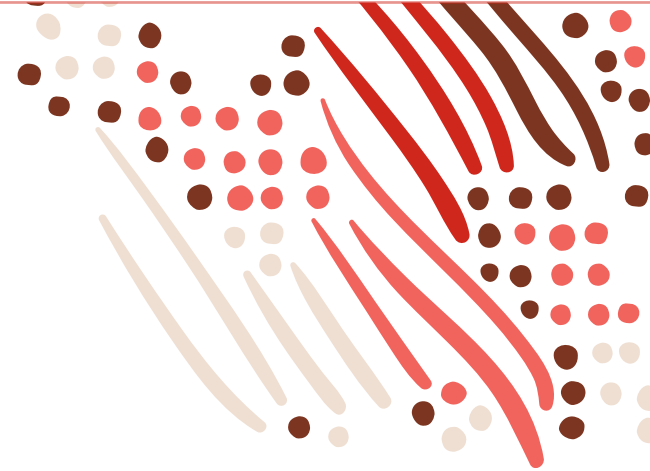
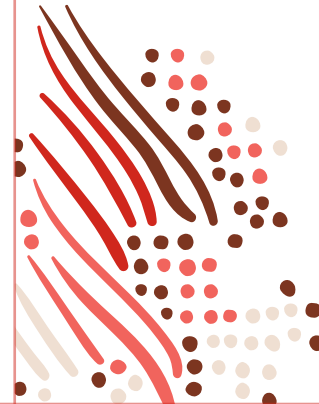


Welcome

to ADP Workforce Now®
Employee Self Service Training



This recording and the information contained herein is proprietary and confidential to ADP and may only be used or shared internally within your organization. ADP has the right to delete any and all content at any time at its sole discretion and any unauthorized use of this recording shall be deemed a breach of confidentiality under the applicable terms and conditions governing the services between you and ADP.



What's on the agenda today?

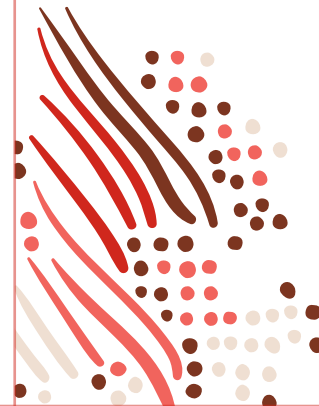
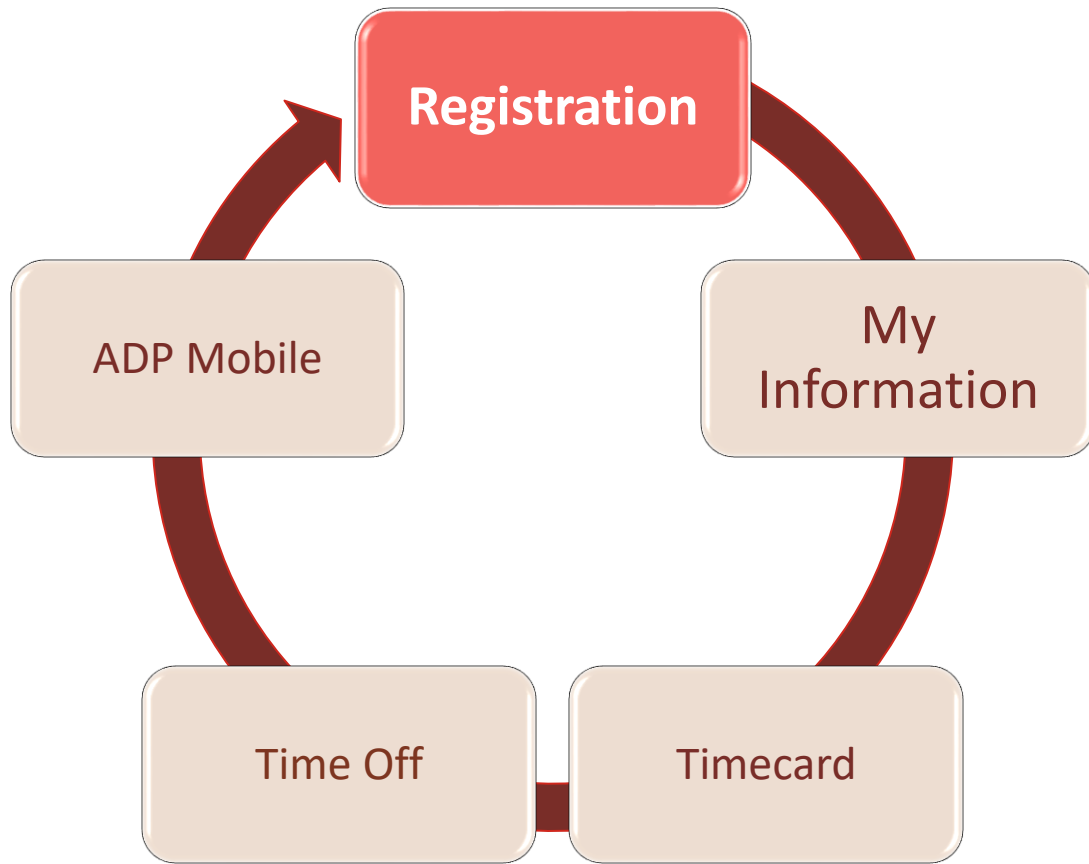


➤ Please note, your current employee information has been provided to ADP and has been uploaded into our software. Please take time to review and confirm this information.

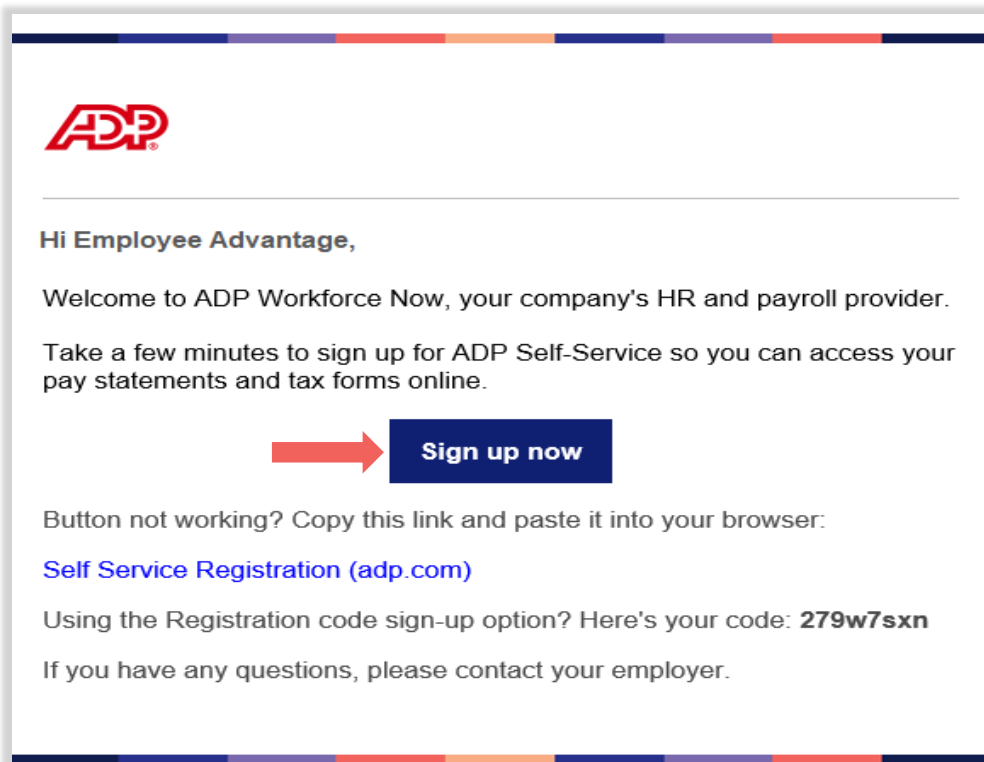
ADP makes it easy for you to view your personal information and perform certain tasks right from your computer or mobile device. We call this Employee Self-Service.

Today, we'll discuss the following Employee Self-Service topics:



- Registration
- Viewing/updating your personal information
- Accessing your pay information
- Time and Attendance Tasks
- Time-Off Tasks
- ADP Mobile App
- LifeMart



Registration




Registration


 English (US) 

Identity InfoContact InfoCreate Account

Let's Get Started

First, we'll need some information to create your account with **testIS0694**

First Name * 


Last Name * 



And one of these*

☐ Last 4 Digits of SSN, EIN, or ITIN

☐ Associate ID

☐ Birth Month and Day




 

Identity InfoContact InfoCreate Account


Help Us Protect Your Account


Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.


Email*


Personal 

Phone

Personal, Mobile 

US  +1

 [Add backup contact information](#)



Registration


Identity Info


Contact Info

Create Account


One more step, Employee

Let's set up the login information for your account with **testIS0694**

Create Userid * 


EmployeeAdvantage 

Create Password *

..... 


