



Introduction

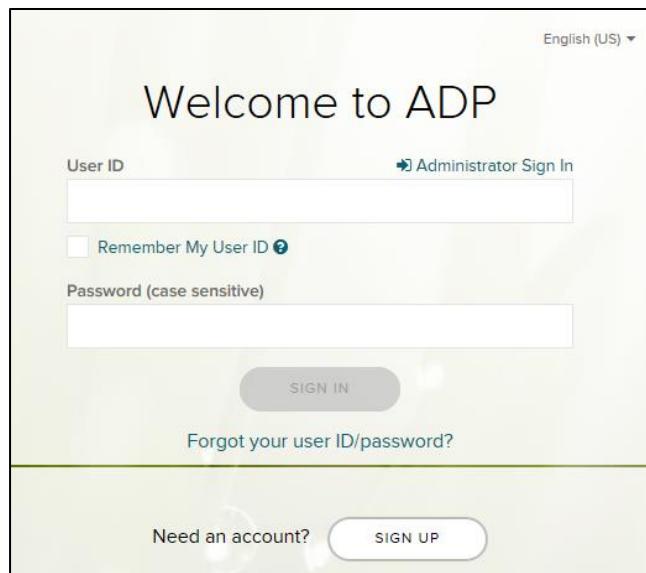
In this self-study, you will learn how to navigate in ADP Workforce Now. The features that you will use depend on your job function and the tasks that you perform.

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.



English (US) ▾

Welcome to ADP

User ID Administrator Sign In

Remember My User ID ?

Password (case sensitive)

