ADP WORKFORCE NOW & ADP WORKFORCE MANAGER

Employee Day One Guide
for accessing pay and time information

Bard

WHAT'S INSIDE?

Bard

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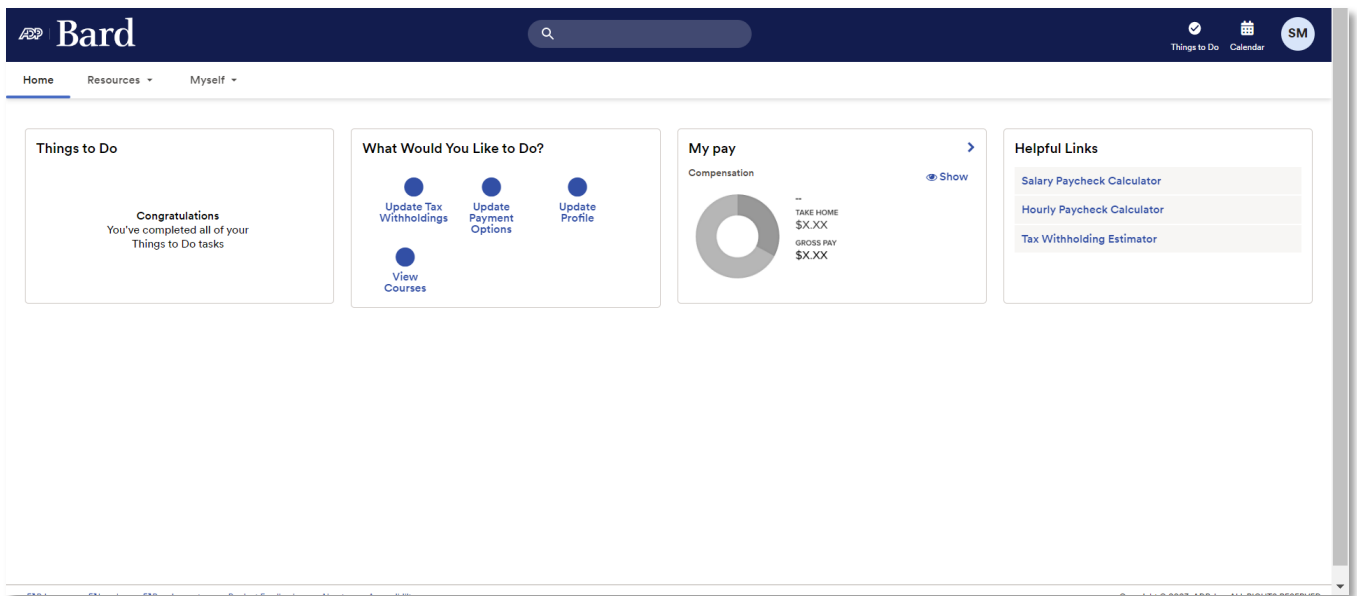
These changes are designed to improve the overall employee experience, offering a one-stop-shop for your time and pay.

Bard

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.

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.

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.

HOW TO VIEW, ADD OR EDIT TAX WITHHOLDINGS

Follow **Myself > Pay > Tax Withholdings** to manage your tax withholdings.
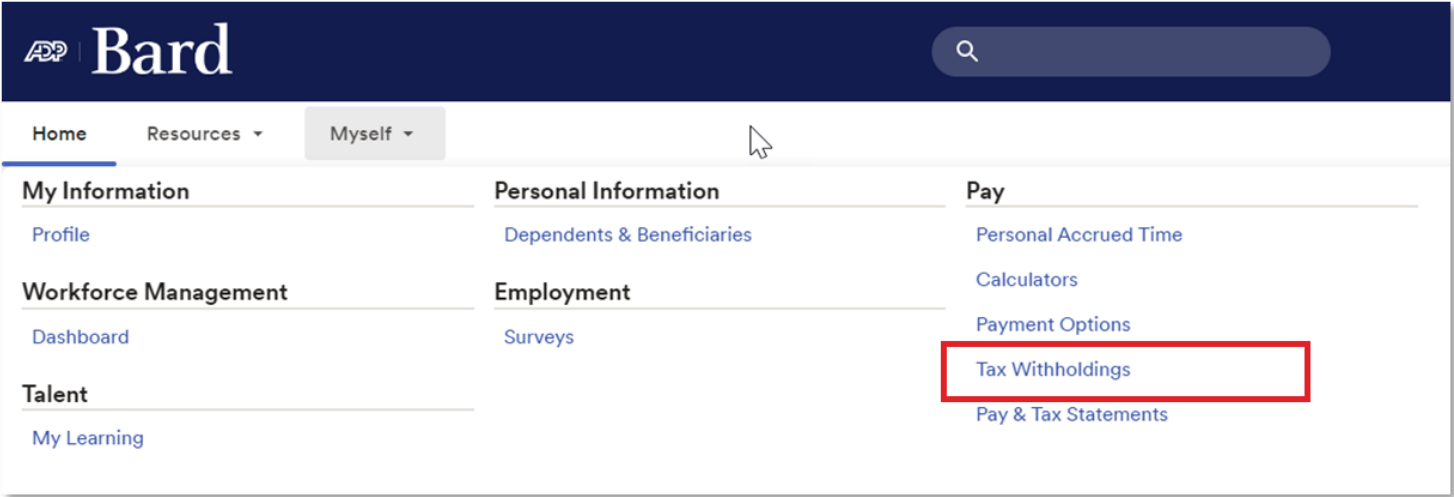
To update your withholdings, select **Edit** in the appropriate box, and follow the prompts to complete your updates.

Bard
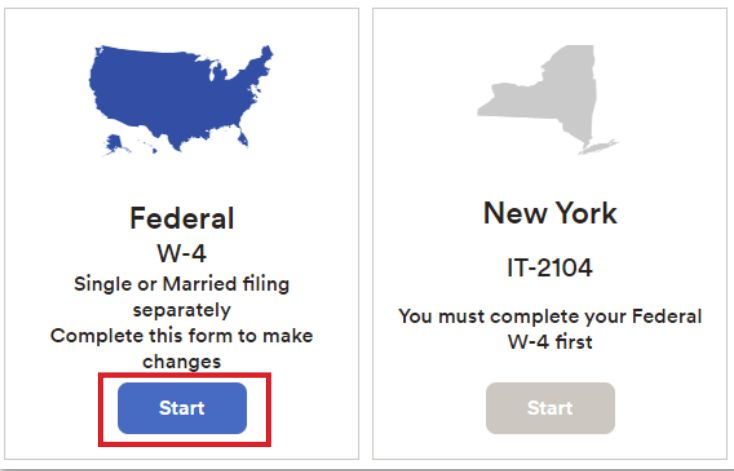
HOW TO MANAGE DIRECT DEPOSIT

Follow **Myself > Pay > Payment Options** to enroll in and manage direct deposit .
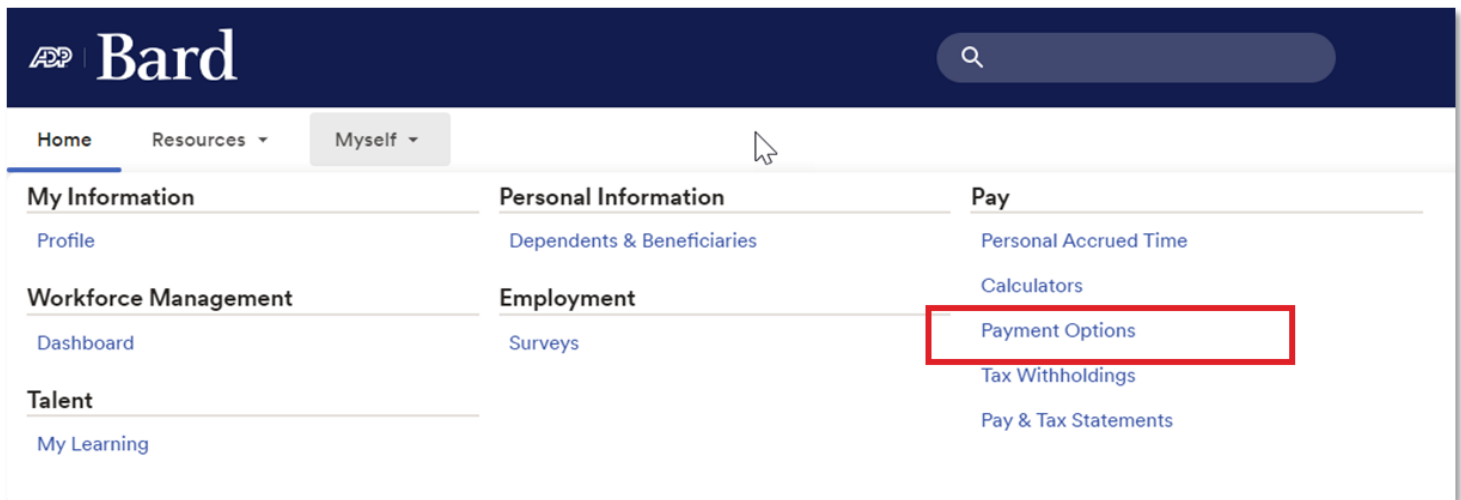
Click **+Add bank account** and follow the prompts on your screen.
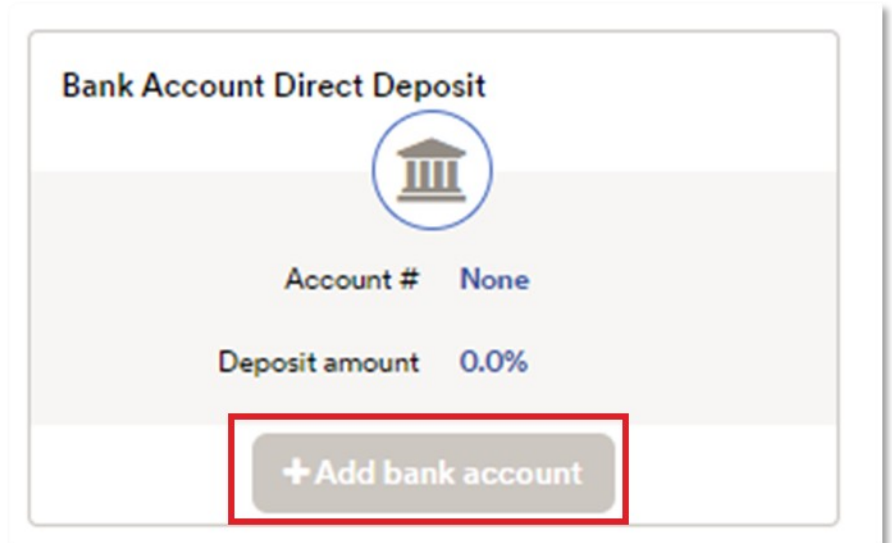
HOW TO ACCESS WORKFORCE MANAGER

