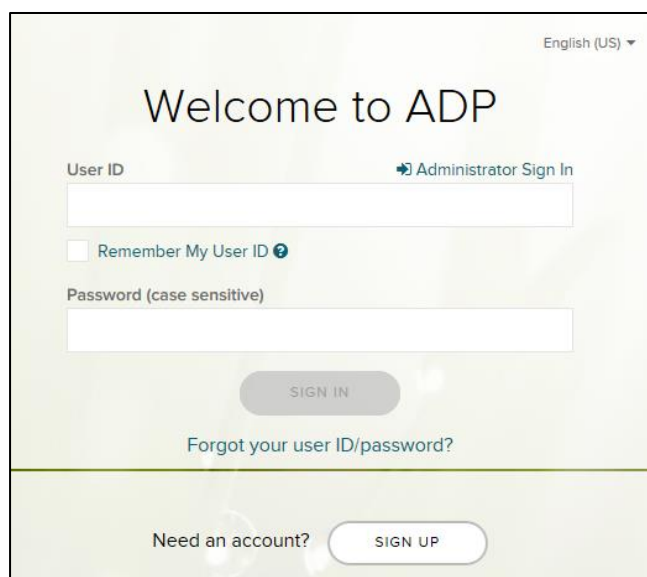## Introduction

In this self-study, you will learn how to navigate in ADP Workforce Now. The features that you will use depend on your job function and the tasks that you perform.

This self-study covers the following navigational elements:

- The login page
- The user interface
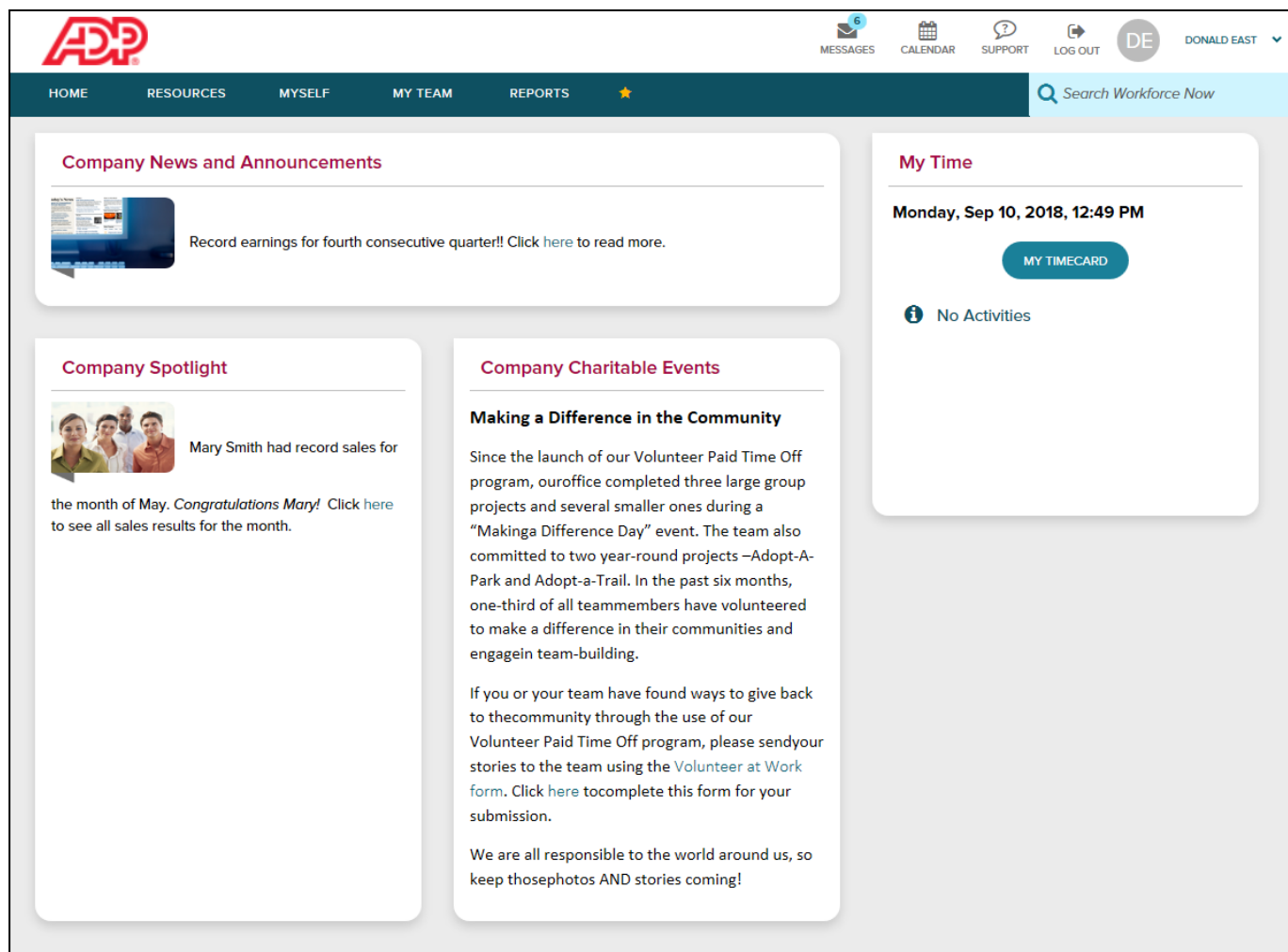- Page elements