Strong (Add a special character to strengthen)

Confirm Password *

..... 

Accept Terms and Conditions

☒ I have read and agree to the [Employee Access Terms and Conditions](#).



✓ Create your account

Identity Info

Contact Info

Create Account


Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Question 2*

Question 3*



✓ Continue

Registration

<https://workforcenow.adp.com>



Account Created! Please Sign In.

User ID: [EmployeeAdvantage](#)

You can now sign into access and manage your accounts.

[ADP Workforce Now](#)

Stay connected with the ADP Mobile App to access your information on the go!



English (US)

Welcome to ADP®

User ID

☐ Remember User ID

Password

[Sign in](#)



[Forgot your password?](#)

New user ? [Create account](#)



Download the ADP mobile app

Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.

[LEARN MORE](#)

Employee Home Page View/Employee Preferences



← Back

Preferences

Language

Security

Communication

Contact

Personal

Personal Mobile

Phone Number

Home Phone

Phone Number

Personal Fax

Phone Number

Personal pager

Phone Number

Ext.

Personal Email

test@adp.com

For Notification

Reminders & Notifications*

How would you like to receive payroll and HR reminders and notifications?

Preferred Email Address

(Based on your "For Notification" setting selected above)

Message Center

← Back

Preferences

Language

Security

Communication

Password

Questions

User ID

To prevent unauthorized changes to your account information, enter your password.

Current Password *

Change Your Password

Password must be at least 8 characters long and must contain at least 1 letter and 1 number. It is recommended that passwords be 12 or more characters, contain a mix of upper- and lowercase letters, numbers, and/or contain special characters.

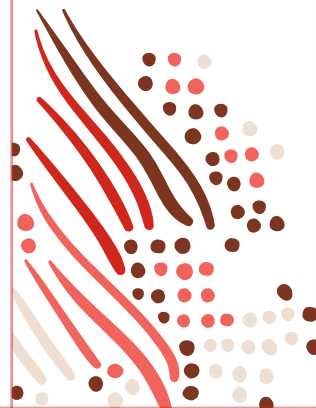
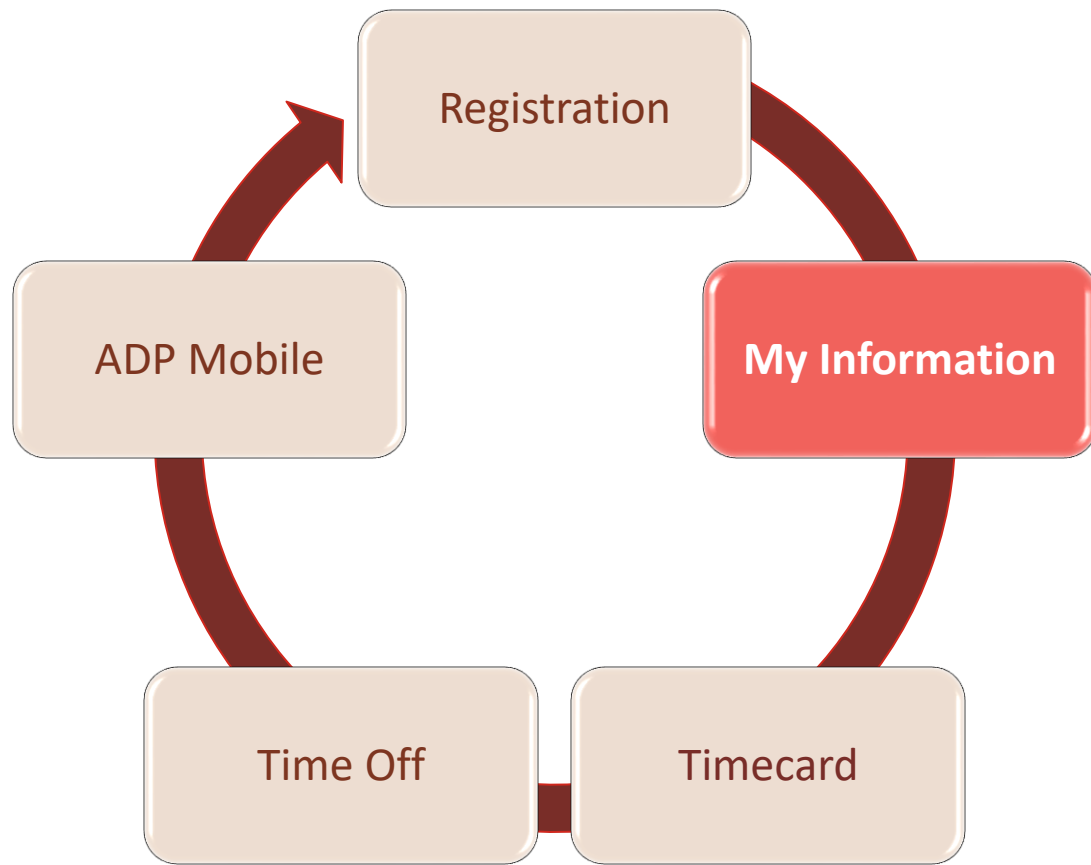
Important: Do not use user ID, name, or other personal information. Do not store your password on paper or in electronic format. Remember to change it frequently.

New Password

Example of a strong password

Confirm New Password *

Save



Accessing My Information: Profile

ADP

Home Resources ▾ **Myself ▾**

My Information Pay

Profile Calculators

Employee Advantage

ASSOCIATE ID : ECRPM4H0U | <No Job Title>
REPORTS TO : Manager Advantage
POSITION ID : &VU000111

Personal Info

[Add your mobile number](#)

[Add your email address](#)

123 ADP Advantage
Parsippany, NJ 07054
US

[View more](#)

Work Info

POSITION ID: &VU000111

Hire Date: 02/28/2023 (0 years 10 months)

Client Services

[Add your mobile number](#)

test@adp.com

[Add your work address](#)

Supporting documents ⓘ

[View more](#)

Pay Info

Compensation \$XXXXXX.XX [Show](#)

Regular Pay Rate \$XX.XXXX [Show](#)

Pay Frequency Biweekly

[View more](#)

Emergency Contacts

PRIMARY CONTACT
Emergency Contact (Friend)
(800) 999-9999

[Add contact](#)

Other Credentials

Awards [Add](#)

Training [Add](#)

Memberships [Add](#)

Languages [Add](#)

Professional Credentials

Education [Add](#)

Experience [Add](#)

Skills [Add](#)

Licenses & Certifications [Add](#)

Time & Attendance

PAY CLASS: SVCCLOCK

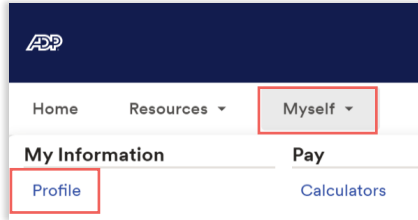
BADGE: 00000011

Company Property

PROPERTY
002 - Laptop

[Add](#)

Accessing My Information: Profile- Changing Address



Personal Info

Address ⓘ

🔔 Address Line 1, City, State/Province and Zip Code/Postal Code are required when the country is the U.S. or Canada.

LEGAL ADDRESS

Country
United States ▼

Address Line 1
123 ADP Advantage

Address Line 2

Address Line 3

City
Parsippany

State / Territory
NJ - New Jersey ▼

Zip Code ⓘ
07054

County

➕ Add Address

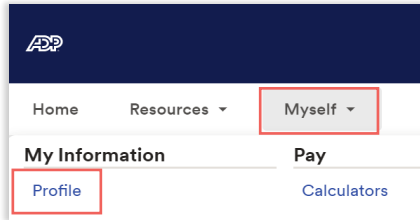
Alert ✕

Changing an employee's legal address may affect their tax withholdings. Review these potential tax impacts whenever you change an address, and make any changes required.