To access **ADP Workforce** Manager, follow **Myself > Workforce Management > Dashboard**.
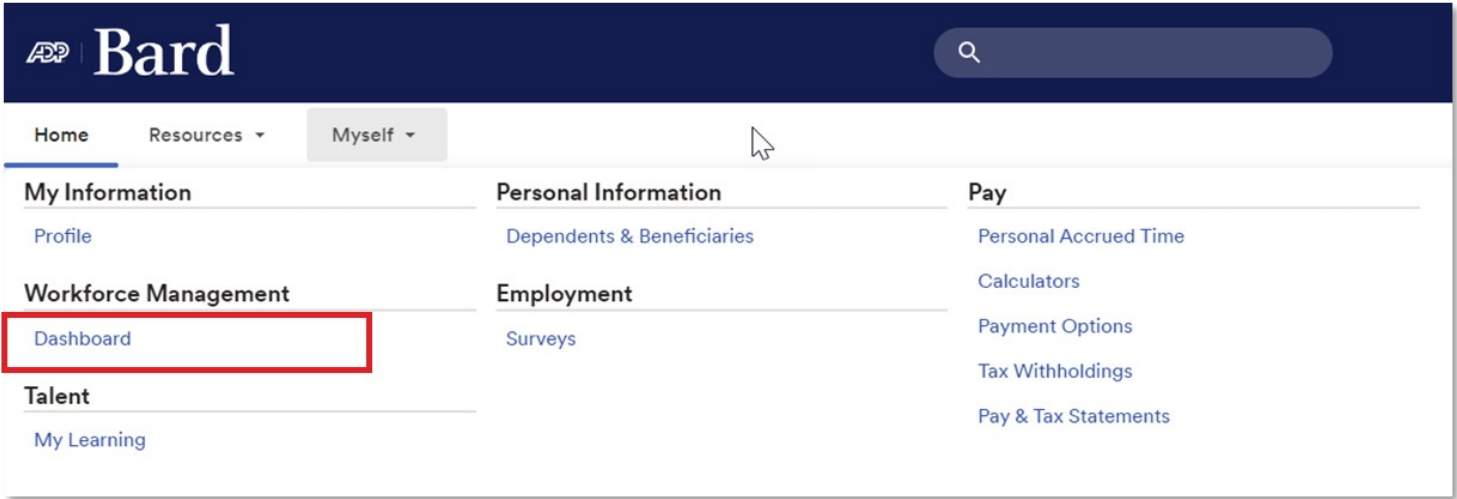
HOW TO VIEW YOUR SCHEDULE

Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.
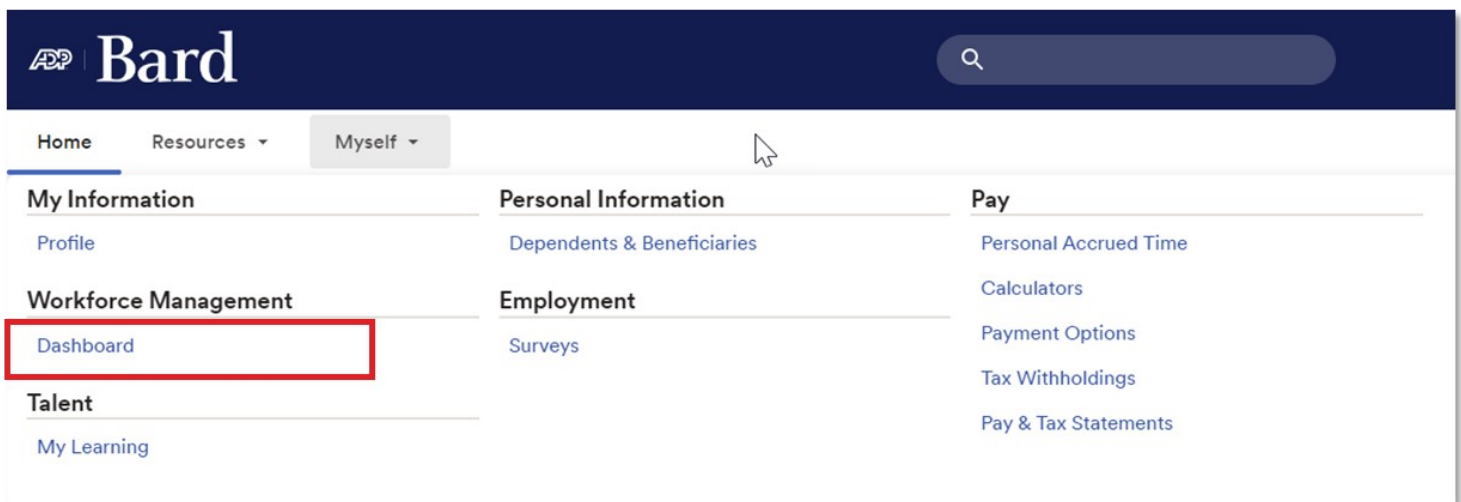
In the **My Schedule** tile, click the arrow in the top right corner.
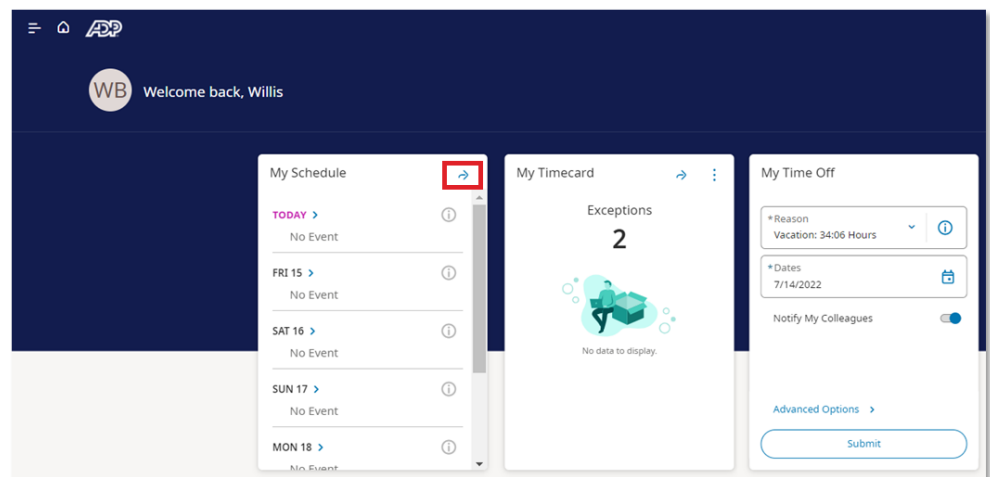
When the calendar opens, use the controls at the top of this screen to show previous and future views, access commonly performed tasks, change the calendar view, show or hide items in the calendar or hide the right panel.

Bard
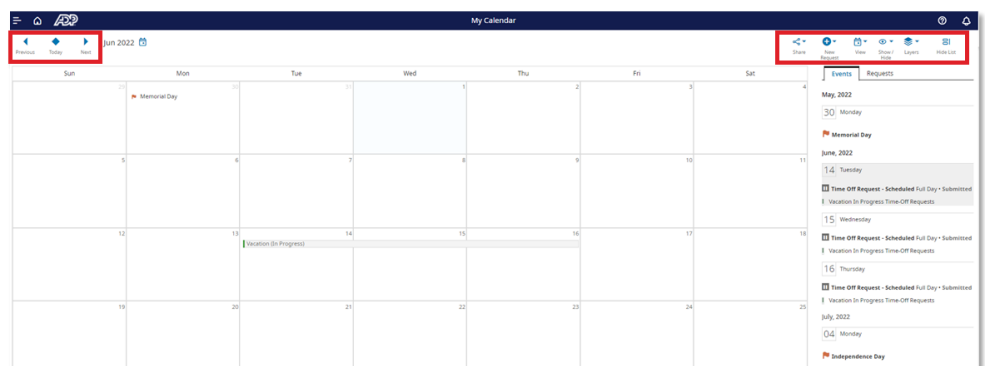
HOW TO ENTER YOUR TIME

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

My Timecard
Edited Tue 5/23 by Test, Employee

Exceptions

5

No data to display.
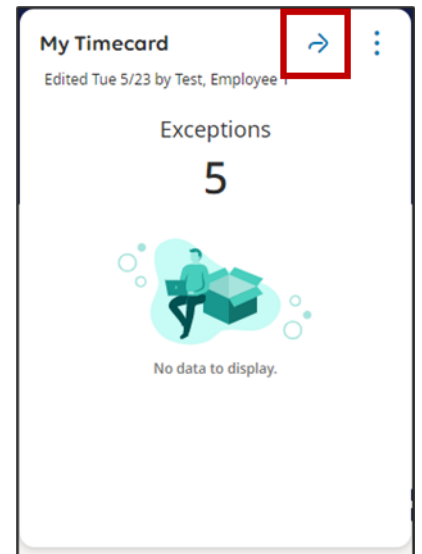
- In the **In** cell, enter the start time for the desired work date.
- When your shift is over, in the **Out** cell, enter the end time for the desired work date.
- Click **Save** to save your entry.