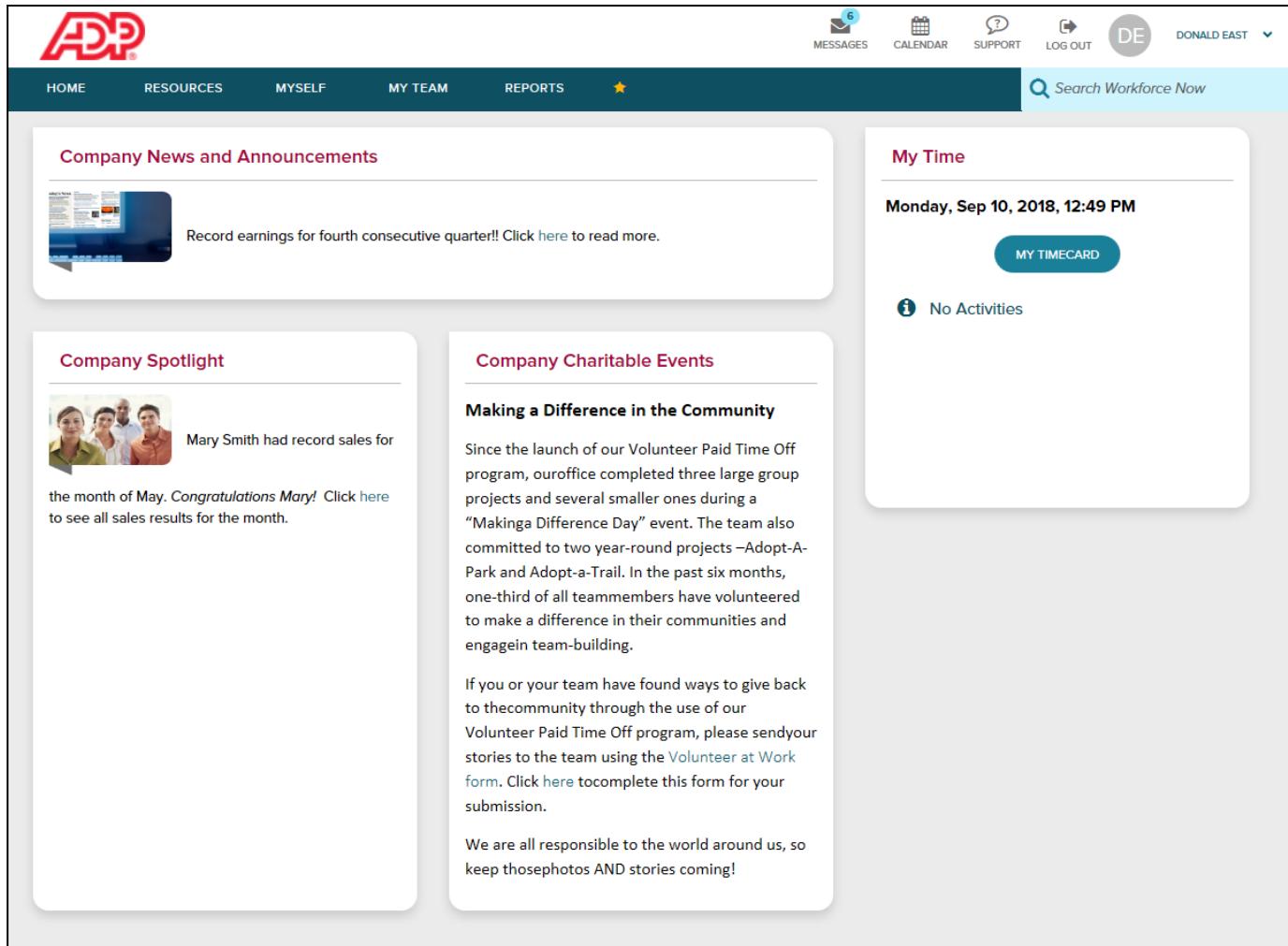
SIGN IN

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

Need an account? **SIGN UP**

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.



The screenshot shows the ADP Workforce Now Home page with the following sections:

- Company News and Announcements:** A thumbnail image of a news article with the text "Record earnings for fourth consecutive quarter! Click [here](#) to read more.".
- Company Spotlight:** A thumbnail image of three people with the text "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:** A section titled "Making a Difference in the Community" with text about the company's volunteer work, including "Volunteer Paid Time Off" and "Making a Difference Day". It also includes a call to action for users to submit their own stories.
- My Time:** A section showing "Monday, Sep 10, 2018, 12:49 PM" and a button for "MY TIMECARD". It also indicates "No Activities".

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

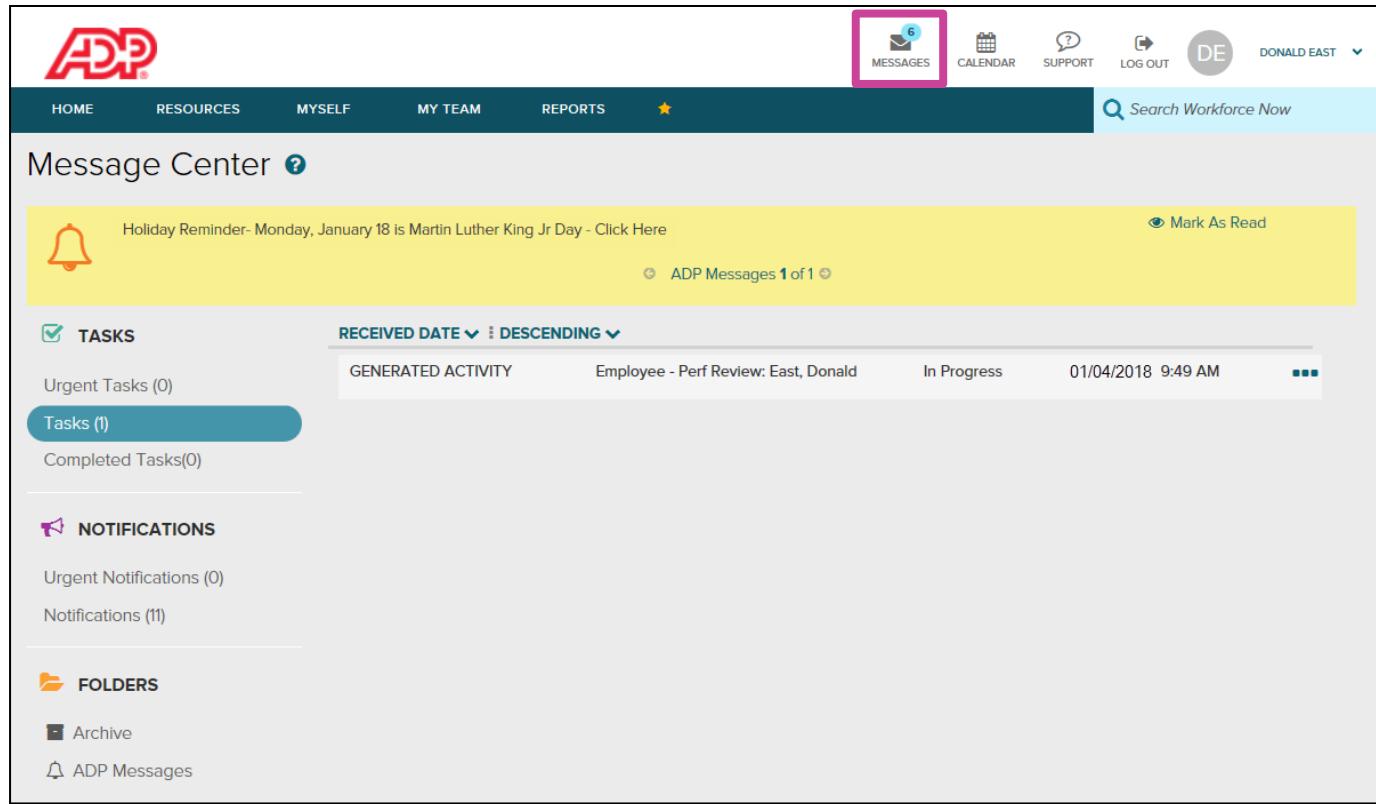
Icons provide quick access to frequently used activities.