✓ Ok

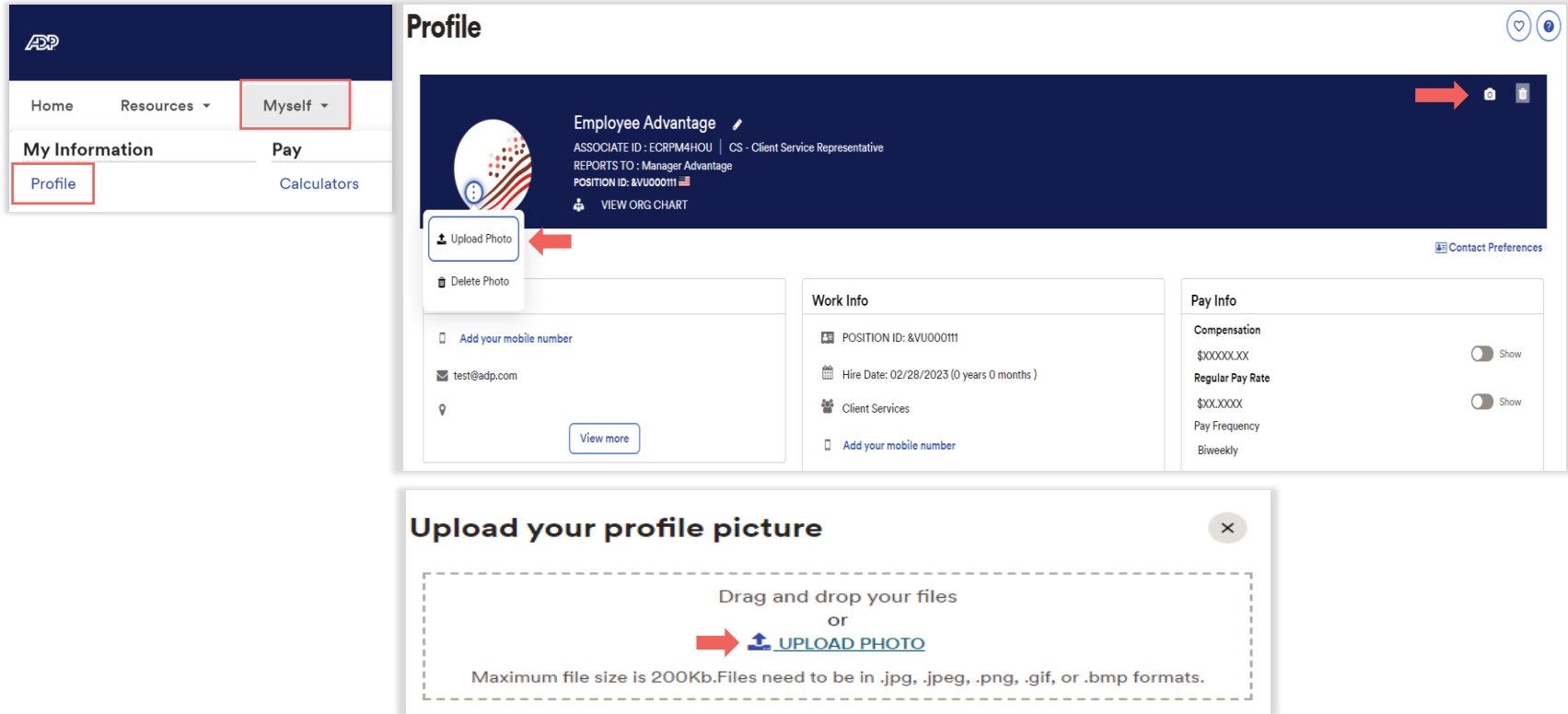
Save ➔

Accessing My Information: Profile- Updating Additional Information



A screenshot of the ADP 'Bio(Gender, Race, Ethnicity)' form. The form is white with a dark blue header. It contains several sections: 'Demographics' with dropdowns for Ethnicity, Race, Tobacco, and Medicare; 'Social Security Number' with a 'Reveal' link; 'Birth Date' with fields for Year (43) and Month (10); 'Gender' with a dropdown; 'Additional Information' with dropdowns for T-Shirt Size, Uniform Size, and Shoe Size; and 'Status Information(Disability, Protected Veteran, Marital Status)'. A red arrow points to the 'Save' button at the bottom right. To the right of the form, there is a 'Pay Info' section with 'Compensation' and 'Regular Pay Rate' fields, and a 'Company Property' section with a 'PROPERTY' field.

Accessing My Information: Profile - Uploading Picture



The screenshot displays the ADP Employee Advantage profile interface. On the left, a navigation menu includes 'Home', 'Resources', 'Myself', 'My Information', 'Pay', and 'Calculators'. The 'Myself' section is active, showing the 'Profile' tab. The main profile area features a dark blue header with the ADP logo, a profile picture placeholder, and employee details: 'Employee Advantage', 'ASSOCIATE ID : ECRPM4HOU', 'CS - Client Service Representative', 'REPORTS TO : Manager Advantage', and 'POSITION ID : &VU000111'. A red arrow points to the 'Upload Photo' button in the top right corner of the profile header. Below the header, a modal titled 'Upload your profile picture' is open, showing a dashed box for file upload and a red arrow pointing to the 'UPLOAD PHOTO' button. The modal also includes a close button (X) and a note about the maximum file size (200Kb) and supported formats (.jpg, .jpeg, .png, .gif, or .bmp).

Profile

Employee Advantage

ASSOCIATE ID : ECRPM4HOU | CS - Client Service Representative

REPORTS TO : Manager Advantage

POSITION ID : &VU000111

VIEW ORG CHART

Upload Photo

Delete Photo

Add your mobile number

test@adp.com

View more

Work Info

POSITION ID : &VU000111

Hire Date: 02/28/2023 (0 years 0 months)

Client Services

Add your mobile number

Pay Info

Compensation

\$XXXXXX ☐ Show

Regular Pay Rate

\$XXXXXX ☐ Show

Pay Frequency

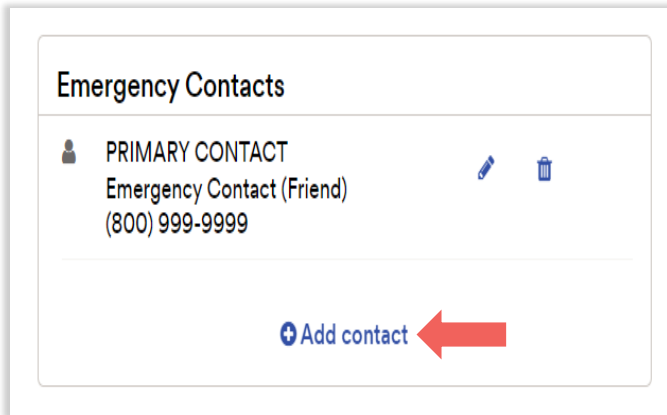
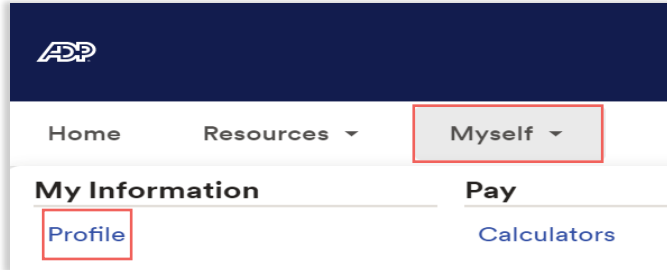
Biweekly

Upload your profile picture

Drag and drop your files
or
UPLOAD PHOTO

Maximum file size is 200Kb. Files need to be in .jpg, .jpeg, .png, .gif, or .bmp formats.

Accessing My Information: Profile - Updating Emergency Contact



The screenshot shows the 'Full Name' and 'Contact' form. It has several sections: 'Full Name' with a text input field containing 'Emergency Contact'; 'Relationship' with a dropdown menu set to 'F - Friend'; a checked 'Primary Contact' checkbox; 'Contact' section with a note '* At least one phone number is required.'; 'Phone Number' with a dropdown set to 'Work Phone', a country selector set to 'US', and a text input field containing '+1 800 999 999'; an 'Add Phone' button; 'Email' with a text input field containing 'Email'; 'Address' with an 'Add Address' button; and at the bottom, two buttons: 'SAVE & ADD ANOTHER CONTACT' and 'Save', with the 'Save' button highlighted by a red arrow.

Accessing My Information: Profile - Adding Licenses & Certifications

ADP

Home Resources **Myself**

My Information Pay

Profile Calculators

Add License & Certification

License/Certification * License/Certification ID

DRV-LIC -... x v 12345678910

Category Issued By

L - License x v State

Effective Date Expiration Date

MM/DD/YYYY v 03/11/2028 v

Company Paid Amount Currency

Renewal Requirement

Comments

Save & Add Another Save

Pay Info

Things to Do Calendar

Compensation

\$XXXXX.XX Show

Regular Pay Rate

\$XX.XXXX Show

Pay Frequency

Biweekly

[View more](#)


Company Property

PROPERTY



002 - Laptop



[Add](#)


Accessing Your Pay Information: Tax Withholdings


**Tax Withholdings**

[Home](#)
My Information
[Profile](#)
[Time](#)
[My Taxes](#)

**Advantage, Employee** 
CS - Client Service Representative
105000 - Client Services (Department)

**Federal**
W-4
Single or Married filing
separately
Complete this form to make
changes
Start 


**New Jersey**
NJ-W4
You must complete your Federal
W-4 first
Start

 [VIEW SAVED TAX FORMS](#)

Federal Tax Withholding


Before You Begin

Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

 [Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

Cancel  **Next**

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding

[Download blank Form W-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name

Employee Advantage

Your home address

123 ADP Advantage
Parsippany, NJ 07054
US

Your Social Security number

Applied For

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the [green card test](#) or the [substantial presence test](#) for the calendar year (January 1 - December 31).

☐ I'm a nonresident alien.

☒ I'm a US citizen or a resident alien.

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

What is your filing/marital status?