The Login Page

You can securely access ADP Workforce Now (https://www.workforcenow.adp.com) using your user ID and password. If you forget your user ID or password, click Forgot Your User ID/Password and follow the simple steps to retrieve the information.
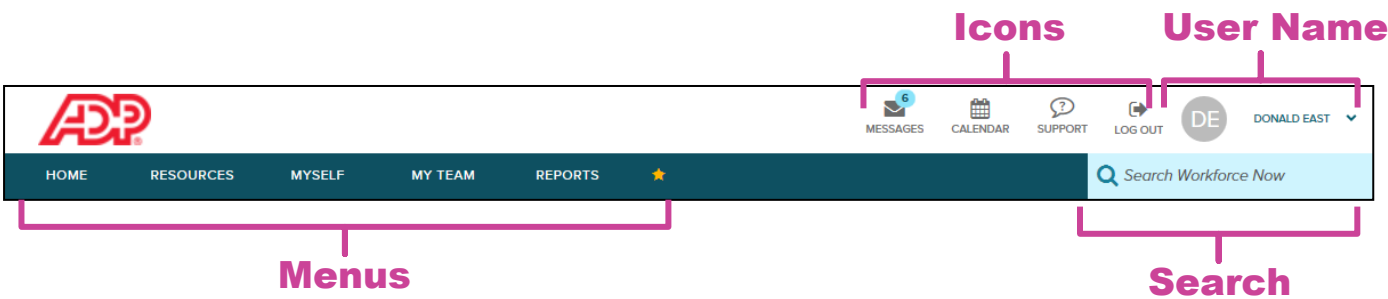
The User Interface

When you log on, the ADP Workforce Now Home page is displayed. The Home page has configurable sections such as Company Mission, Company Events, Company News and Announcements, and so on.

