Add bank account** and follow the prompts on your screen.



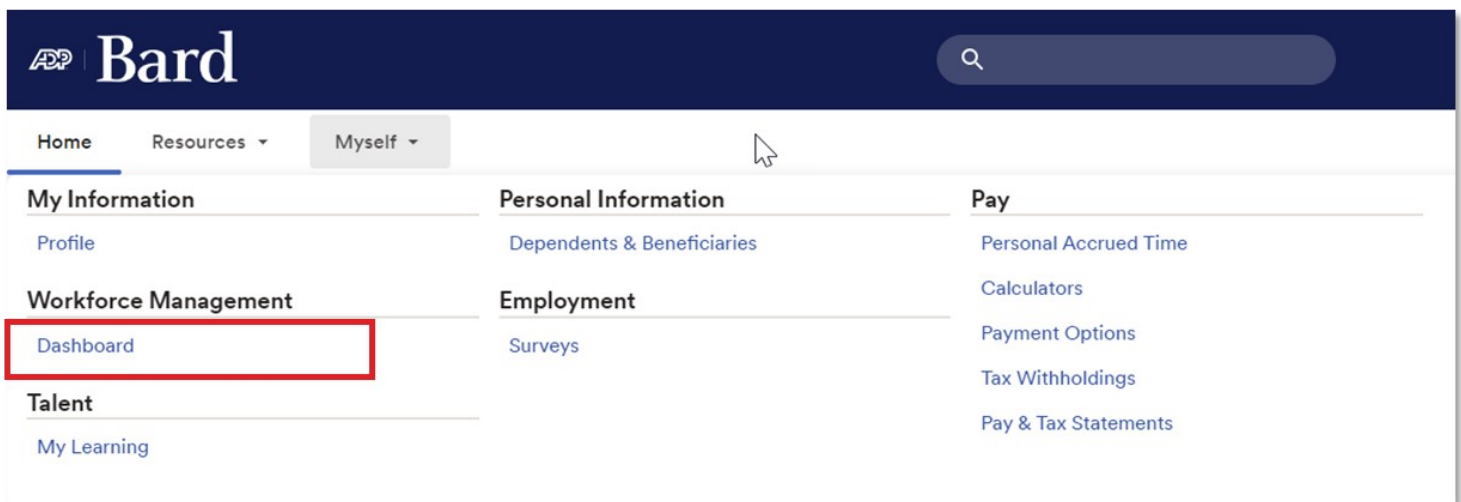
HOW TO ACCESS WORKFORCE MANAGER

To access **ADP Workforce Manager**, follow **Myself > Workforce Management > Dashboard**.

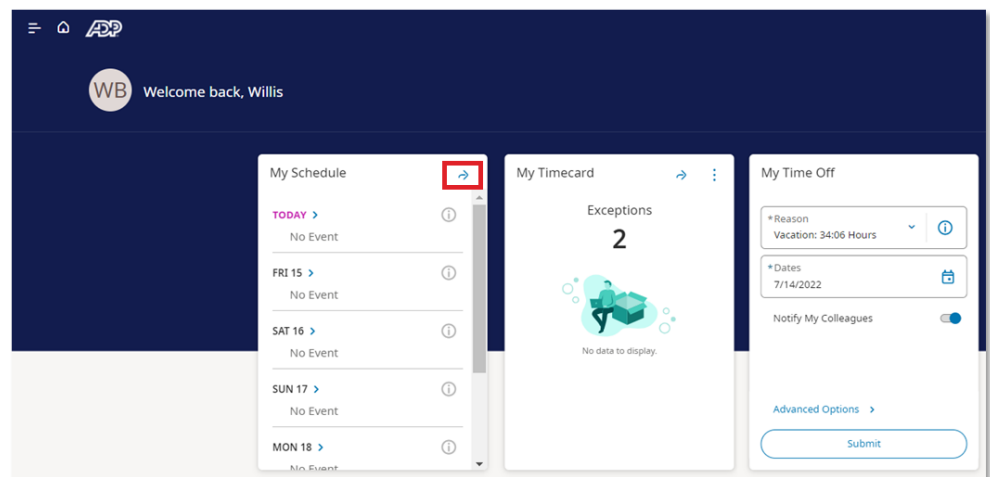


HOW TO VIEW YOUR SCHEDULE

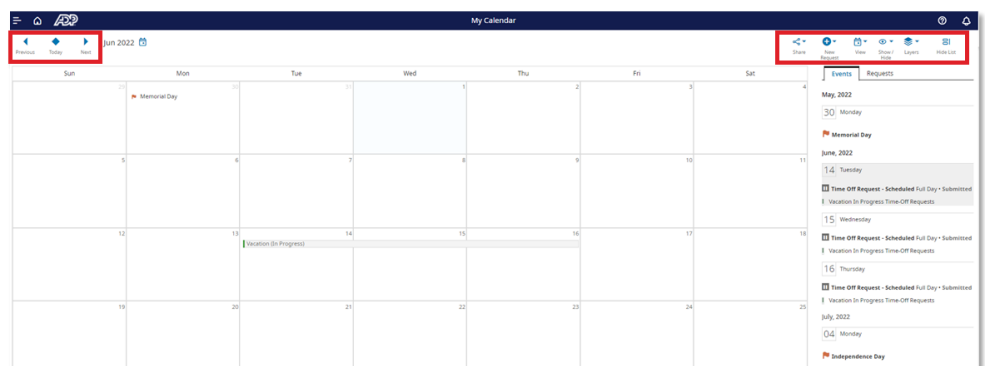
Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.



In the **My Schedule** tile, click the arrow in the top right corner.

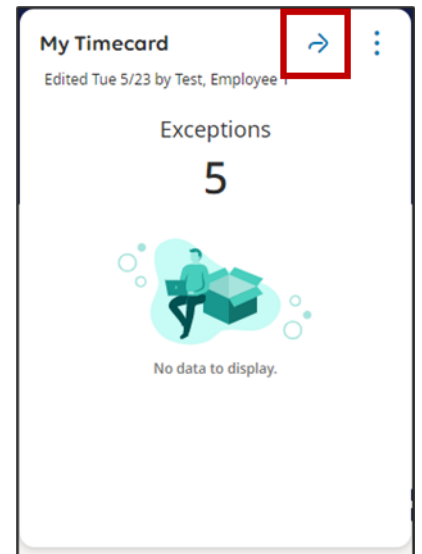


When the calendar opens, use the controls at the top of this screen to show previous and future views, access commonly performed tasks, change the calendar view, show or hide items in the calendar or hide the right panel.



HOW TO ENTER YOUR TIME

- In the **My Timecard** tile, click the arrow and your timecard will display.



- In the **In** cell, enter the start time for the desired work date.
- When your shift is over, in the **Out** cell, enter the end time for the desired work date.
- Click **Save** to save your entry.

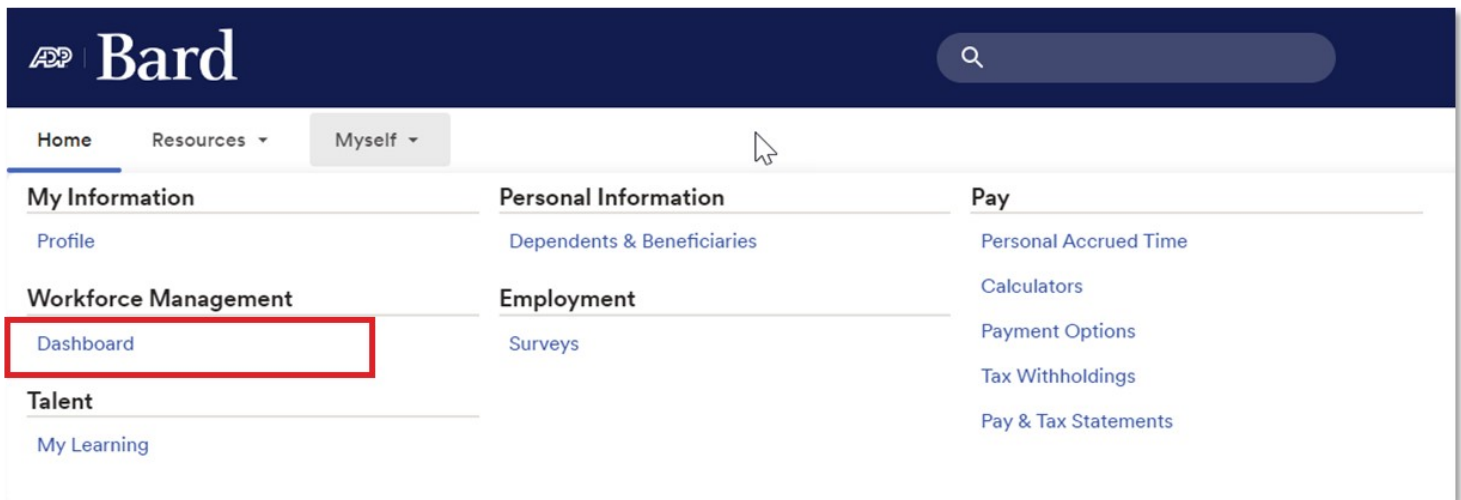
Share Calculate Totals **Save**

		Date	Schedule	Absence	In	Transfer	Out
+	-	Fri 5/19					
+	-	Sat 5/20					
+	-	Sun 5/21					
+	-	Mon 5/22					
+	-	Tue 5/23					
+	-	Wed 5/24					
+	-	Thu 5/25					
+	-	Fri 5/26					
+	-	Sat 5/27					
+	-	Sun 5/28					
+	-	Mon 5/29					
+	-	Tue 5/30					
+	-	Wed 5/31					

