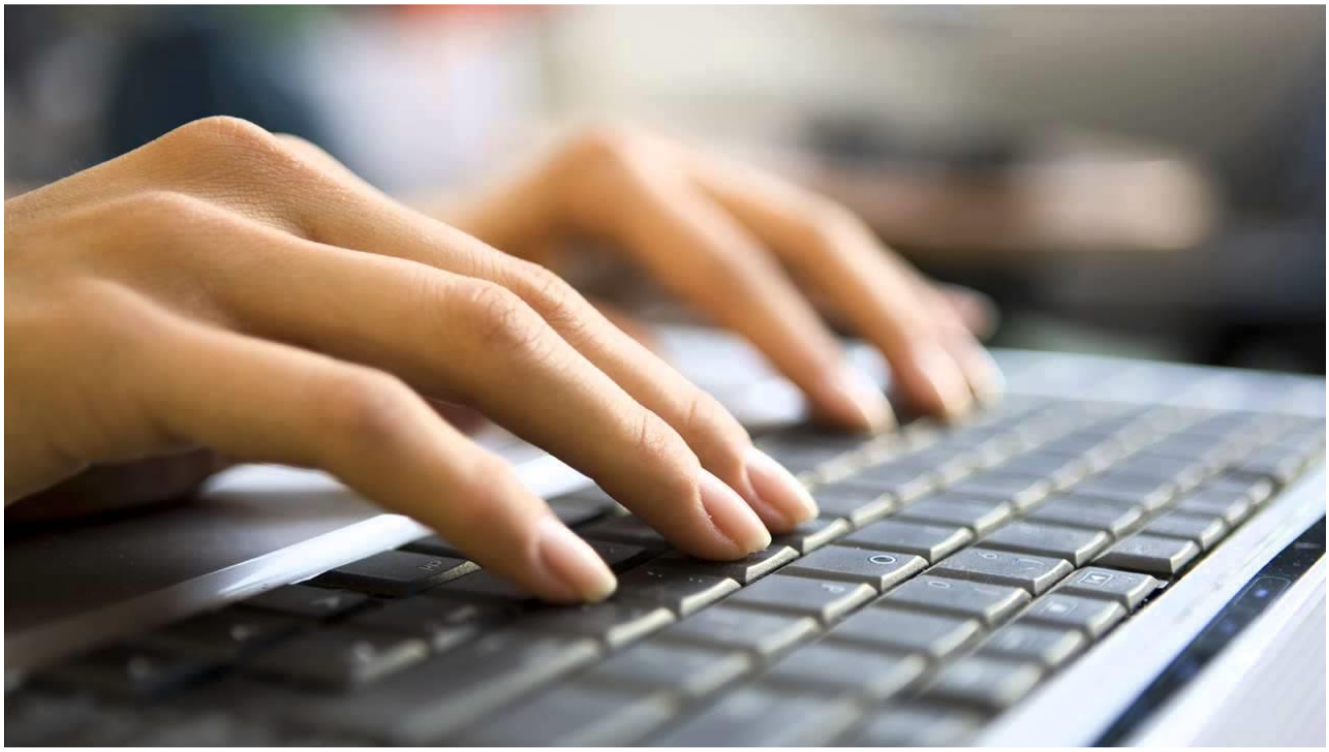
ADDUS HOMECARE



My ADP Employee Self Service User Guide

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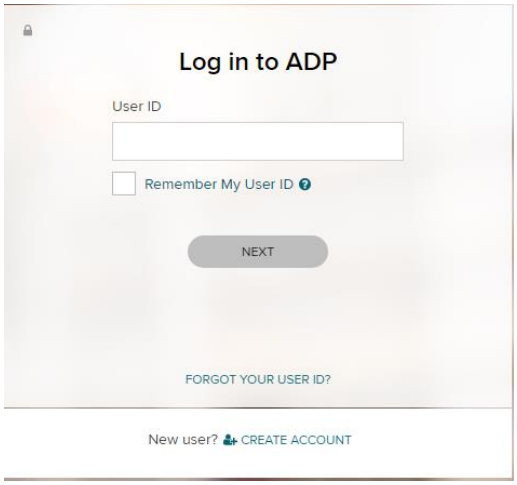
REGISTRATION FOR THE ADP PORTAL

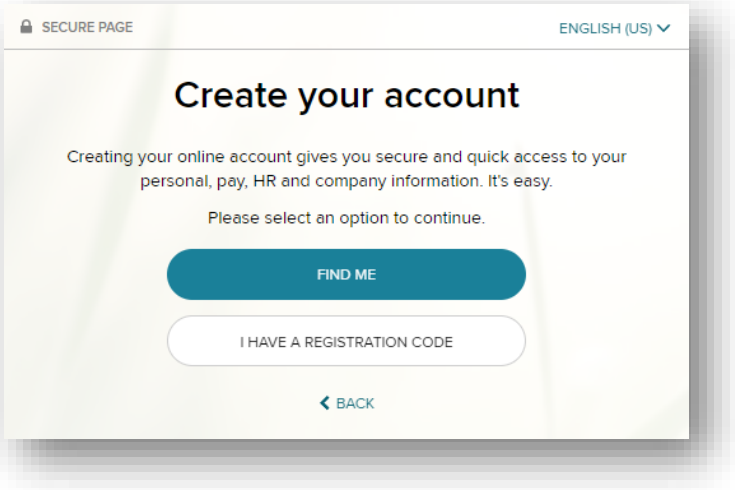
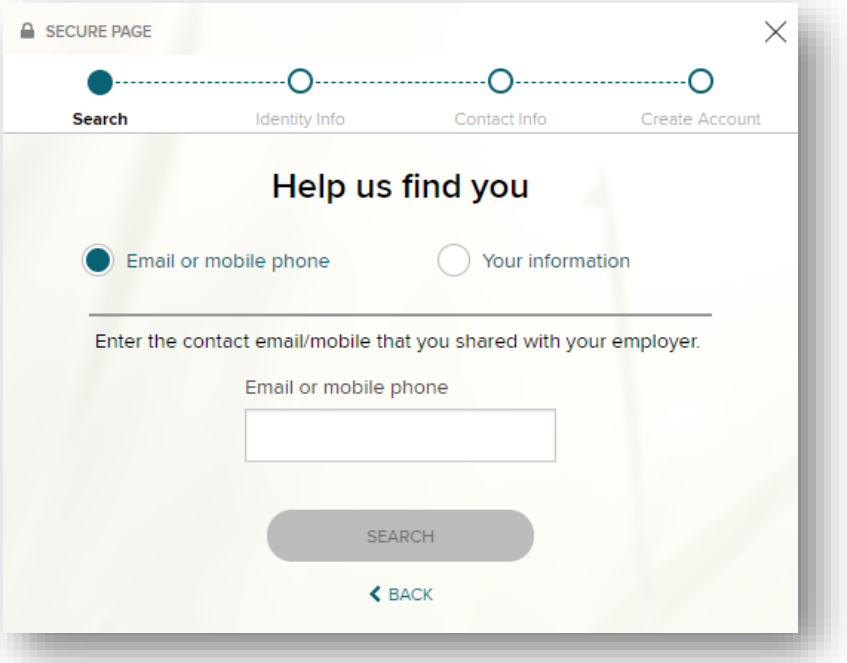
Before you can register for ADP, you must have an active email address that you can provide to ADP and that you are able to access to retrieve activation codes. You will also need to use the following information:

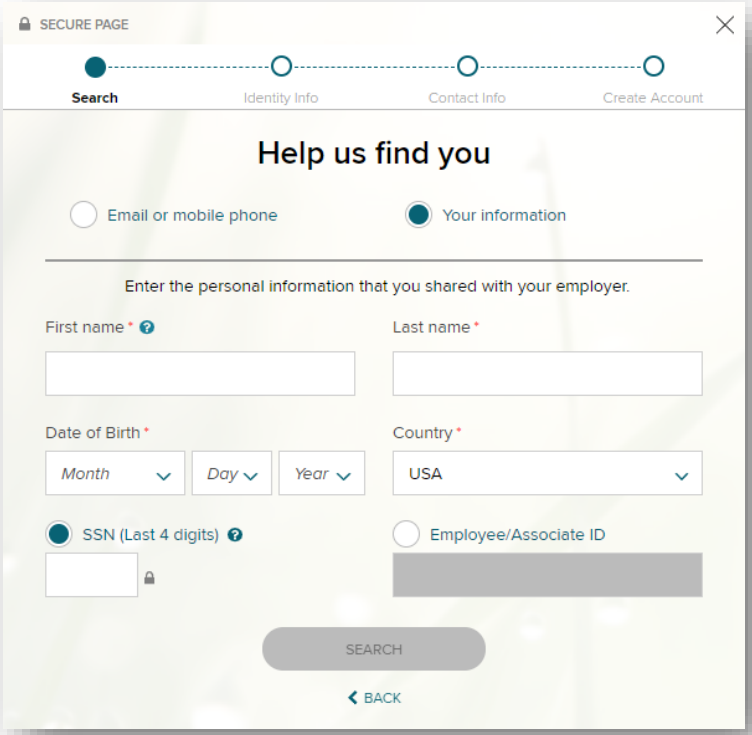
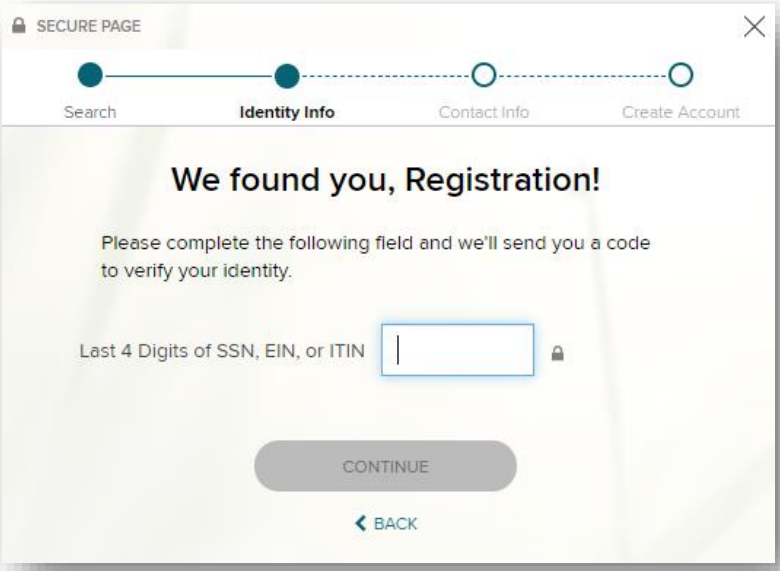
MyADP Login Address: www.myADP.com
Addus Registration Code: **Addus-75034**

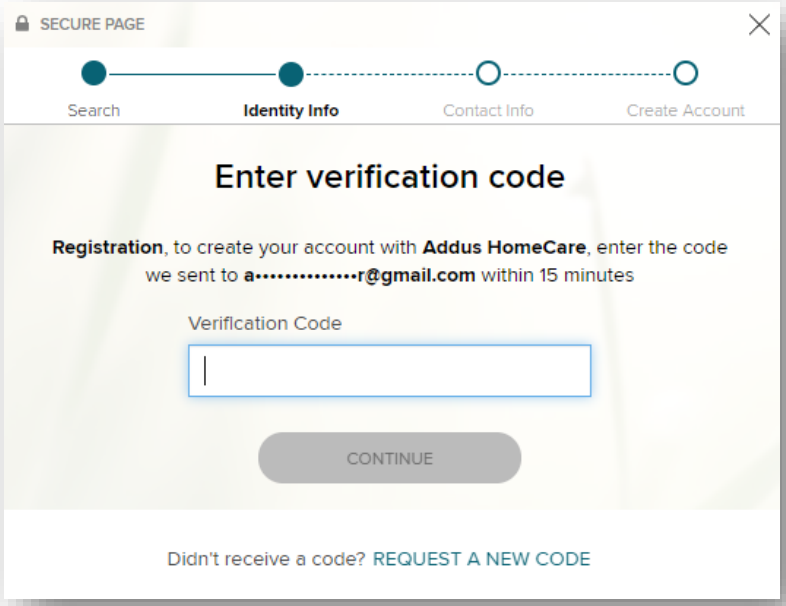
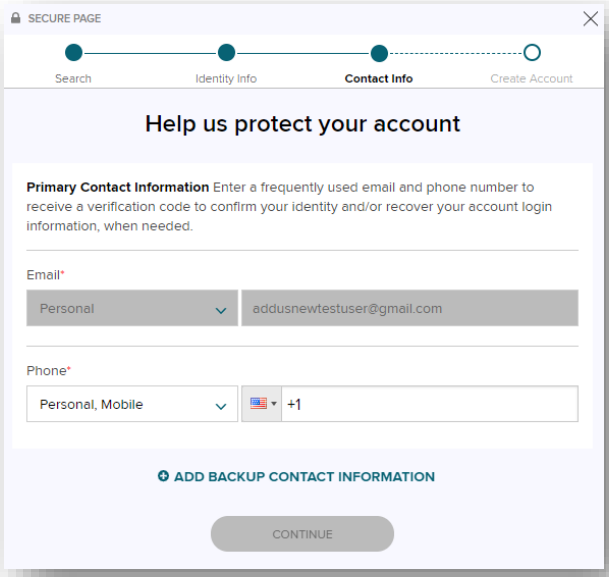
If you are locked out at any point in this process or need additional assistance registering, please call the MyADP Hotline: **1.855.450.2555**

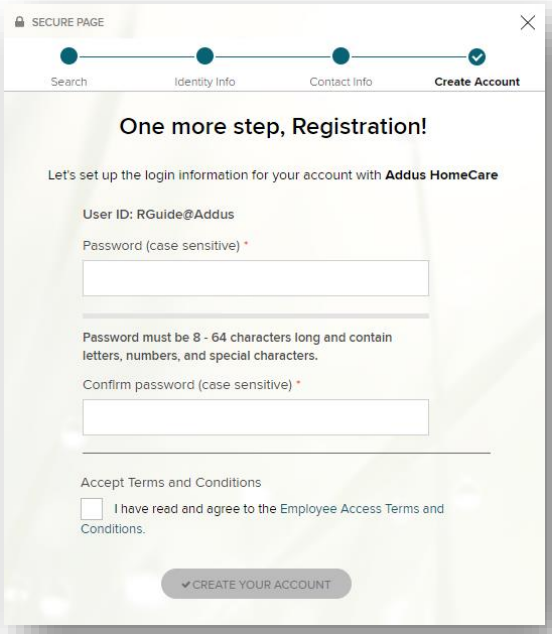
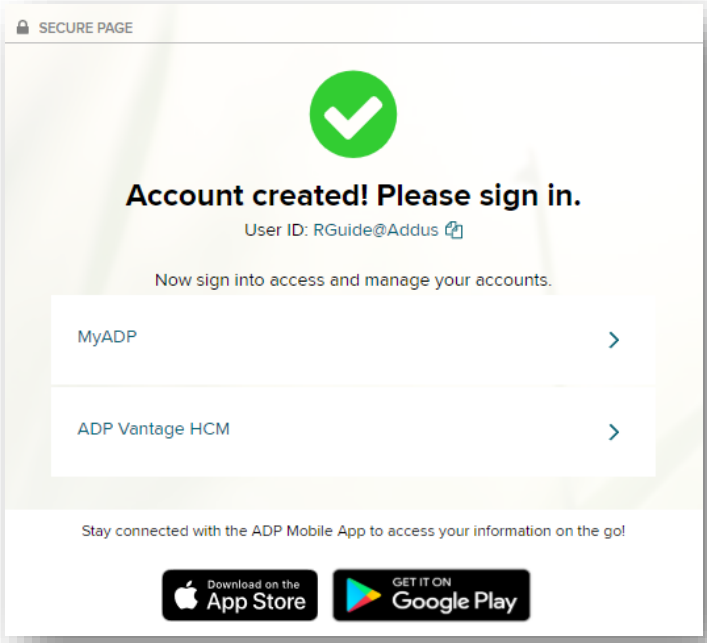
To register in ADP, follow these steps:

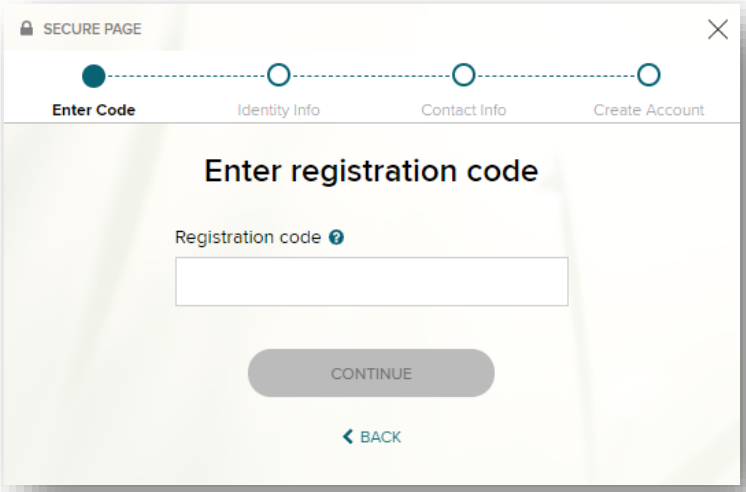
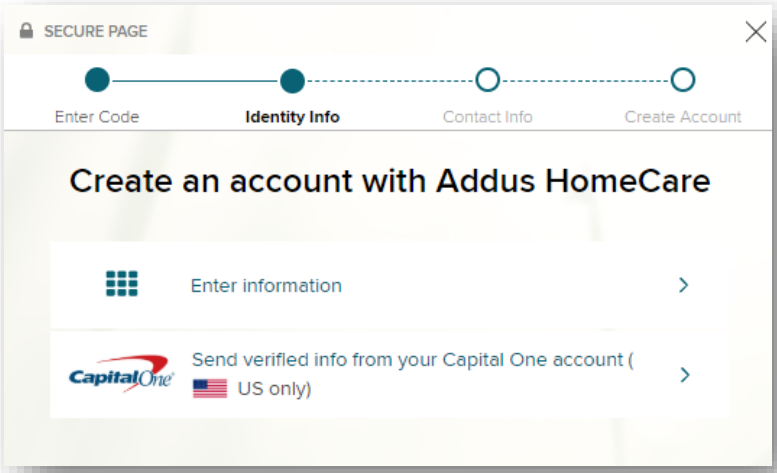
Step	Action
1	Using your internet browser, go to www.myADP.com.
2	Click on **"Create an Account"** at the bottom of the box. 
3	Did you provide a phone number or email account to Addus? Use the **Find Me** option to locate your profile. (Move to step 4). If you didn't provide a phone number or email account, click on the **I Have A Registration Code** option. (Skip to step 10).