Note: Because we are continually improving our solutions, the screens in this self-study may differ from those that you see in the product.
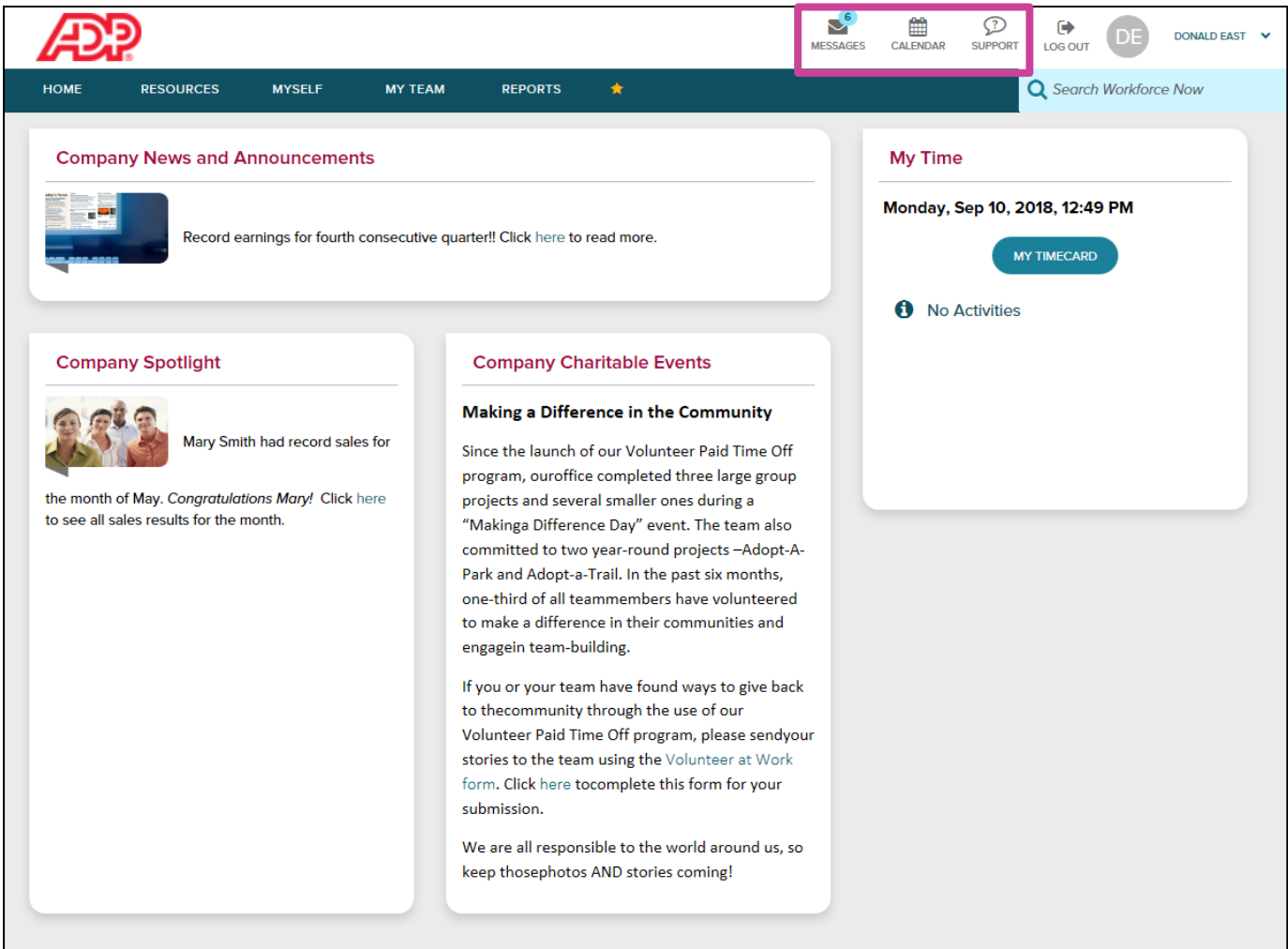
Page Elements