☒ Single or Married filing separately

☐ Married filing jointly or Qualifying surviving spouse

☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Cancel

Previous

Next

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding

[Download blank Form W-4](#)

Are you tax exempt?

Refer to the General Instructions of [Form W-4](#) Employee's Withholding Certificate

- ☐ I claim exemption from withholding for the current year, and I certify that I meet both of the conditions for exemption:
- For last year, I had no federal income tax liability
 - For this year, I expect to have no federal income tax liability.

If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file next year's tax return.

- ☒ I do not claim exemption from withholding

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

Multiple Jobs or Spouse Works ?

Do **only one** of the following to calculate your withholding:

- Reserved for future use.
- Use the Multiple Jobs Worksheet here and enter the result into Extra Withholding line; or
- ☐ If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents ?

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).

Your withholding will be most accurate if you complete this for the highest paying job

Number of qualifying children under age 17

2

\$4,000

Number of other dependents

Total dependent amount ?

\$4,000

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

Other Adjustments

Complete this section for only one job in the household. Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income ?

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions ?

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding ?

Enter any additional tax you want withheld each pay period.

\$50

Cancel

Previous

Next

Accessing Your Pay Information: Tax Withholdings

Federal Tax Withholding

[Download blank Form W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0047	
<p>► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ► Give Form W-4 to your employer. ► Your withholding is subject to review by the IRS.</p>					
Step 1: Enter Personal Information		First name and middle initial Last name Address City or town, state, and ZIP code		(b) Social security number	
		ESSEmployee 1234 Fake Address Los Angeles, TX, 00010		2022	
		<input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .	
<p>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.</p>					
Step 2: Multiple Jobs or Spouse Works		Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following: (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-5); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. <input type="checkbox"/> TIP: To be accurate, submit a 2023 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.			
<p>Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)</p>					
Step 3: Claim Dependents		If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000. . . . \$ 4000 Multiply the number of other dependents by \$500. . . . \$ Add the amounts above and enter the total here. 3 \$ 4000			
Step 4 (optional): Other		(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(e) \$			

☒ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Oct 23 2020

Cancel



Previous

Done

Tax Withholdings



Advantage, Employee

CS - Client Service Representative
105000 - Client Services (Department)



Federal

W-4

Single or Married filing
separately
\$50 additional

Edit



New Jersey

NJ-W4



Complete this form to make
changes



Start

[VIEW SAVED TAX FORMS](#)

Accessing Your Pay Information: Payment Options



[Home](#) [Resources](#) [Myself](#)

My Information

[Profile](#)

Time Off

[My Time Off](#)



Pay




[Calculators](#)

[Payment Options](#)

[Tax Withholdings](#)


[Pay & Tax Statements](#)






[Home](#) [Resources](#) [Myself](#)

Payment Options



Advantage, Employee
CS - Client Service Representative
105000 - Client Services (Department)


Tax ID (SSN)
XXX-XX-0453

Position ID
&VU000111 

How do you want to be paid? You can split your pay between any combination of accounts.


[Reveal account details](#) [Pay statement settings](#)

Bank Account Direct Deposit




Account # XXXXXX1068

Deposit amount 50%




Bank Account Direct Deposit



Account # None

Deposit amount 0.0%



With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check. To avoid this, ensure one of your accounts is set to "deposit everything here" or "deposit the remainder of my pay".

Accessing Your Pay Information: Payment Options

Add an Account ?

Routing Number Account Number Account Type Review

First, enter your routing number.

EXAMPLE

Routing Number: 122105278

Account Number: 6724301068

Routing Number

Routing Number *

Confirm Routing Number *

✕ Cancel

Next >

Add an Account ?

Routing Number Account Number Account Type Review

Next, enter your account number.

EXAMPLE

Routing Number: 122105278

Account Number: 6724301068

Account Number

Account Number *

Confirm Account Number *

< Back

✕ Cancel

Next >

Add an Account ?

Routing Number Account Number Account Type Review

Account Type *

W - Checking Acct

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

☒ Deposit a specified amount.



\$50.00

☐ Deposit a percentage of my pay.



☐ Deposit everything here.



< Back

✕ Cancel

Next >

Accessing Your Pay Information: Payment Options



Add an Account ?

Routing Number

Account Number

Account Type

Review

W - Checking Acct

Last step! Check your account information and agree to the [terms and conditions](#).

Routing Number

Account Number

Amount Per Pay Check
\$50.00

☒ I've double checked my account number.

☒ I agree to the [terms and conditions](#) for Direct Deposit

< Back

✕ Cancel

Add

i

Alert

We verified the account.

Close

i

Account not verified

We added the account. You'll get a check until the account is verified, which generally takes one pay period.

Close

Accessing Your Pay: Payment Options – Wisely Direct



Take charge of your money.



Spend, save,¹ and plan on your time with the myWisely[®] mobile app².



Access your pay up to 2 days early³ — at no cost.⁴



Use in-app Bill Pay⁵ at no cost.⁴



Save¹ on your terms with the myWisely mobile app.²



Deposit checks in a snap from your mobile device.⁶



Save¹ for emergencies.



Lock/unlock a lost or stolen card.⁷

Download the myWisely mobile app² today!



Put your money in your hands.
Afford yourself every advantage.[™]



Get Wisely today! Visit mywisely.com



Accessing Myself: Pay - Pay & Tax Statements

Pay & Tax Statements

My Pay

Year
2023 (2)

Jan 27, 2023
Take Home
\$1,610.96

Gross
\$2,000.00

Jan 13, 2023
Take Home
\$1,610.96

Gross
\$2,000.00

Current YTD Compare

Jan 27, 2023

View statement

Take Home
\$1,610.96

Gross \$2,000.00 Hours 80

Type	Units	Rate	Amount
Regular	80	\$2,000.00	\$2,000.00

80%

19%

Taxes
- \$389.04

Other
\$0.00

Take Home
\$1,610.96

Expand All

Hide My Pay

Tax Statements

You may see previous employer's tax statements. That's okay! This is because these statements are linked directly to your SSN and not just to the specific employer.

Come back here to see your tax information



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





Accessing My Information: Profile - Viewing and Acknowledging Company Policies





 Things to Do

 Calendar



Home

Resources

Myself



← Back

Policy Acknowledgement

Pending Policies (1)

Search Policy Name

Q

Policy Name	Due Date	Status
 Test company policy	No Due Date	 Pending

Completed Policies (0)

Policy Name	Completed Date	Status
There are currently no completed policies		

Accessing My Information: Profile - Viewing and Acknowledging Company Policies

The image shows a web application interface for testing company policies. The main form, titled "Test company policy", includes a "Back" link, a language dropdown set to "English (US)", and status information: "Status: Pending" and "Due Date: No Due Date". Below this, the text "If the down" is partially visible. A modal window is overlaid on the form, also titled "Test company policy". Inside the modal, a red arrow points to a checked checkbox, followed by the text "I certify that I have read the policy." At the bottom of the modal, another red arrow points to a blue "Acknowledge" button. The main form also has a blue "Acknowledge" button at the bottom, with a red arrow pointing to it. In the background, a Microsoft Word window is visible with the ribbon set to "Design" and a ruler at the top. The Word window's status bar at the bottom shows "ed States", "Text Predictions: On", and "Accessibility: Good to go".



Accessing My Information: Profile - Viewing and Acknowledging Company Policies



Company Policies

Pending Policies (0)

Policy Name ↕	Due Date ↕
There are currently no pending policies	

Completed Policies (1)

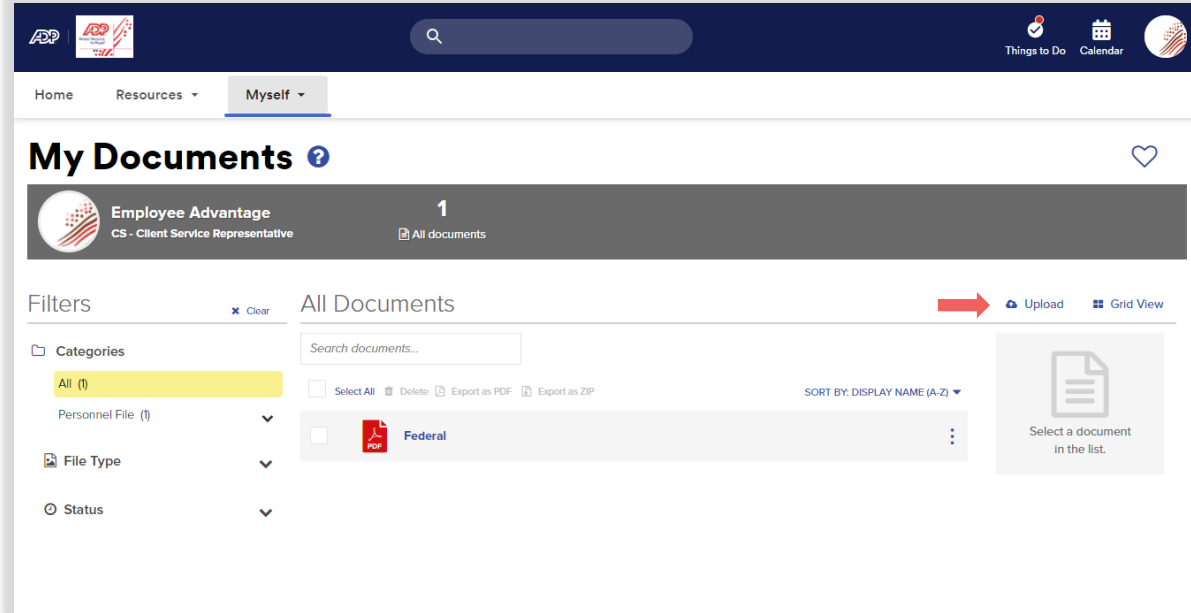
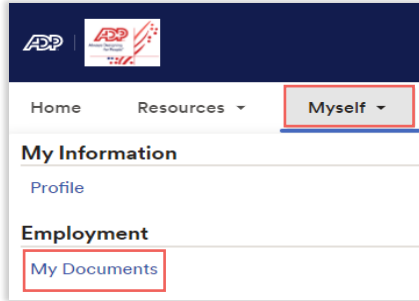
Policy Name ↕	Completed Date ↕	Status ↕
 Test company policy	03/28/2023	 Acknowledged