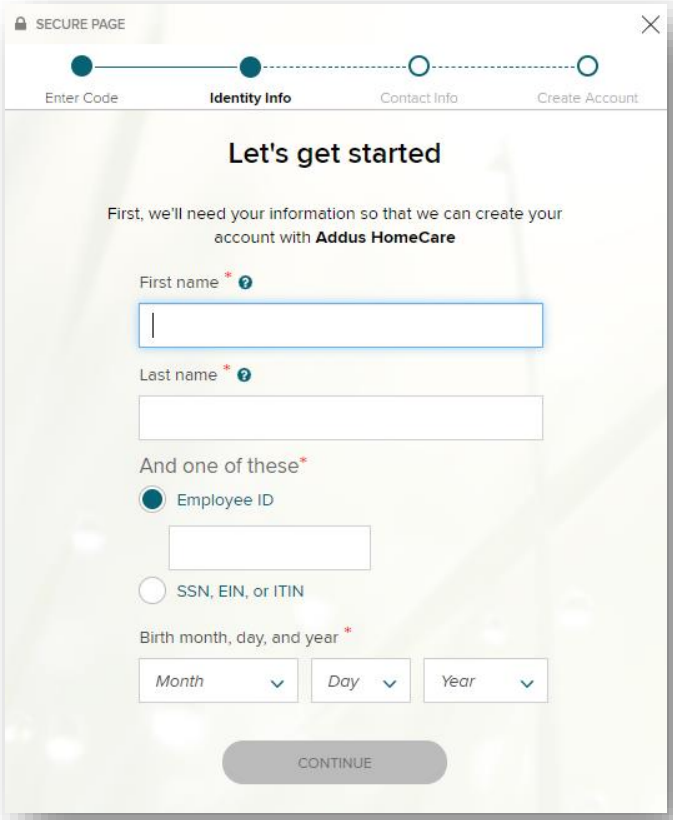
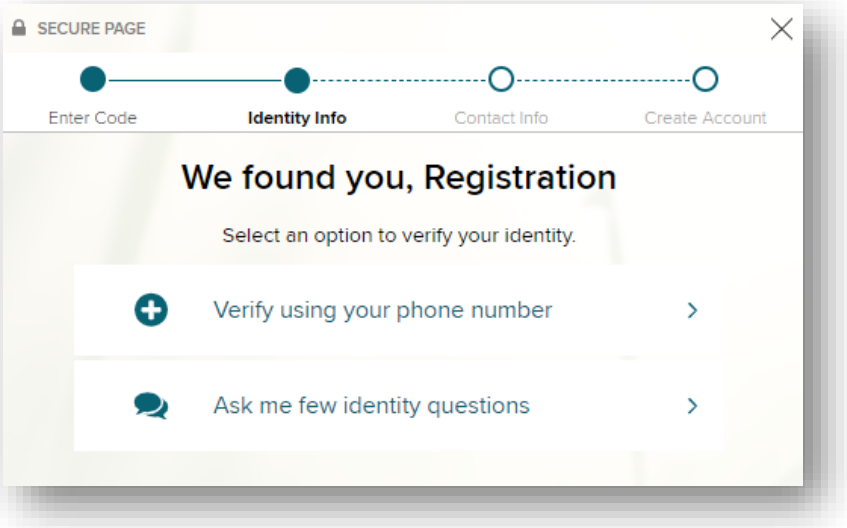
	
4	Enter the email or phone number you provided.  You can also find your profile by entering your personal information.

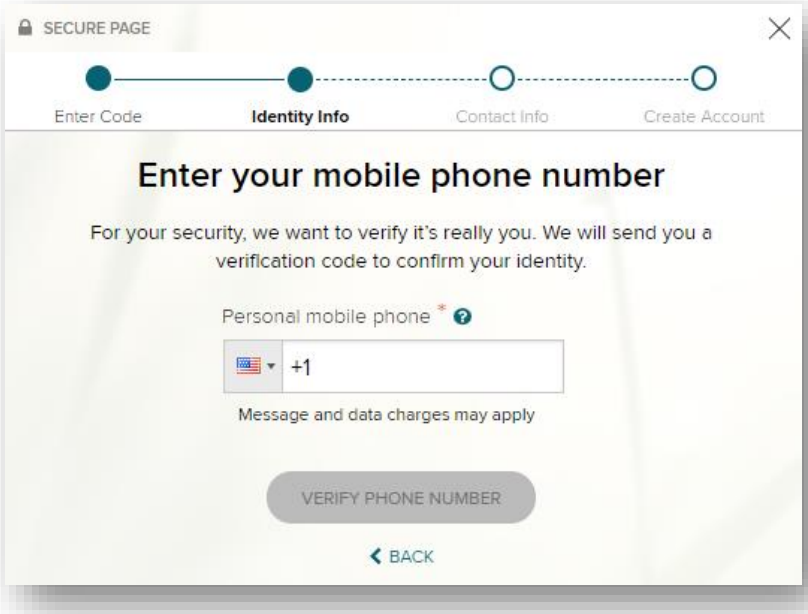
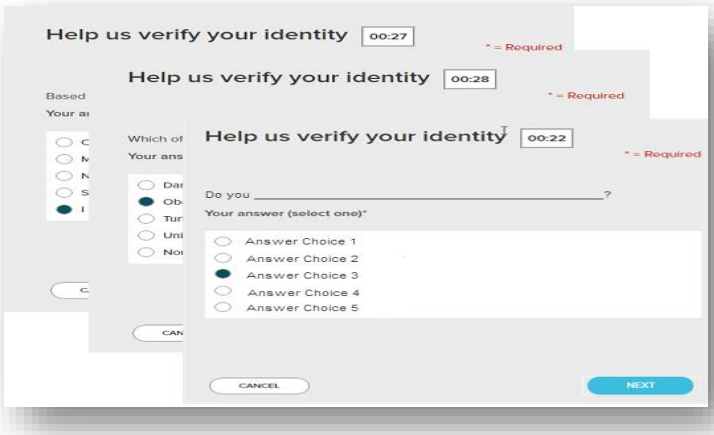
	
5	After the system finds your profile, enter the last 4 digits of your SSN and click Continue.  .
6	Check your email for a verification code and enter it exactly as it is provided. Click on **Continue**.

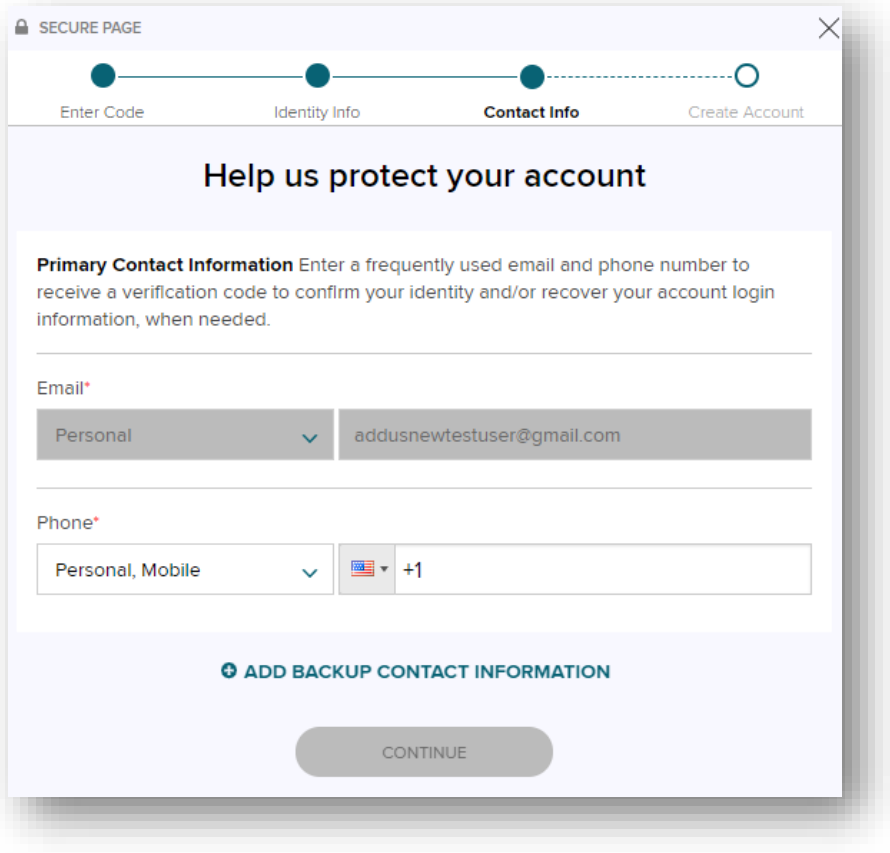
	
7	Once you have confirmed your identity, you will be asked to fill out and verify your contact information if it has not already been filled out. Press **Continue**. 
8	Enter a password, click on the box to accept terms and conditions, and click on **Create Your Account**.

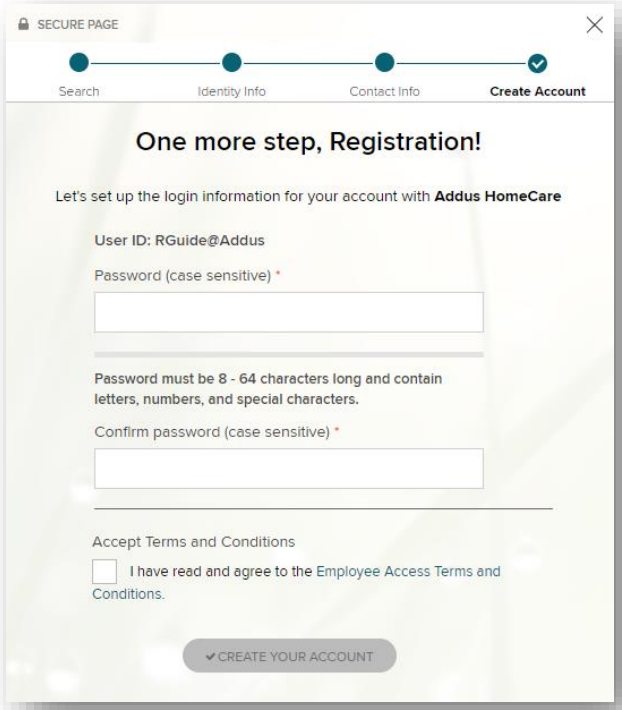
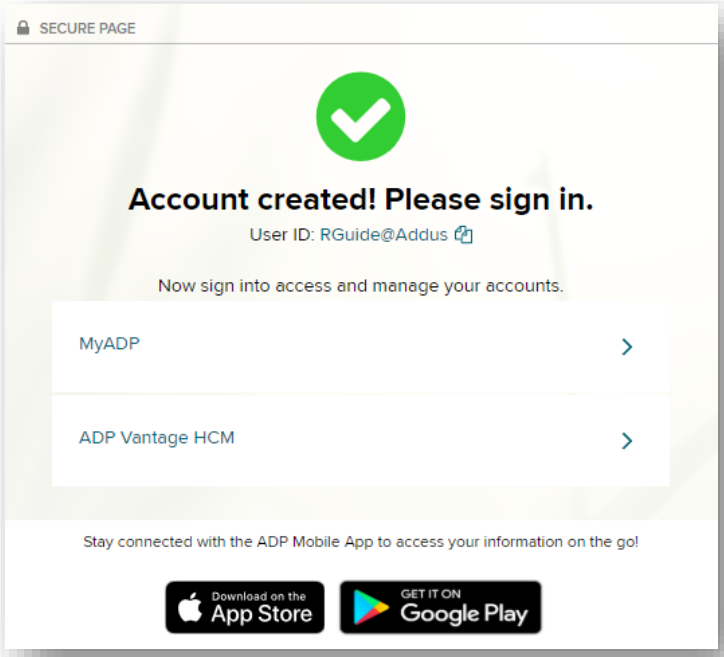
	
9	Your ADP registration is complete. Click on **MyADP** to continue into MyADP. 
10	If you didn't provide a phone number or email address to Addus and clicked on the **I Have A Registration Code** option, you are taken to the screen below. Type "**Addus-75034**" in the box and press **Continue**.

	
11	After it asks you to create an account with Addus HomeCare, click **Enter Information**. If you have a Capital One account, you can import information from your account. 
12	To identify yourself, fill out the following fields: First Name Last Name SSN (Social Security Number) Birth day, month, and year

	
13	The system will find your ADP profile. You may verify your personal information by clicking **Verify using your phone number** (skip to step 14) or clicking **Ask me few identity questions** (skip to step 15). 
14	Enter your mobile phone number and click on **Verify Phone Number**. (move to step 16)

	
15	You will be asked a series of questions of public records and other data sources to verify your identify. Your responses are not used for any purpose other than to verify your identity and are not shared with anyone. **Examples of questions:** What street did you used to live on? Which bank did you use for a loan? Answer the questions within 30 seconds to verify your identity and click **Next**. (move to step 17)  If you answer any of these questions incorrectly, you will be locked out of the registration process. Please email ADP@Addus.com or call the ADP Helpline (**1.800.650.1457)** for assistance if this occurs.
16	Once you have confirmed your identity, you will be asked to fill out and verify your contact information if it has not already been filled out. Press **Continue**.

	
17	Enter a password, click on the box to accept terms and conditions, and click on **Create Your Account**.

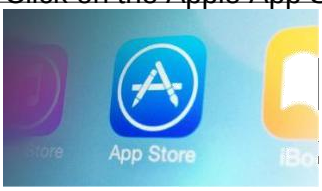
	
18	Your ADP registration is complete. Click on **MyADP** to continue into MyADP. 

DOWNLOAD THE ADP APP

Addus employees will be able to access their HR/Payroll information from the ADP mobile application on their smartphones. The ADP application is available on both Apple and Android devices.

Downloading ADP Mobile App for Apple Phones

To download the ADP mobile application for an Apple device, follow these steps:

Step	Action
1	Click on the Apple App Store icon on your phone.
2	 Click on the search icon and type “ADP” and click **Search**.
3	Find the ADP application in the search results and click on **Get.**
4	 Once the ADP app downloads, click the icon to open the application.
5	Sign in using your username and password.

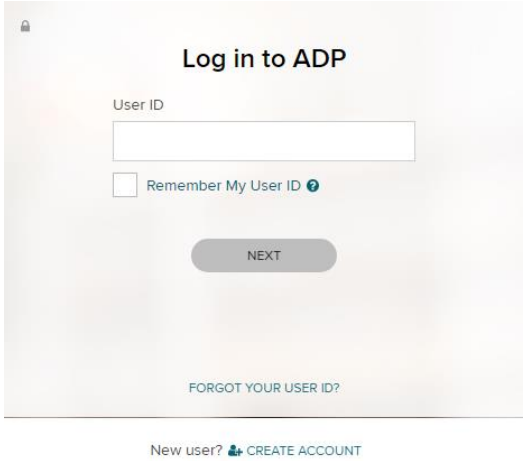
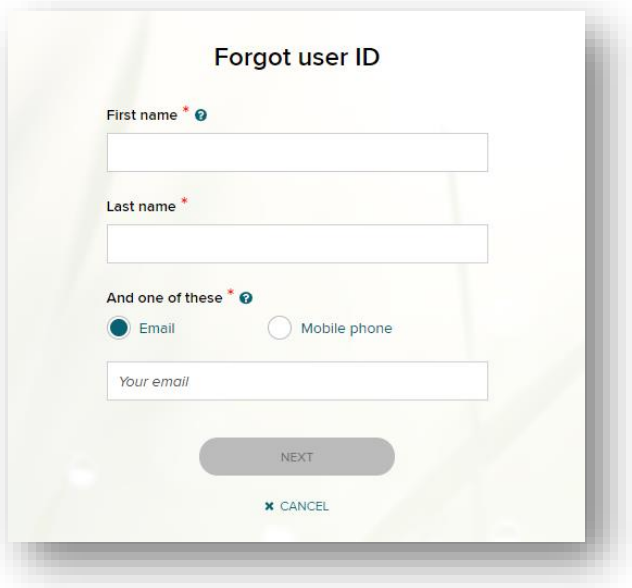
Downloading ADP Mobile App for Android Phones

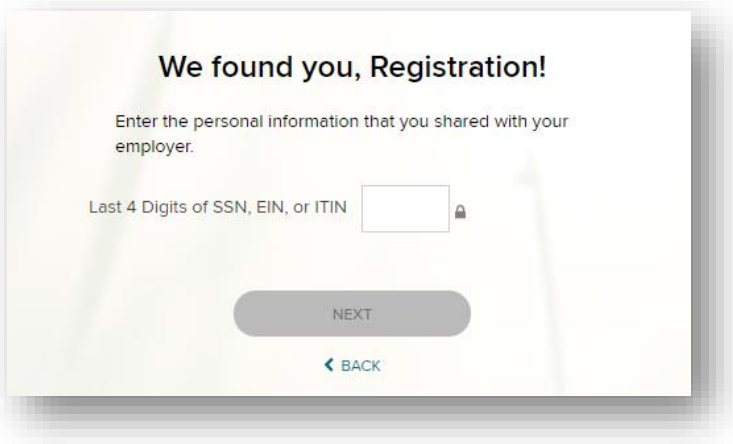
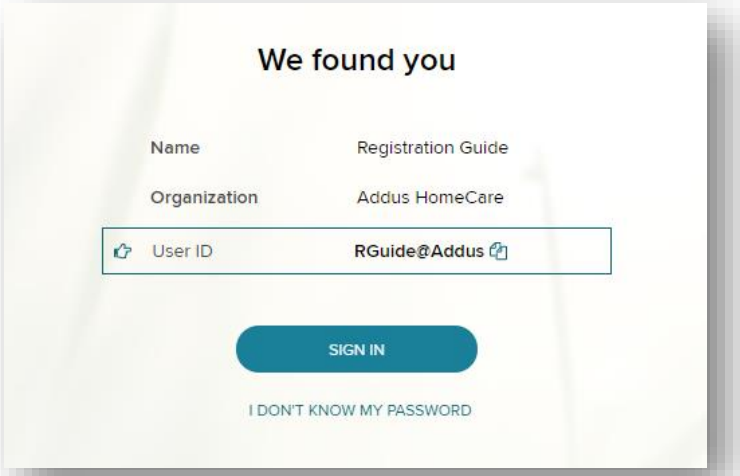
To download the ADP mobile application for an Android device, follow these steps:

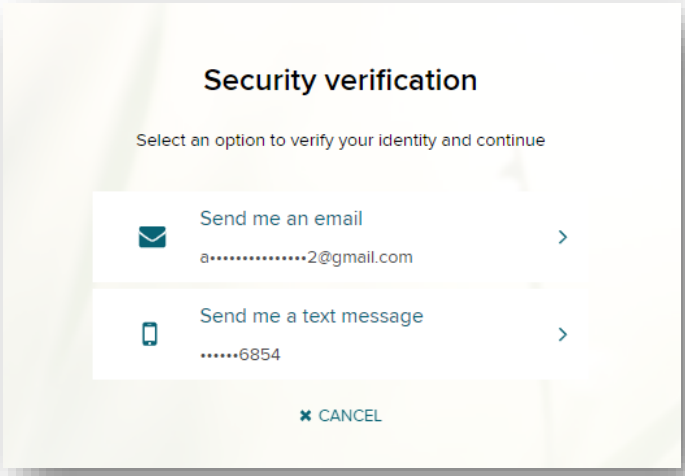
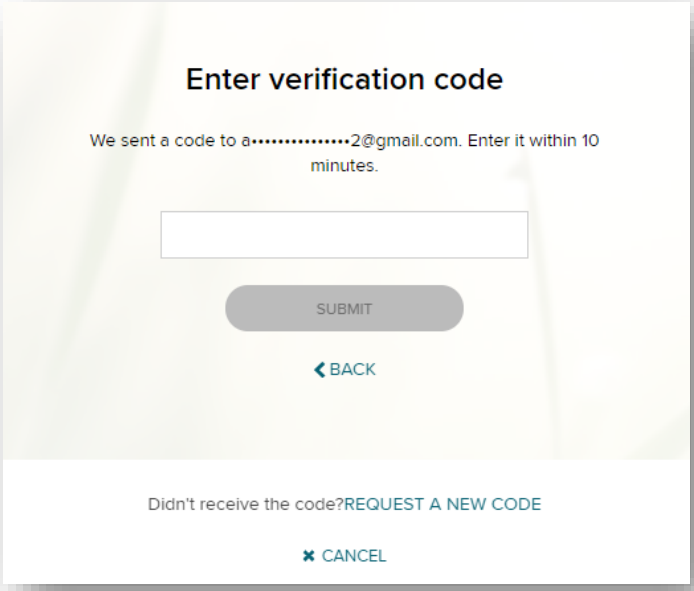
Step	Action
1	Click on the Google Play App Store icon on your phone.
2	Click on the magnifying glass and type “ADP” to search.
3	Find the ADP application in the search results and click on **Install.**
4	If prompted, click **Accept** when app permissions appear.
5	Once the ADP app downloads, click the icon to open the application.
6	Sign in using your username and password.