The top of each page includes icons, menus, the Search field, and access to preferences and your profile from your user name.
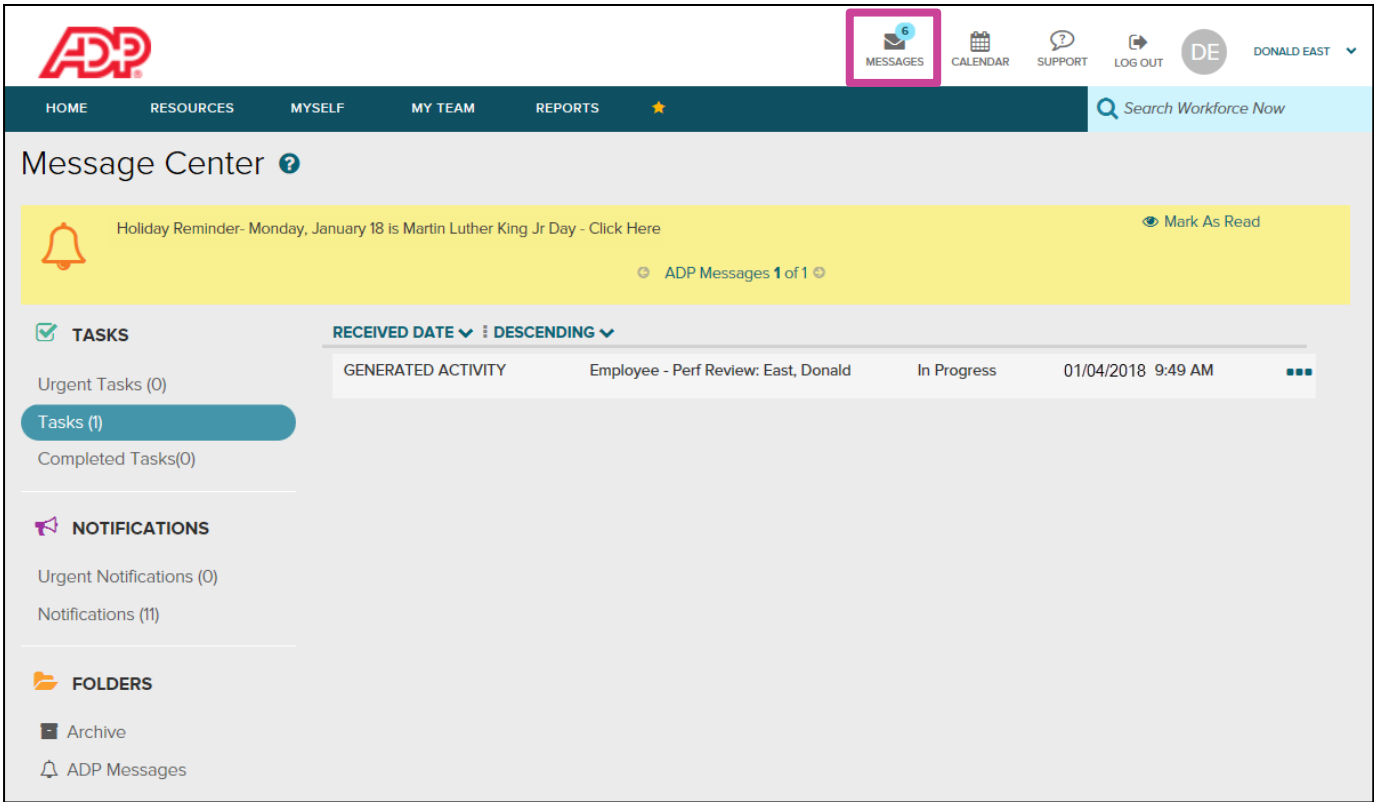

Icons at the Top of the Page

Icons provide quick access to frequently used activities.

Company News and Announcements

Record earnings for fourth consecutive quarter!! Click here to read more.

My Time

Monday, Sep 10, 2018, 12:49 PM

MY TIMECARD

No Activities

Company Spotlight

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

Company Charitable Events

Making a Difference in the Community

Since the launch of our Volunteer Paid Time Off program, ouroffice completed three large group projects and several smaller ones during a "Makinga 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 teammembers have volunteered to make a difference in their communities and engagein team-building.

If you or your team have found ways to give back to thecommunity through the use of our Volunteer Paid Time Off program, please sendyour stories to the team using the Volunteer at Work form. Click here tocomplete this form for your submission.