[Home](#) [Resources](#) [Myself](#)

Company Information
[Company Policies](#)

Accessing My Information: Attaching Document to My Documents



Accessing My Information: Attaching Document to My Documents

The screenshot illustrates the process of attaching a document to the 'My Documents' section in the ADP Business interface. The main window shows the 'My Documents' page with a 'Click to select' button. A modal window is open, displaying a list of documents. The 'Test Document' is selected, and the 'Document properties' panel is visible on the right. The 'Category / Subcategory' dropdown is highlighted with a red arrow, and the 'Save and Return' button is also highlighted with a red arrow.

Document properties

Display Name
Test Document

Category / Subcategory
Personnel File/Other

Effective Date
Expiration Date

Tags
Tags

Cancel Save

Save and Return

Accessing My Information: Attaching Document to My Documents



ADP Business

Home Resources **Myself**

My Documents ?

Employee Advantage **2**
CS - Client Service Representative All documents

Filters [x Clear](#)

Categories

- All (2)
- Personnel File (2) ▼

File Type ▼

Status ▼

All Documents [Upload](#) [Grid View](#)

☐ Select All ☐ Delete ☐ Export as PDF ☐ Export as ZIP

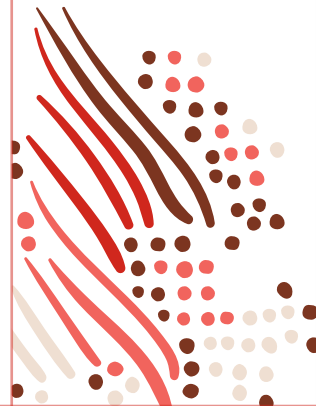
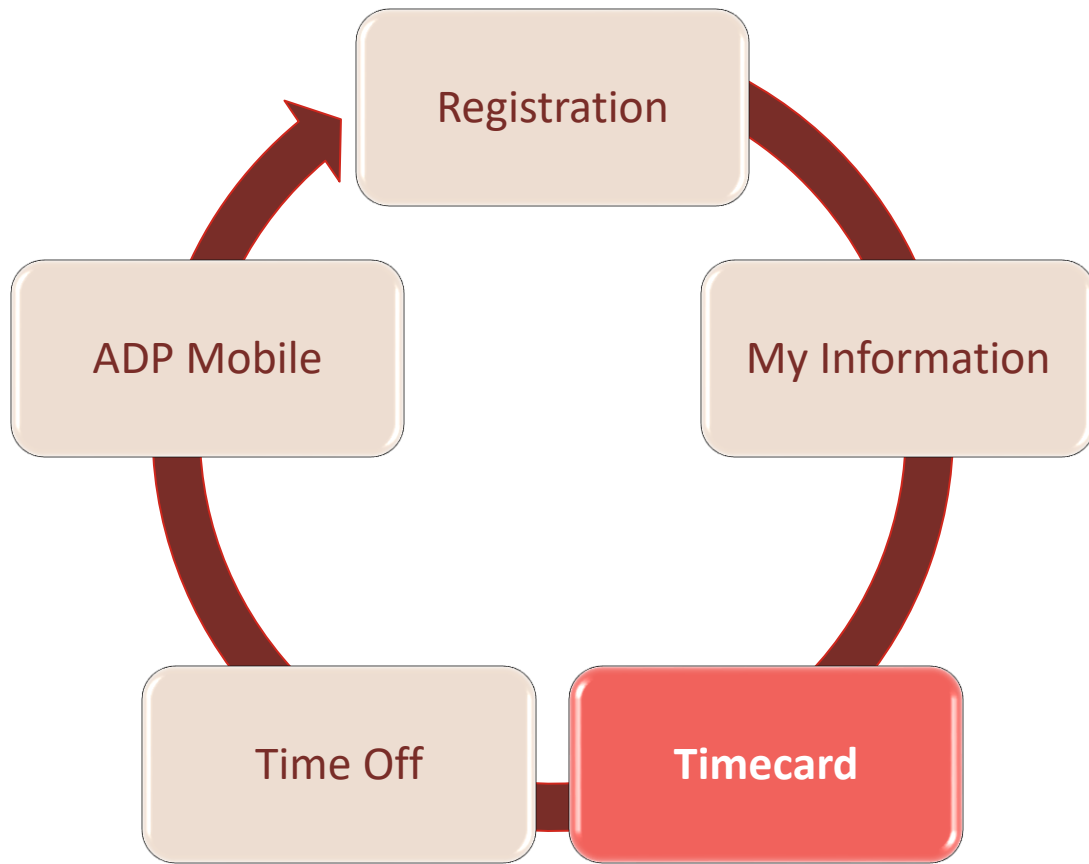
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Your Time and Attendance Tasks: My Time Entry

The screenshot displays the ADP 'My Time' interface. At the top, there are navigation tabs: 'Home', 'Resources', and 'Myself'. The 'Myself' tab is active. On the left, there's a 'Things to Do' section with a congratulatory message: 'Congratulations You've completed all of your to Do tasks'. Below this is a 'Helpful Links' section with three links: 'Salary Paycheck Calculator', 'Hourly Paycheck Calculator', and 'Tax Withholding Estimator'. The main content area is titled 'My Time' and shows a clock icon with a red arrow pointing to it, labeled 'Clock Out'. Above this, there's a red arrow pointing to the text 'Started Work at 3:26 PM (00:04:06)'. To the right, the time '3:31 PM' is displayed. Below the 'Clock Out' button, there are two more buttons: 'Clock In' and 'Clock Out'. At the bottom, there's a 'Recent Punches' section and a 'Show Less Actions' link. On the right side of the interface, there's a 'Show Balances' section with a 'Request time off' button.

Your Time and Attendance Tasks: Viewing Your Timecard

ADP

ADP

Home

Resources

Myself

My Timecard

Advantage, Employee

Home Department : 105000 - Client Services

Current Pay Period

12/4/2023

12/17/2023

Find

Timecard

Totals

Schedule

Supplemental Pay Codes

Time Off Balances

	Week 1	In - Out	Pay Code	Hours	Location	Department	Daily Totals	Regular	Overtime	Doubletime
Mon	12/04	08:00 AM - 12:00 PM		4.00		105000		4.00	0.00	0.00
	12/04	12:30 PM - 04:30 PM		4.00		105000	8.00	4.00	0.00	0.00
Tue	12/05	08:00 AM - 04:30 PM		8.00		105000		8.00	0.00	0.00
	12/05	-		0.00		105000	8.00	0.00	0.00	0.00
Wed	12/06	07:30 AM - 04:30 PM		8.50		105000		8.00	0.50	0.00
	12/06	-		0.00		105000	8.50	0.00	0.00	0.00
Thu	12/07	09:00 AM - 05:00 PM HOLIDAY		8.00		105000		0.00	0.00	0.00
	12/07	-		0.00		105000	8.00	0.00	0.00	0.00
Fri	12/08	08:00 AM -		0.00		105000		0.00	0.00	0.00
	12/08	-		0.00		105000	0.00	0.00	0.00	0.00
Sat	12/09	-		0.00		105000		0.00	0.00	0.00
	12/09	-		0.00		105000	0.00	0.00	0.00	0.00

Pay Period (47.50)

Week 1 (32.50)

Week 2 (15.00)

Save

Refresh

Operation Successful.

