



Understanding the Employee Profile

Through ADP Workforce Now, employees are able to access and update their own personal information for their employer, as well as view information about their work and compensation.

An employee can select **Myself > My Information > Profile** to display their page with tiles for each functional area.

- **Personal Info**
 - Your employee can click **View More** to open a new window where employees can enter or update Name, Address, and Contact information.
 - There are drop-down sections for biographical information (Gender, Race, and Ethnicity) and status information (Disability, Protected Veteran, and Marital Status).
 - An Additional Information section will be available for any employer that uses Custom Fields in WFN. If you do not, this field will not be available for an employee to see.
- **Emergency Contacts** – displays the current emergency contacts.
 - Employees can view, add, edit, or delete emergency contact information as needed.
- **Work Info** – displays the Position ID, Hire Date, and Work Contact information.
 - Your employee can click **View More** to open a new window where your employees can enter or update their work address and work contact information.
 - There are drop-down sections for Position, Status, Corporate Groups, Employment, and Work Schedule.
 - The Additional Information section will list Employment Custom Fields if you use this feature in WFN. If you do not, this will not be available for an employee to see.
 - Only fields that are populated will display to the employee.

- **Pay Info** – displays the employee’s annual and per-period compensation, as well as their pay frequency. Information in this tile is read only, so no employee updates can be made.
 - Your employee can click **View More** to open a new window where employees can see more details about their pay.
 - There are drop-down sections for Variable Pay Tracking (bonuses, gift cards, etc.) and Pay History.
- **Professional Credentials** – displays the employee’s Education, Experience (formerly Previous Employer), Skills, and Licenses and Certifications.
 - Your employee can click **Add** to open the tile for editing or adding these items.
- **Other Credentials** – displays the employee’s Awards, Training, Memberships, and Languages.
 - Your employee can click **Add** to open the tile for editing or adding these items.
- **Contact Preferences**, allows your employees to select their preferred methods for being contacted by email and/or phone
- **Background photograph** – the employee can upload their own photograph to show on the background. This will only display on this page and nowhere else.
- **Company Property** (if applicable) - will show any Company Property assigned to the employee, and allow the employee to add/edit, IF Edit Privileges permission is enabled for employees.