The screenshot shows the ADP Workforce Now homepage with several content modules and navigation elements. The top navigation bar includes the ADP logo, Home, Resources, Myself, My Team, Reports, and a search bar. The main content area features the following modules:

- Company News and Announcements:** A news item about record earnings for the fourth consecutive quarter, with a link to read more.
- Company Spotlight:** A photo of four people and a text snippet about Mary Smith's record sales for May, with a link to see all sales results.
- Company Charitable Events:** A text block about the company's commitment to the community through the Volunteer Paid Time Off program, mentioning three large group projects and several smaller ones during "Making a Difference Day". It also encourages team members to submit their own stories.
- My Time:** A section showing the date (Monday, Sep 10, 2018, 12:49 PM) and a button for "MY TIMECARD". It also indicates "No Activities".

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.

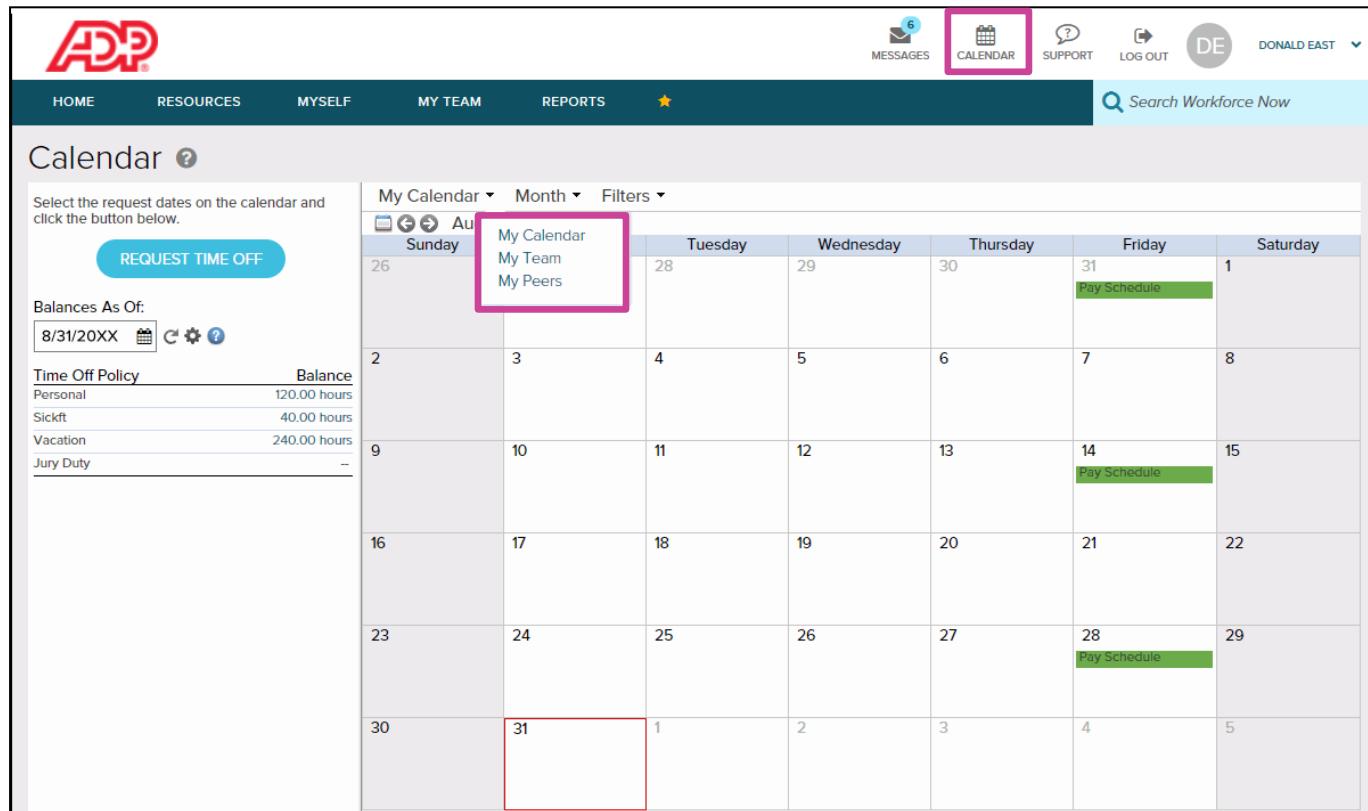
Calendar

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.

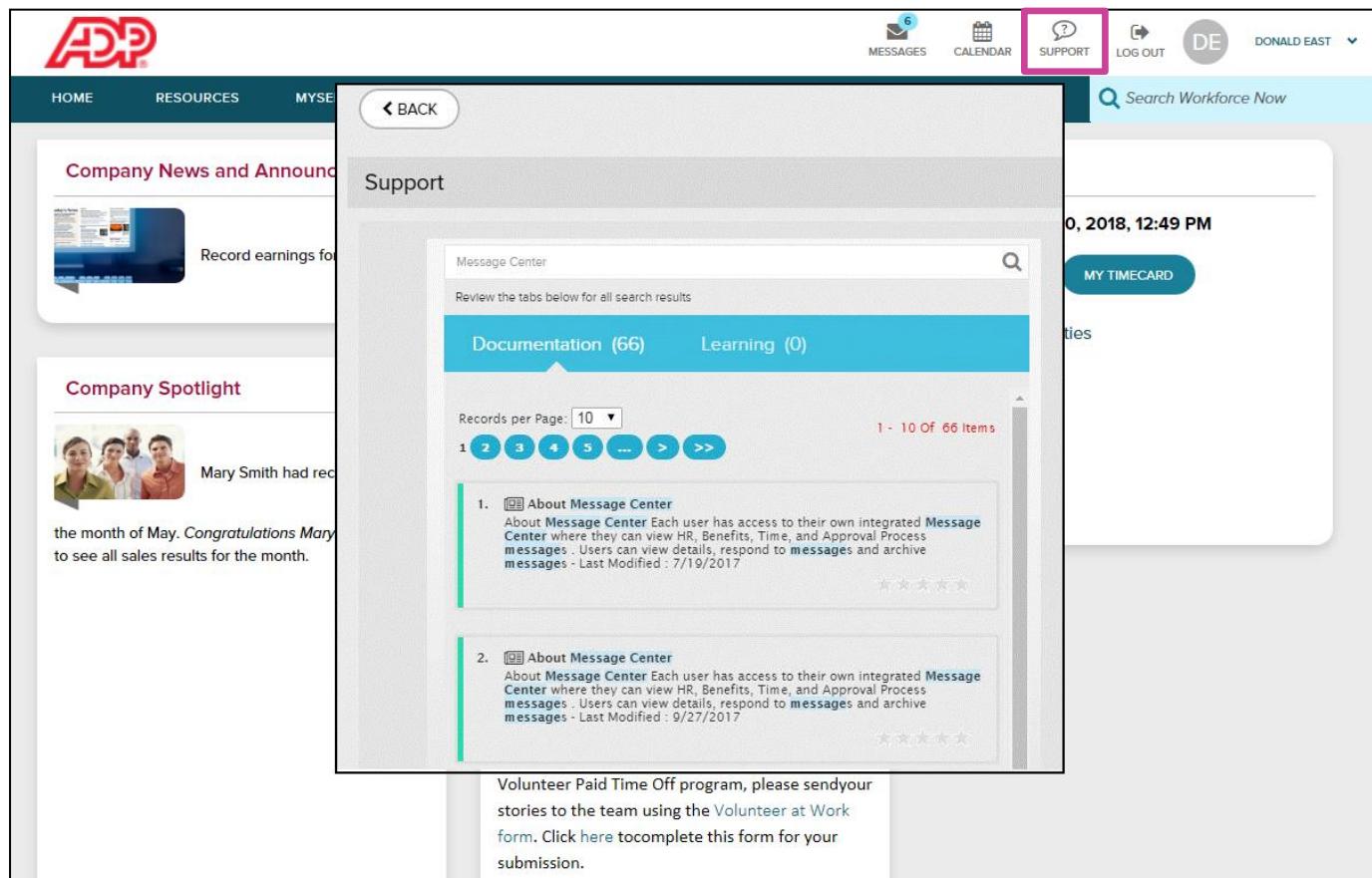
Note: Your profile settings control the calendar entries that you can access.