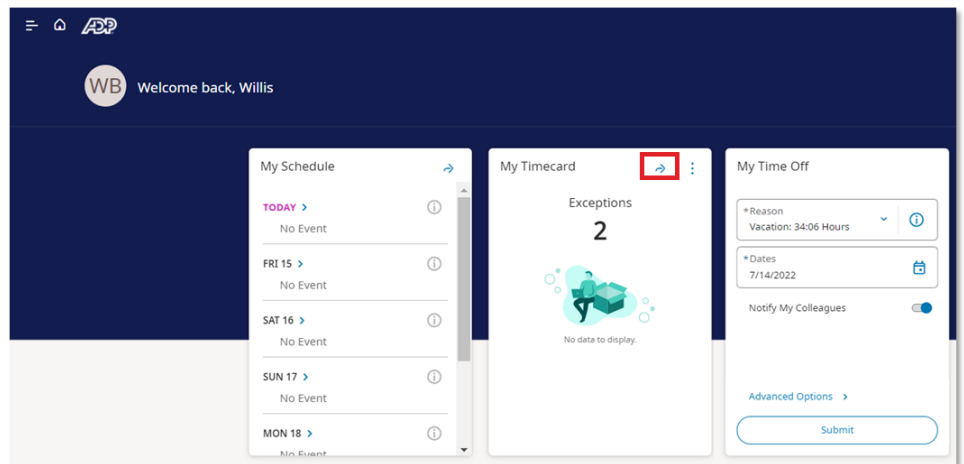
HOW TO VIEW TIME WORKED

Hourly Employees

Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.



- Click **My Timecard** to view your more detailed timecard.



My Timecard													
Current Pay Period Loaded: 4:20 PM													
		Date	Schedule	Absence	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift
+		Sun 6/05											
+		Mon 6/06											
+		Tue 6/07					10:52 PM						
+		Wed 6/08					4:15 PM						

- Right click on an exception to view details.
 - *In the case of 6/7, Unscheduled.*
- You can view different pay periods by using the **Calendar** icon.

ADP My Timecard

Current Pay Period Loaded: 4:35 PM

List View Approve Remove Approval Analyze Share Save


	Date	Schedule	Absence	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period
+	Sun 6/05													
+	Mon 6/06													
+	Tue 6/07					10:52 PM								
+	Wed 6/08					4:15 PM	4:24 PM		4:32 PM	4:33 PM		0:15	0:15	0:15

Punch Actions

Date:
6/07/2022

Time:
10:52 PM


Time Zone:
UTC

Exceptions:
 Unscheduled

Comments and Notes:
zIn Punch

Last Edit Date:
6/07/2022

Edit Made By:
Bruce, Willis J


Comments

Confirm

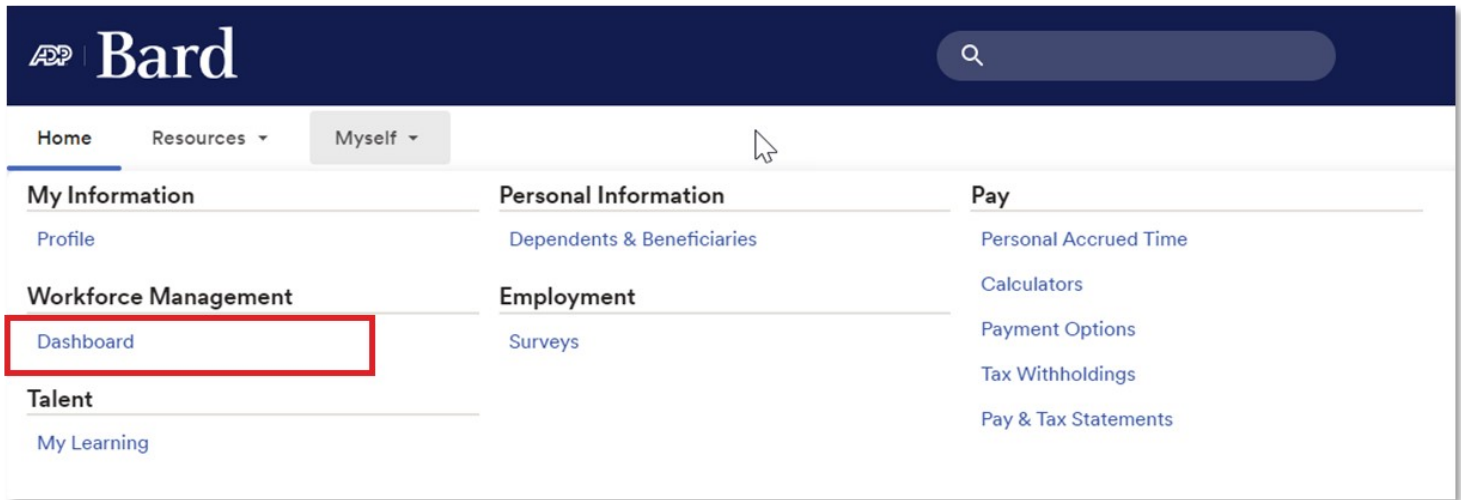
I attest that the information on this timecard is accurate and that I was provided a continuous, uninterrupted meal break during each shift.*

☐ Approve
☐ Cancel

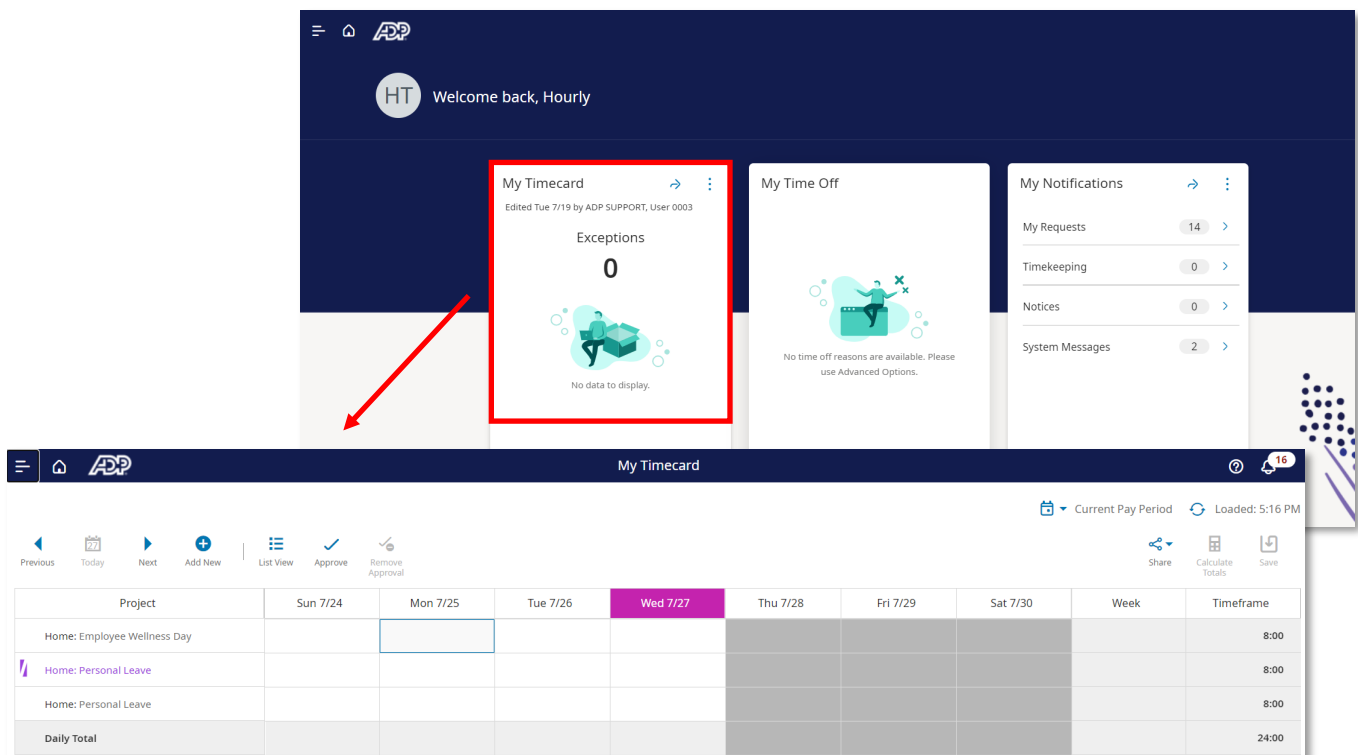
Submit

HOW TO SUBMIT YOUR TIMECARD

Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.



Click **My Timecard** to view your more detailed timecard.



- Click **Approve** or **Remove Approval**.