Preferences

Legend

ADP

ADP

Home

Resources

Myself

Favorites

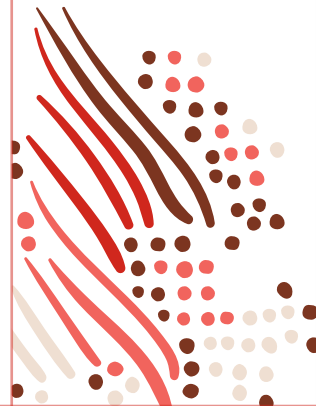
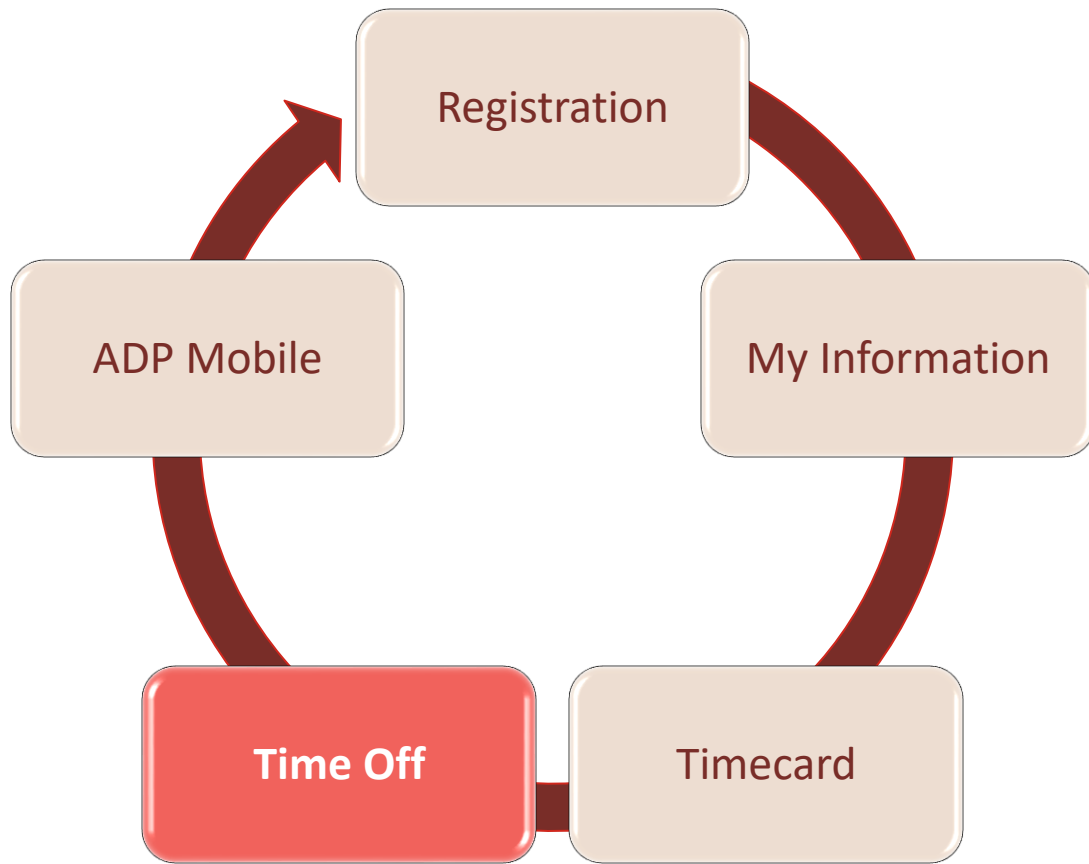
Myself


My Timecard

Things to Do

Calendar

Approve Timecard





Your Time Off Task: Requesting Time Off

[← Back](#)

Time Off Request

Start Date *

06/12/2023

End Date *

06/16/2023

Time Off Policy *

Vacation

Reason Code *

V

Duration Type

Hours

☐ Make Recurring

Start Time *

8:00 AM

Hours Per Day *

8.00

➕ Add more Time Off

➔ Review

[← Back](#)

Time Off Request

Vacation (40.00 hours)

Reason Code : V

Mon Jun 12, 2023 - Fri Jun 16, 2023

➔

➕ Add more Time Off

Approve By Date

MM/DD/YYYY

➔

Comment (Optional)

0/250

➔ Submit

✔ Success

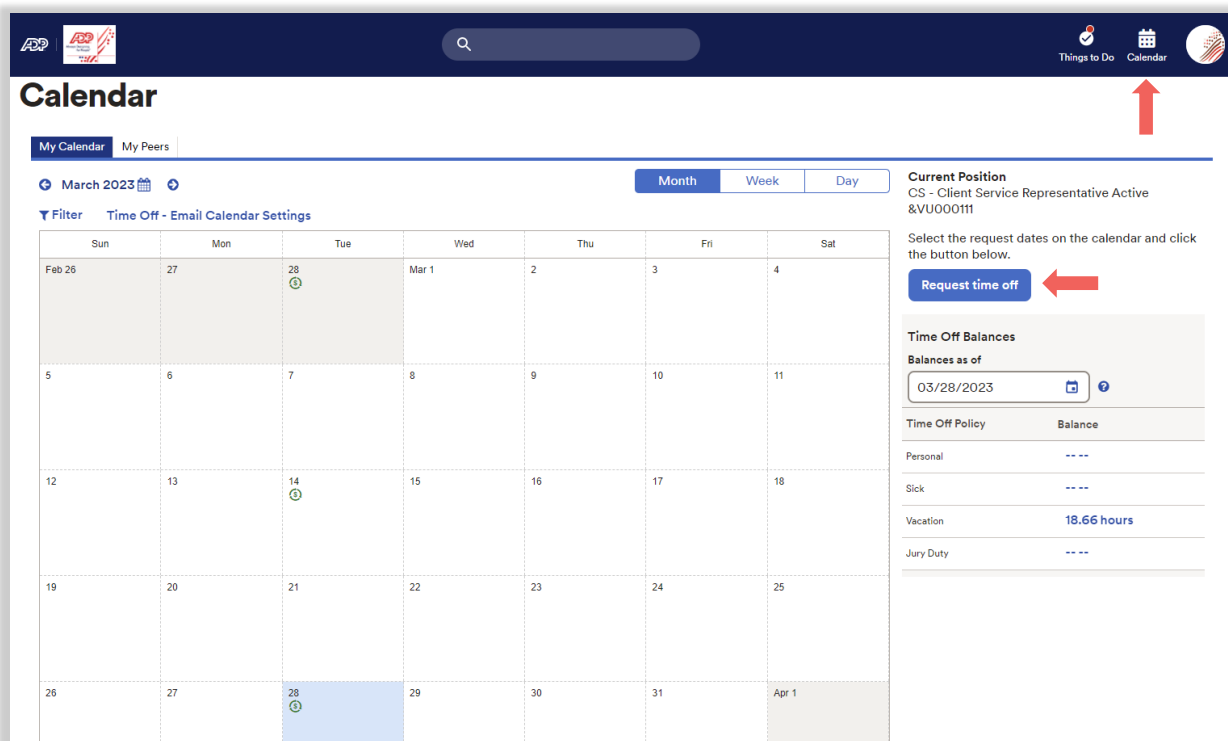
×

Your request was submitted successfully.

Close

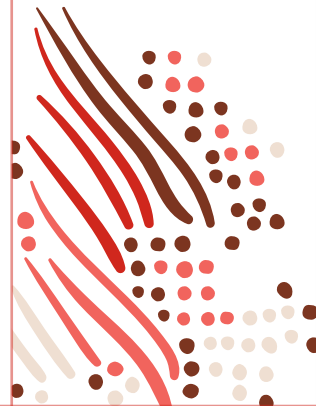
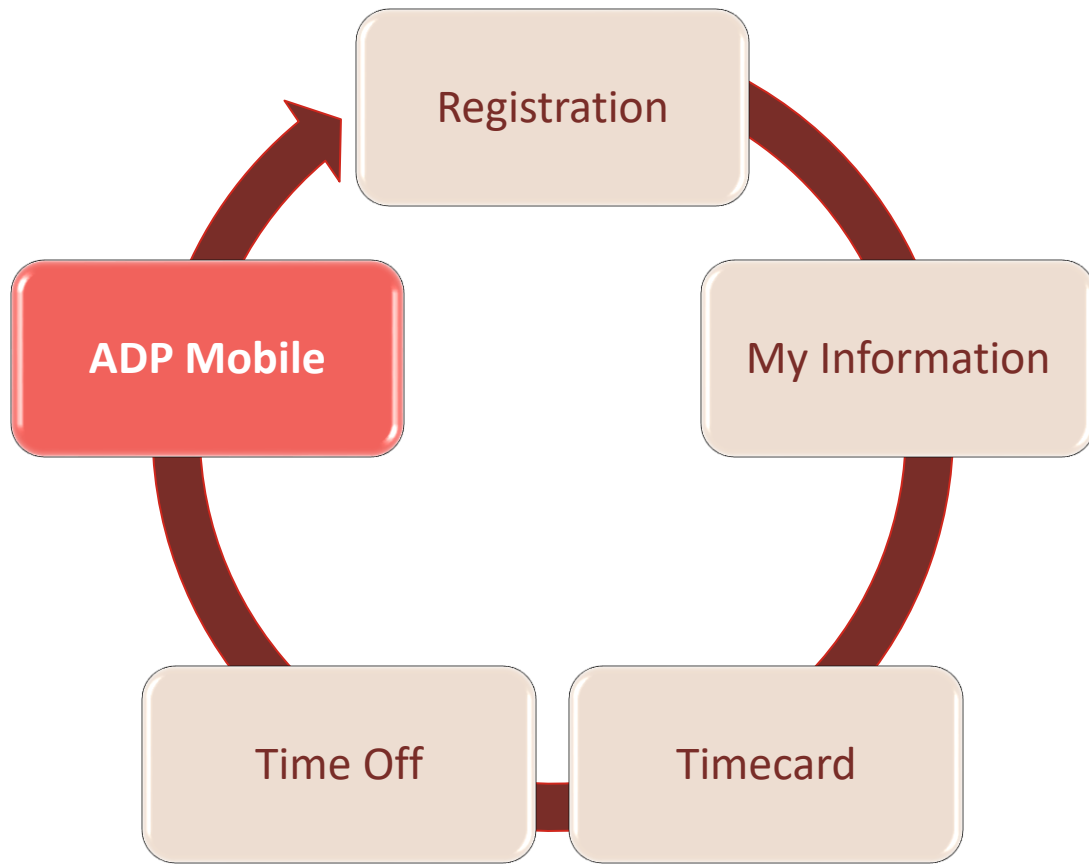