We are all responsible to the world around us, so keep thosephotos AND stories coming!

Message Center

Click ✉ (message center) to quickly view messages, which are grouped by message type.

The following table describes the different types of messages.

Message Type	Description
ADP Messages	ADP Messages are system-wide messages sent by ADP that communicate important, time-sensitive information so that you are aware of upcoming events, such as a banking holiday, that could affect your service. Click Mark as Read to move the message to the ADP Messages folder.
Tasks	Tasks are messages that require you to take action, for example, a time off request that you need to approve or reject. Click the subject to view the message. Click ••• (action) to review, approve, or reject a message or to view the message history. The actions that are available depend on the message.
Notifications	Notifications are noncritical informational messages, for example, a success or failure message related to custom report generation.

Calendar

Click 📅 (calendar) to access event information and to perform actions on selected dates and times that are related to your profile. Event information and actions include requesting time off, arranging work schedules, and noting holidays, blackout dates, and pay dates.

You can filter content by event type and time ranges. You can work with the following groups of calendar entries:

- Use My Calendar to work with calendar entries that are applicable to you.
- Use My Team, if you are a manager, to work with calendar entries that are applicable to the employees who report to you.
- Use My Peers to work with calendar entries that are applicable to peers who report to the same manager as you.

Note: Your profile settings control the calendar entries that you can access.