The screenshot shows the ADP Employee Timecard interface. At the top, there's a navigation bar with the ADP logo and 'Employee Timecard' text. Below this, a user profile section shows 'Tester, Time' and a status 'HPFTNGL1B' with '568 of 650' entries. A row of action buttons is visible: Previous, Today, Next, Add New, List View, Zoom, Approve (highlighted with a red box), Remove Approval, Remove All Approval, Sign-Off, and Remove Sign-Off. Below the buttons is a table with columns for Project, Sun 7/10, Mon 7/11, Tue 7/12, and Wed 7/13. The 'Project' column lists 'Home', 'WV Housing Assistance, MD', 'WV Housing Shared Costs, WV MRAP 2021', and 'Home: Personal Leave'. The 'Daily Total' row shows 9.00 hours for Sun 7/10, 8.00 for Mon 7/11, and 8.00 for Tue 7/12.

Please Note: Use **Approve** when you have reviewed your timecard and validated its accuracy. Use **Remove Approval** if you need to go back and make a change after you have approved your timecard. To make a change, click **Remove Approval**, update your timecard and reapprove by clicking **Approve**.

- If you entered **Approve**, you will receive a confirmation message to certify your hours are correct. If you agree, click **Submit**. If you need to go back and make corrections, click **Cancel**.

My Timecard

[Previous](#)
[Today](#)
[Next](#)

[Add New](#)

[List View](#)
[Approve](#)
[Timesheet Approval](#)

Project	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Sat 7/23
Home							
...al Admin Fund, Non Indirect Administration		8.00					
Home: Personal Leave			8.00				
Daily Total		8.00	8.00				

Accruals
Totals

Confirm

By approving this timesheet you are certifying that hours were incurred on the charge code and day specified in accordance with Telamco company policies and procedures

Submit

Cancel

- You will receive a message confirming your timecard was approved successfully by you, and is now available for your manager to review and approve.

The screenshot shows the ADP Timecard interface. At the top, there is a navigation bar with the ADP logo and a user profile section. Below the navigation bar, there is a toolbar with various icons for navigation and actions. A red box highlights a message in the top section: "Information Timecard Approved by ADP SUPPORT, User 0003 7/26/2022 8:45 AM". Below this message is a table showing timecard entries for a week starting Sunday, 7/10.

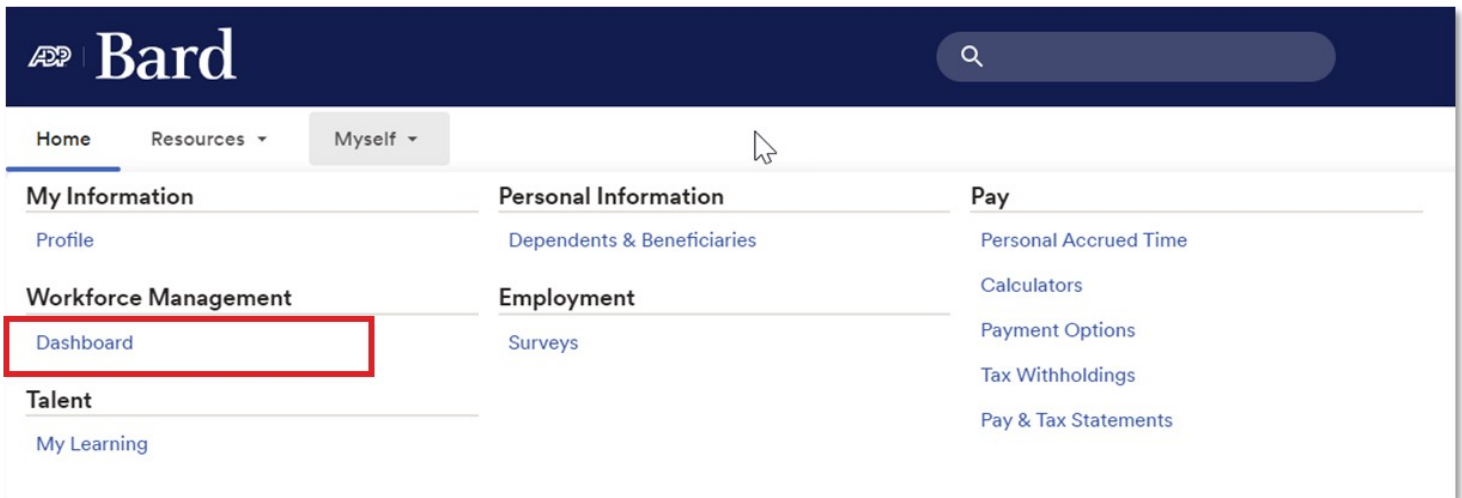
Project	Sun 7/10	Mon 7/11	Tue
Home			
WV Housing Assitance, MD HAF		4.00	8.00
WV Housing Shared Costs, WV MRAP 2021		5.00	
Home: Personal Leave			

MANAGER SELF SERVICE

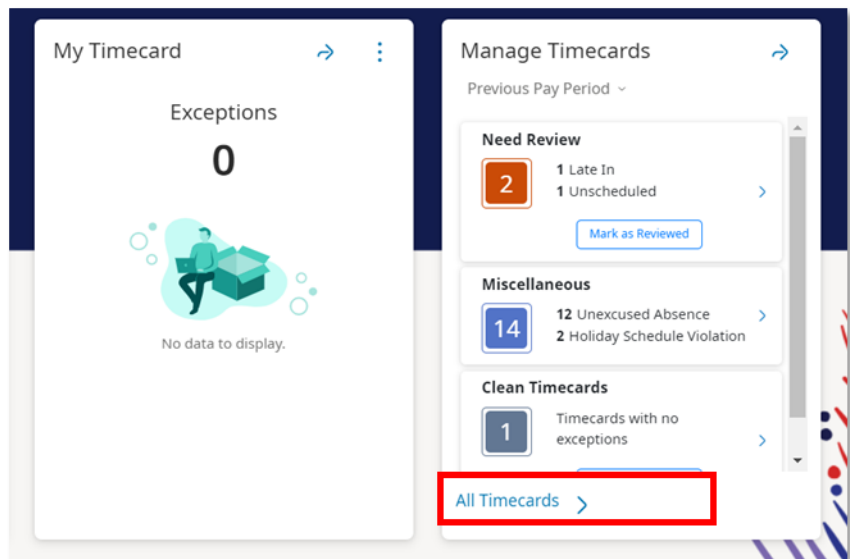
HOW TO PERFORM A TRANSFER

Please Note: You will use the transfer feature to report hours when an employee worked more than one job.

Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.



- From the **Manager Timecards** Tile, select **All Timecards**
- Access the desired timecard



- Click the drop-down next to **Current Pay Period** and select the appropriate option
- Or click **Select Range** to select a specific date
 - A calendar will display where you can select a **Start** and **End Dates**
- To select different segments of the cost number to transfer on, click the **Transfer** cell and select **Search**
- If you are transferring hours to a specific Organization, select **Add Business Structure**
- If you're transferring hours to a specific Fund, Account, Program or Activity, select **Add Labor Category**

File	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount
		8:00 AM		5:00 PM					

Transfer

Primary Location: BARD/ANN/1101ZZ/Associate

Work Rule: None

Cost Center: None

Labor Categories: TYX,1000ZZ,5230,70,ZZZZ,Electrician Level 1 Lead

+ Add Business Structure

+ Add Work Rule

+ Add Cost Center

+ Add Labor Category

To add a business structure:

- Select **Browse Entire List**

Transfer Business Structure

Current Job: Associate (BARD ANN 1101ZZ)

Location: 1101ZZ

Job: Associate

Jobs with: "Associate" [307]

- Associate (BARD ANN 1101ZZ)
- Associate (BARD ANN 5020ZZ)
- Associate (BARD ANN 5022ZZ)

