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Maintaining Employee Information for ADP Workforce Now

part 2: completing a
basic payroll cycle

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Workforce Now®

The Getting Started with ADP Workforce Now™: Quick Reference and the ADP Workforce Now™ Portal Administrator Guide are both available in the ADP Support Center. To access them, do the following: 1 In ADP Workforce Now, point to the Role Selector

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and select Portal Administrator. 2 Click Support Center in the header at the top right of the site.

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Getting Started with ADP Workforce Now™

Welcome to Essential
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for ADP Workforce

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Basic Time & Attendance for ADP Workforce Now

To hire or rehire an employee, in ADP Workforce Now, you will use the New Hire

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wizard. This wizard will take you through the process of entering a new employee's personal, employment, payroll, tax, and time and attendance information.

ADP Workforce Now Essential Time & Attendance Supervisor ...

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Essential Time & Attendance - ADP

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Course Purpose This
course prepares you
to use ADP Workforce
Now® to edit
timecards, fix
timecard exceptions,

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assign employees to
schedules, and run
reports. Course
Agenda Introducing
ADP Workforce Now
Time & Attendance

ADP Workforce Now Quick Start Guide

Basic Time &
Attendance for ADP
Workforce Now
Module 1: Maintaining
Timecards Handout

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ADP Workforce Now Payroll

ADP Workforce Now
v Portal Administrator
Guide Introduction
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is a Web-based, fully
integrated workforce
management solution
that gives your
organization a single
point of access to

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payroll, HR and
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1 Admin QRC (Spring
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Reference Card
Registering and
Logging On to ADP
Workforce Now

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Before you can log on to ADP Workforce Now™ for the first time as an administrator, you must first complete the security registration process, select your password, and download the ADP digital certificate.

Introducing Simplified Reporting for ADP Workforce

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Managers ADP eTime
Training Manual

August 2014 . 2 Table
of Contents ... The

manager delegate
must now ^sign off _

of ADP eTime and
then log back into

eTime. 4. Select

^Workspaces _ and

click on Timekeeping

_. lick on ^Switch

Role (looks like a

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^diamond _ by your name). The ^Switch Role _ works after you have accepted the delegation

Orientation to ADP Workforce Now

ADP Workforce Now® features and benefits. Preview the most flexible payroll and HR solution you'll find. ADP Workforce

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Now® delivers the versatility of an easy-to-use solution that scales with you — and the convenience of an all-in-one platform that seamlessly integrates with all your favorite systems. Discover how smarter HRIS software ...

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