Support

Click 💬 (support) to display the Support page and access forms, product documentation, and learning resources for ADP Workforce Now. When you click 💬 (support) from anywhere within ADP Workforce Now, context-sensitive support is displayed.
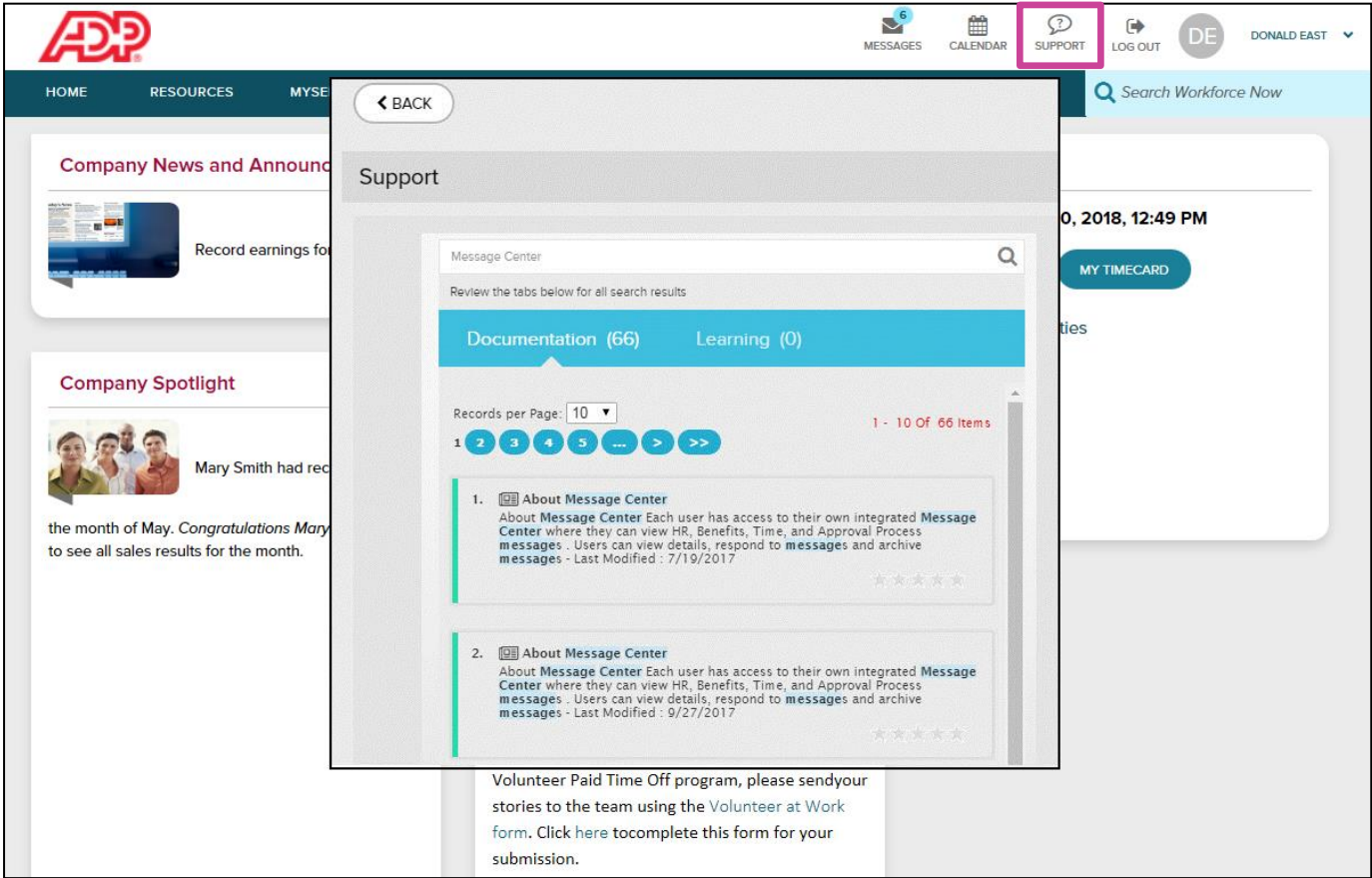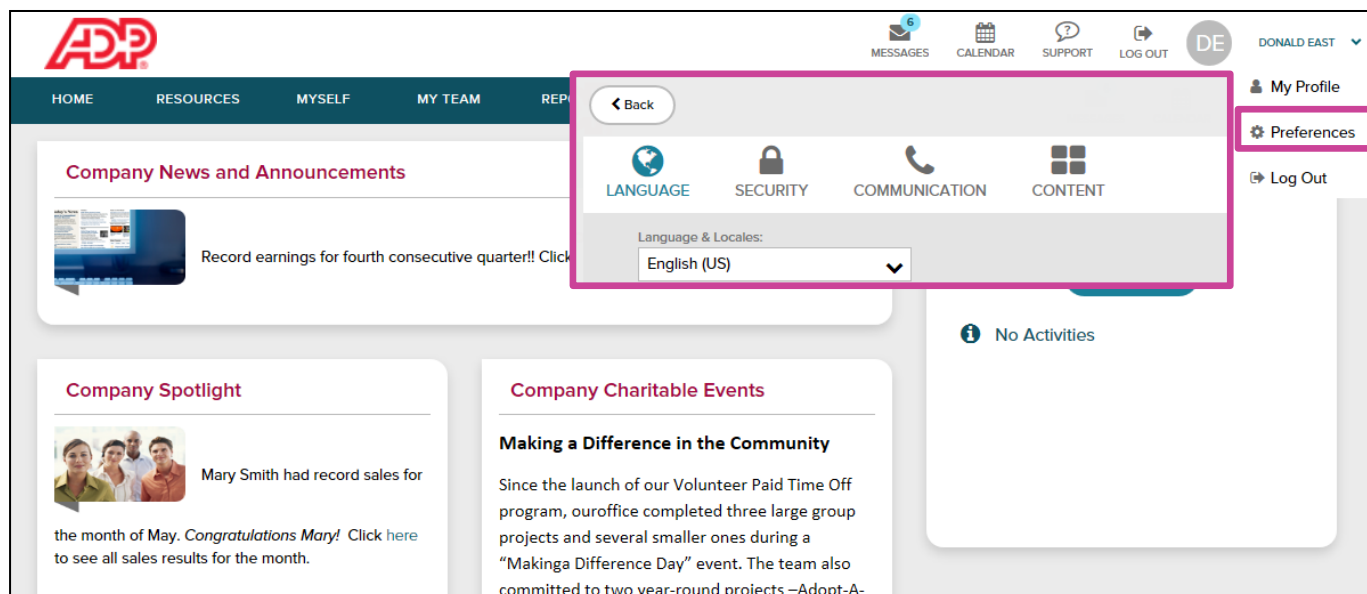
My Profile