Your Time Off Task: Requesting Time Off



The screenshot shows the ADP Time Off Request interface. At the top, there's a dark blue header with the ADP logo, a search bar, and navigation icons for 'Things to Do' and 'Calendar'. A red arrow points to the 'Calendar' icon. Below the header, the 'Calendar' section is active, showing a monthly view for March 2023. The calendar grid displays dates from February 26 to April 1. A red arrow points to the 'Request time off' button on the right side of the calendar. To the right of the calendar, there's a sidebar with the following information:

- Current Position:** CS - Client Service Representative Active &VU000111
- Select the request dates on the calendar and click the button below.**
- Request time off** button
- Time Off Balances**
 - Balances as of:** 03/28/2023
 - Time Off Policy** | **Balance**
 - Personal: -- --
 - Sick: -- --
 - Vacation: 18.66 hours
 - Jury Duty: -- --



ADP Mobile

ADP Mobile is available for employees/managers to view their information.
To download the application, visit the app store on your phone!



HCM App

in the Apple App Store
Free Business App Category



4.7/5.0 User Rating

from Apple App Store (iOS) 
from over **1.3 million reviews!**



4.6/5.0 User Rating

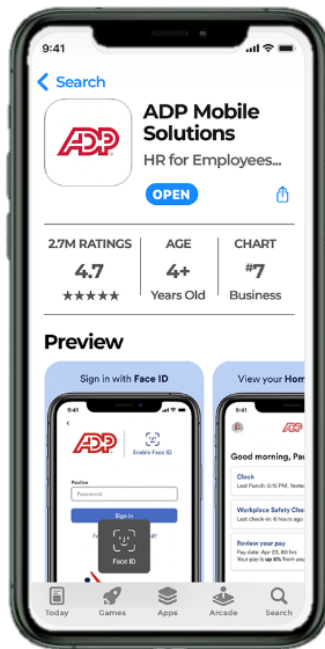
from Google Play (Android) 



**Available in 28
languages**



**Compatible with Apple
Watch and iPad**



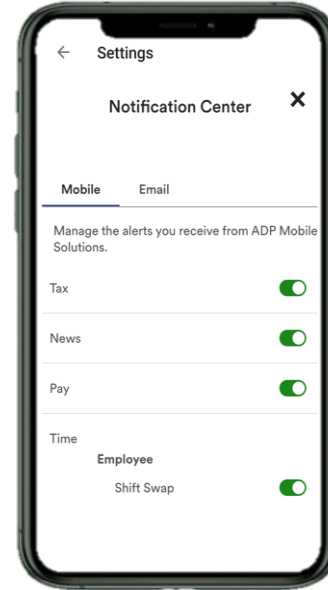
Download:



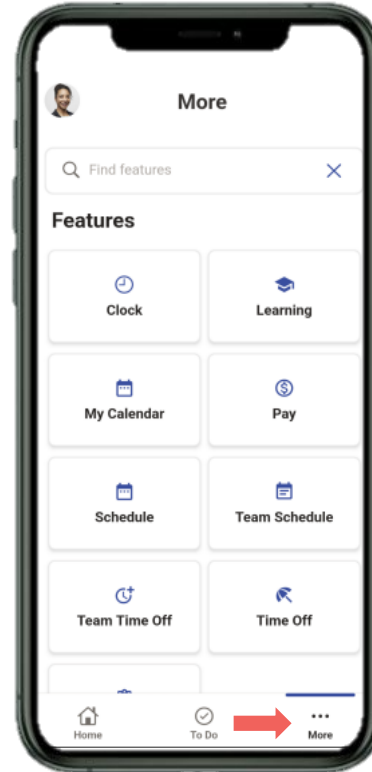
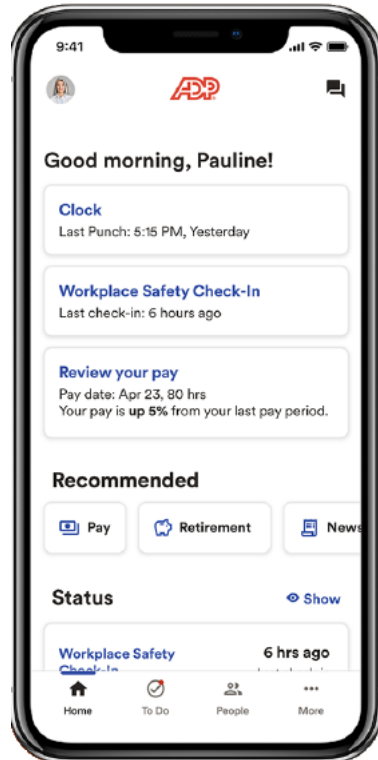
ADP Mobile - Notifications

Receiving Alerts – Pay & Inbox

- Mobile inbox can display notifications, alerts, reminders and tasks
- You can receive important company news and communications
- You can receive push notifications for important company alerts

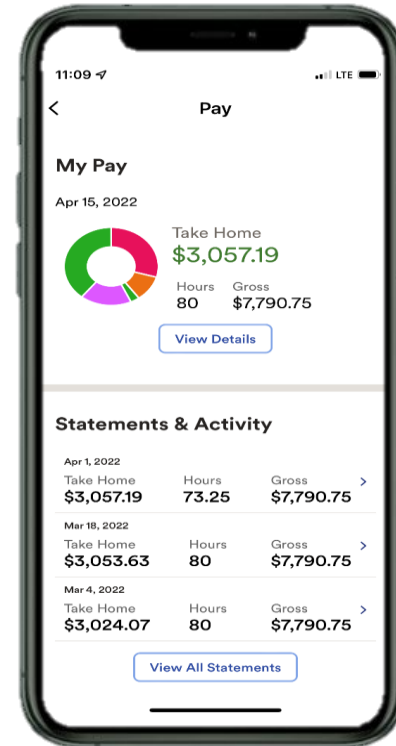


ADP Mobile - Dashboard

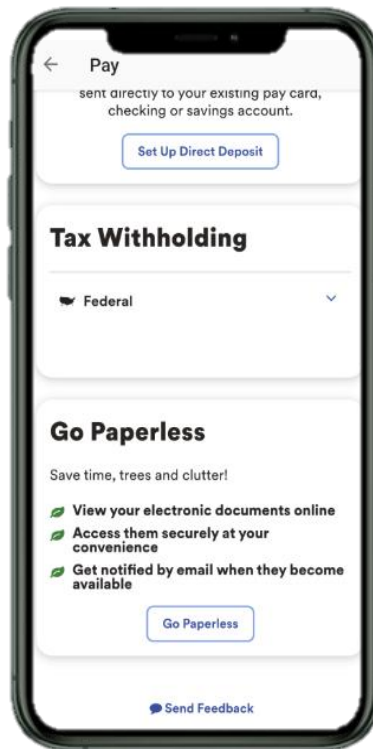
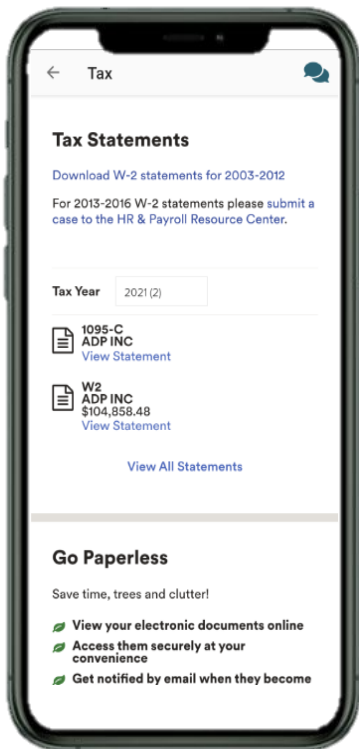