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					

List View   Approve   Remove Approval   Analyze   Rounded Punches

Bard

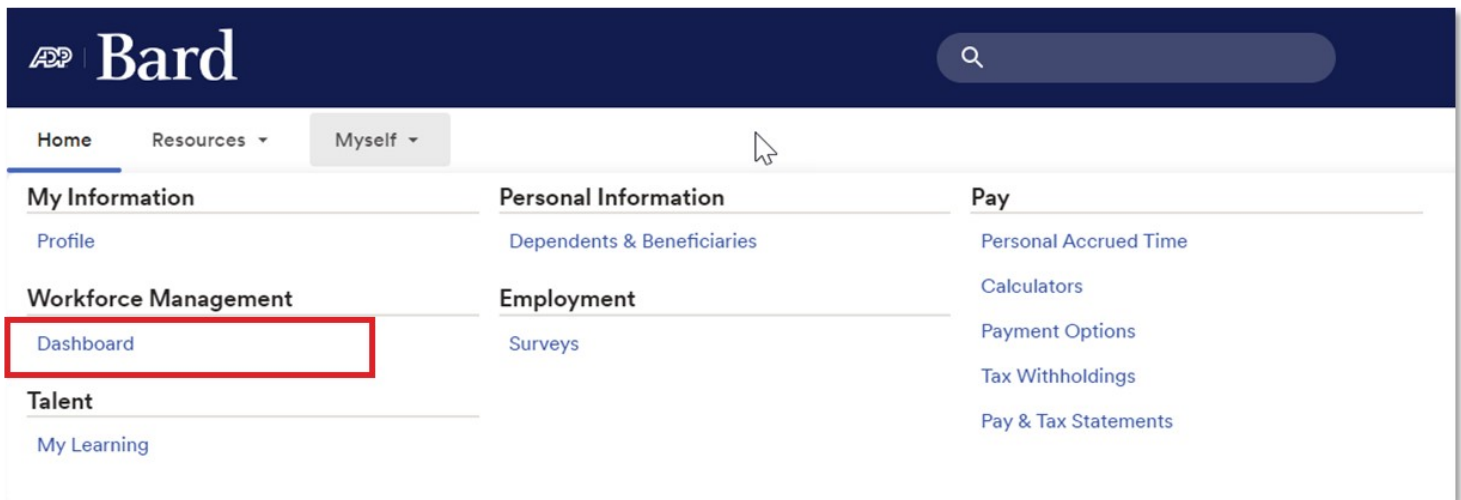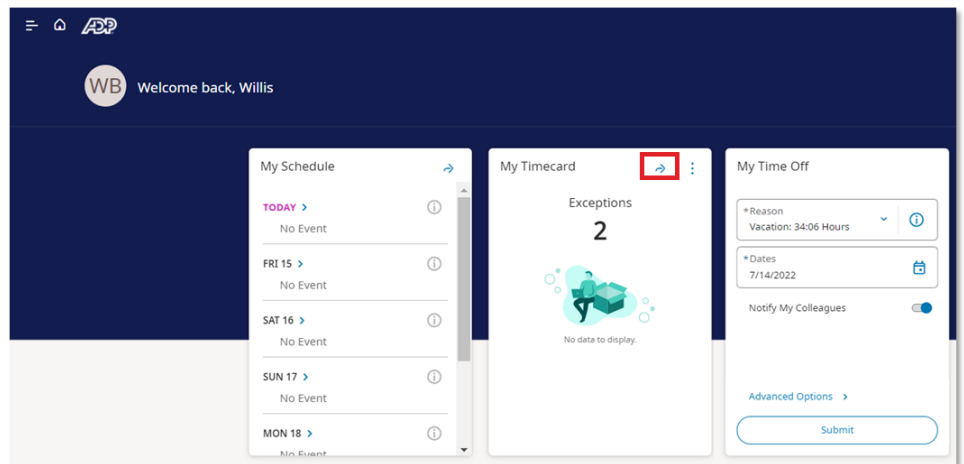# HOW TO VIEW TIME WORKED

Hourly Employees

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

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

Bard

- 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.

Bard

HOW TO SUBMIT YOUR TIMECARD

Access **ADP Workforce Manager** by following **Myself > Workforce Management > Dashboard**.
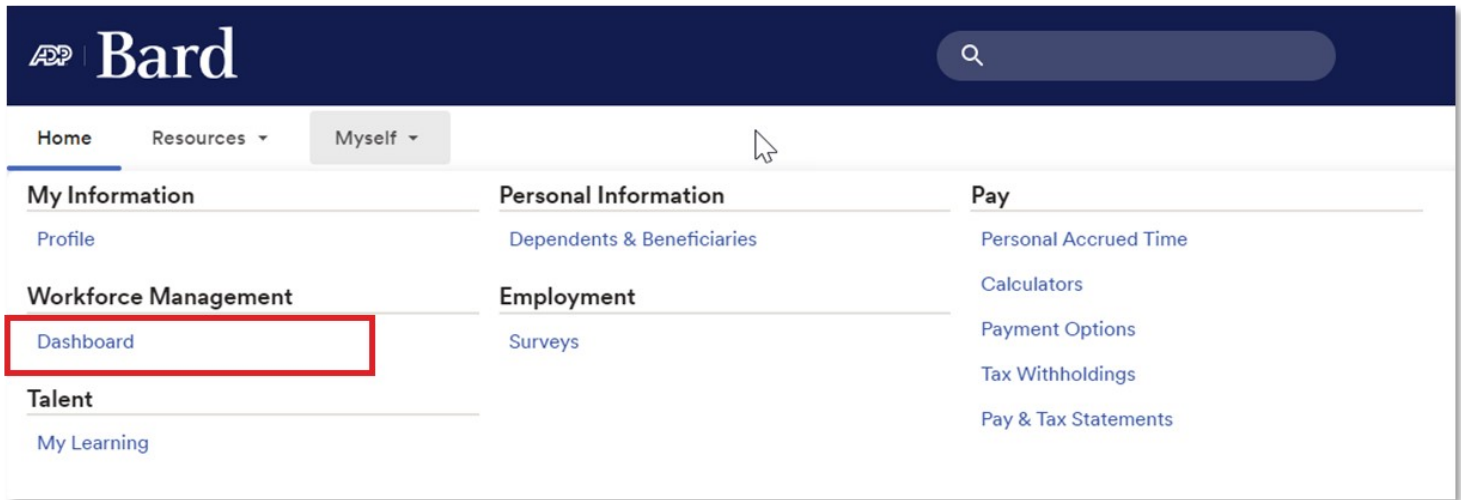
Click **My Timecard** to view your more detailed timecard.

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

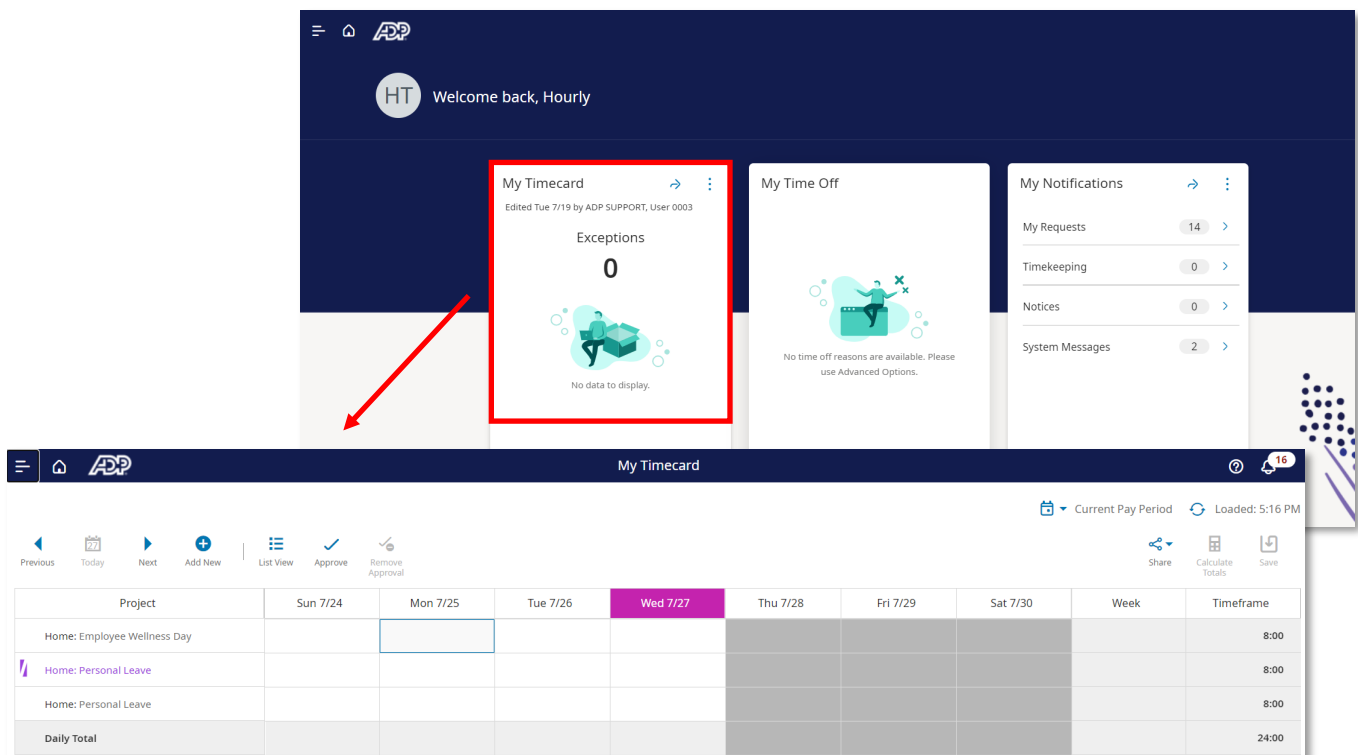*Please Note:* *Use* ***Approve*** *when you have reviewed your timecard and validated its accuracy. Use* ***Remove Approval*** *if you need to go back and make a change after you have approved your timecard. To make a change, click* ***Remove Approval****, update your timecard and reapprove by clicking*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