Show Next 3 Results

Browse Entire List

- Transfer

Business Structure

Locations

ANN

BARD/ANN

▶

i

Transfer

Business Structure

Home > ANN

Locations

000000

BARD/ANN/000000

0000ZZ

BARD/ANN/0000ZZ

001005

BARD/ANN/001005

001053

BARD/ANN/001053

001101

BARD/ANN/001101

001110

BARD/ANN/001110

001123

BARD/ANN/001123

001125

BARD/ANN/001125

Go To

Work Rule

Cost Center

Labor Categories
- Back

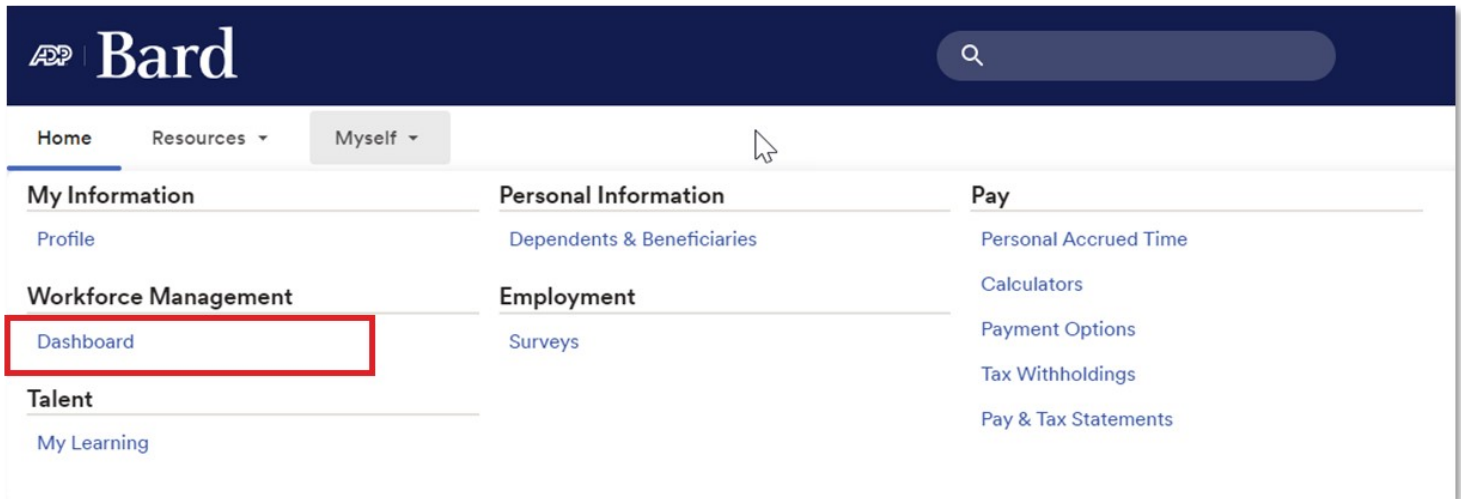
Ok

- [illegible]

Bard

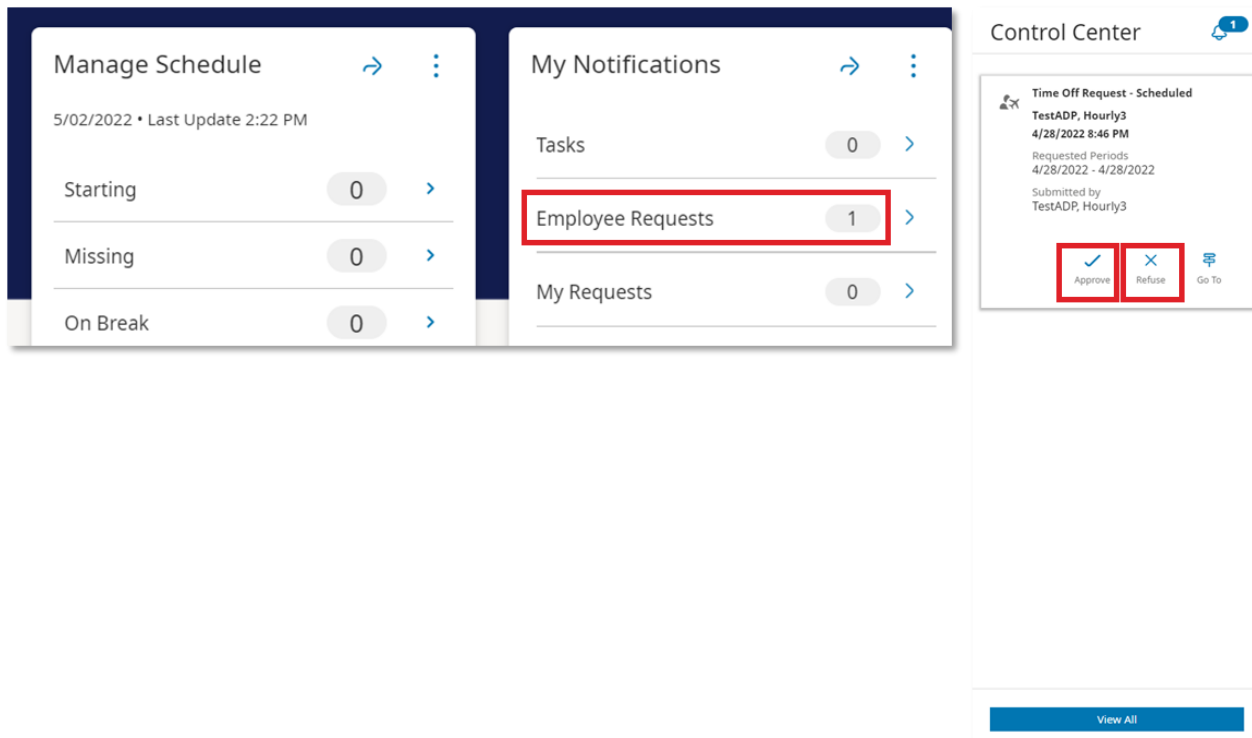
HOW TO APPROVE / REFUSE TIME OFF REQUESTS

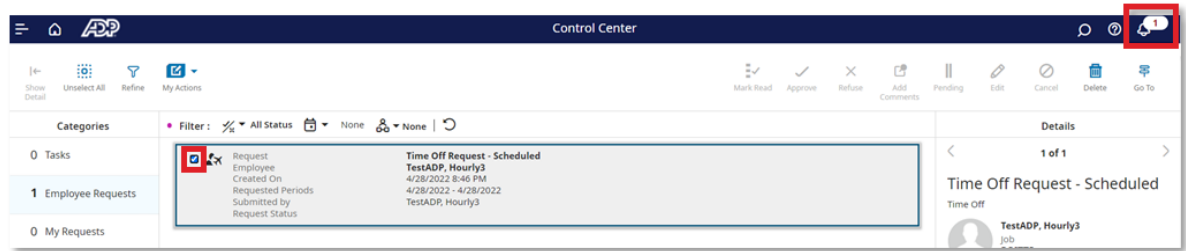
Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.



Option 1:

- From the **My Notifications** tile, select **Employee Requests**
- Select requests to approve / refuse by clicking the checkbox on the left of the request

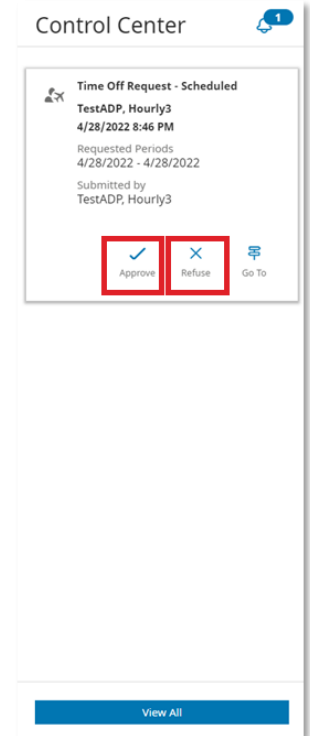




Option 2:

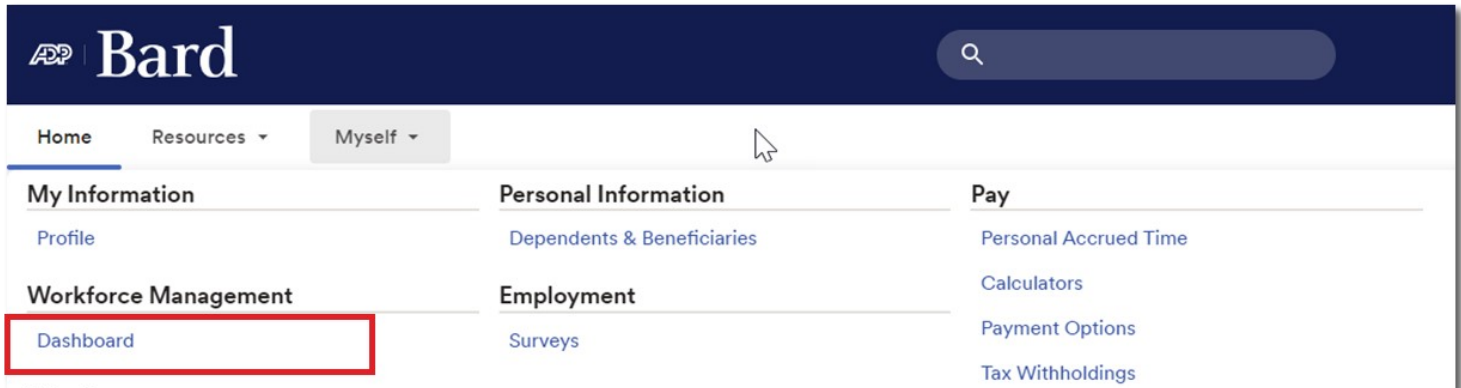
- Click the notification bell
- Click the **Approve** or **Refuse** button

Please Note: An employee can cancel time off requests up until manager approval. If an employee has a change after manager approval, the employee must reach out to the manager directly to make an adjustment. If any time off request is cancelled, the employee's schedule will need to be adjusted.