ADP Mobile – Pay Screens

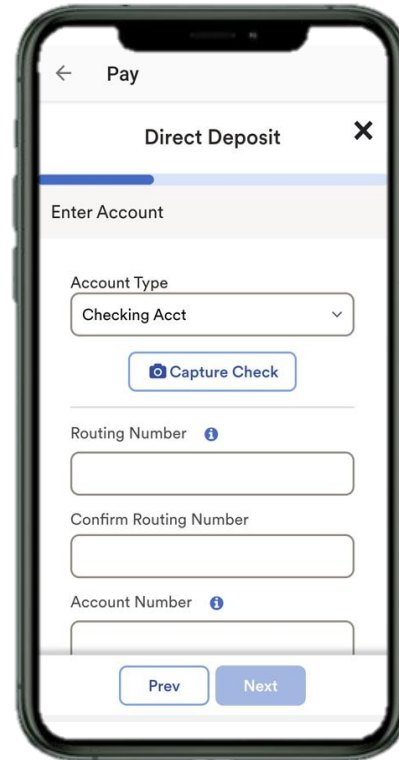
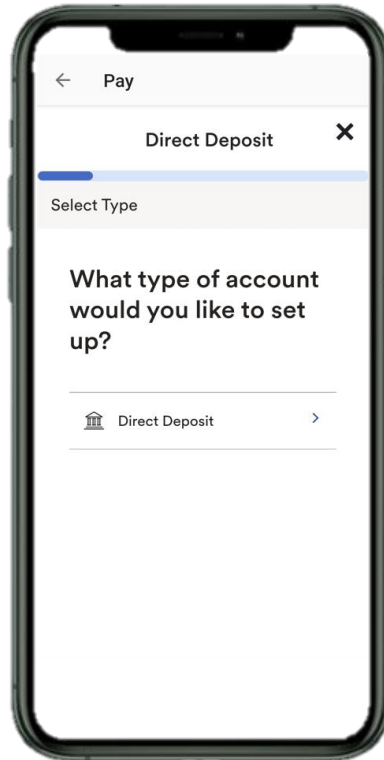
- The Pay screen gives you the option to view your current and historical pay statements.
- When selecting **View Details** it will display your gross wages earned along with the breakdown of pay details.
 - You can also compare pay statements across multiple pay periods along with viewing year-to-date earnings and deductions.
 - You have the option to view your statement and print a copy.



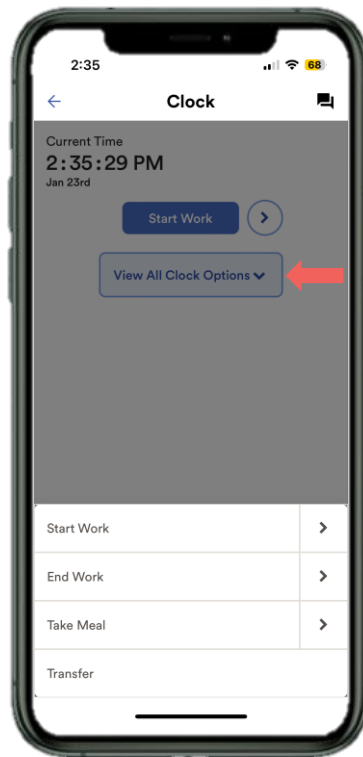
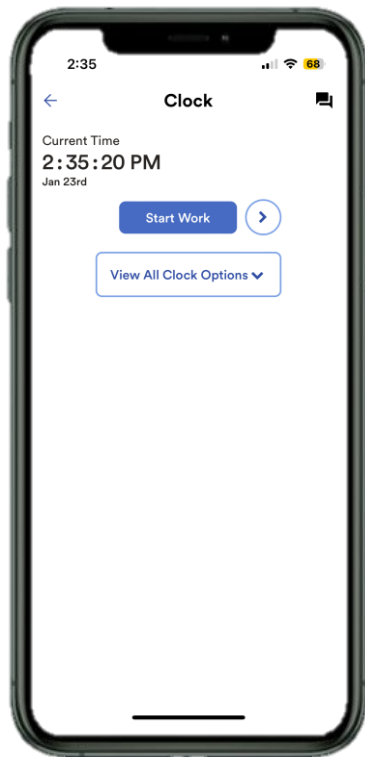
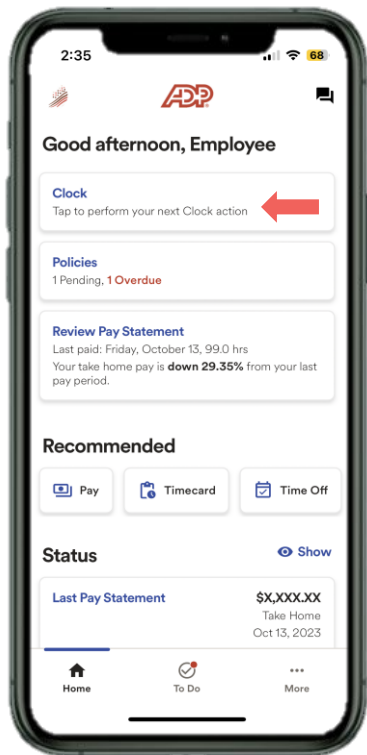
ADP Mobile – Tax Screens



ADP Mobile – Direct Deposit

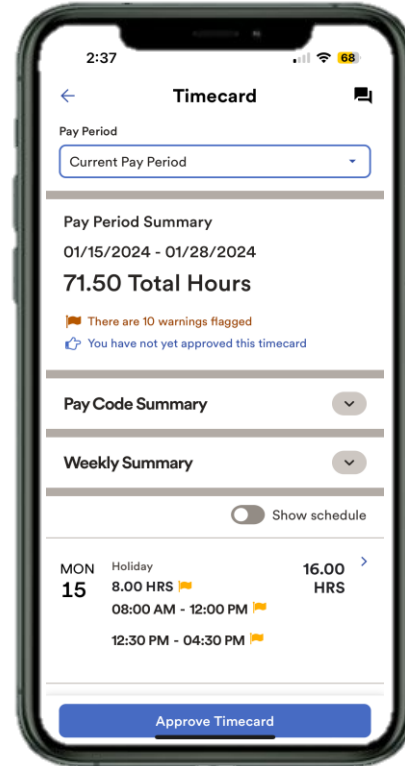


ADP Mobile – Mobile Clocking



ADP Mobile – Approve Timecard

- You can view current and previous timecards – and approve from the mobile device



ADP Mobile – Time Off

The image displays two smartphone screens side-by-side, showing the ADP Mobile Time Off interface.

Left Screen: Time Off

- Time: 2:37
- Section: **Time Off**
- Section: **Balances Overview**
- Balance as of: Jan 23, 2024
- Notification: These time off balances do not include 1 pending request.
- Table of Balances:

Personal	40 Hours	>
Sick	40 Hours	>
Vacation	90.66 Hours	>

- Section: **Requests**
- Buttons: Request time off, Select filters..., Refresh list
- Status: Last updated at 2:37 PM
- Request Details: Vacation - V, Approved
- Request Info: Jan 26, 2024 (8:00 AM, 8 Hours)

Right Screen: Request Time Off

- Time: 2:37
- Section: **Request Time Off**
- Step: Step 1: Add Time Off Request
- Request Type*: Personal - P
- Duration: **Hours**
- Start Date*: Jan 26, 2024
- End Date*: Jan 26, 2024
- Instructions: Enter the start time. You're not scheduled on the dates you selected. Enter a start time or try again after schedules are made.
- Start Time*: 08 : 00 AM
- Option: Select the start time from the schedule
- Button: Review & submit >

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Auto



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Pets

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ADP LifeMart

Home Resources Myself

Things to Do

Congratulations
You've completed all of your Things to Do tasks

What Would You Like to Do?

- Update Tax Withholdings
- Update Payment Options
- Update Profile
- Employee Discounts**

Helpful Links

- Salary Paycheck Calculator
- Hourly Paycheck Calculator
- Tax Withholding Estimator
- Employee Discounts - LifeMart**

Your Employee Discounts!

Save on major brands and everyday essentials

View my discounts

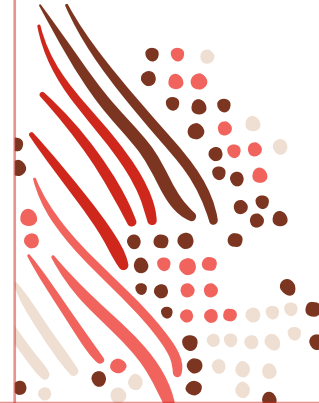
Need help? Contact: adpwfnhelpdesk@lifecare.com

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ADP Business



Questions



Thank You!