Bard

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

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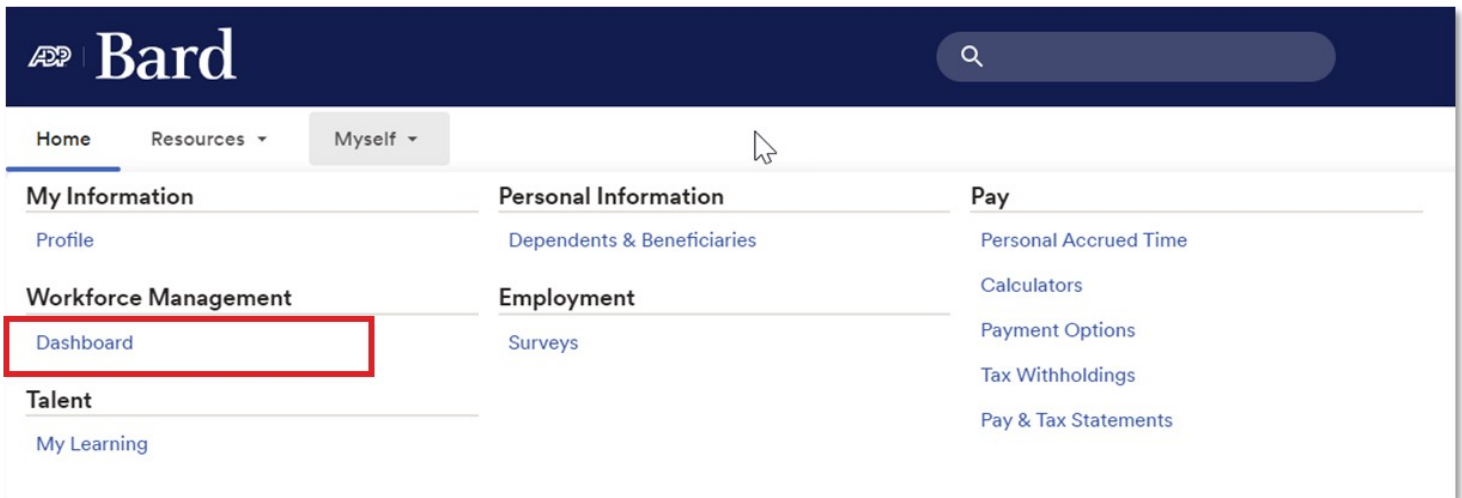
- From the **Manager Timecards** Tile, select **All Timecards**
- Access the desired timecard

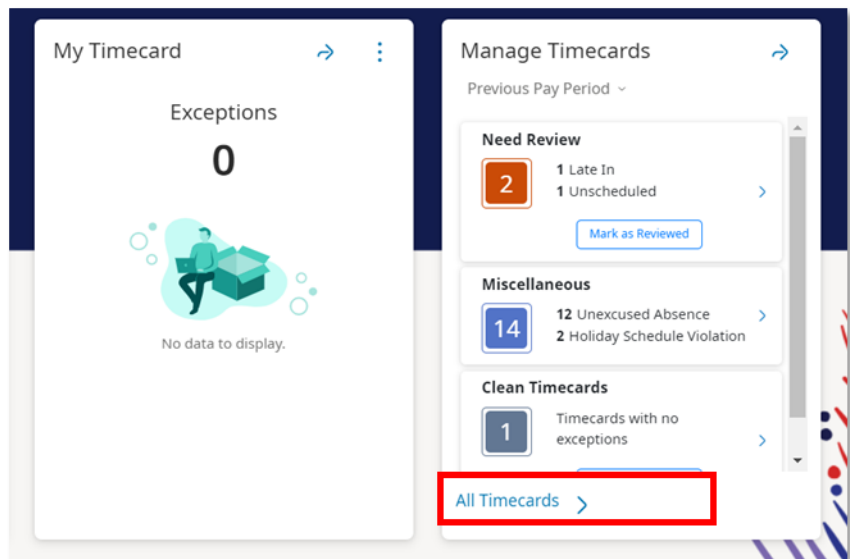- Click the drop-down next to **Current Pay Period** and select the appropriate option
- Or click **Select Range** to select a specific date
  - *A calendar will display where you can select a **Start** and **End Dates***
- To select different segments of the cost number to transfer on, click the **Transfer** 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**

To add a business structure:

- Select **Browse Entire List**

- Click the arrow to display all organizations
- Search for and select the appropriate entry
- Click **OK**
- Select **Submit**

- Click **Save** on your timecard to save your entry

*Please Note: You will see the **Total** tab delay the timecard allocated to the transferred cost number. Anything that contains an **X** denotes a transfer on the timecard.*
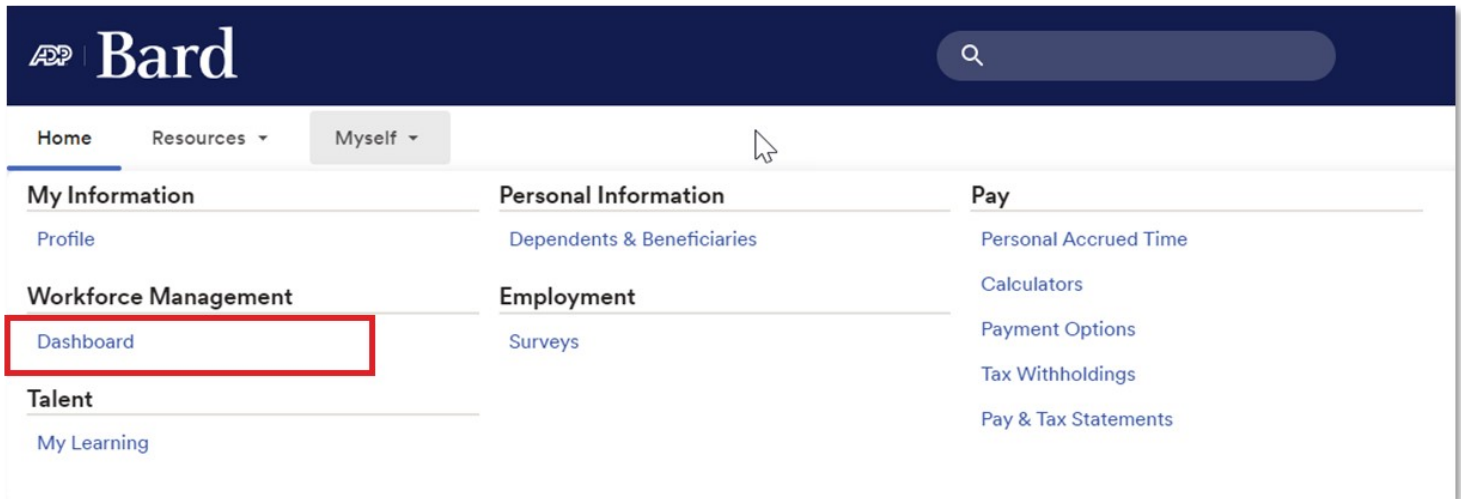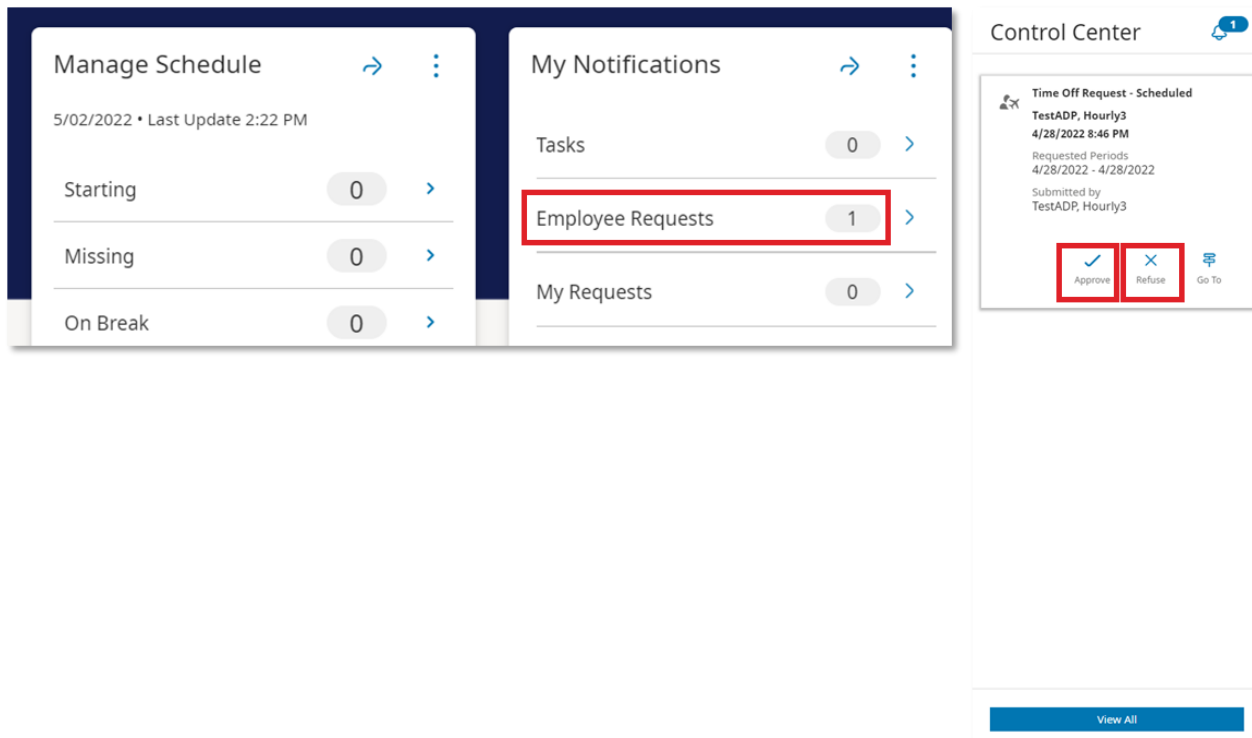
Bard