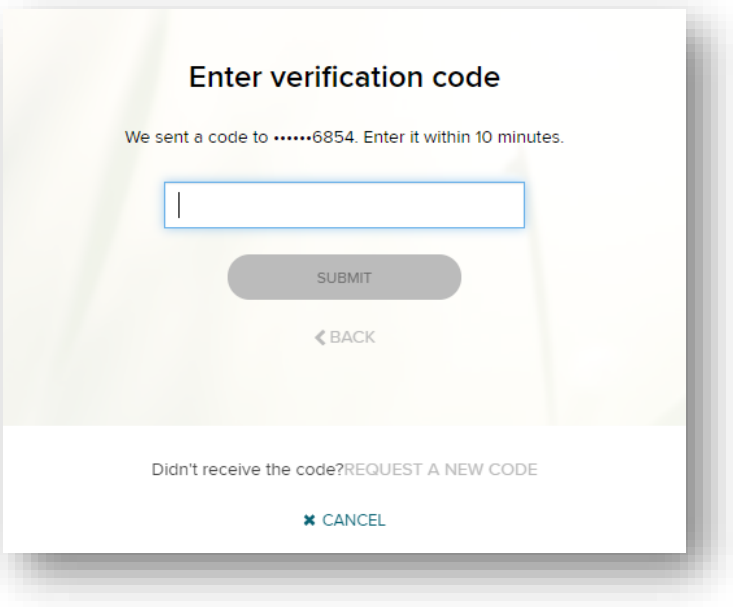
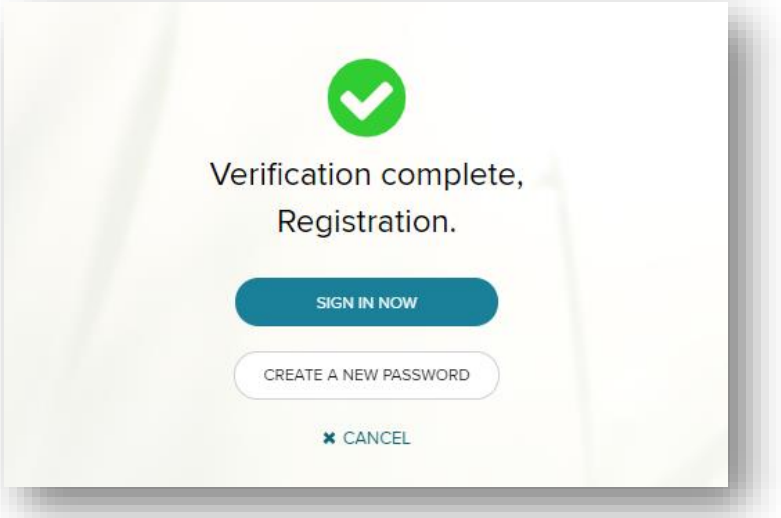
IF YOU FORGET YOUR PASSWORD

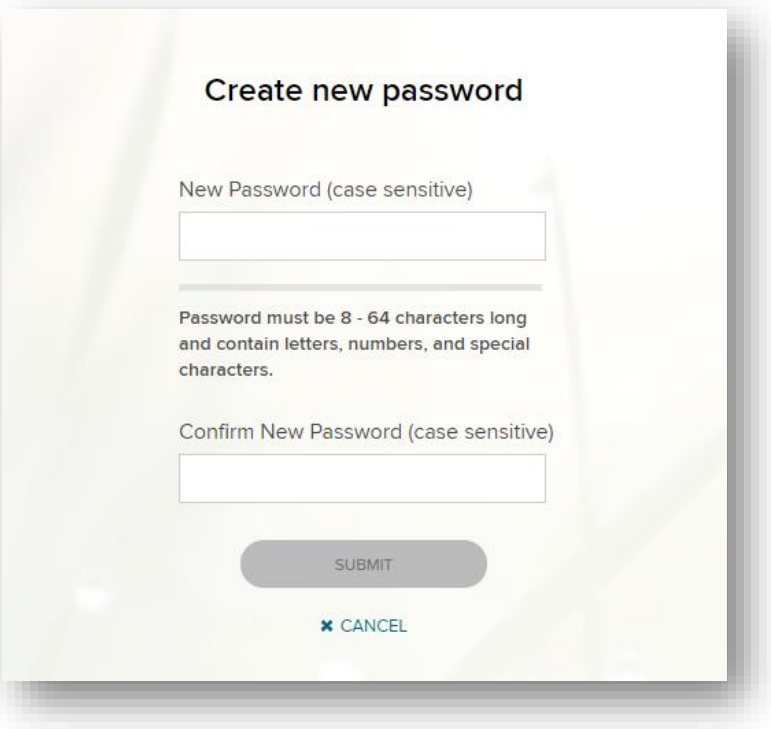
To get your password sent to you, perform the following steps.

Step	Action
1	Click **Forgot your User ID** ? 
2	Fill out the **Forgot user ID** section. You will need to enter your first name, last name and either an email address or phone number. Click **Next**. 
	Once the system finds you, enter your last 4 digits of your SSN and then click **Next**.

Step	Action
	
3	Click on **I Don't Know My Password**. Note your User ID as you will use it to sign in. 
4	For verification, you can receive a security code through email by clicking the **Send me an email** option (skip to step 5) or through your phone number through the **Send me a text message** option (skip to step 6).

Step	Action
	
5	You will be sent a verification code via email, enter it as shown and click **Submit**. (move to step 7) 
6	You will be sent a verification code via text, enter it as shown and click **Submit**. (move to step 7)

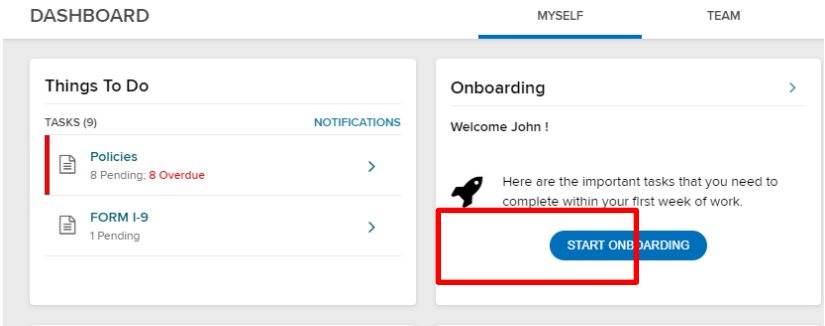
Step	Action
	
7	Once the verification is complete, click on **Create A New Password**. 
8	Create a new password then click on **Submit**.

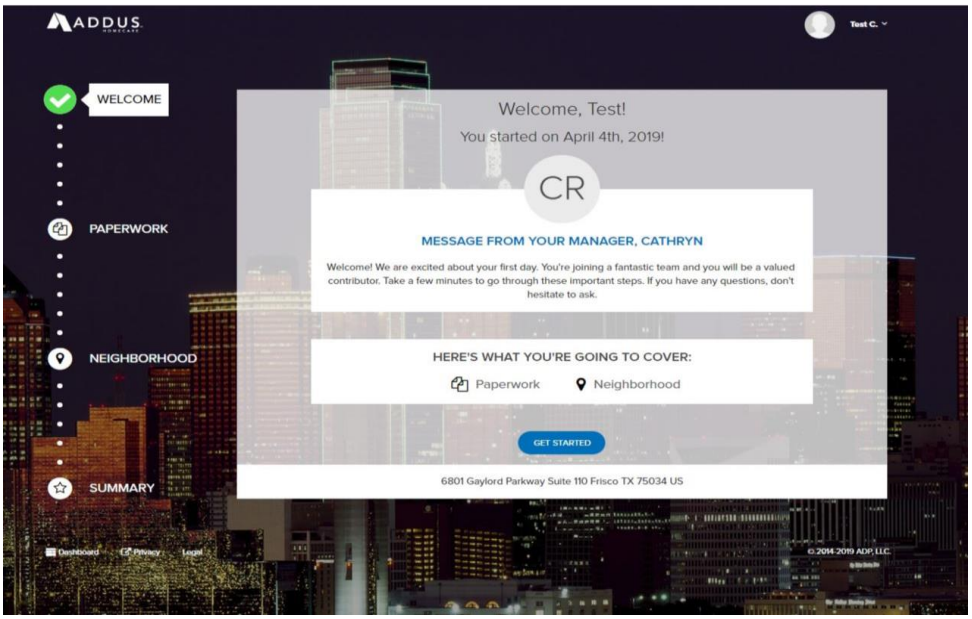
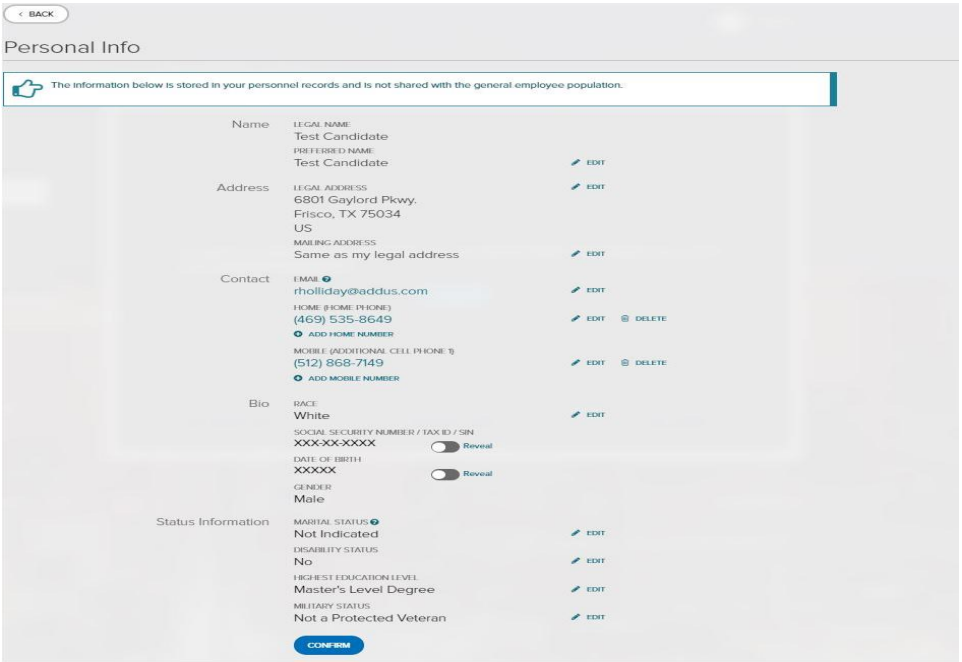
Step	Action
	
9	Log in with the new password.

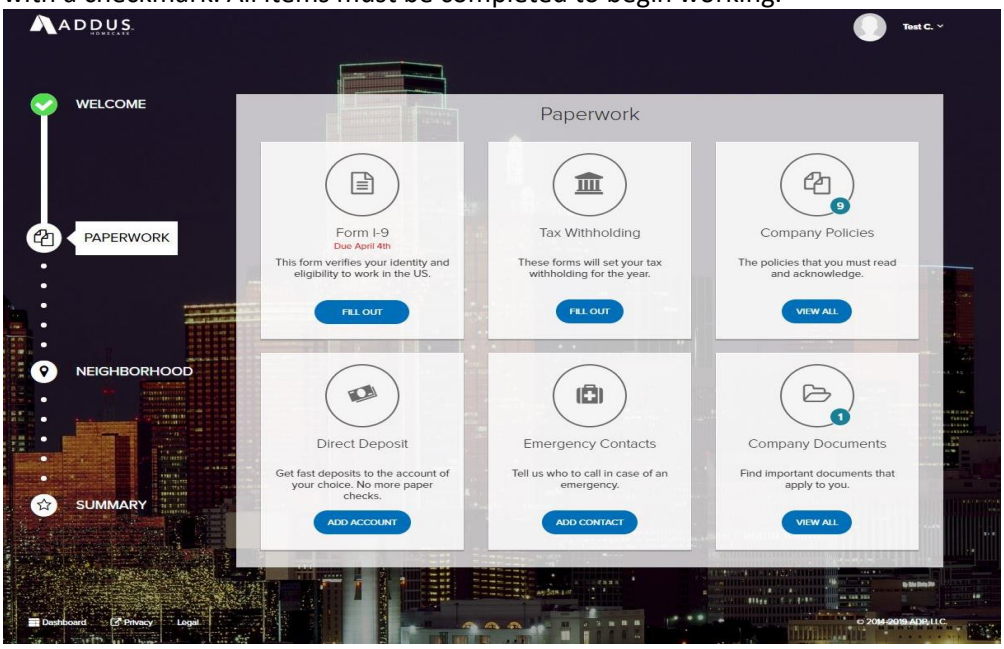
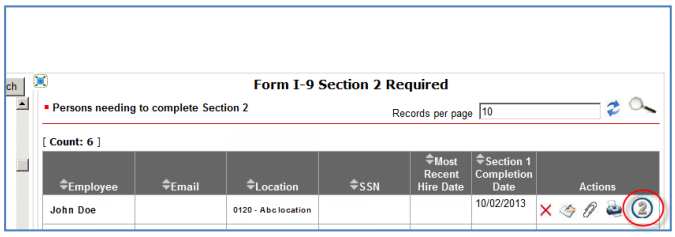
ELECTRONIC ONBOARDING

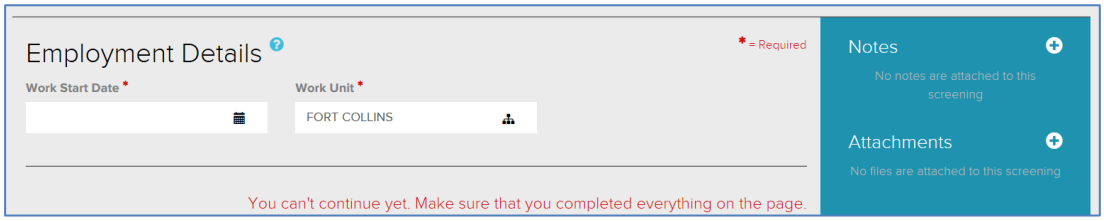
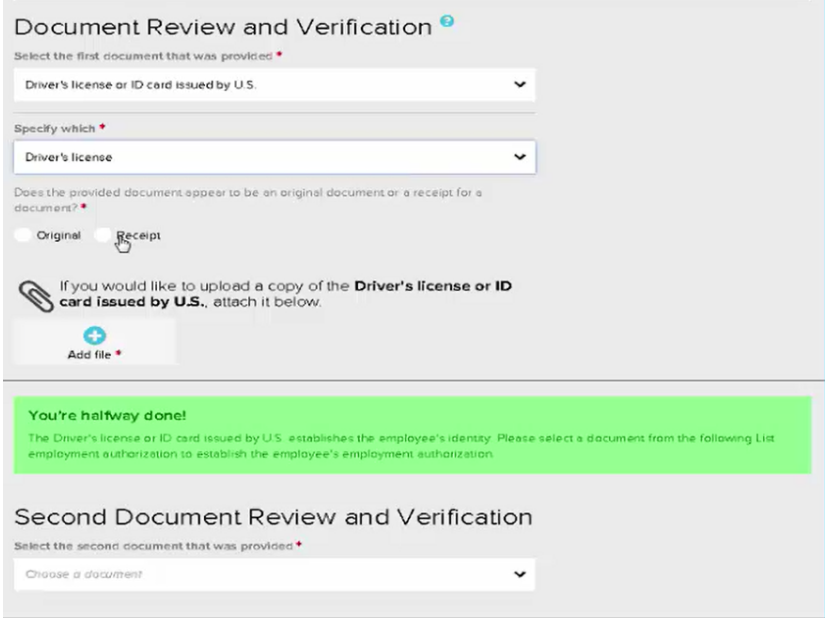
Welcome to Addus— we are excited to have you!