The screenshot shows the ADP Workforce Now interface. At the top, there is a navigation bar with links for HOME, RESOURCES, MYSELF, MY TEAM, REPORTS, and a search bar. On the right side of the top bar are icons for MESSAGES (6 notifications), CALENDAR (highlighted with a pink box), SUPPORT, LOG OUT, and a user profile for DONALD EAST. Below the navigation bar is a search bar labeled 'Search Workforce Now'. The main content area is titled 'Calendar' with a question mark icon. It includes a section for 'REQUEST TIME OFF' and 'Balances As Of: 8/31/20XX' with a gear and help icon. To the right is a 'Time Off Policy' table showing balances for Personal (120.00 hours), Sick (40.00 hours), Vacation (240.00 hours), and Jury Duty (0 hours). The main feature is a monthly calendar grid for August. The grid shows days from 26 to 31. A pink box highlights the 'My Calendar', 'My Team', and 'My Peers' filter options in the top right corner of the grid. A red box highlights the date '31' in the bottom left corner of the grid.

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.

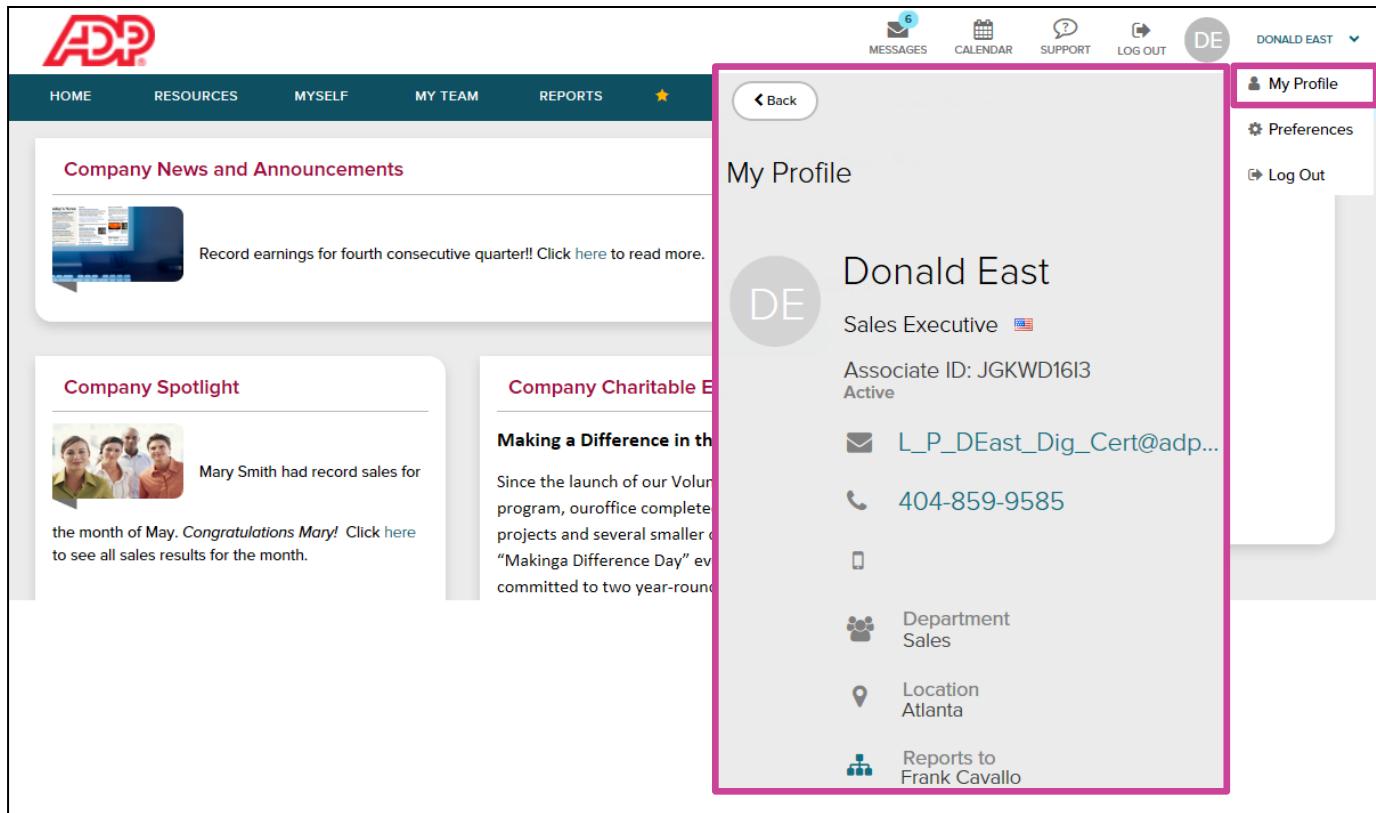