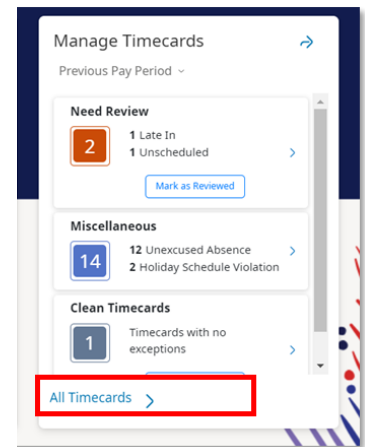


HOW TO APPROVE TIMECARDS

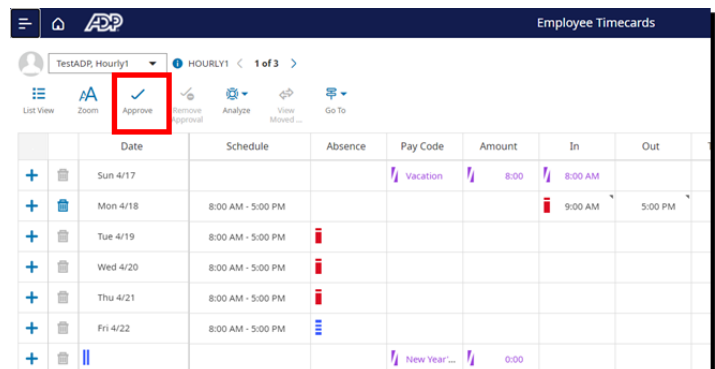
Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.



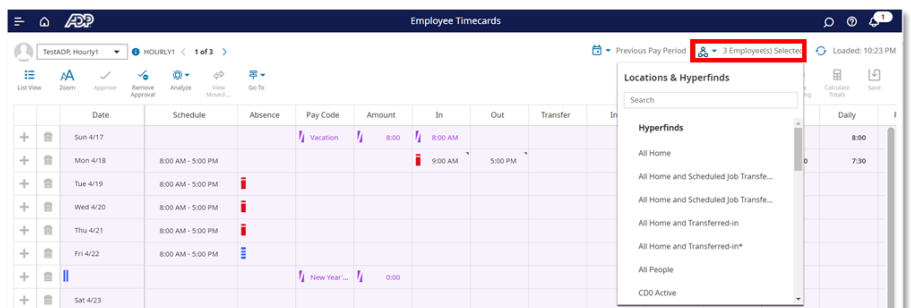
- From the **Manage Timecards** tile, select **All Timecards**



- Select the **Approve Timecard** icon



Please Note: You can use the icon in the upper right to select specific employees or groups to approve.

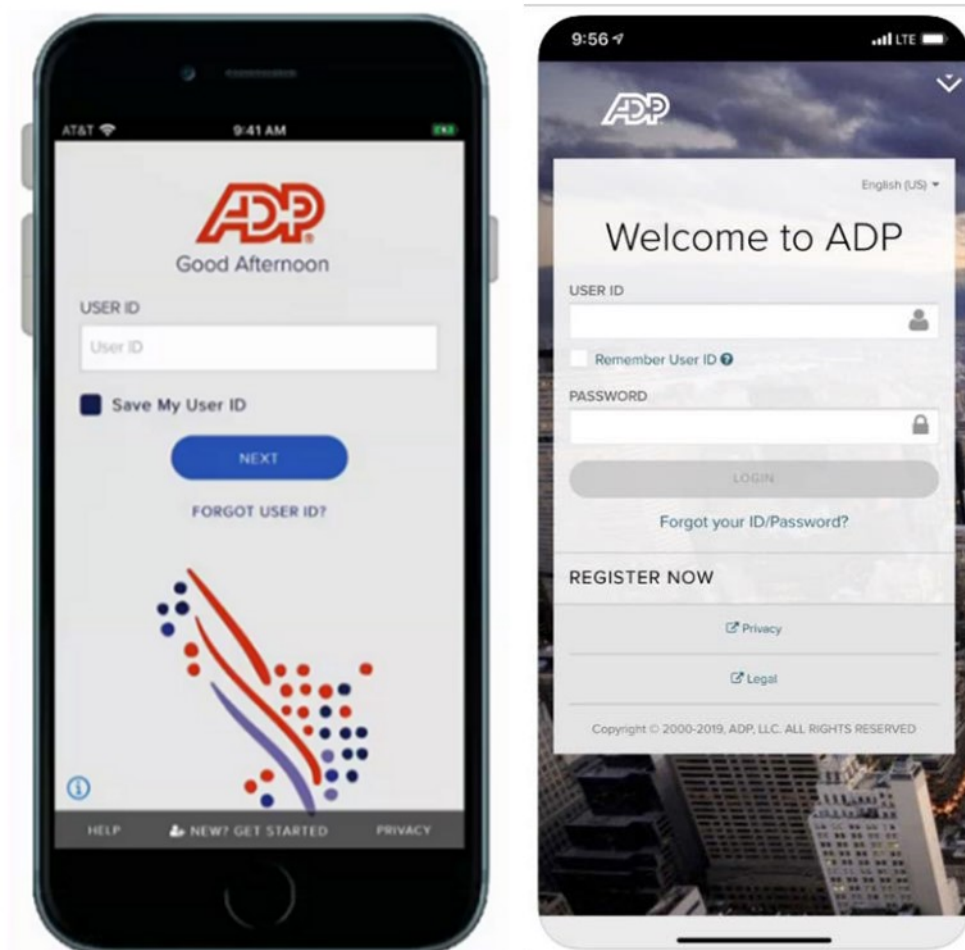


MOBILE ACCESS

MOBILE ACCESS

Employees may download the **ADP Mobile Solutions** app to access tasks on the go.

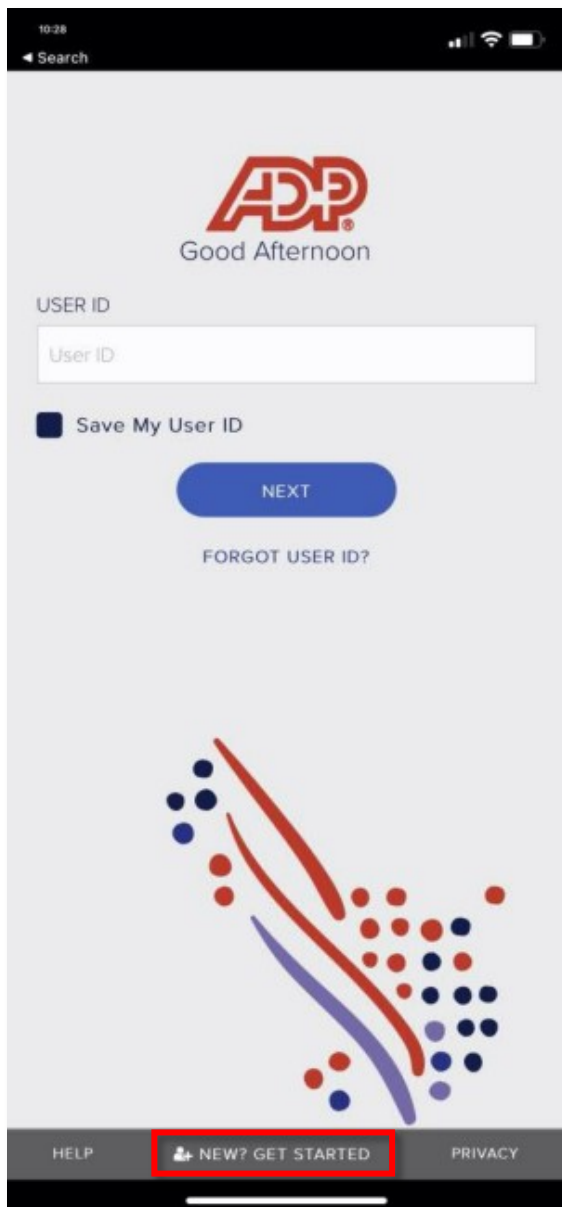
The app is **FREE** and available via the App Store and Google Play.



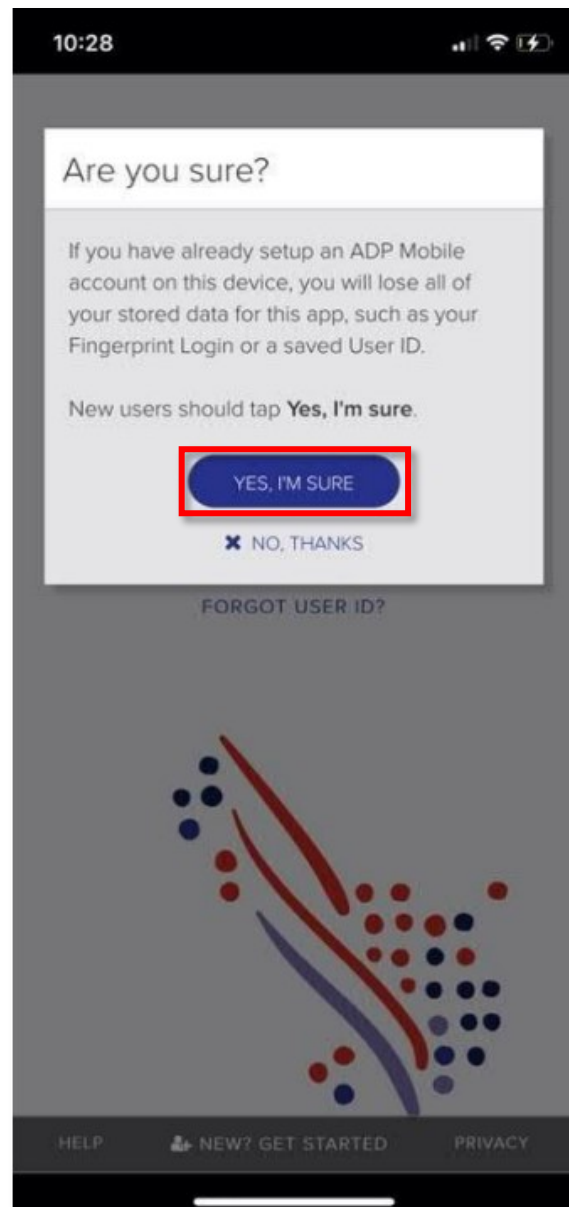
ADP MOBILE SOLUTIONS APP

Open the **ADP Mobile Solutions** app — **first time set up** requires the following steps:

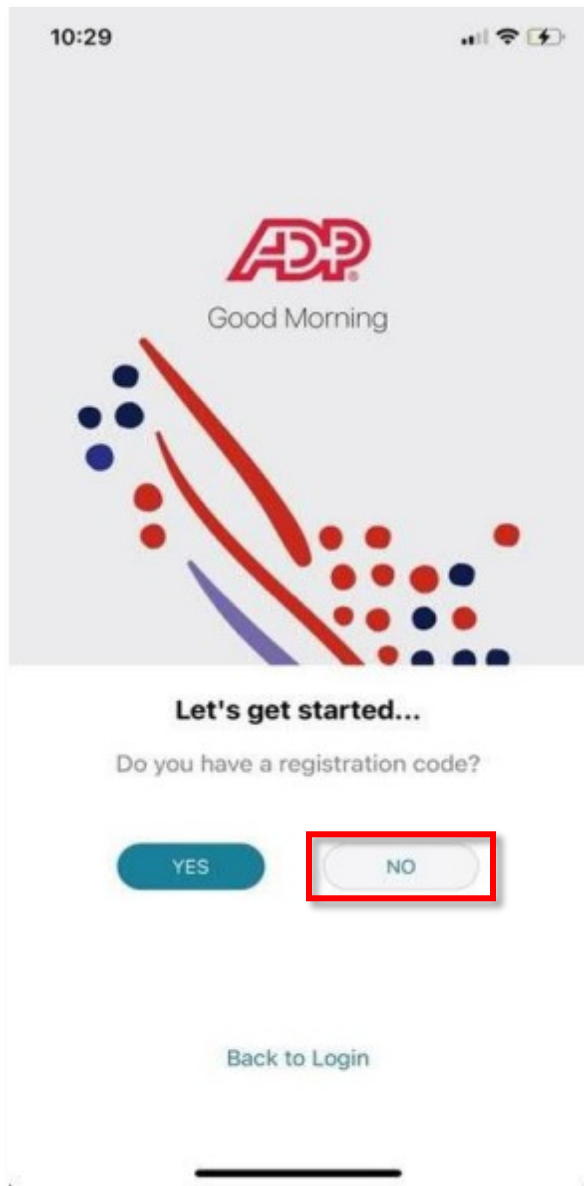
1. Launch the ADP Mobile Solutions app on your smart phone and tap **New? Get Started** at the bottom of the screen



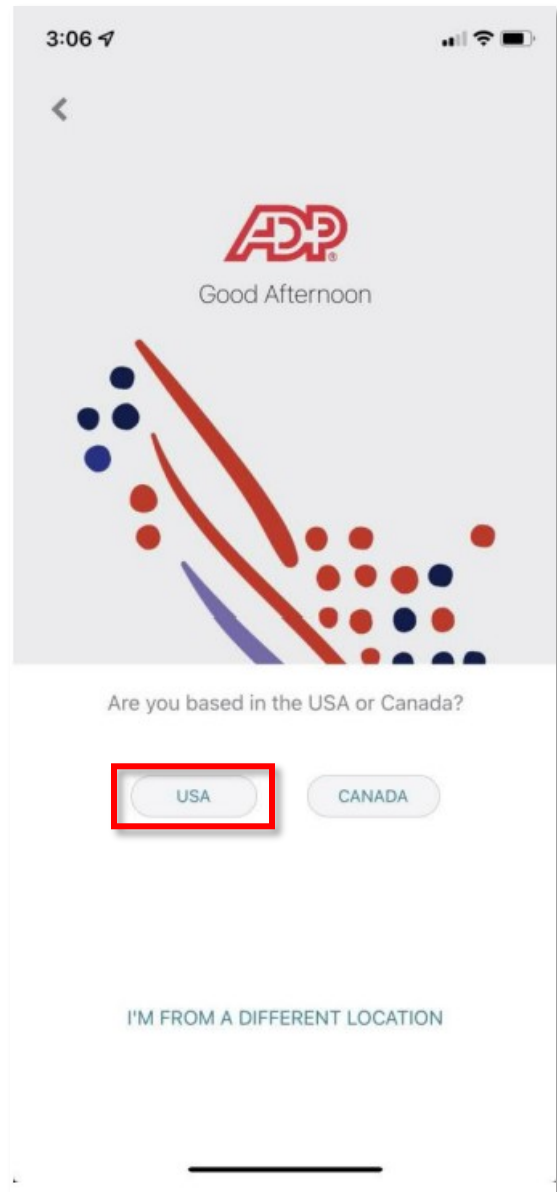
2. Tap **Yes, I'm Sure**



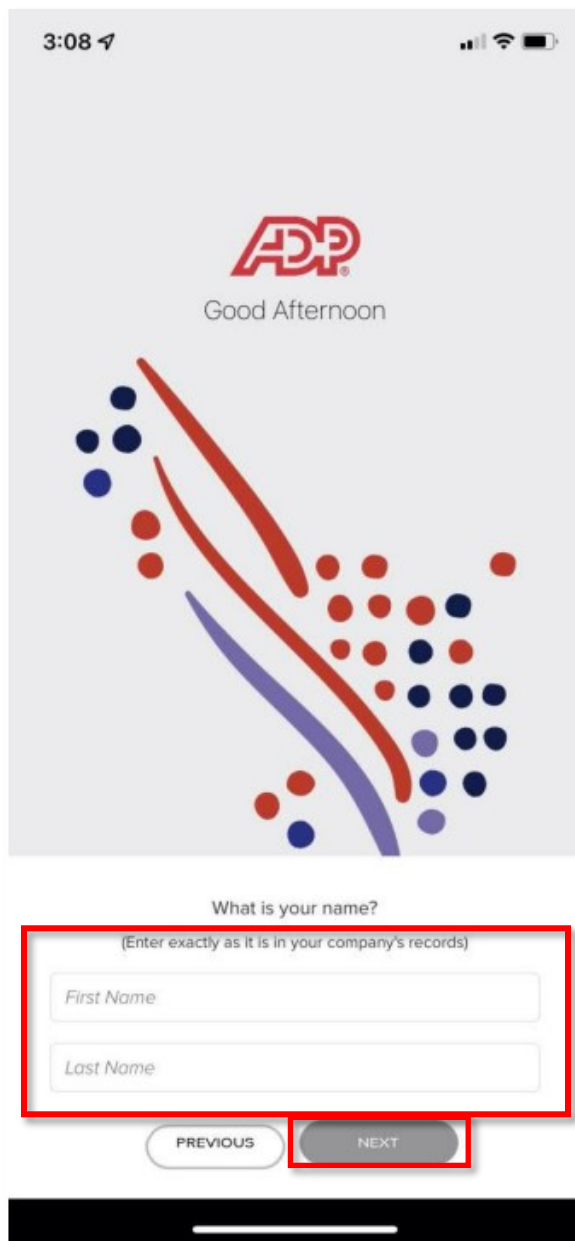
3. On the Let's get started screen, tap **No**



4. Select USA as your country of residence

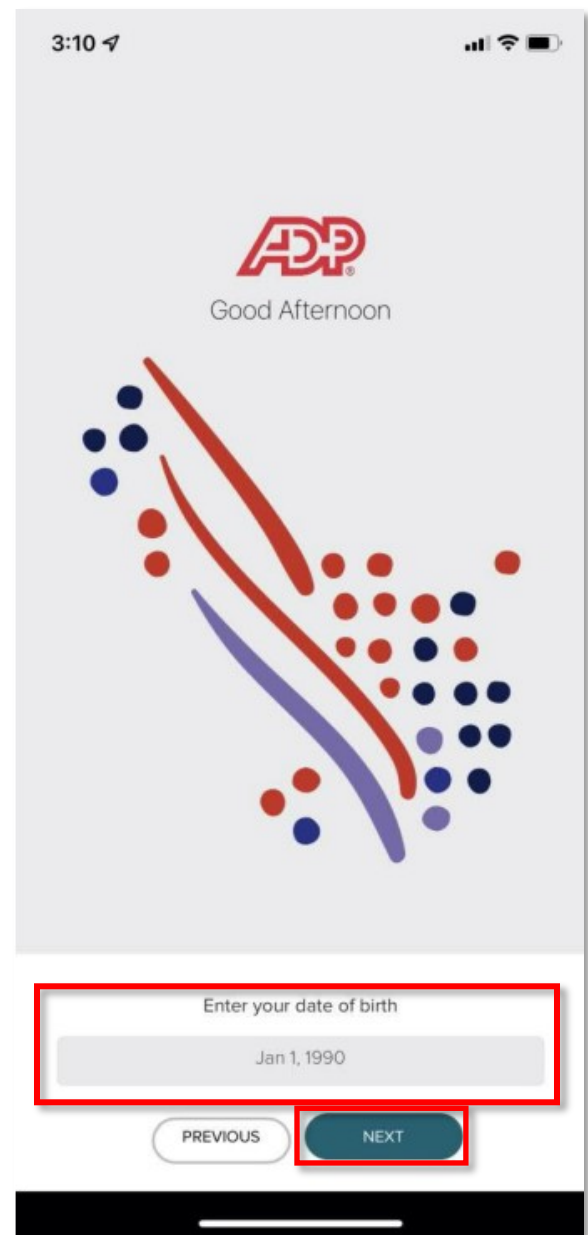


5. Enter your name exactly as it exists in your company's records, and tap **Next**



The screenshot shows the ADP mobile app interface at 3:08. At the top, the ADP logo is displayed above the text "Good Afternoon". Below this is a decorative graphic of red and blue dots and lines. The main heading is "What is your name?" with a subtext "(Enter exactly as it is in your company's records)". There are two input fields: "First Name" and "Last Name". At the bottom, there are two buttons: "PREVIOUS" and "NEXT". The "NEXT" button is highlighted with a red box.