Click your user name and then click My Profile to display your employee profile, which includes the following information:

- Name
- Country indicator (flag)
- Title
- Associate ID
- Email address
- Phone number
- Mobile phone number
- Department
- Location
- Reports to

Preferences

Click your user name and then click Preferences to manage your language selection, content, contact, and security information.

The following table describes the preferences options.

| Option	Description
LANGUAGE	From Language, you may have the option to display the content in ADP Workforce Now in a different language. This preference will be displayed only if it is turned on for your company. You may have the following languages options: • English (US) • Spanish (US) • English (CA)
SECURITY	From Security, you can access the following tabs: • Password tab to change your password • Questions tab to manage your security questions and answers
COMMUNICATION	From Communication, you can manage the following contact information: • Work and personal email addresses. Indicate which email address to use for notifications. • Several types of work contact information: work phone, fax, cell, pager, and mail stop.
CONTENT	From Content, you can manage Time & Attendance preferences such as whether attendance and timecard notifications are sent through the Message Center or in email messages.

Menus

The menus and activities that are available to you depend on your assigned roles, security settings, and the modules that your company uses. The following table describes the menus that might be available.

Menus

Menu	Role	Description
Home	All	This page is displayed when you log on.
Resources	All	Access company information such as forms, frequently asked questions, tools and references, and manager tools.
Myself	All	Access activities that are associated with your role as an employee such as personal information, employment, pay, time and attendance, time off, talent, and benefits.
My Team	Manager, supervisor	Access activities that are associated with your role as a manager, such as employee personal information and employee employment information, including job profiles and pay rates. You can also manage the requisition and application process and conduct employee performance reviews.
Reports	Manager, supervisor	Access both standard and custom reports. Standard payroll reports include audit trail, on-site printing, pay history, statutory compliance, time and attendance, wage garnishment, benefits, and so on. Access team reports such as employee personal and employment information, performance reviews, recruitment, and so on.
Favorites	All	Access frequently-used pages that you marked as favorites.