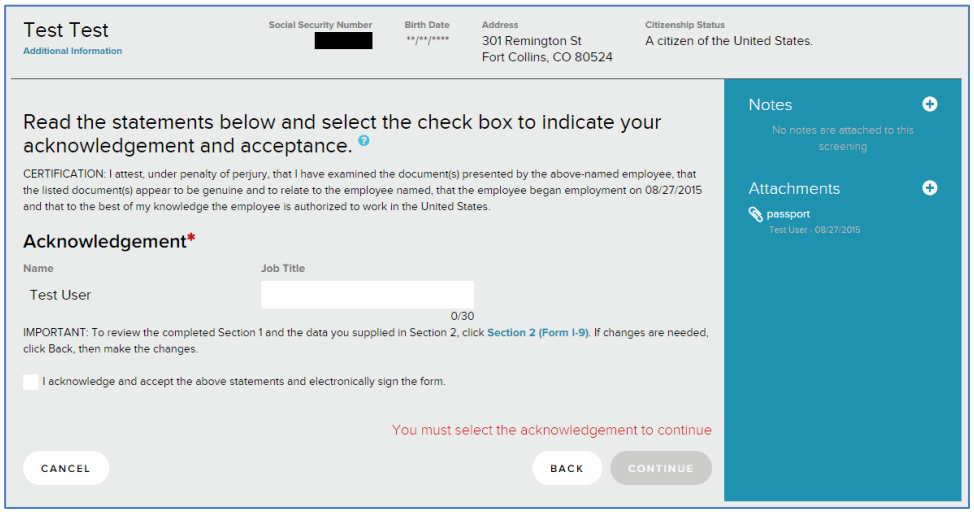
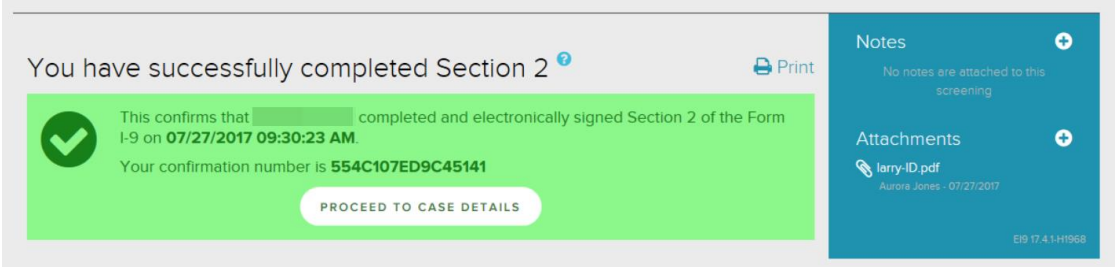
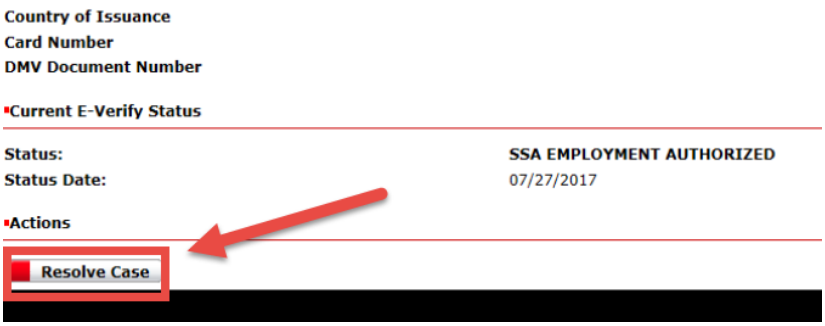
In order to join the team, you will need to complete Electronic Onboarding in the myADP system by following the steps below:

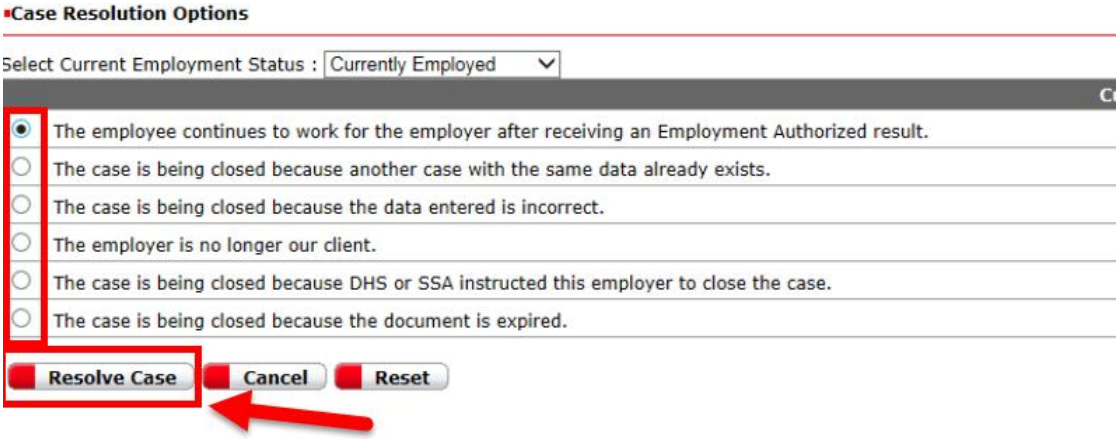
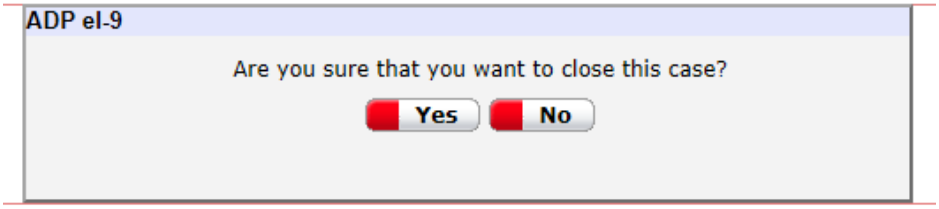
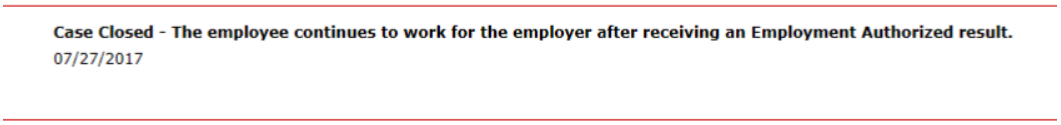
Step	Action
1	**Register your account on MyADP.com using registration code Addus-75034**
2	Once logged into the MyADP Dashboard, Select Go To Onboarding 

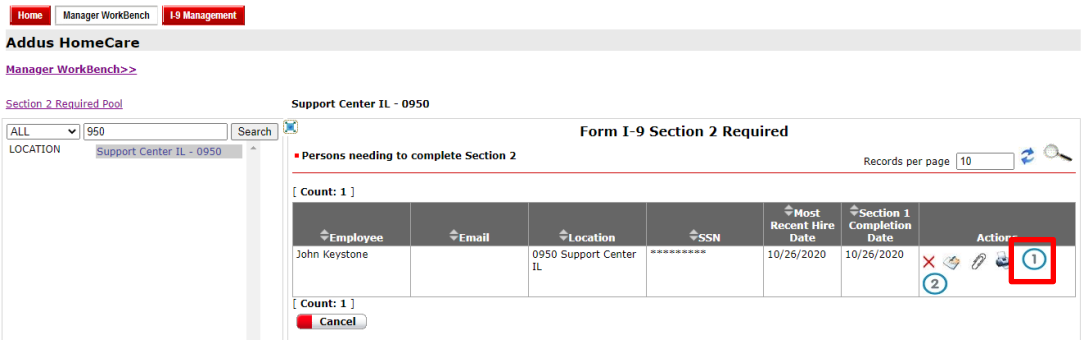
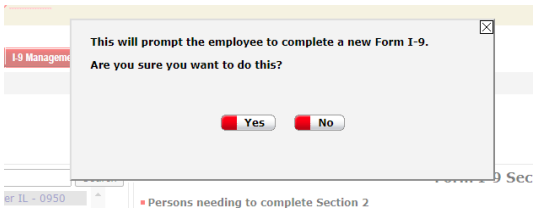
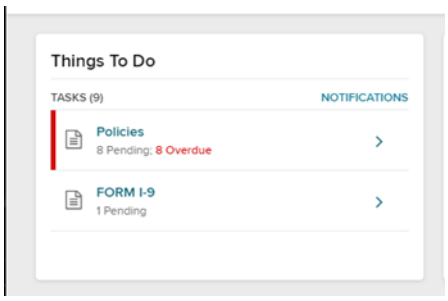
Step	Action
3	You will see a message from your manager. You will also see a list of steps on the left handside that need to be completed. As these activities are completed, a green check circle with a white check mark will appear. When you are ready to begin, click Get Started. 
4	Review and confirm all Personal Information listed. Click "Edit" to submit a correction for any incorrect information. This will trigger an approval process and will be automatically updated once approved. Please ensure legal name and SSN listed match your Social Security Card. Once any needed corrections have been submitted, click Confirm to continue to paperwork. 

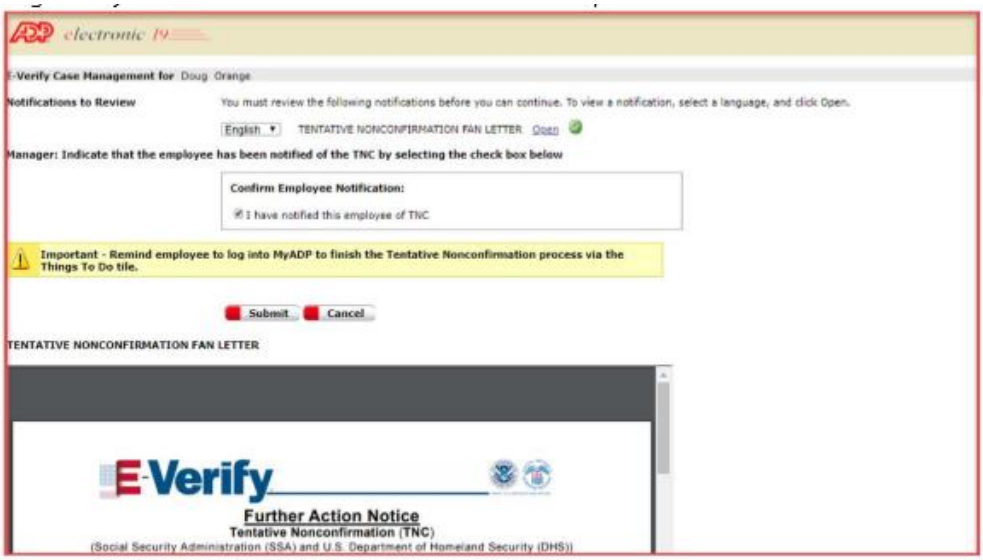
Step	Action
5	Complete all required paperwork by selecting the blue action for each item and follow the directions on the screen to complete each form. Once completed, the tile will be replaced with a checkmark. All items must be completed to begin working.  Note: When completing from I-9, you will be asked to re-enter your SSN and legal name. Please ensure the data enters matches your Social Security Card.
6	Click on the link for **Section 2 Required.** 
7	Click the Number **2** icon under the Actions column of the new hires record to complete Section 2 of the I-9. 

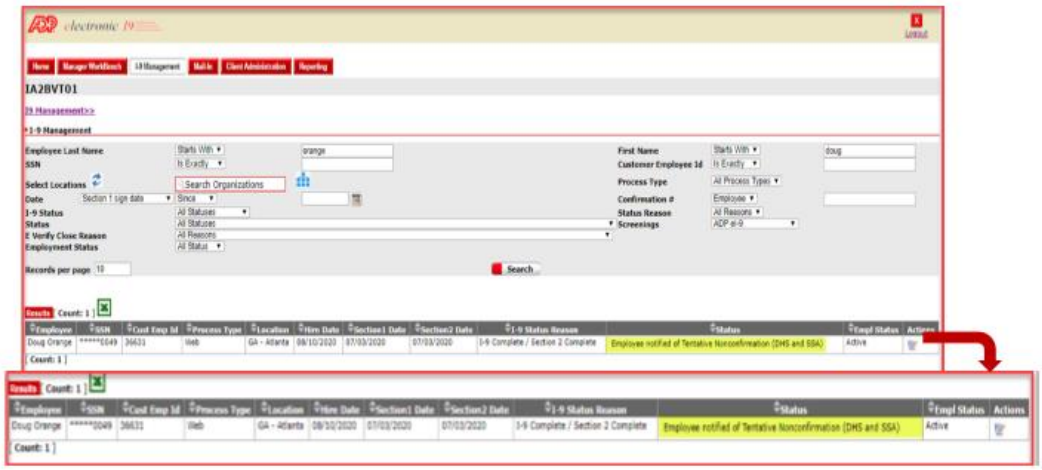
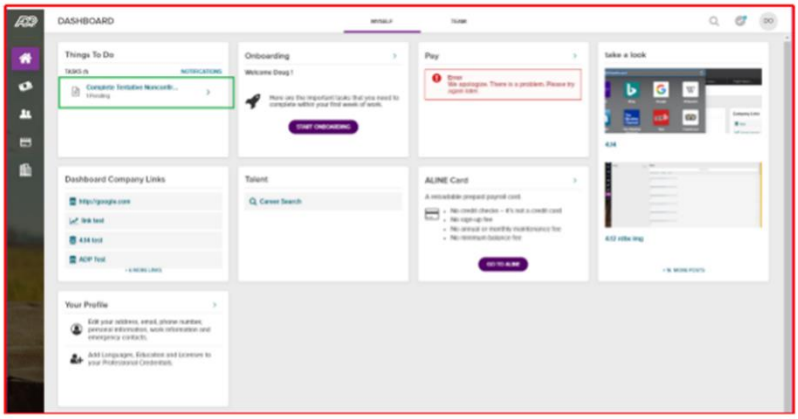
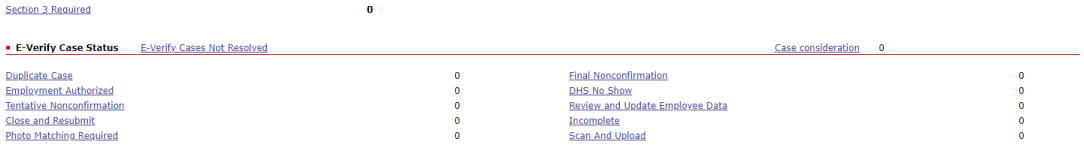
Step	Action
8	Complete **Work Start Date**, confirm **Work Unit** (i.e., Branch Name), select and complete the document information the new hire provided to establish identity and employment eligibility. Then, click **Continue**. 
9	Scan a copy of the employee's photo identification and upload into ADP using the Attachment function.  **Note:** If you indicate that the document provided was a receipt, you will not be able to complete the e-verification step until the original document has been presented.

Step	Action
10	Electronically sign the Section 2 by entering your Job Title, checking the Acknowledgment box and clicking **Continue.** 
11	You have completed the electronic I-9 Section 2. Once you confirm that your information is final, click **PROCEED TO CASE DETAILS**. The information that you've provided will be submitted to e-verify automatically. Your e-verification results will appear on this screen. 
12	You will return to the E-Verify tab. If E-Verify returns a Tentative Non-Confirmation (TNC), skip to step 17. If the Status reflects Employment Authorized, click on **Resolve Case** at the bottom of the page to close out the case and continue to step 13. 

Step	Action
13	Select the current employment status from the dropdown box. 
14	Select the appropriate base resolution option from the list then click **Resolve Case.** 
15	Confirm that you want to close the case by clicking **Yes.** 
16	The status will update to “Case Closed.” The employee will drop off of the I-9 “to do” list. 

Step	Action
17.	If E-Verify returns a Tentative Non-Confirmation (TNC), review all information entered in I-9 to ensure there are no errors. If all information listed is correct, skip to step 20 to initiate TNC process. If you find an error, retrigger I-9 Section 1 by selecting the Number One icon under employee actions and continue to step 18. 
18.	Confirm that you want to send the employee a new I-9 by clicking **Yes.** 
19.	Instruct the employee to log into their MyADP “Things to Do” section to complete the new I-9 section 1 and return to step 7 when complete. 

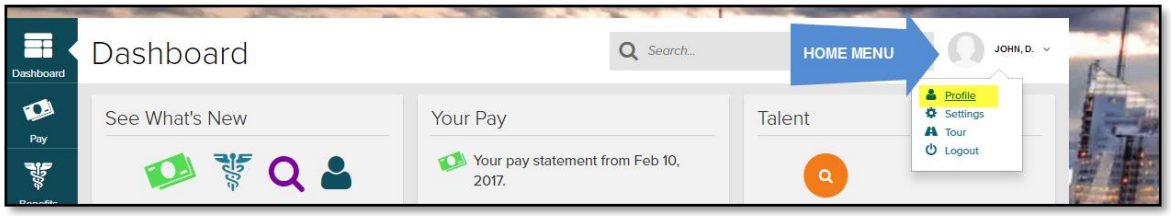
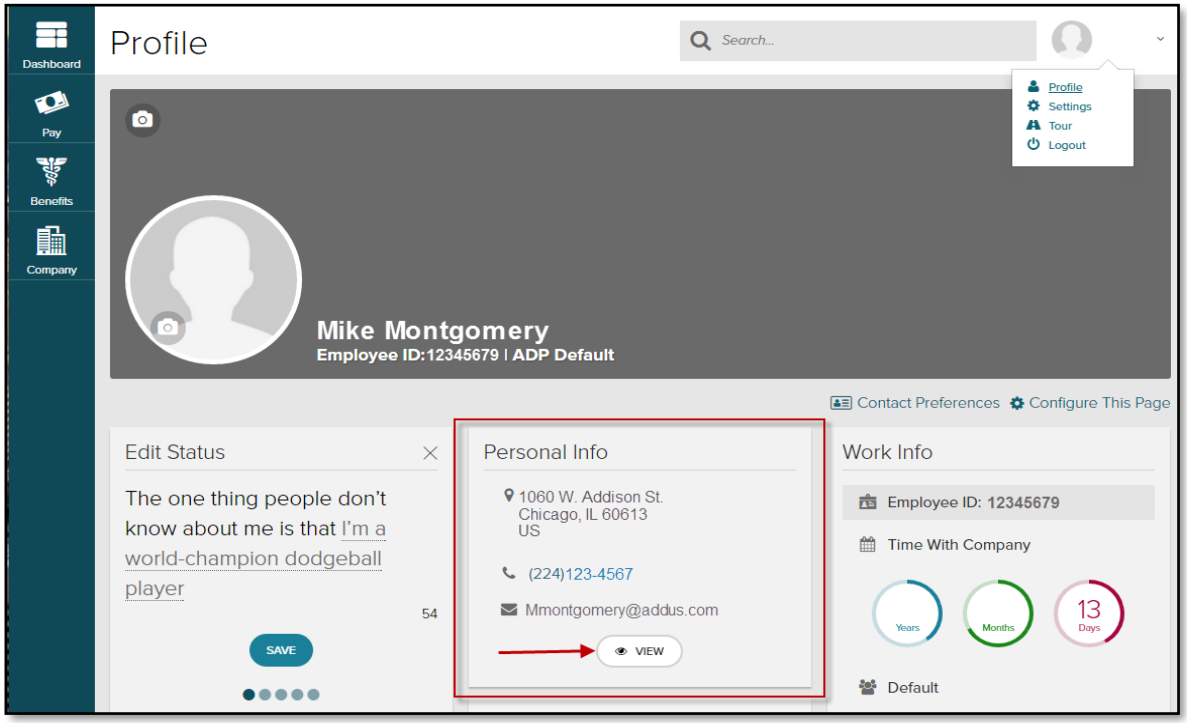
Step	Action
20.	If all employee information is reflected correctly in I-9 Sections 1 and 2 and a Tentative Non-Confirmation (TNC) is received, Select "Review TNC" to initiate TNC resolution. 
21.	Open and Print the FAN (Further Action Notice) Letter and review it with the employee. Once complete, check "I have notified the employee of the TNC" and submit. 