6. Enter your date of birth and tap **Next**

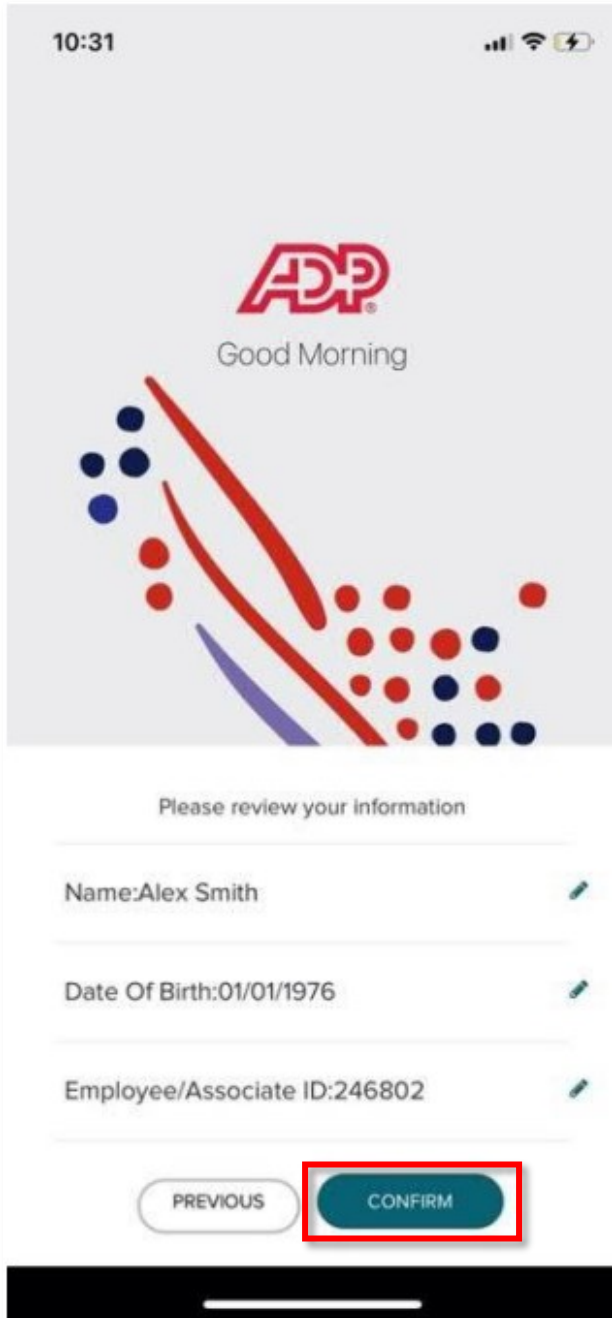


The screenshot shows the ADP mobile app interface at 3:10. At the top, the ADP logo is displayed above the text "Good Afternoon". Below this is a decorative graphic of red and blue dots and lines. The main heading is "Enter your date of birth". There is a single input field showing "Jan 1, 1990". At the bottom, there are two buttons: "PREVIOUS" and "NEXT". The "NEXT" button is highlighted with a red box.

7. Tap **I DON'T HAVE THESE NUMBERS** and enter your Social Security Number

The image displays two side-by-side screenshots of the ADP mobile application's login interface. Both screens feature the ADP logo at the top, a greeting ('Good Afternoon' on the left, 'Good Morning' on the right), and a large decorative graphic of red and blue dots forming a stylized 'A' shape. Below the greeting, the left screen prompts the user to 'Enter your Employee ID or Associate ID' with a text input field labeled 'Employee or Associate ID'. Below this field are 'PREVIOUS' and 'NEXT' buttons, and a red box highlights the link 'I DON'T HAVE THESE NUMBERS'. The right screen prompts the user to 'Enter your Social Security Number (SSN), EIN or ITIN.' with a text input field labeled 'SSN or ITIN'. A red box highlights this entire input section, including the 'PREVIOUS' and 'NEXT' buttons below it.

8. Review the information you entered and tap **Confirm** if it is correct



10:31

ADP
Good Morning

Please review your information

Name: Alex Smith

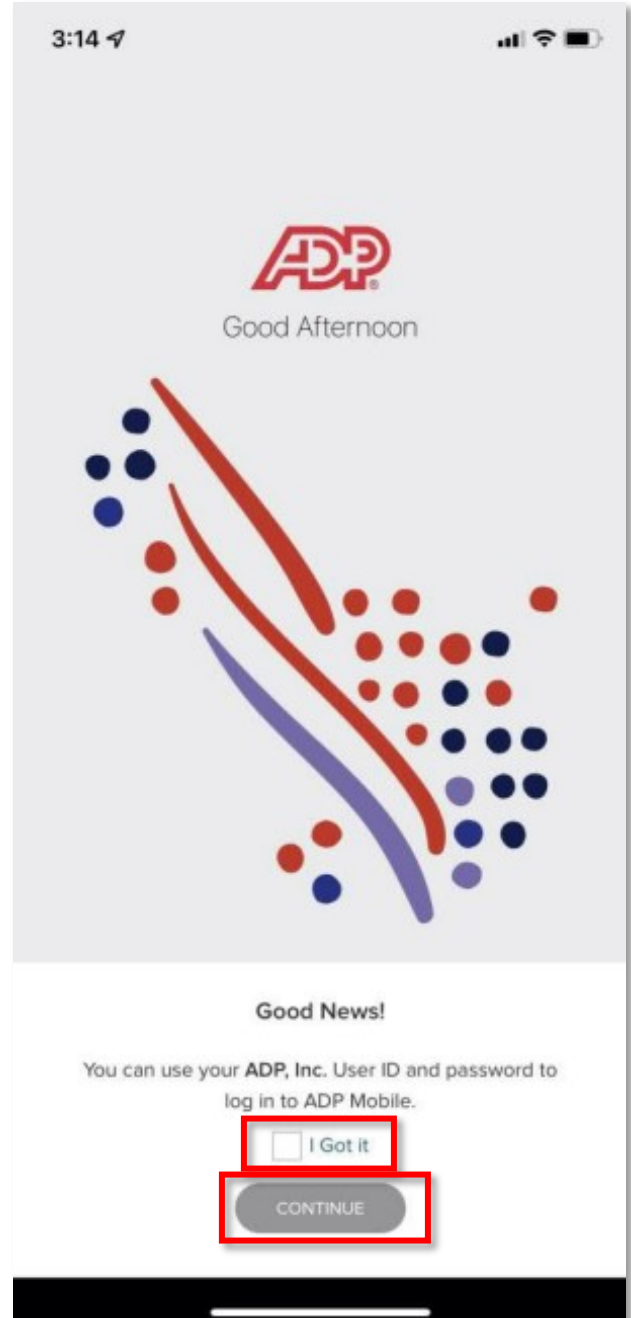
Date Of Birth: 01/01/1976

Employee/Associate ID: 246802

PREVIOUS CONFIRM

This screenshot shows the ADP mobile app setup screen. At the top, the ADP logo is displayed above the text "Good Morning". Below this, a decorative graphic of red and blue dots is visible. The main section is titled "Please review your information" and contains three input fields: "Name: Alex Smith", "Date Of Birth: 01/01/1976", and "Employee/Associate ID: 246802". At the bottom, there are two buttons: "PREVIOUS" and "CONFIRM". The "CONFIRM" button is highlighted with a red rectangle.

9. ADP verifies the information you entered against the information available in your company records. Upon successful verification, tap **I Got it**, and tap **Continue**



3:14

ADP
Good Afternoon

Good News!