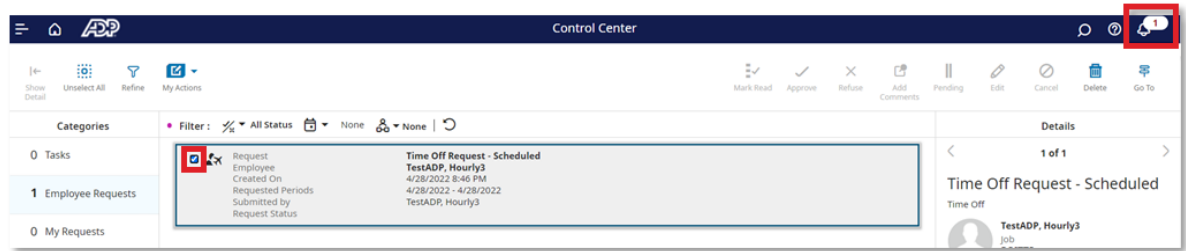# HOW TO APPROVE / REFUSE TIME OFF REQUESTS

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.
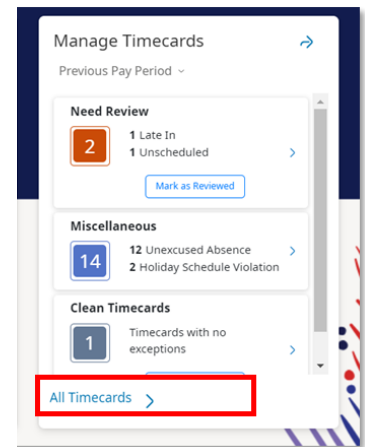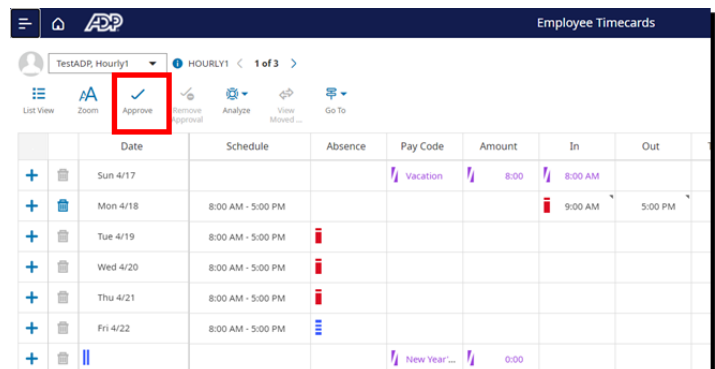
Bard
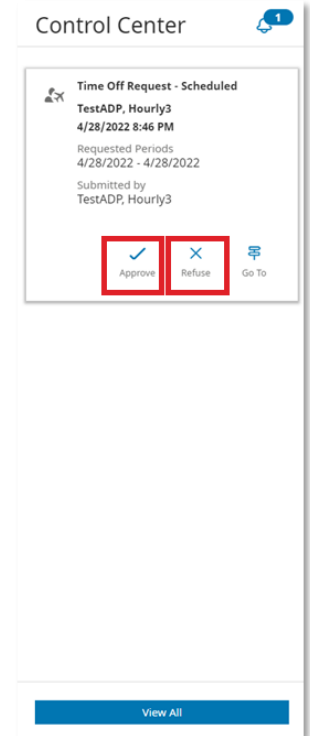
HOW TO APPROVE TIMECARDS

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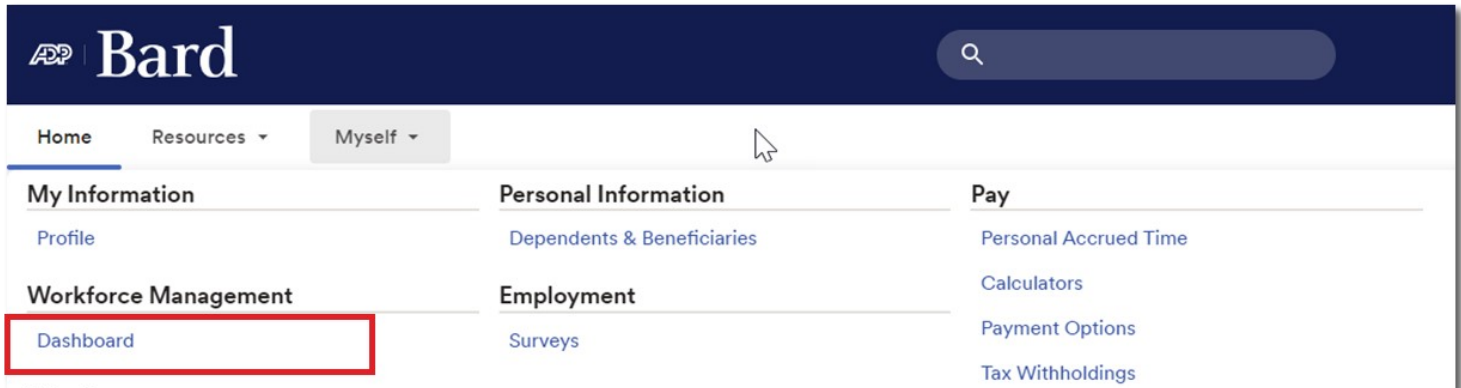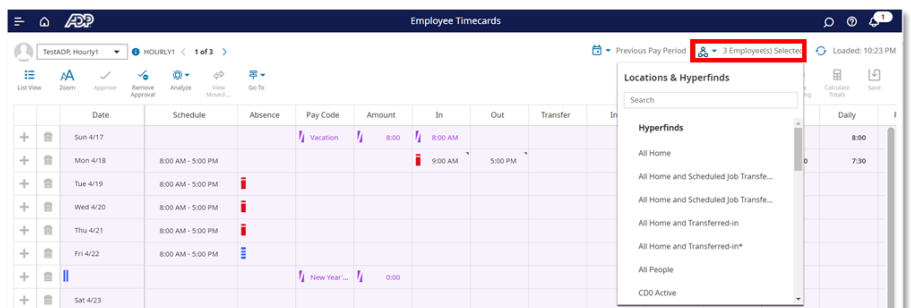

- From the **Manage Timecards** tile, select **All Timecards**

- Select the **Approve Timecard** icon

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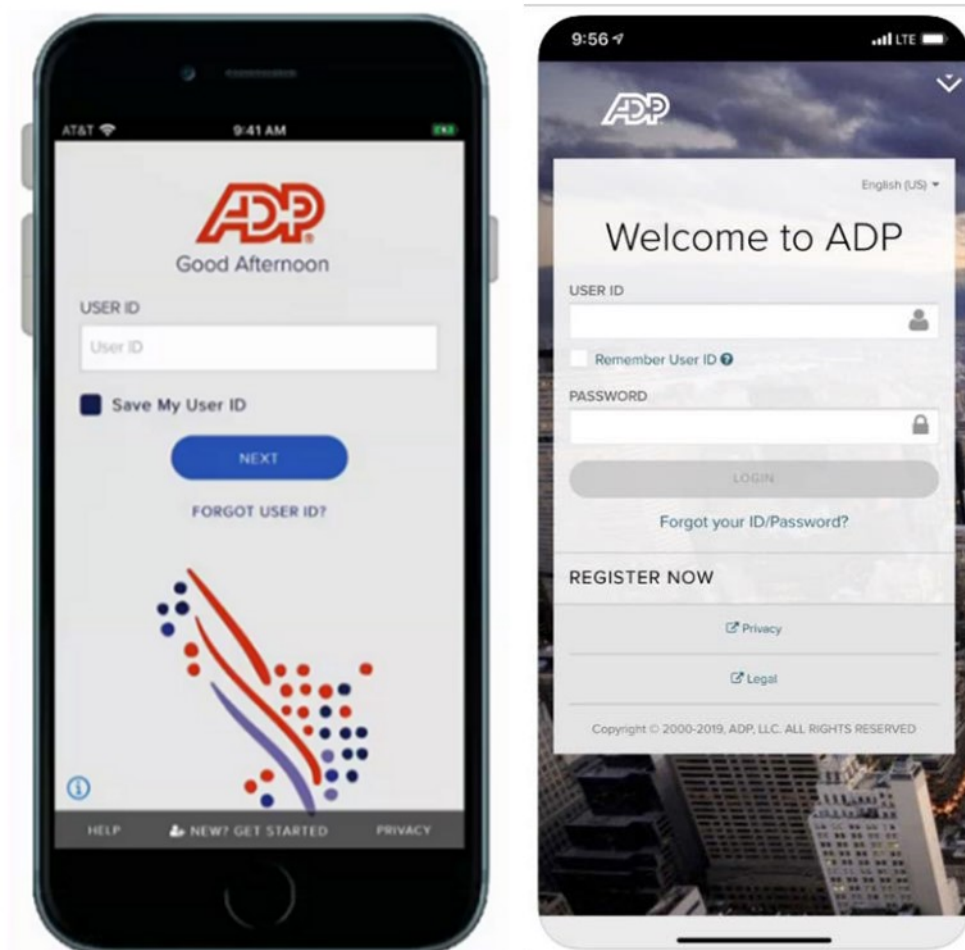
Bard