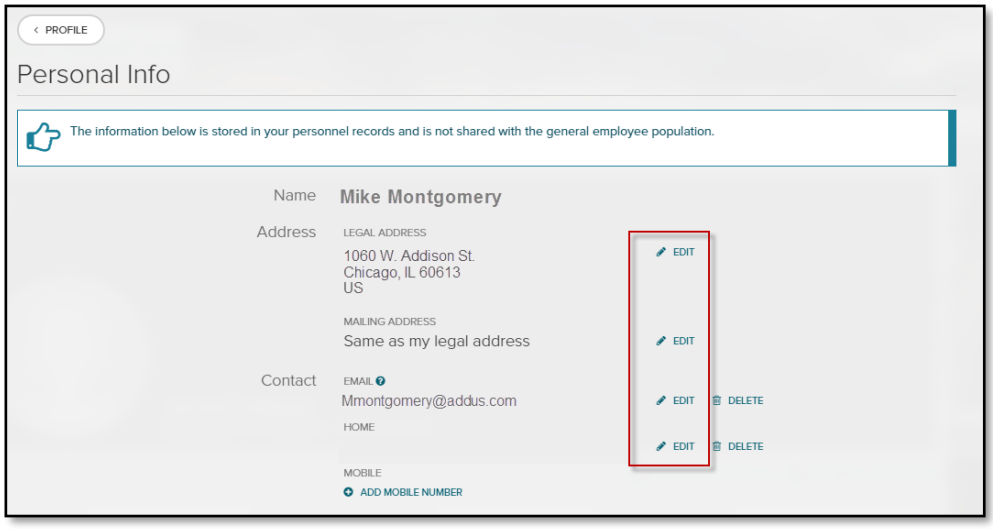
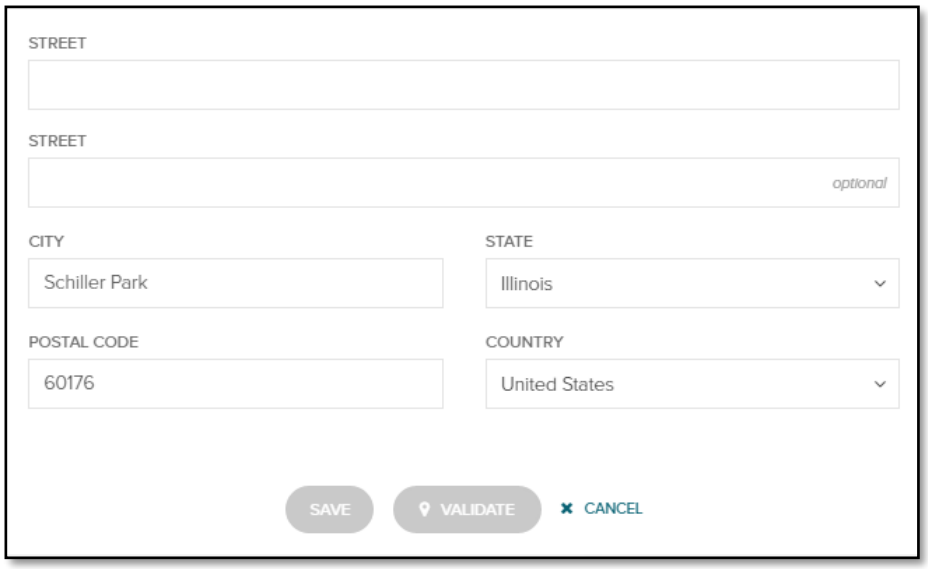
Step	Action
22.	E-Verify Status will be updated to Employee Notified of Tentative Nonconfirmation  New Hire will log into MyADP to finish the TNC (contest or not contest process). 
23.	If new hire contests TNC, allow them to begin work and monitor the E-Verify Status in the Manager Workbench. Once Status changes to “Employment Authorized” or “Final Non-Confirmation”, return to Step 12 to resolve the case.  If new hire chooses not to contest TNC, they cannot continue to work and must be terminated.

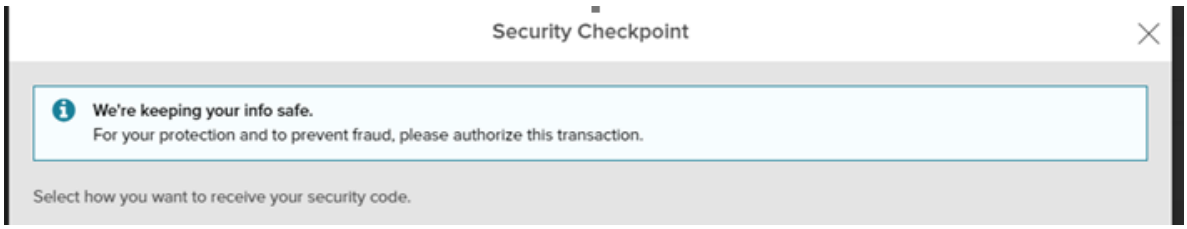
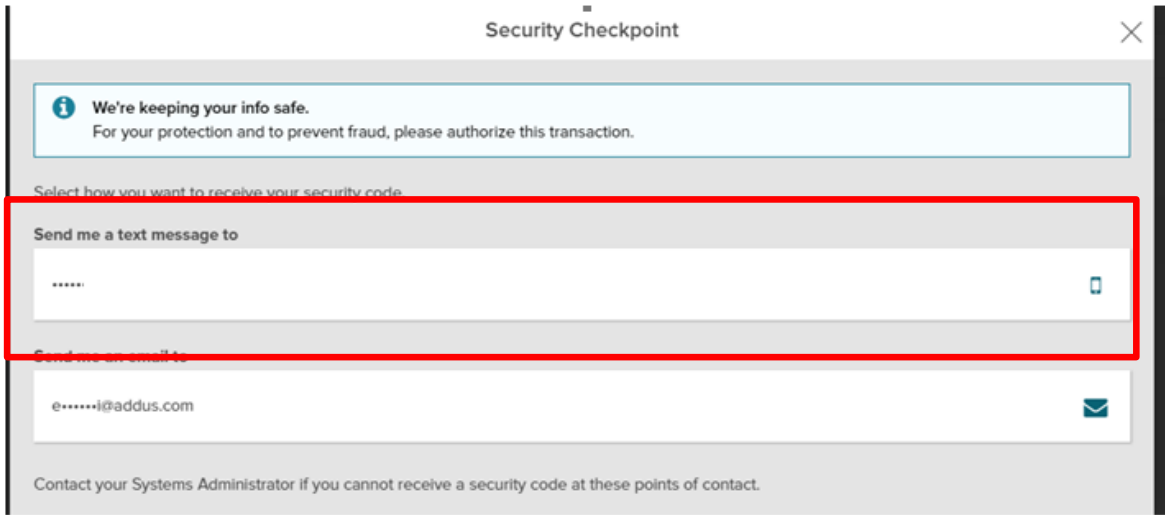
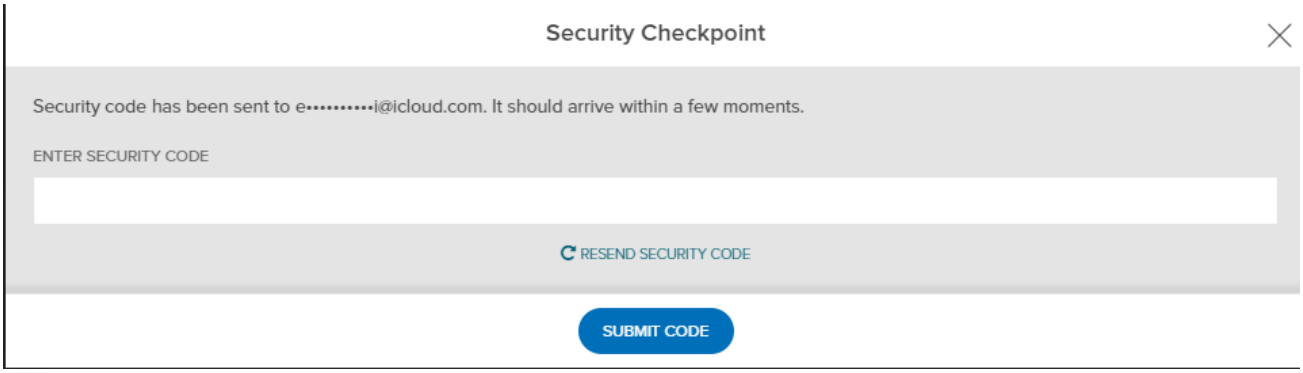
CHANGING YOUR ADDRESS

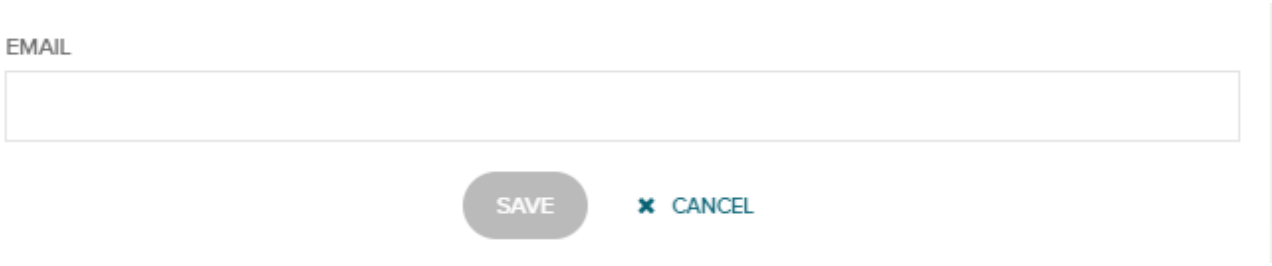
Whenever you move, it is important to make sure we have access to your correct address. Addus uses this information for employee census and making important decisions. In addition, we will from time to time, send information to your home via mail. Making changes to your address and other personal information is quick and easy to do.

To change your address in ADP, follow these steps.

Step	Action
1	Go to the **HOME MENU** and select **Profile**. 
2	Go to the **Personal Info** tile and select **VIEW** 

Step	Action
3	Use the **EDIT** button to make changes where necessary. 
4	Enter your new information in the window that pops up. This window will be different depending on the information you need to change. 
5	Click **Save**.

Step	Action
6	A Security Checkpoint window may open at this stage asking to verify your identity. This is in place to protect your personal information and ensure that only you have the access to change your data. 
7	Select the email address or phone number you would like to use to verify your identity. Make sure you have access to this account or number- a code will be sent here for you to enter into ADP.  Note: If you do not have access to the number or account entered, or receive an error, please call the Payroll Call Center at 855-450-2555
8	Enter the code sent to you via text message or email and select Submit Code: 

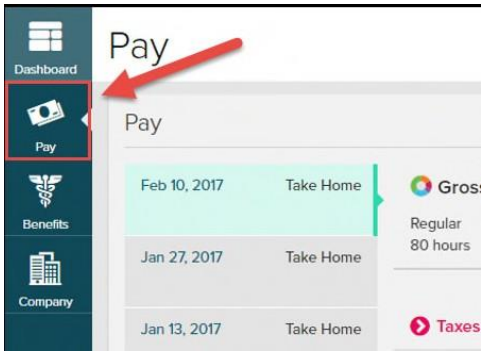
Step	Action
9	The same procedure can be used to update email addresses, phone numbers, and other personal information. 

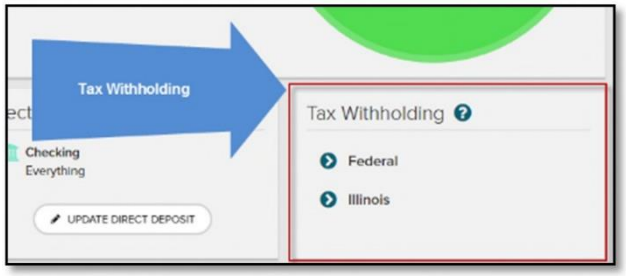
CHANGE YOUR W-4

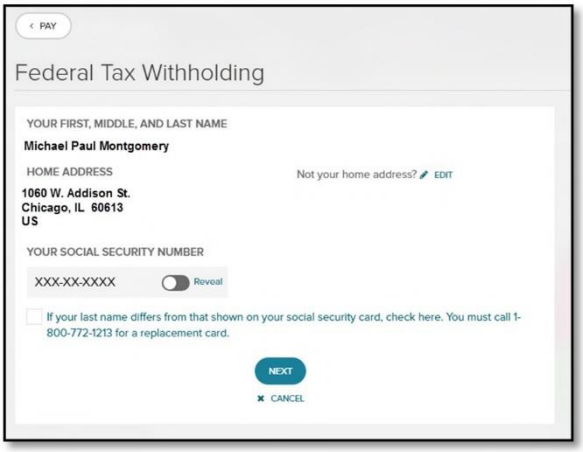
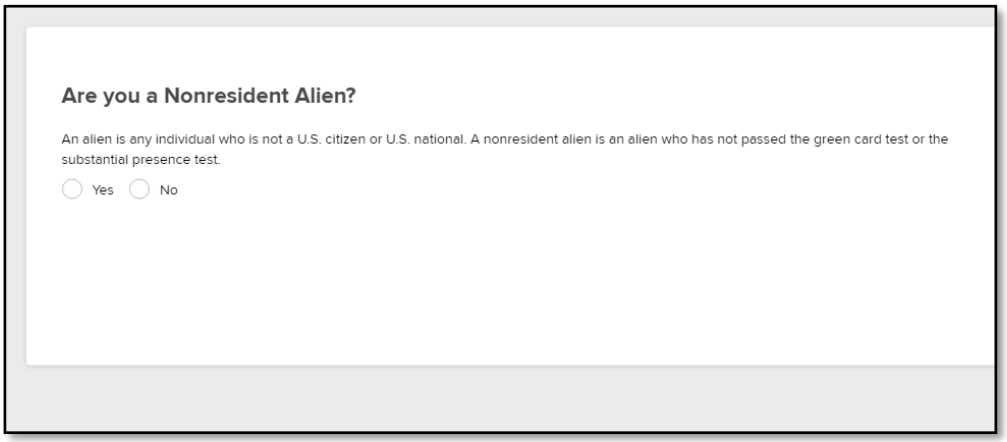
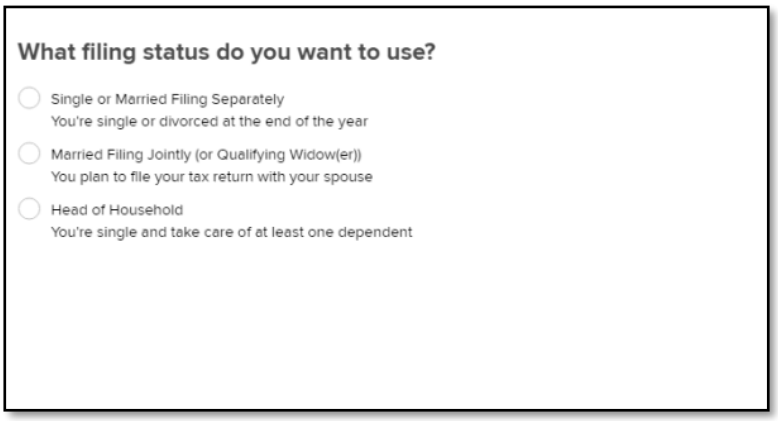
This job aid will cover making changes to your W-4 withholdings. Tax withholding is the amount of income tax your employer withholds from your regular pay for Federal, State, and Local taxes as applicable

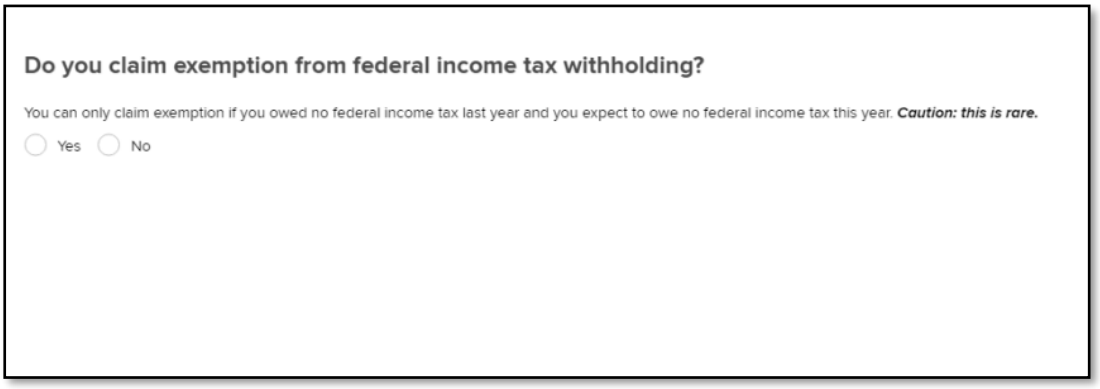
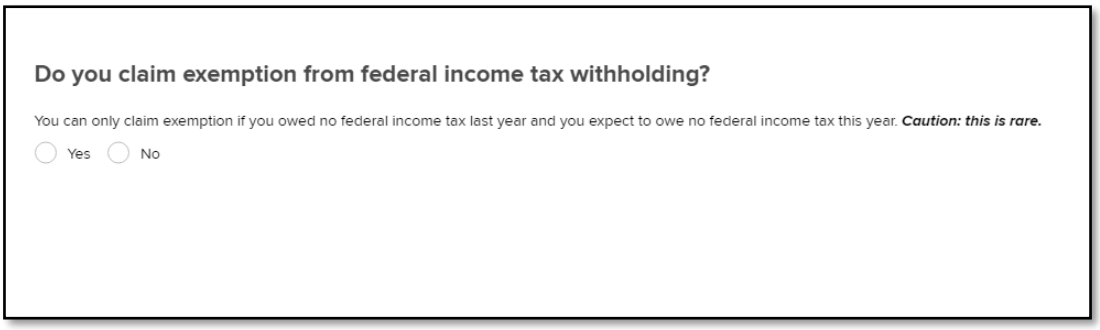
Note: Before you can enter tax-withholding information, your initial tax information must be set up by your company administrator. In addition, if you have not been given edit access for updating your tax withholding information by your company, the fields are read-only.