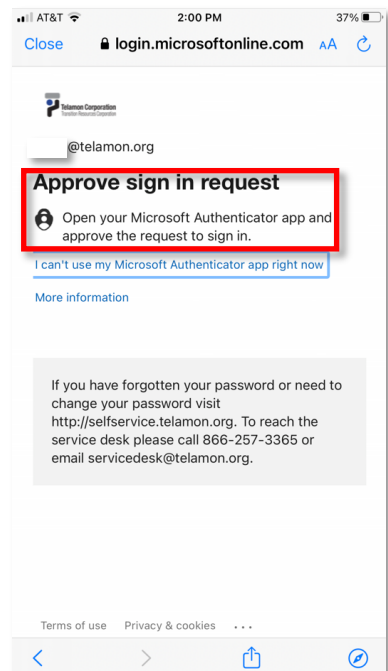
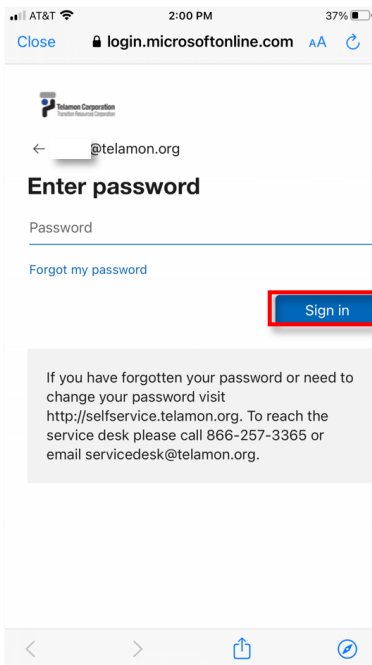
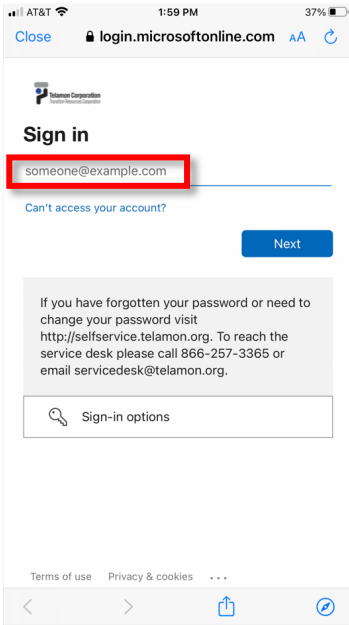
You can use your ADP, Inc. User ID and password to log in to ADP Mobile.

☐ I Got it

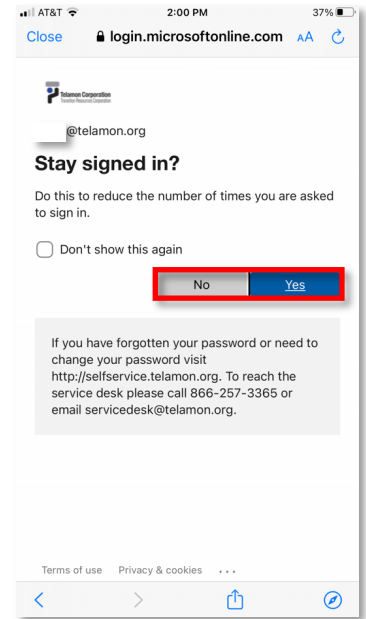
CONTINUE

This screenshot shows the ADP mobile app setup screen. At the top, the ADP logo is displayed above the text "Good Afternoon". Below this, a decorative graphic of red and blue dots is visible. The main section is titled "Good News!" and contains the text "You can use your ADP, Inc. User ID and password to log in to ADP Mobile." Below this text, there are two buttons: "I Got it" and "CONTINUE". Both buttons are highlighted with red rectangles.

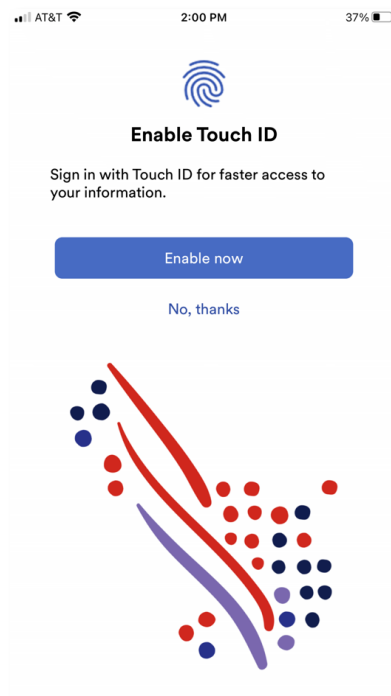
10. Enter the login and user ID and password that you use to sign in to your company's network or Identity Provider, and tap **Sign in**. Open your chosen MFA method to complete the login process



Please Note: When you see the **Stay signed in?** screen, if you are on a shared device (i.e. Center iPad), select **No**, otherwise select **Yes**



11. If you're a first-time user, accept the Terms and Conditions. Then on the Enable Touch ID page, enable biometric login for faster access. The biometric options available to you will vary based on your mobile device
12. When you log in for future sessions, you can use one of the biometric options available to you, or use your User ID and password



ADP MOBILE SOLUTIONS RESOURCES / VIDEOS

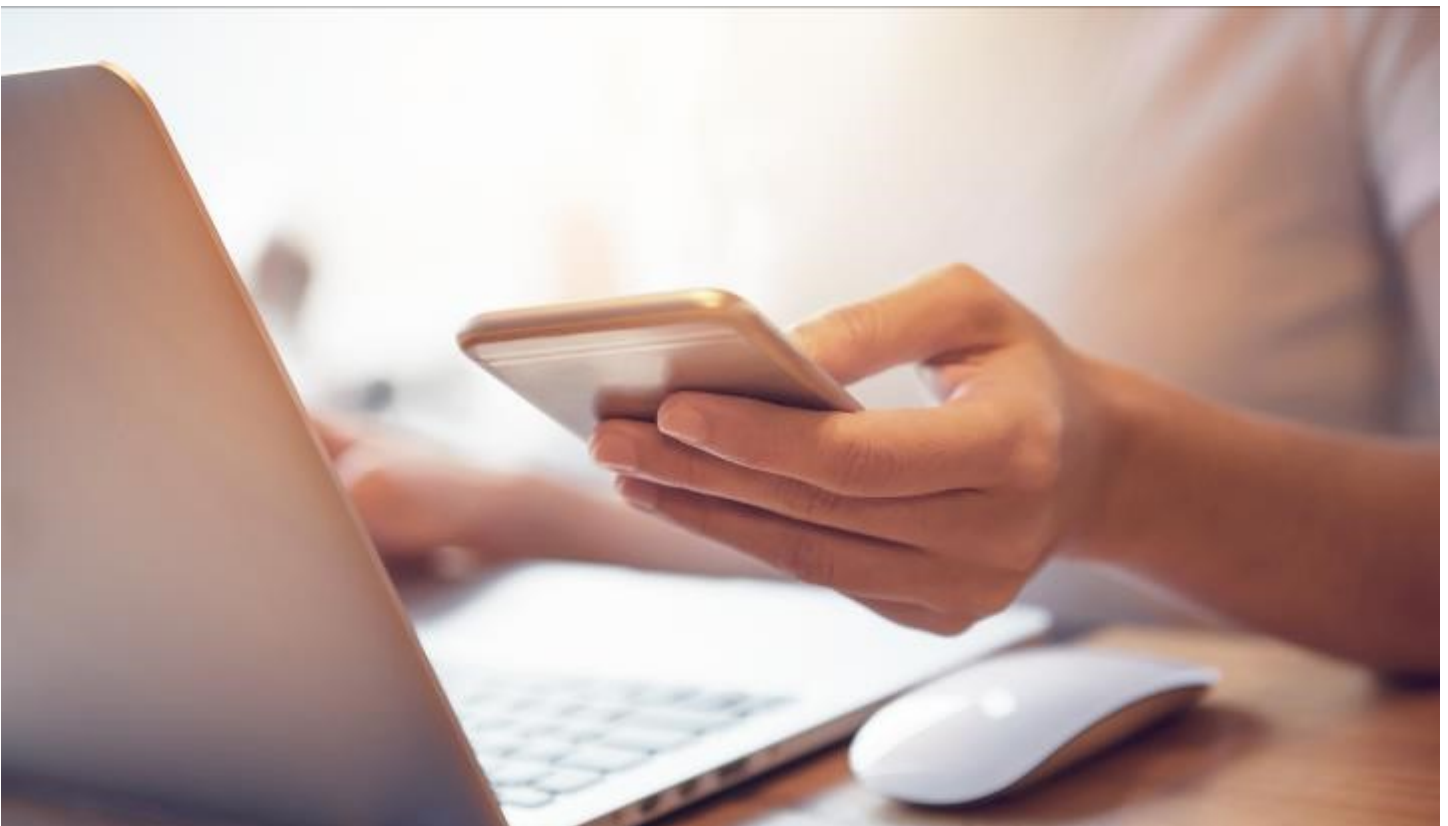
ONLINE VIDEOS FOR ADP MOBILE SOLUTIONS APP:

[Quick Glimpse of the ADP Mobile Solutions app: Connected Virtually Anywhere \(0.5 min\)](#)

[How to Install the ADP Mobile Solutions app \(1 min\)](#)

[How to Create Your Account with the ADP Mobile Solutions app \(2 min\)](#)

[How to Access Your Pay Information with the ADP Mobile Solutions app \(1.5 min\)](#)





Bard