The screenshot shows the ADP Workforce Now interface. At the top, there is a navigation bar with icons for Messages (6), Calendar, Support (highlighted with a pink box), Log Out, and a user profile for Donald East. Below the navigation bar, there is a search bar with the placeholder "Search Workforce Now" and the date "0, 2018, 12:49 PM". On the left, there are sections for "Company News and Announcements" and "Company Spotlight". The "Company Spotlight" section features a photo of three people and a message about Mary Smith's achievement in May. The main content area is titled "Support" and contains a "Message Center" section with a search bar and a message: "Review the tabs below for all search results". Below this is a list of "Documentation (66)" items, with "Learning (0)" also listed. The documentation items are numbered 1 and 2, both titled "About Message Center". Each item has a description, a "Last Modified" date, and a rating star icon. At the bottom of the documentation list, there is a call to action: "Volunteer Paid Time Off program, please send your stories to the team using the Volunteer at Work form. Click [here](#) to complete this form for your submission.".

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



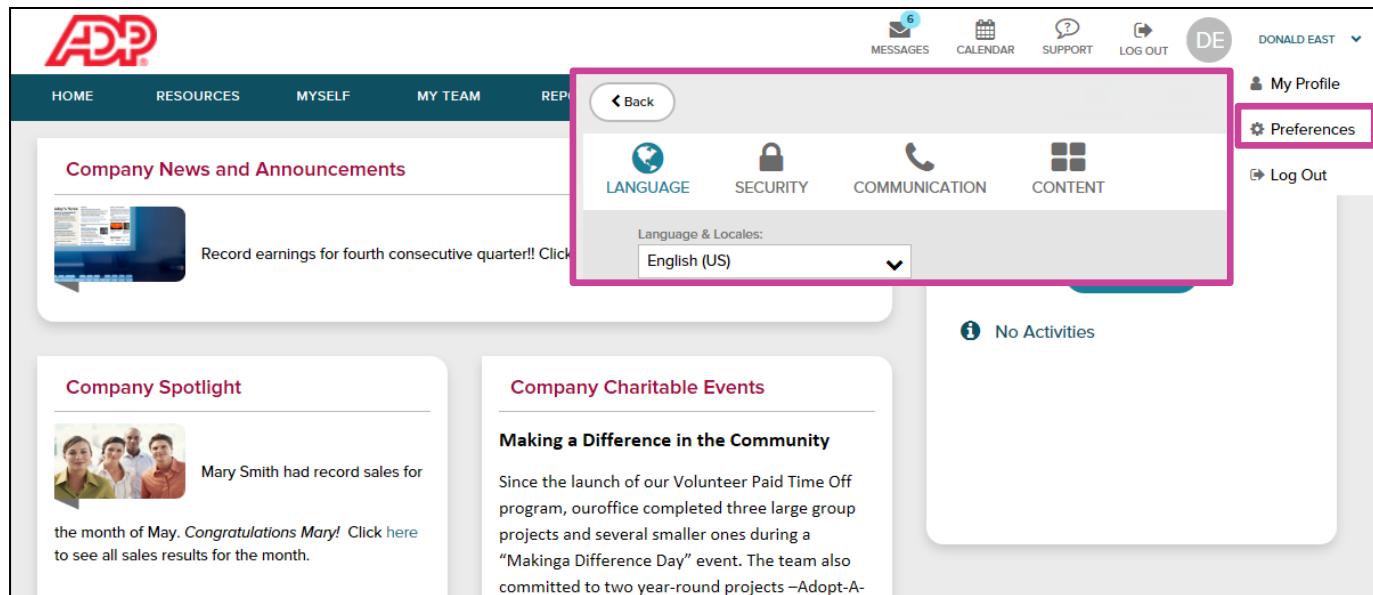
The screenshot shows the ADP Workforce Now homepage with a pink box highlighting the 'My Profile' section. The 'My Profile' page displays the following information for Donald East:

- Profile picture: DE
- Name: Donald East
- Title: Sales Executive
- Associate ID: JGKWD1613
- Status: Active
- Email: L_P_DEast_Dig_Cert@adp...
- Phone: 404-859-9585
- Department: Sales
- Location: Atlanta
- Reports to: Frank Cavallo

The 'My Profile' page also includes a 'Back' button and a sidebar with links for Preferences and Log Out. The top navigation bar includes links for HOME, RESOURCES, MYSELF, MY TEAM, REPORTS, and a notifications icon (6 messages). The right side of the screen shows a 'DONALD EAST' dropdown menu.

Preferences

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



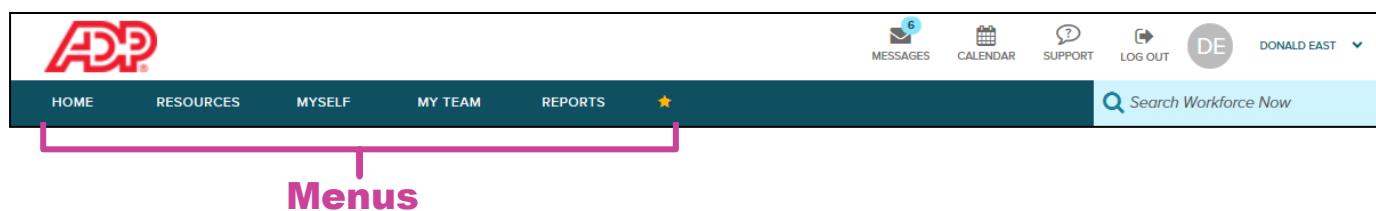
The screenshot shows the ADP Workforce Now homepage. At the top, there is a navigation bar with links for HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. On the far right of the top bar, there are icons for MESSAGES (with 6 notifications), CALENDAR, SUPPORT, LOG OUT, and a user profile for DONALD EAST. Below the top bar, there is a section for 'Company News and Announcements' and another for 'Company Spotlight' featuring a photo of four people and a brief description about Mary Smith's record sales. To the right of these sections is a 'Company Charitable Events' section with a photo and a brief description about the team's volunteer work. At the bottom right of the page, there is a message stating 'No Activities'. A pink box highlights the 'My Profile' and 'Preferences' links in the top right corner of the main content area.

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: <ul style="list-style-type: none">• English (US)• Spanish (US)• English (CA)
 SECURITY	From Security, you can access the following tabs: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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.