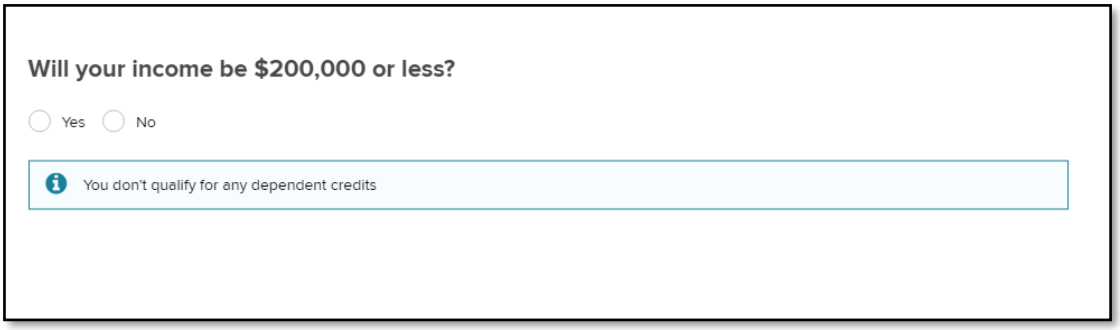
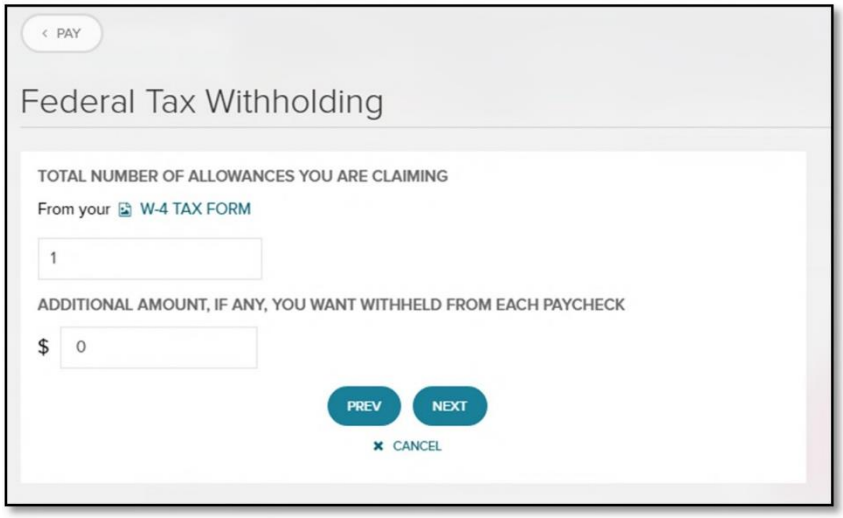
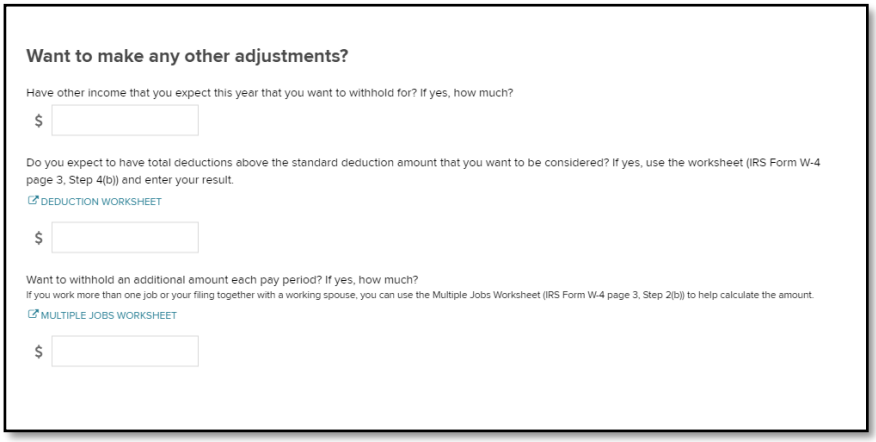
To initiate changes to your W-4 withholdings follow these steps.

Step	Action
1	Navigate to the **Pay** tab. 

2	Select **FEDERAL** and **Edit Withholding.** If the state you live in does not have payroll taxes, you will not see a tab for your state taxes.  

Step	Action
3	Verify that your address, name and SSN are correct. Make updates if necessary by clicking **Click to Update**. If your name does not match the name on your Social Security card, select the check box. 
4	If you are a nonresident alien, select the check box. 
5	Designate your marital status. 

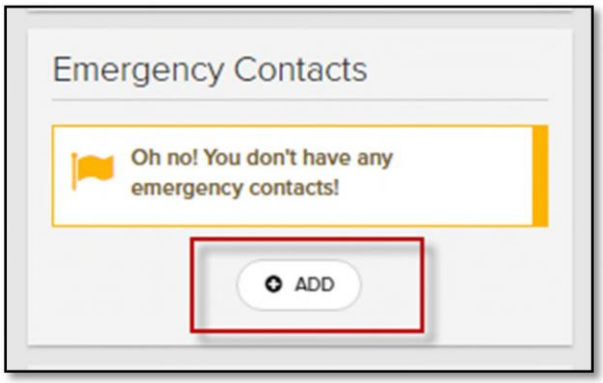
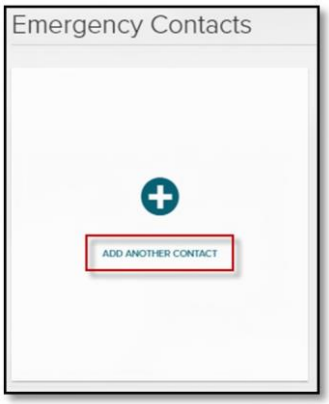
Step	Action
6	Answer the question about being tax exempt. 
7	Answer the following questions. 

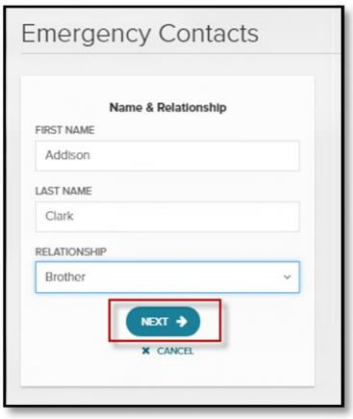
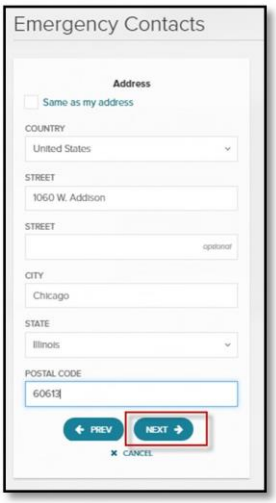
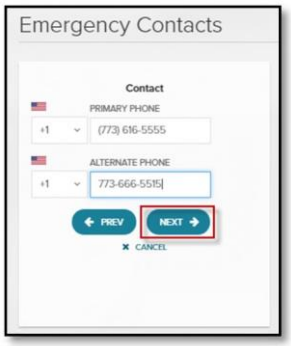
8	Will your income be $200,000 or less? 
9	Enter the number of allowances you want to claim and any additional amount or percent you want withheld from each paycheck.  
10	You must complete a new Form W-4 by February 15 each year to continue your exemption. If your state charges a state income tax, make sure you repeat this process for your state.

DESIGNATE AN EMERGENCY CONTACT

It is important that you designate an emergency contact and keep that information current. This information will be used if something happens to you while you are at work. Make sure the person you designate would be able to provide important information about you in case of emergency. (Allergies, blood type, next of kin, etc.)

To set up and manage your emergency contacts, follow these steps:

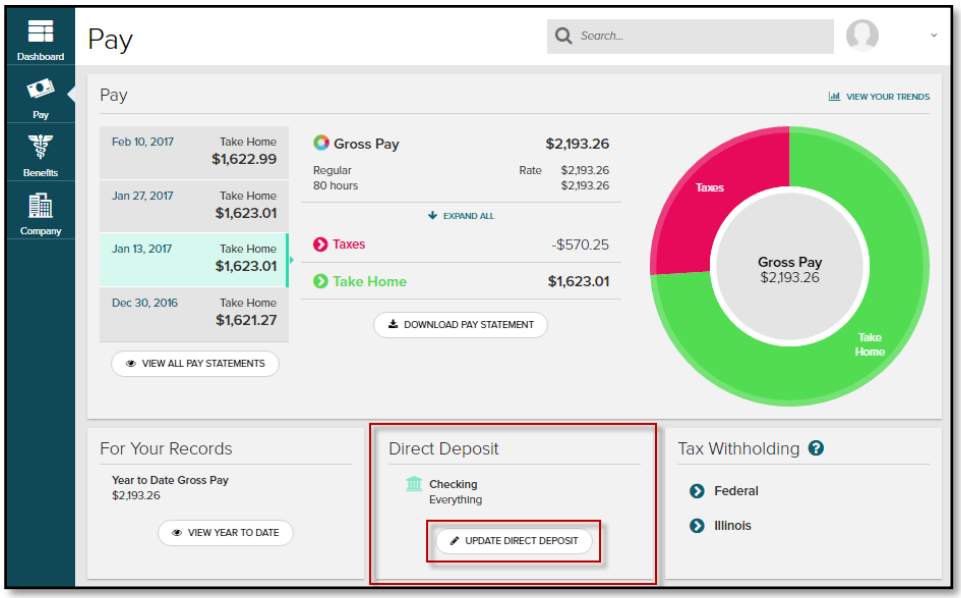
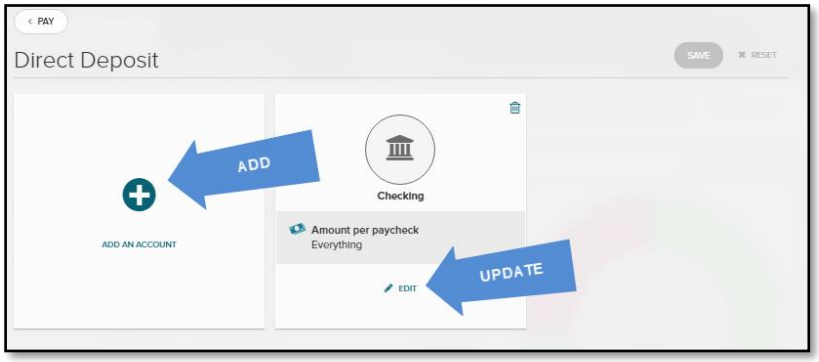
Step	Action
1	Navigate to the **HOME** menu and select **PROFILE**. 
2	Locate the **EMERGENCY CONTACT** tile and click on **ADD** 
3	Click on **ADD ANOTHER CONTACT.** 

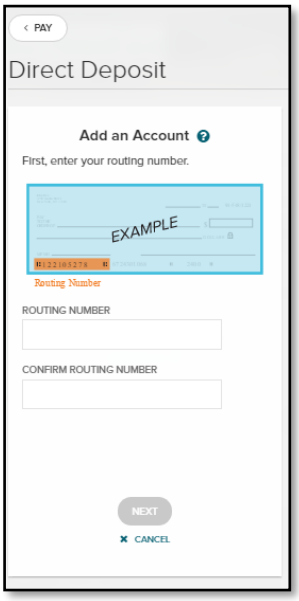
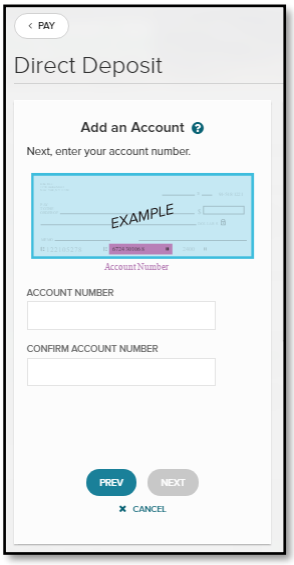
Step	Action
4	Enter the contact's first and last name. Then select their relationship to you from the drop down menu. Click **NEXT** 
5	Enter the contact's address. 
6	Enter the contact's phone number and an alternate phone number if you know one. 
7	Choose whether to make this new contact your primary emergency contact.
8	Click on **SAVE**.

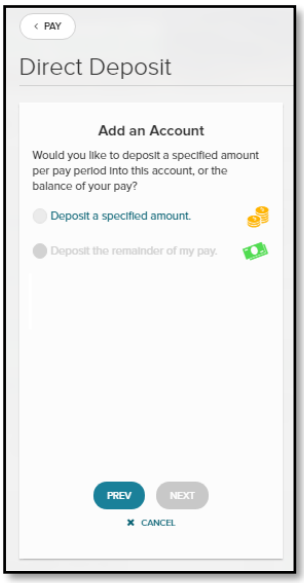
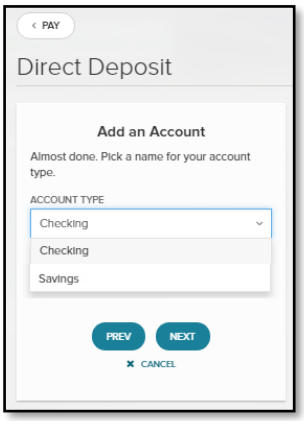
SET UP DIRECT DEPOSIT

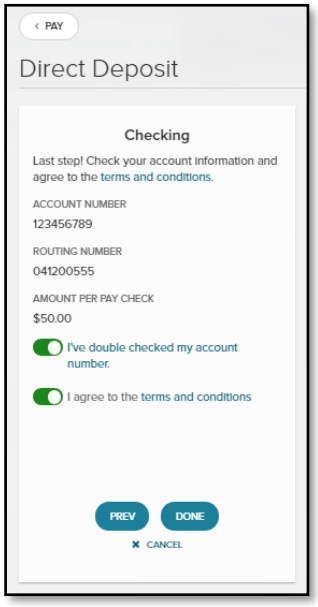
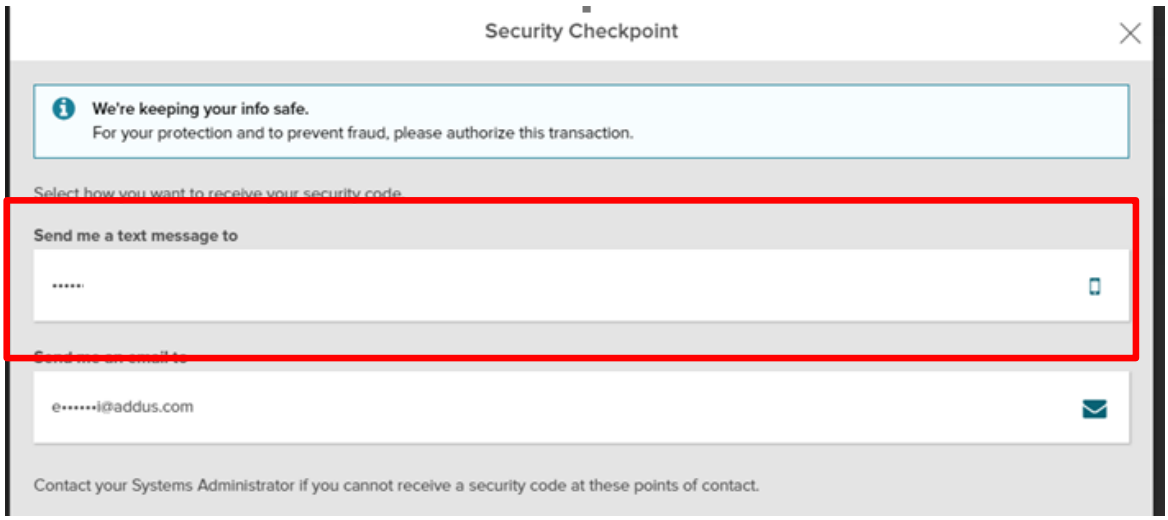
Setting up direct deposit is quick and easy with the MyADP portal. With direct deposit, you will have your paycheck directly deposited into your savings or checking account as soon as it is available. This is a timesaving option that is preferred by most employees.

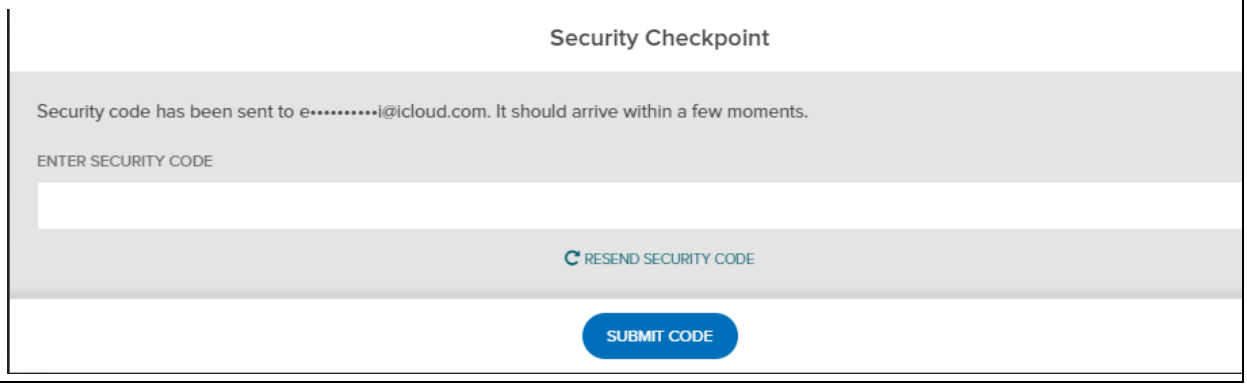
To set up direct deposit in ADP, follow these steps.