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.
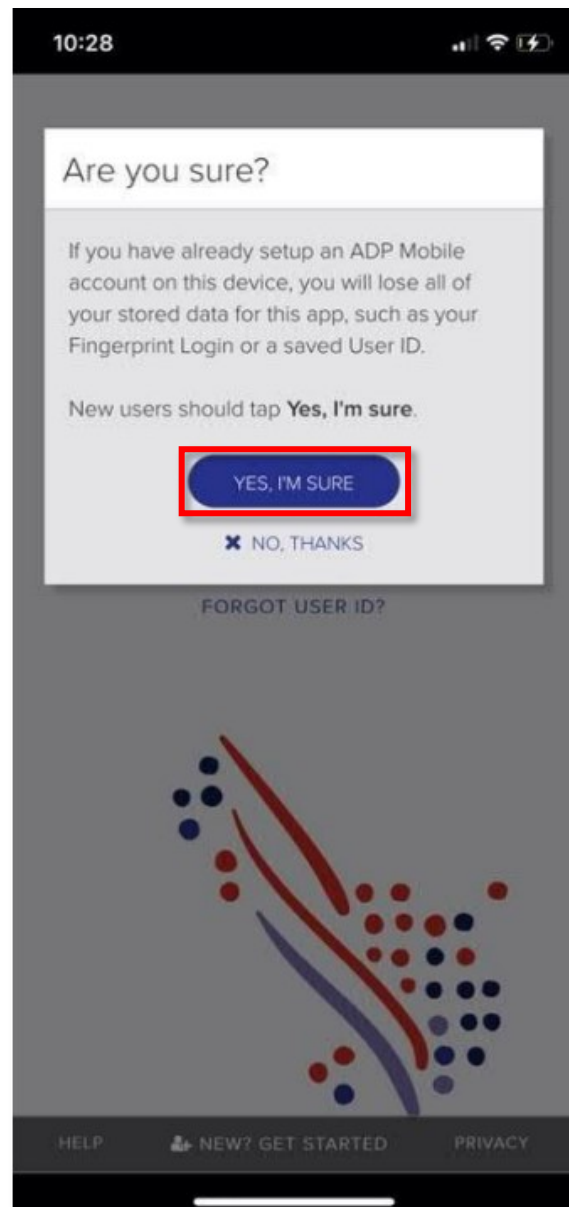
Bard

ADP MOBILE SOLUTIONS APP

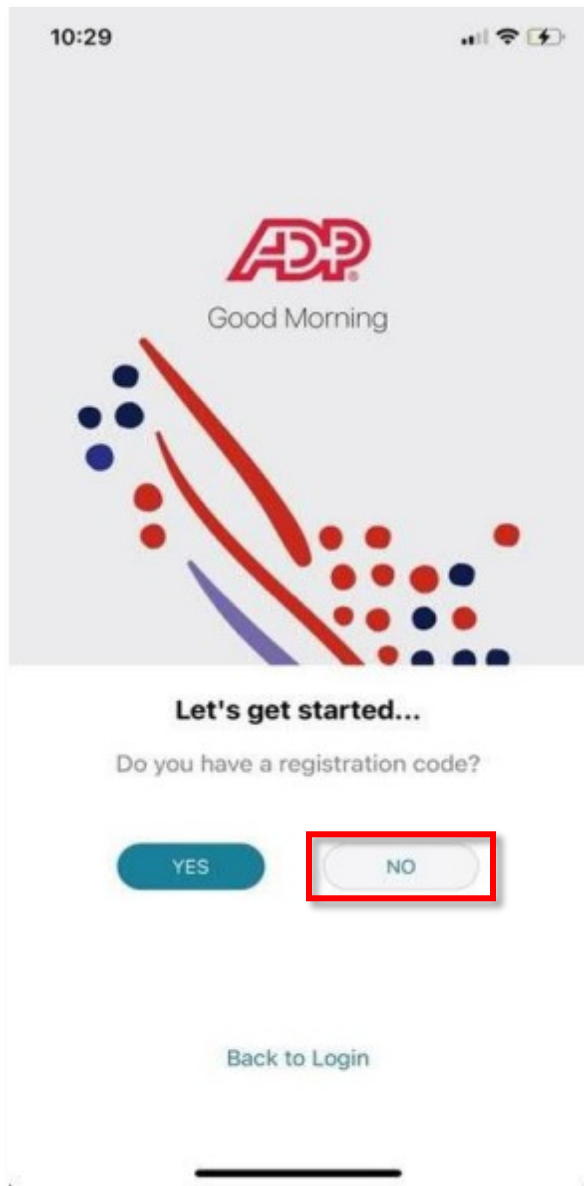Open the **ADP Mobile Solutions** app — **first time set up** requires the following steps:

1. Launch the ADP Mobile Solutions app on your smart phone and tap **New? Get Started** at the bottom of the screen
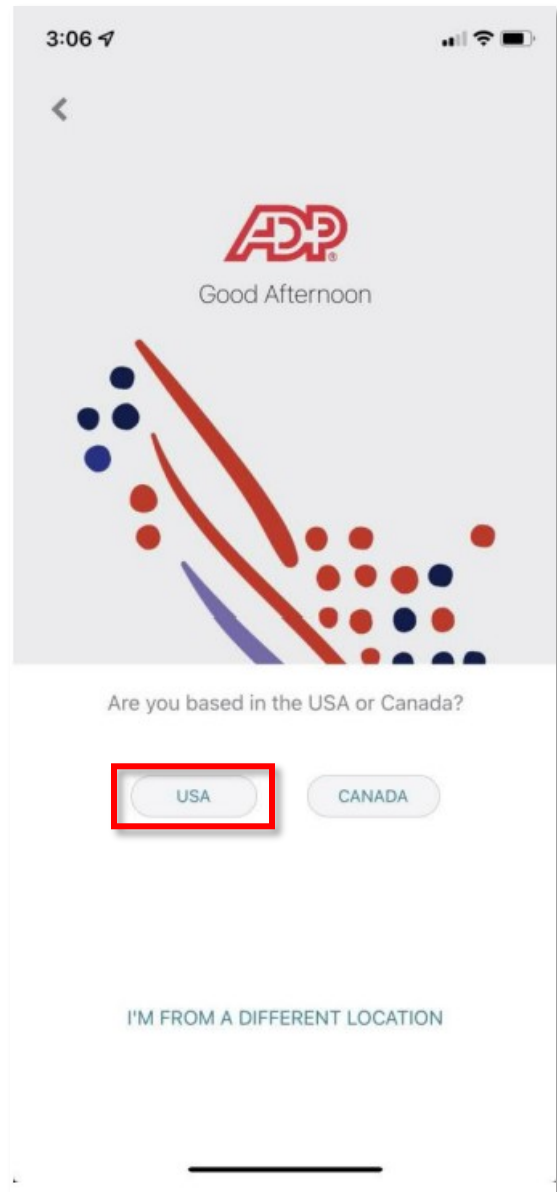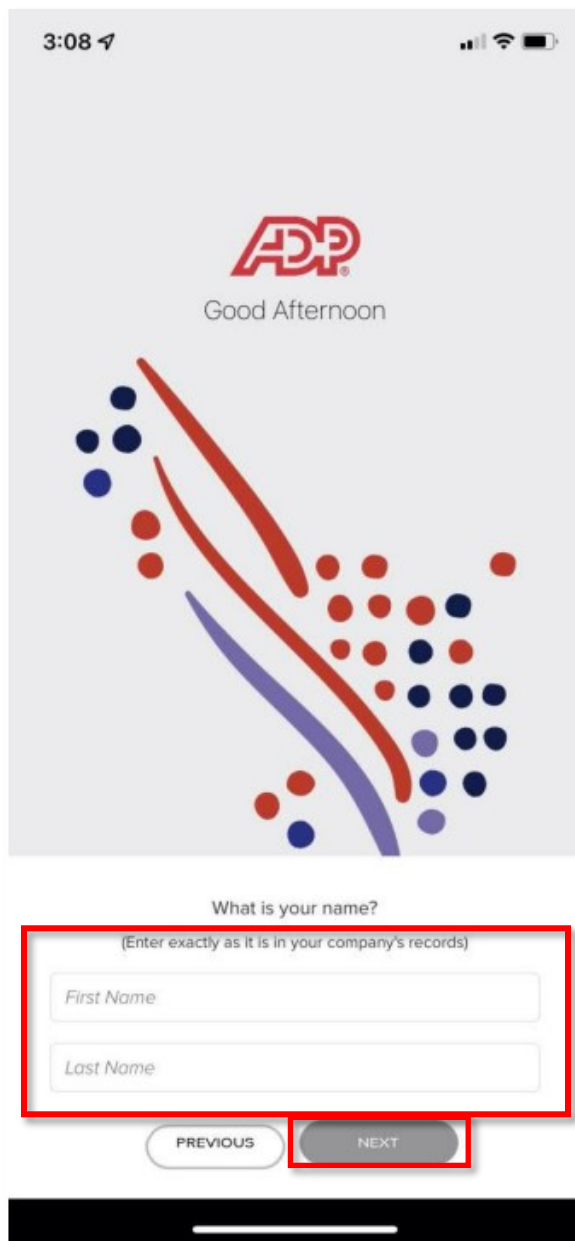
2. Tap **Yes, I'm Sure**