Search
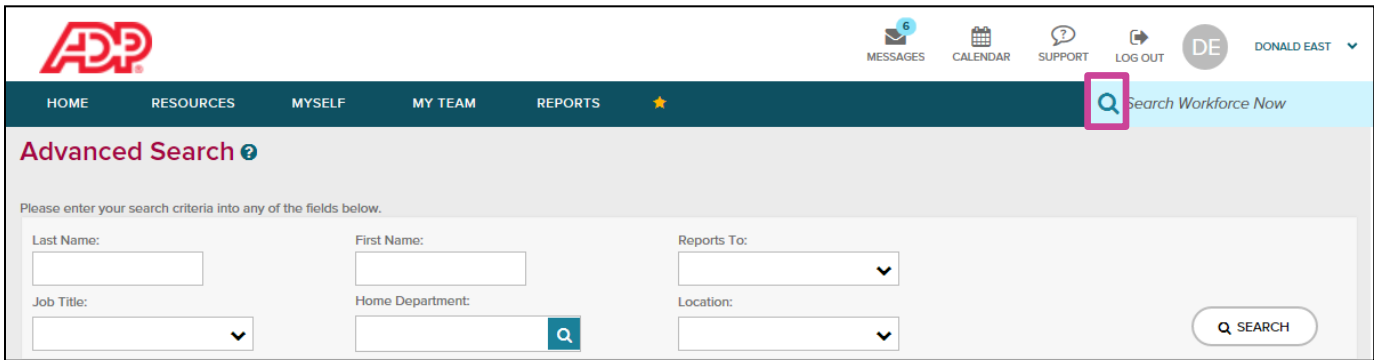
Find employees by using the Search field.
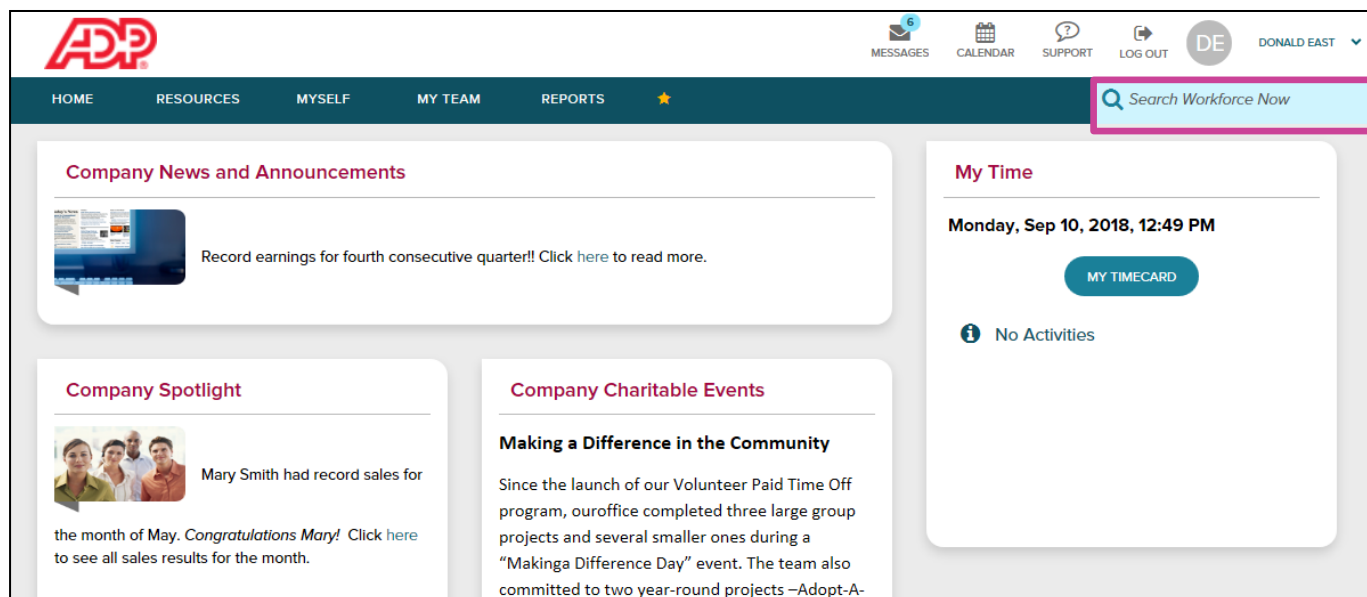
The Search field has the following characteristics and capabilities:

- Is not case-sensitive
- Uses "starts with" logic, which means that if you type "tom," the search returns results that begin with those characters
- Narrows your search results as you type
- Searches for only last names if you enter a last name and then a comma
- Searches for only first names if you enter a comma and then a first name
- Allows capital or lowercase letters, numerals, commas, spaces, and dashes

Advanced Search

Click Q (search) to launch an advanced search. You can search by any of the following criteria:

- Last name
- First name
- Reports to
- Job title
- Home department
- Location

Icons

Perform tasks quickly and easily with icons. The following table includes some examples.

Icon	Description
⊕	Click ⊕ (add) to add a record, an option, or an entry for the current activity.
⊖	Click ⊖ (delete) to remove a record, an option, or an entry from the current activity.
▶ or ⋯	Click ▶ or ⋯ (action) to view a list of additional activities or options.
❓	Click ❓ (help) to view context-sensitive information for a specific field or task.