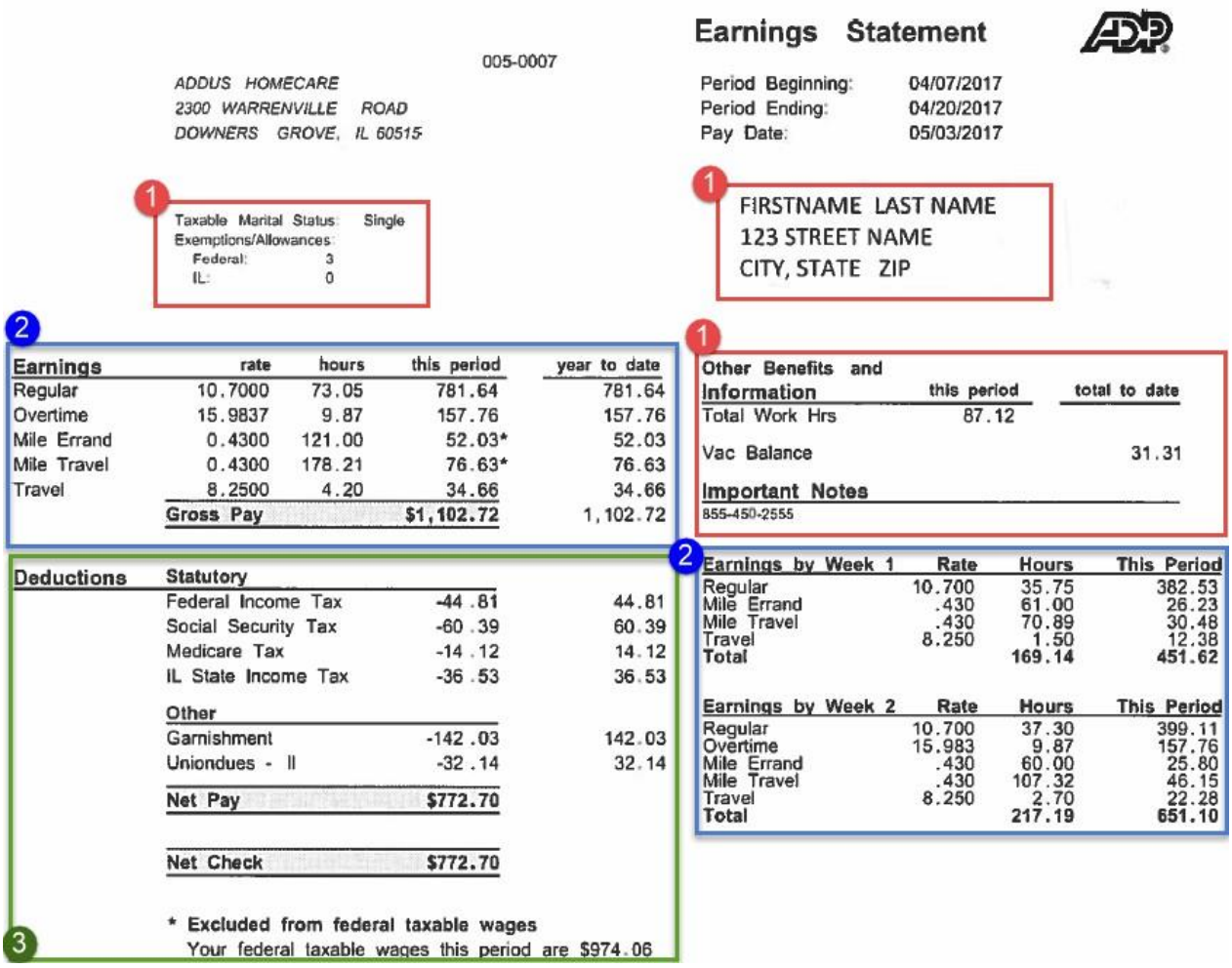
Step	Action
1	Navigate to the Pay Tab and find the DIRECT DEPOSIT tile. Click UPDATE DIRECT DEPOSIT
2	Click UPDATE DIRECT DEPOSIT 
3	From this screen you can enter a new account or make updates to an account you have on file. 

Step	Action
4	You will need two pieces of information, your bank's routing number and your checking or savings account number. You can find the routing number for your bank on the front of your checks. If you do not have checks, you can search the internet for your bank's routing number or call the bank and ask their customer service center. Enter the bank's routing number Re-enter the routing number 
5	Enter your account number Re-enter your account number. 

Step	Action
6	You must now designate whether you want a specified amount deposited or the entire amount of your check. If you are splitting your pay between two accounts, set up one account and enter a specified amount to be deposited, then set up the second account and deposit the remainder of your pay into it. Any pay not designated to be deposited into an account will be paid by check. 
7	Choose the type of account. 

Step	Action
8	Use the sliders to confirm that you have double-checked your account information and click **DONE.** 
9	Select the email address or phone number you would like to use to verify your identity. Make sure you have access to this account or number- a code will be sent here for you to enter into ADP.  Note: If you do not have access to the number or account entered, or receive an error, please call the Payroll Call Center at 855-450-2555.

Step	Action
10	Enter the code sent to you via text message or email and select Submit Code: 



Earnings Statement

005-0007

ADDUS HOMECARE
2300 WARRENVILLE ROAD
DOWNERS GROVE, IL 60515

Period Beginning: 04/07/2017
Period Ending: 04/20/2017
Pay Date: 05/03/2017

1

Taxable Marital Status: Single
Exemptions/Allowances:
Federal: 3
IL: 0

1

FIRSTNAME LAST NAME
123 STREET NAME
CITY, STATE ZIP

2

Earnings	rate	hours	this period	year to date
Regular	10.7000	73.05	781.64	781.64
Overtime	15.9837	9.87	157.76	157.76
Mile Errand	0.4300	121.00	52.03*	52.03
Mile Travel	0.4300	178.21	76.63*	76.63
Travel	8.2500	4.20	34.66	34.66
Gross Pay			$1,102.72	1,102.72

1

Other Benefits and Information	this period	total to date
Total Work Hrs	87.12	
Vac Balance		31.31

Important Notes
855-450-2555

2

Earnings by Week 1	Rate	Hours	This Period
Regular	10.700	35.75	382.53
Mile Errand	.430	61.00	26.23
Mile Travel	.430	70.89	30.48
Travel	8.250	1.50	12.38
Total		169.14	451.62

Earnings by Week 2	Rate	Hours	This Period
Regular	10.700	37.30	399.11
Overtime	15.983	9.87	157.76
Mile Errand	.430	60.00	25.80
Mile Travel	.430	107.32	46.15
Travel	8.250	2.70	22.28
Total		217.19	651.10

Deductions	Statutory	
Federal Income Tax	-44.81	44.81
Social Security Tax	-60.39	60.39
Medicare Tax	-14.12	14.12
IL State Income Tax	-36.53	36.53
Other		
Garnishment	-142.03	142.03
Uniondues - Il	-32.14	32.14
Net Pay	$772.70	
Net Check	$772.70	

3

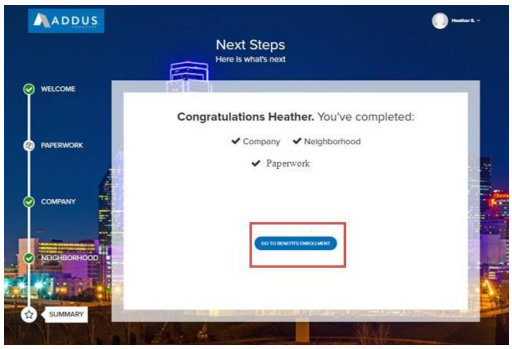
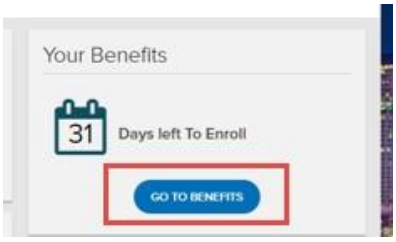
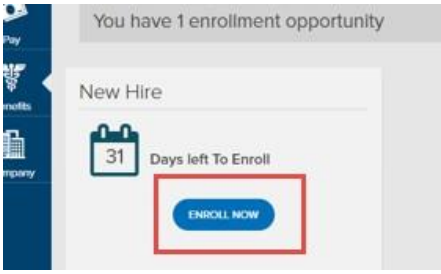
* Excluded from federal taxable wages
Your federal taxable wages this period are $974.06

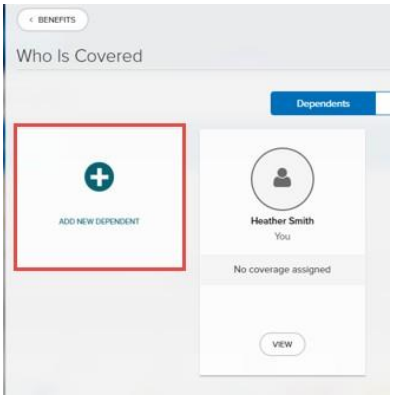
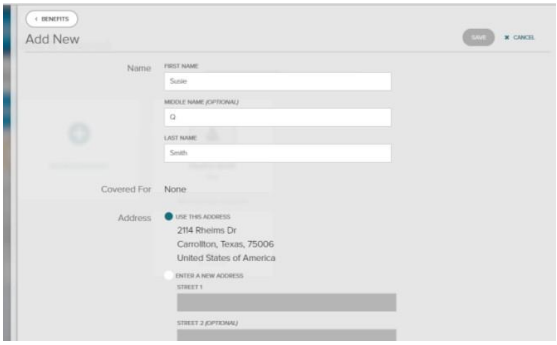
Section	Description
1	Personal Data including PTO and Federal/State Tax Exemptions
2	Earnings totals and earnings by week worked
3	Deductions including taxes, benefits, and union dues

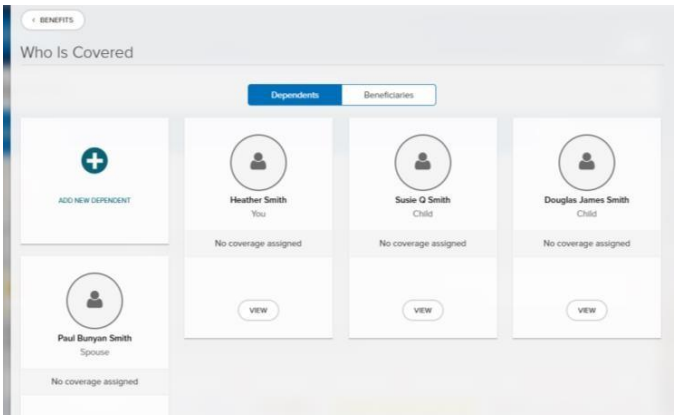
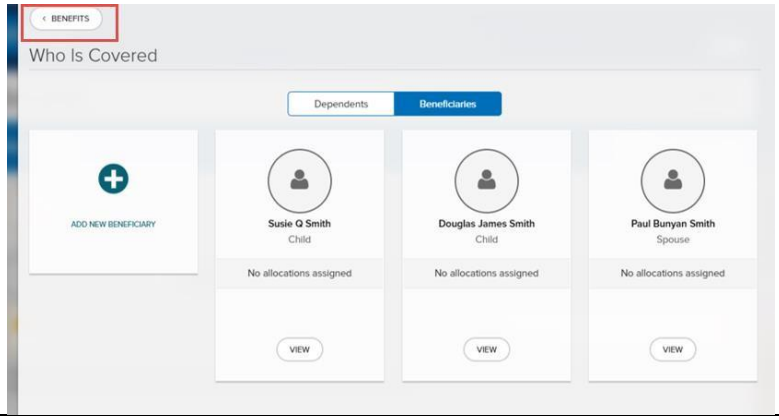
ENROLL IN BENEFITS

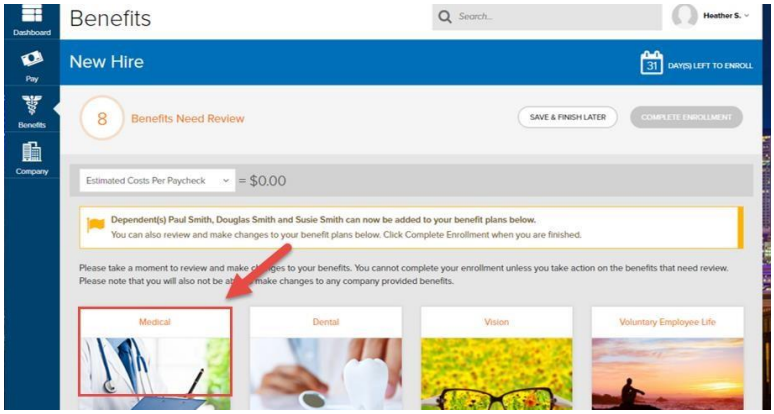
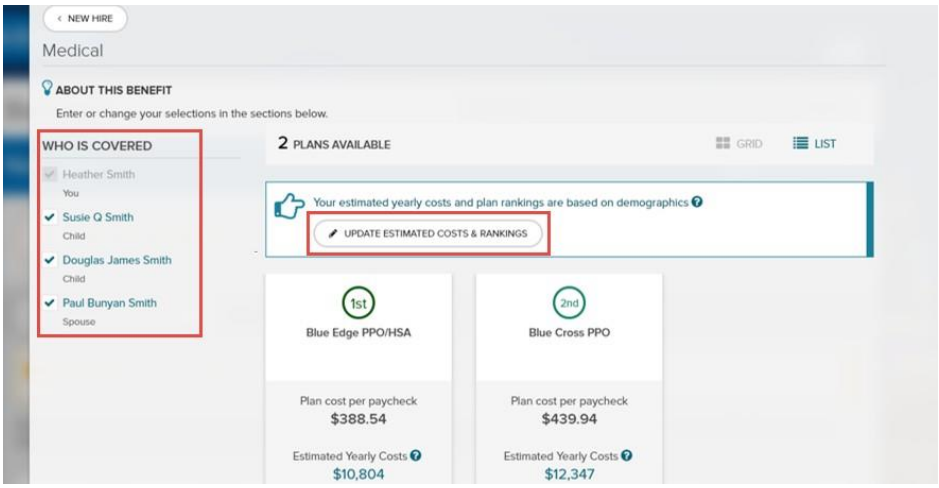
The last phase in your onboarding process is enrolling for benefits, if they are eligible for your position. Before beginning enrollment: Please have all dependent and beneficiary information such as Name, Date of Birth, Address, and Social Security Number (for dependents only).

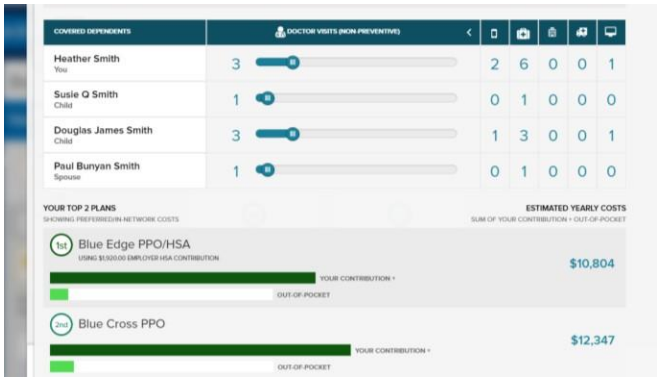
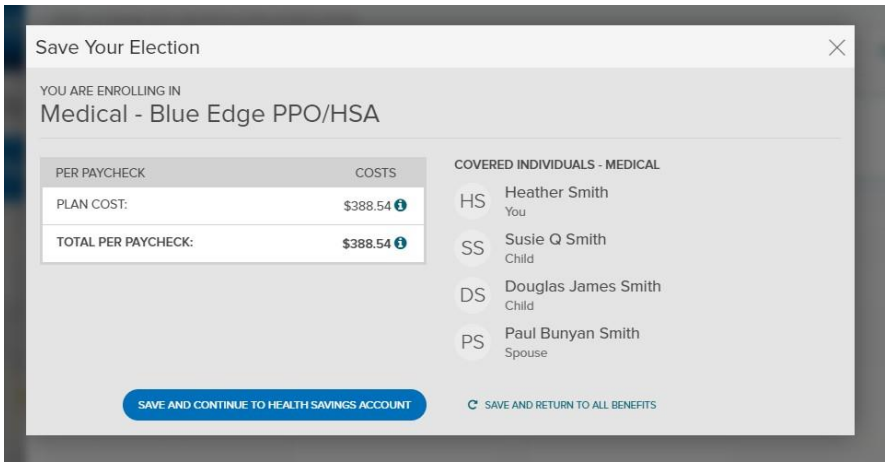
To enroll in your benefits, complete the following steps:

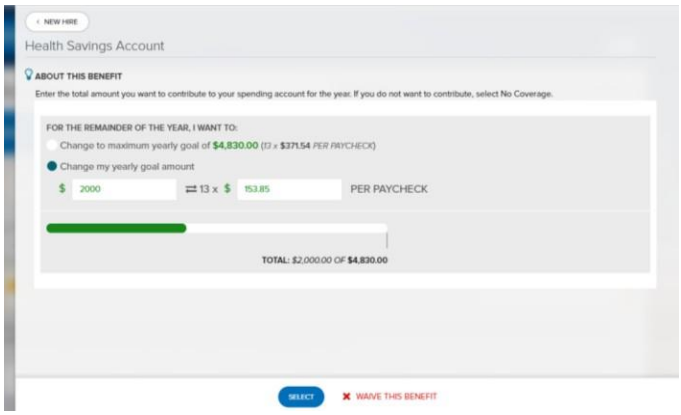
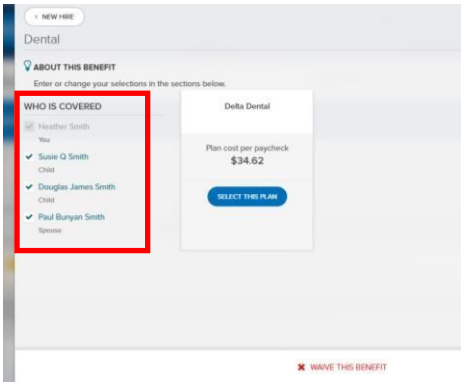
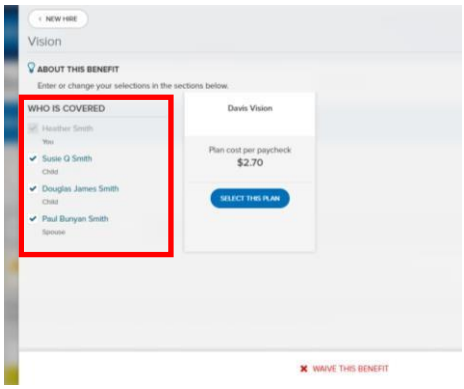
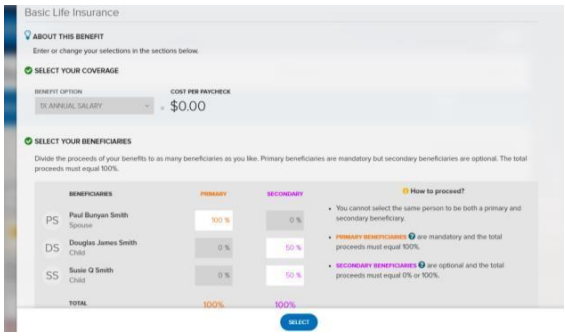
Step	Action
1	To access the enrollment of benefits, either: From the Summary Page click on **Go to Benefits Enrollment.**  Or you can also access from the **Go to Benefits** link in the "Your Benefits" tile.  **Note:** For the first 31 days after your hire, you will have the following enrollment opportunity on your benefits screen.
2	Select **Enroll Now** to begin 