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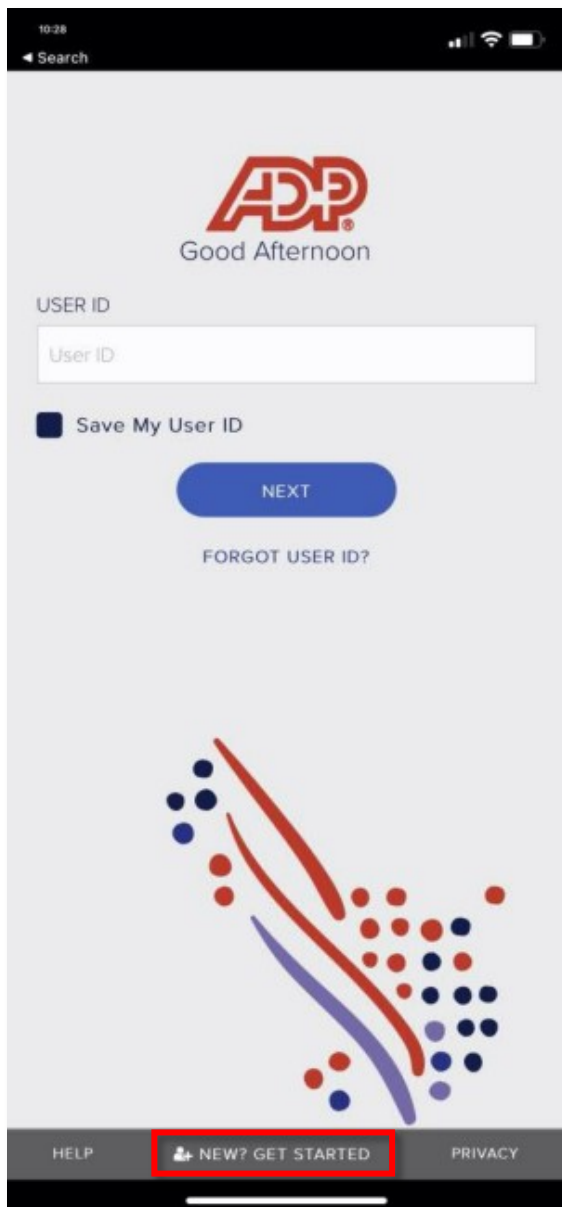
3. On the Let's get started screen, tap **No**

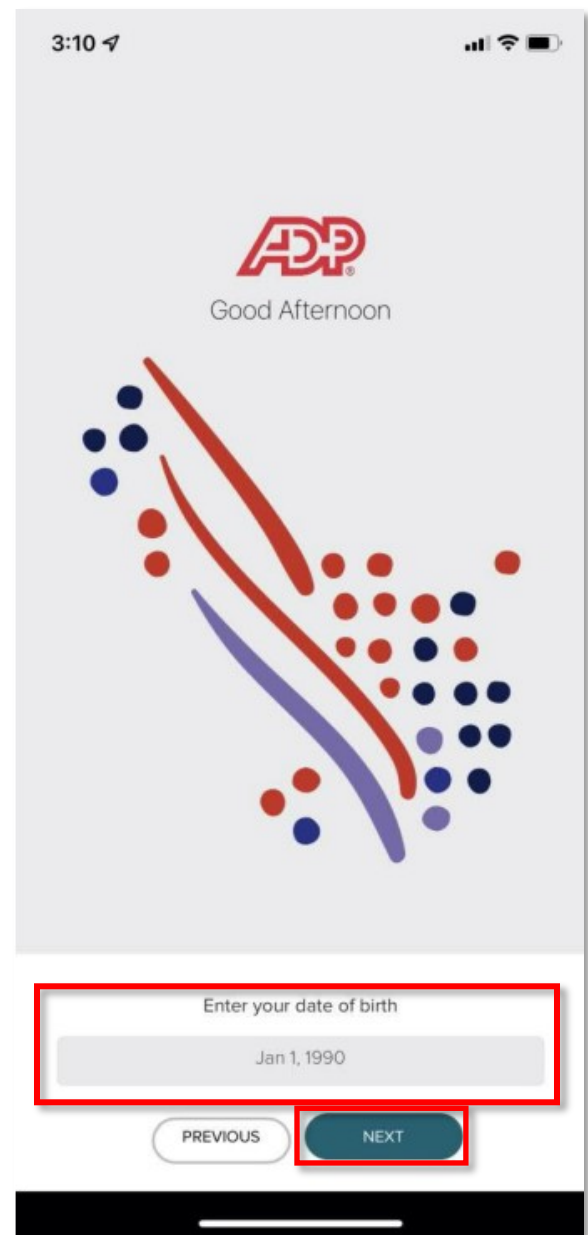4. Select USA as your country of residence

Bard

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

6. Enter your date of birth and tap **Next**
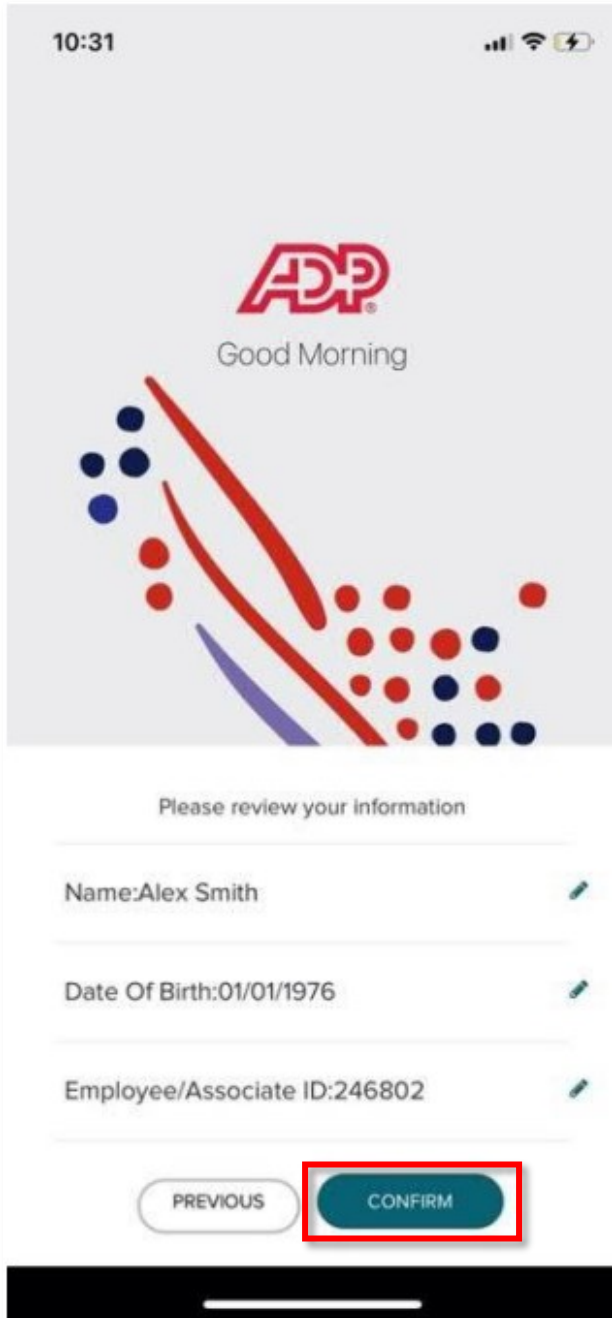
7. Tap **I DON'T HAVE THESE NUMBERS** and enter your Social Security Number