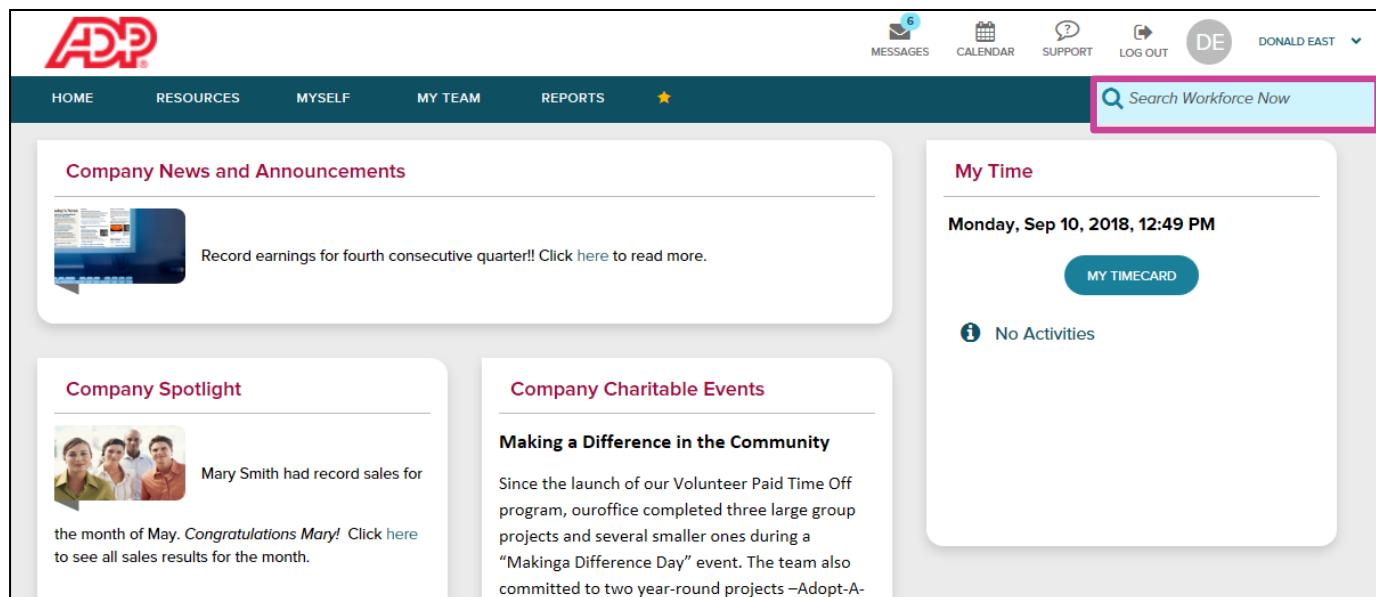


Menus

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 screenshot shows the ADP Workforce Now homepage. At the top, there is a navigation bar with links for HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. To the right of the navigation bar are icons for MESSAGES (with 6 notifications), CALENDAR, SUPPORT, LOG OUT, and a user profile for DONALD EAST. Below the navigation bar is a search bar with the placeholder text "Search Workforce Now". The main content area is divided into several sections: "Company News and Announcements" (with a thumbnail of a news article and a link to read more), "Company Spotlight" (with a thumbnail of four people and a link to see sales results for May), "Company Charitable Events" (with a thumbnail of a group and a link to learn about the "Making a Difference in the Community" program), and "My Time" (showing the date as Monday, Sep 10, 2018, 12:49 PM, a "MY TIMECARD" button, and a message that there are "No Activities").

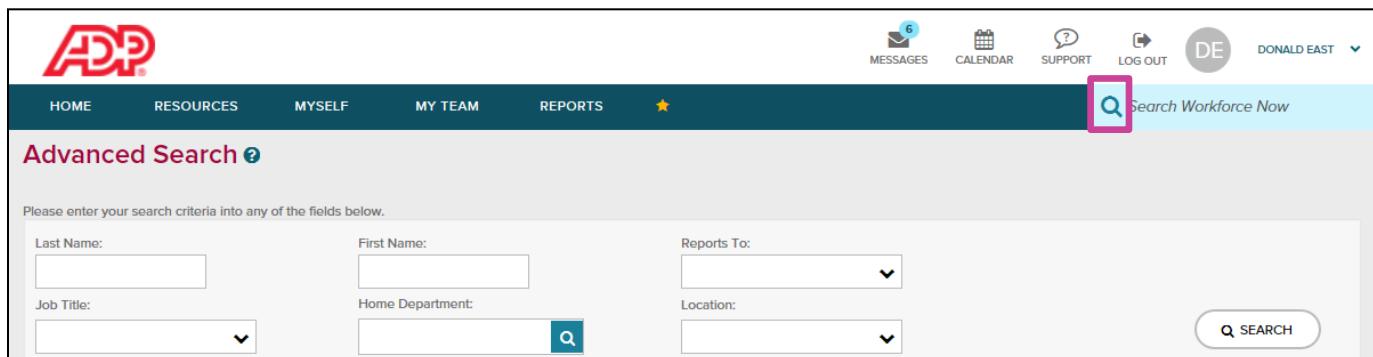
The Search field has the following characteristics and capabilities:

- 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  (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



The screenshot shows the ADP Workforce Now homepage with a navigation bar at the top. The 'SEARCH' button in the top right corner is highlighted with a pink box. Below the navigation bar, the 'Advanced Search' section is displayed. It includes fields for Last Name, First Name, Reports To, Job Title, Home Department, and Location, each with a dropdown arrow. A search icon is located between the Home Department and Location fields. A 'SEARCH' button is at the bottom right of the search area.

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.

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