Bard

8. Review the information you entered and tap **Confirm** if it is correct
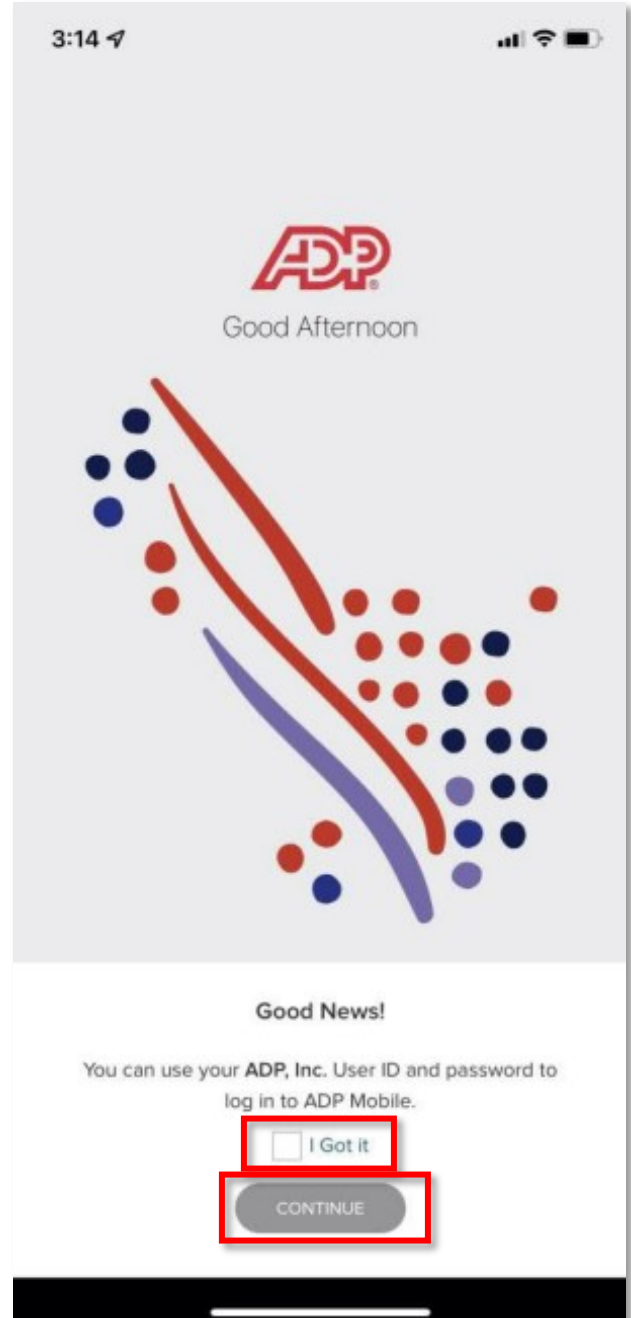
9. ADP verifies the information you entered against the information available in your company records. Upon successful verification, tap **I Got it,** and tap **Continue**
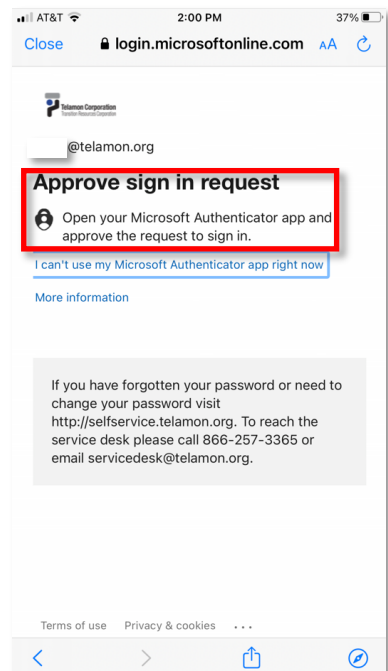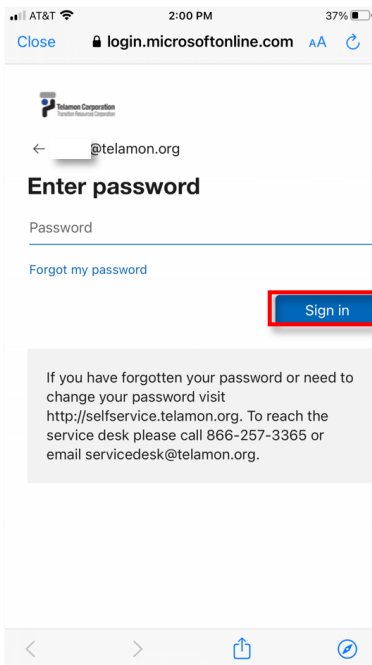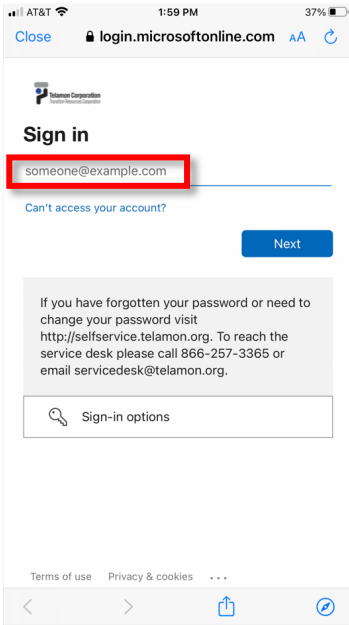
10. Enter the login and user ID and password that you use to sign in to your company's network or Identity Provider, and tap **Sign in.** Open your chosen MFA method to complete the login process

Bard

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***
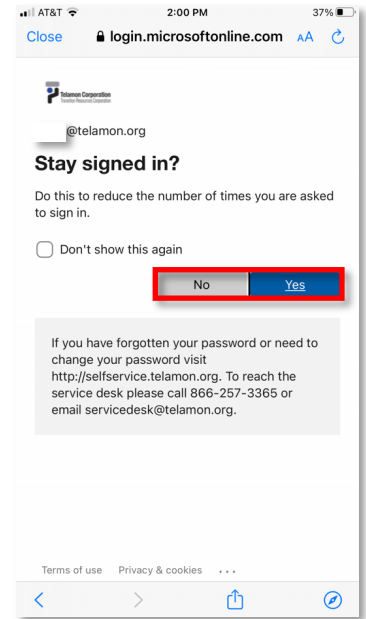
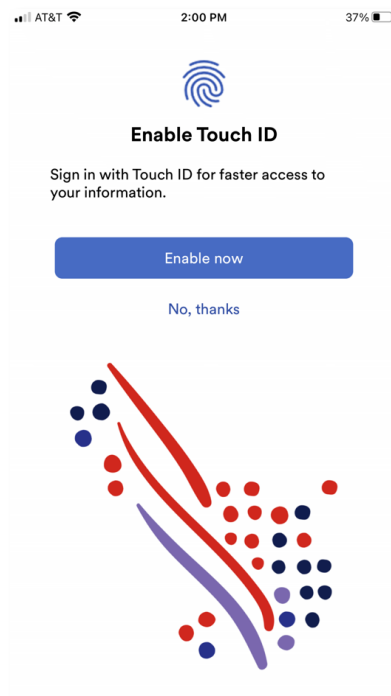11. If you're a first-time user, accept the Terms and Conditions. Then on the Enable Touch ID page, enable biometric login for faster access. The biometric options available to you will vary based on your mobile device

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

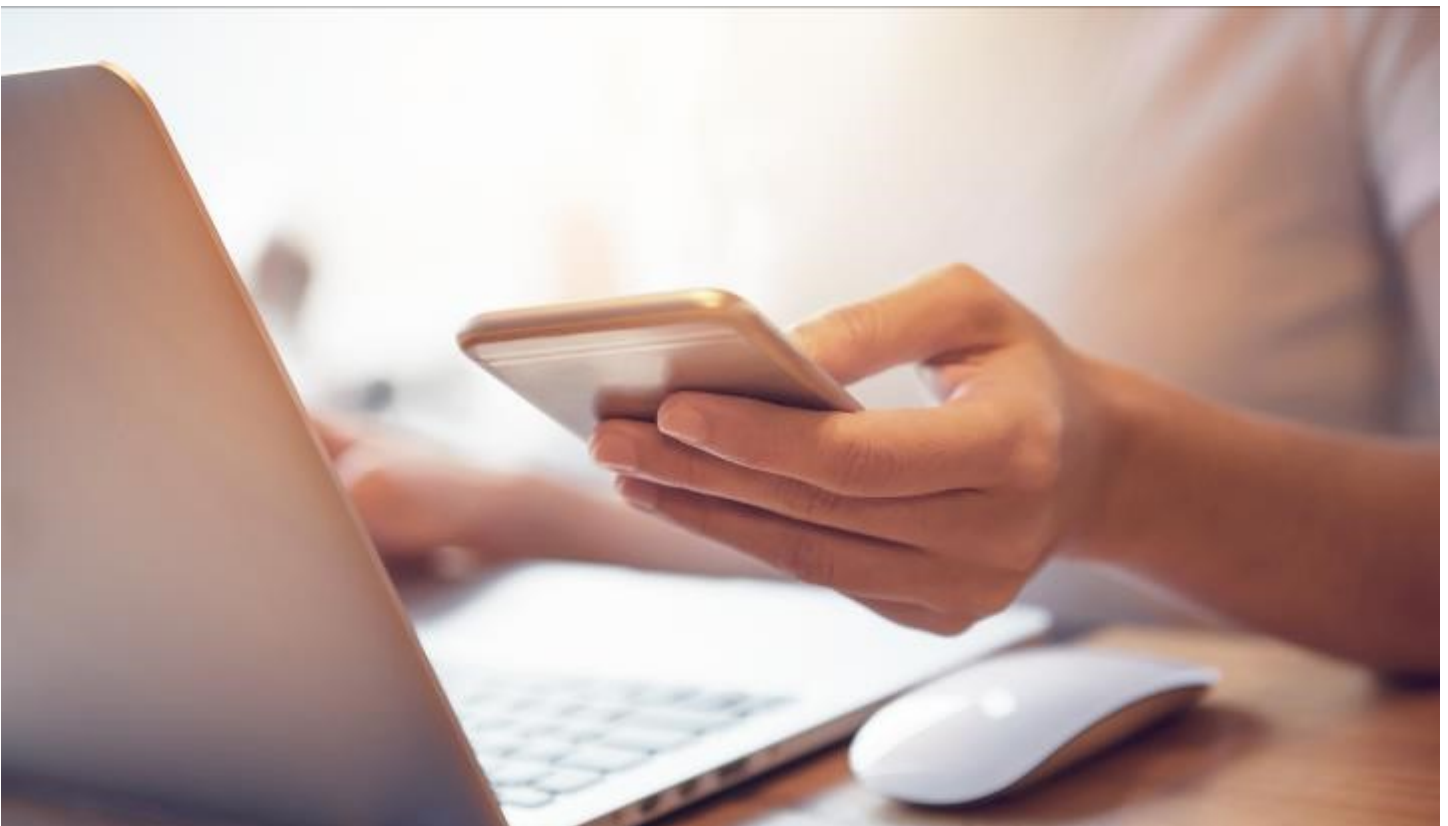**Bard**

ADP MOBILE SOLUTIONS RESOURCES / VIDEOS

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

Bard