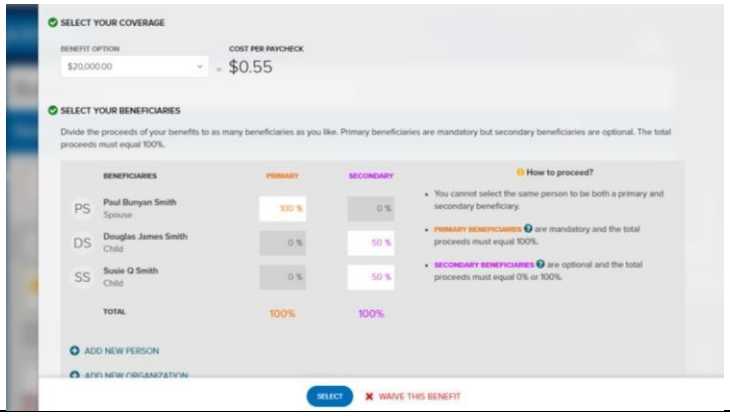
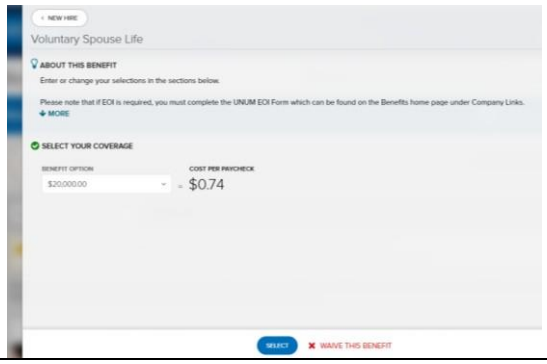
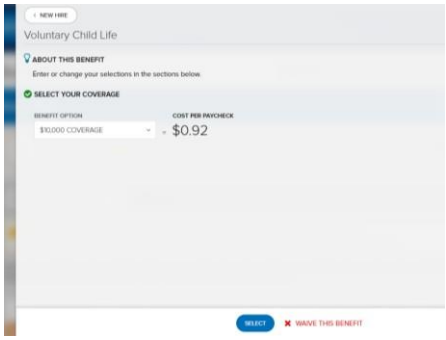
Step	Action
3	First, enter Dependent and Beneficiary information. Select "**+**" to add a new dependent.  **Note:** You will see that there is "No coverage assigned" at this time under each dependents name. That is correct until enrollment is complete.
4	Input the following information for each dependent: • Name • Address • Relationship • Social Security Number • Date of Birth • Status for student or disability When all of the information is input, click **Save.** 

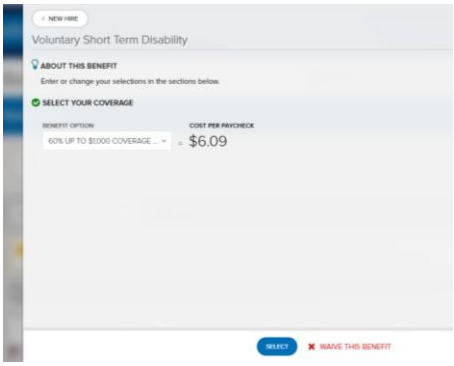
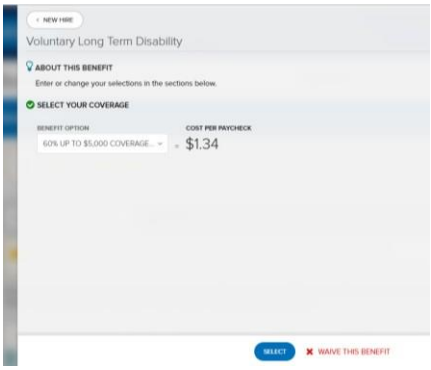
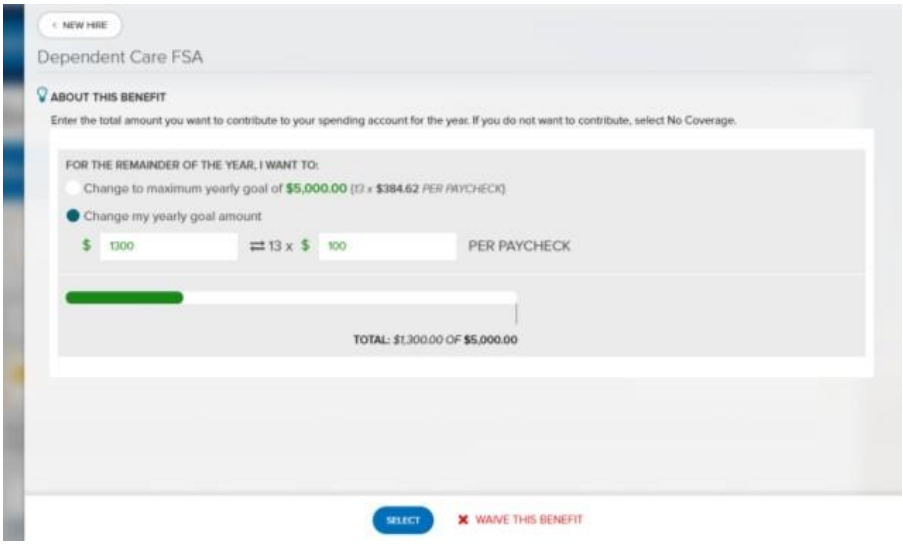
	Action
5	You will receive confirmation that the dependent was added. You can now **Add Another Dependent** or **Review Your Dependents**. **Note:** Below is what you will see once your dependents have been added. 
6	When you select Beneficiaries, their information should move over as eligible beneficiaries. You can also add an additional beneficiary that is not a dependent. **Note:** These are eligible beneficiaries and do not have any benefits assigned to them until enrollment is complete and you assign a percentage to that person. When you are done adding Dependents and Beneficiaries, select **Benefits** in the top left corner to add coverage. 

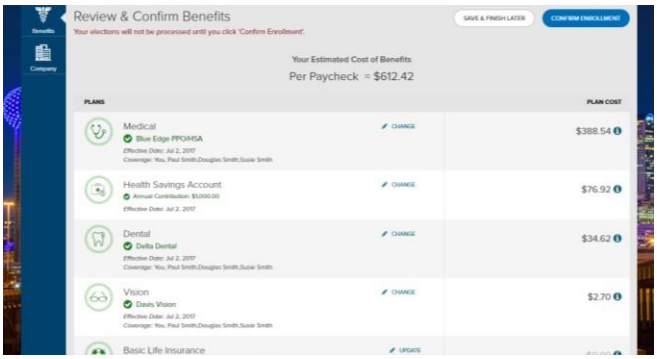
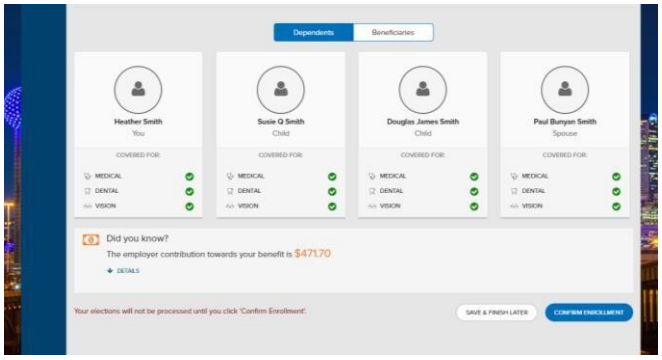
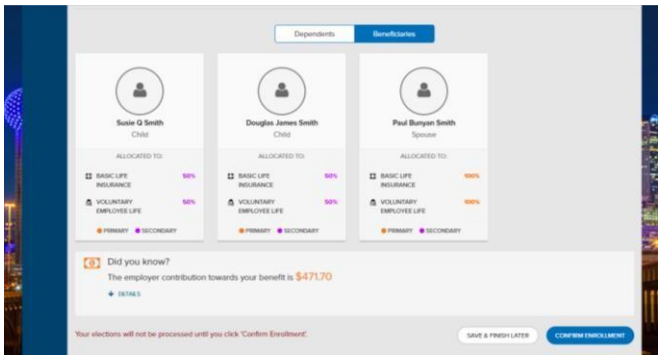
Step	Action
7	You will see options for all eligible benefits on the main screen. As you add coverage, your Estimated Costs per Paycheck will calculate on the main screen. At any time, you can “Save & Finish Later.” To begin, select **Medical.** 
8	Select the Dependents you want to cover on the left side. This will change the plan cost. You can also click **Update Estimate Costs & Rankings** to compare in more detail. 

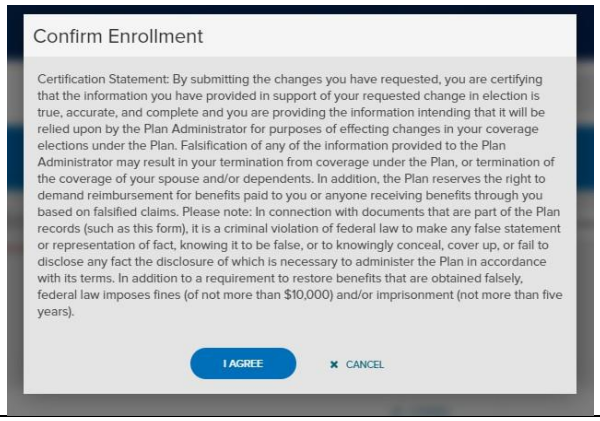
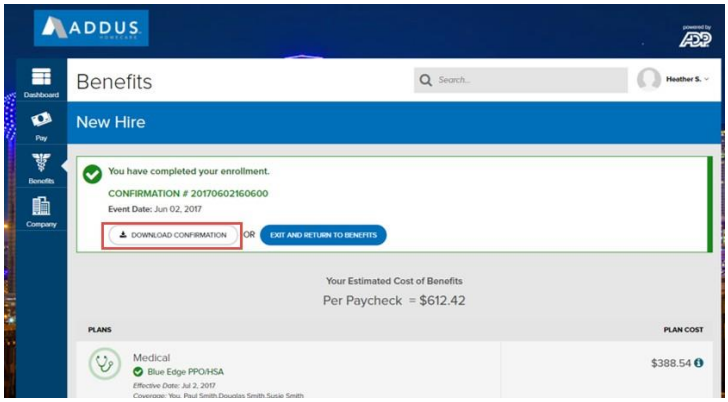
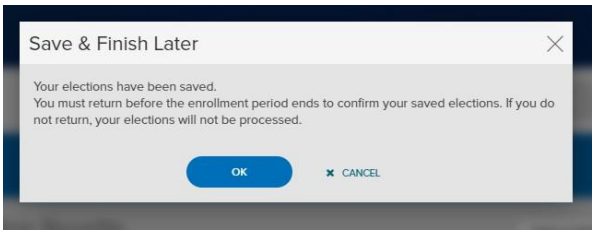
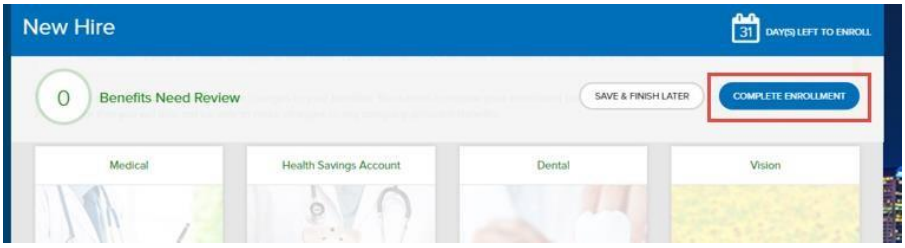
Step	Action
9	By adjusting things like the number of visits to Doctors or Hospitals, and Prescriptions, you can choose which plan will be best for you and your dependents. When you have decided on a plan, return to Medical and select the plan you would like, or choose “Waive this Benefit” at the bottom.  
10	After each election, you will be prompted to review and save your election. You can continue to the next benefit or return to the main screen. 

Step	Action
11	On the Health Savings account, you can choose the maximum amount, elect a different annual amount, or waive the benefit. 
12	For Dental and Vision, Select the Dependents you want to cover on the left side. This will change the plan cost. You can either **Select** or **Waive this benefit.**  
13	For Basic Life Insurance, you must choose at least one Primary Beneficiary and allot 100% of the benefit between them. The Secondary Beneficiary is optional and cannot be assigned to a Primary Beneficiary. 

Step	Action
14	For Voluntary Life Insurance, select your Benefit Option, which will adjust the cost per paycheck, and choose Beneficiaries. You can also waive this benefit. You must choose at least one Primary Beneficiary and allot 100% of the benefit between them. The Secondary Beneficiary is optional and cannot be assigned to a Primary Beneficiary. 
15	For Voluntary Spouse Life, select your Benefit Option, which will adjust the cost per paycheck. You can also waive this benefit. 
16	For Voluntary Child Life, select your Benefit Option, which will adjust the cost per paycheck. You can also waive this benefit. **Note:** This will cover all Children listed in Dependents. 

Step	Action
17	For Voluntary Short Term Disability and Voluntary Long Term Disability, select your Coverage, which will adjust the cost per paycheck. You can also waive these Benefits.  
18	For Dependent Care FSA, you can choose the maximum amount, elect a different annual amount, or waive the benefit. 

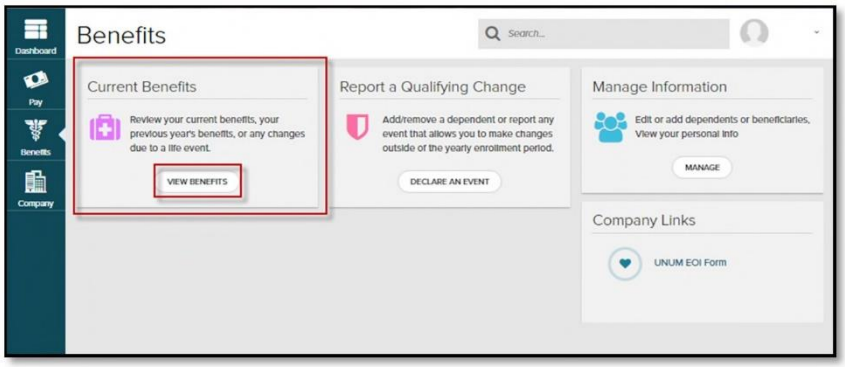
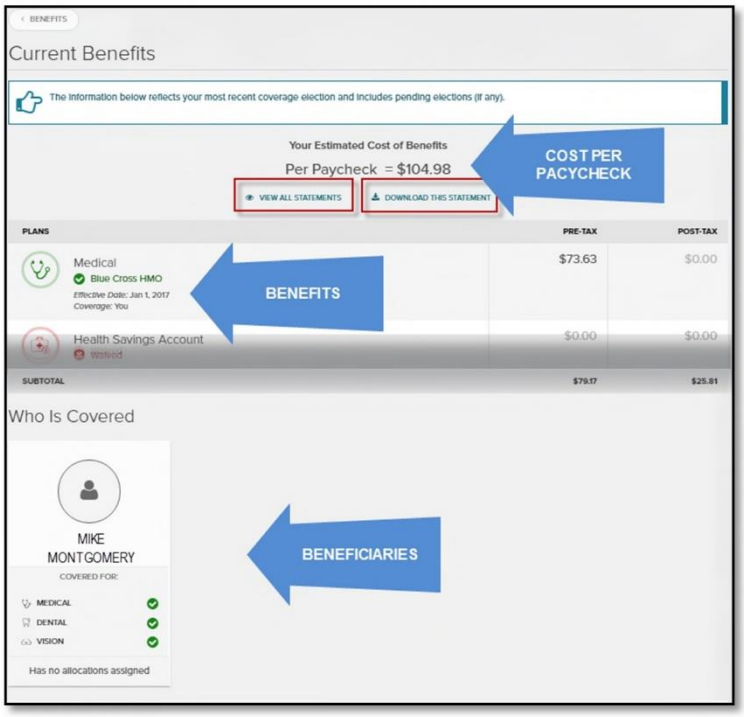
Step	Action
19	Once you have selected or waived all benefits, you will have a chance to review your elections. You will see your per paycheck cost at the top of the screen. You can choose “change” next to any of the plans to make modifications. You can also review the coverage for your Dependents and the allocations for your Beneficiaries. When you have reviewed everything, choose **Confirm Enrollment**.   

Step	Action
20	When you Confirm Enrollment, you will be asked to agree to a certification statement. Click **I Agree.** 
21	After you agree, you will receive a confirmation number, and you can download a confirmation to print or save for your records by clicking on **Download Confirmation.** 
22	If you Save and Finish Later, you will be directed to the main screen, which you can access from the “Benefits” tab of MyADP. When you are ready, you can click **Complete Enrollment, which** will take you back to review your elections.  

Step	Action
23	You have anytime during your first 31 days to make changes to your elections. If you have already confirmed your enrollment, you can still make changes through the benefits department.

VIEW BENEFITS

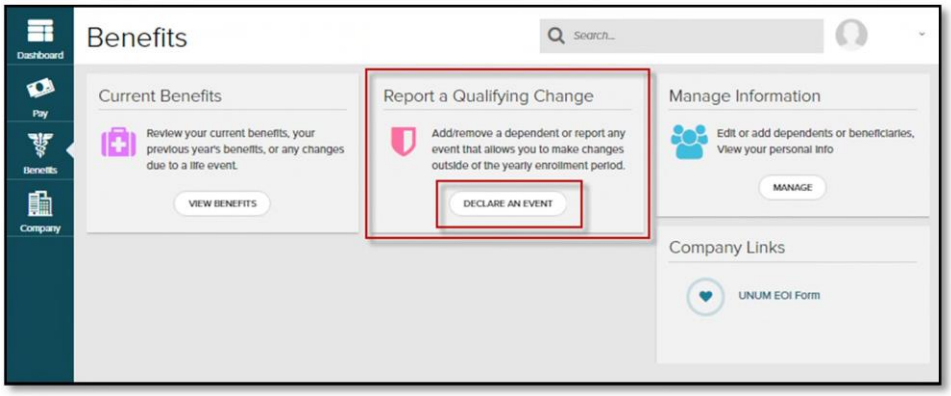
Benefits refer to any service provided to the employee by the company. Things like health insurance and short-term disability are considered benefits. Viewing your benefits is easy to do with the MyADP portal. To view your current benefits, follow the following steps.

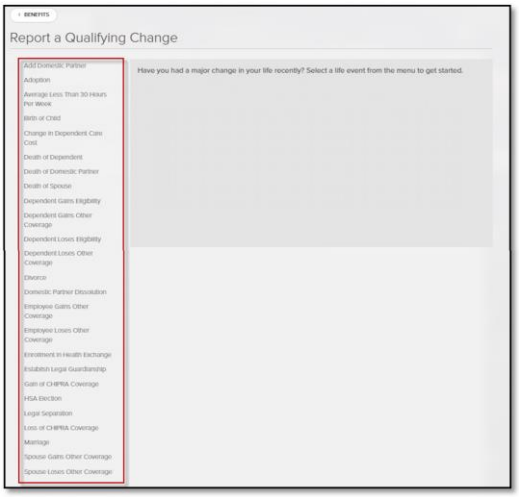
Step	Action
1	Navigate to the **BENEFITS** tab.
2	Click on the **VIEW BENEFITS BUTTON** in the **CURRENT BENEFITS TAB** 
3	Review benefit and beneficiary information. 
4	To get a download of your benefits, click **DOWNLOAD THIS STATEMENT**
5	Changes to benefits must be made during open enrollment periods.

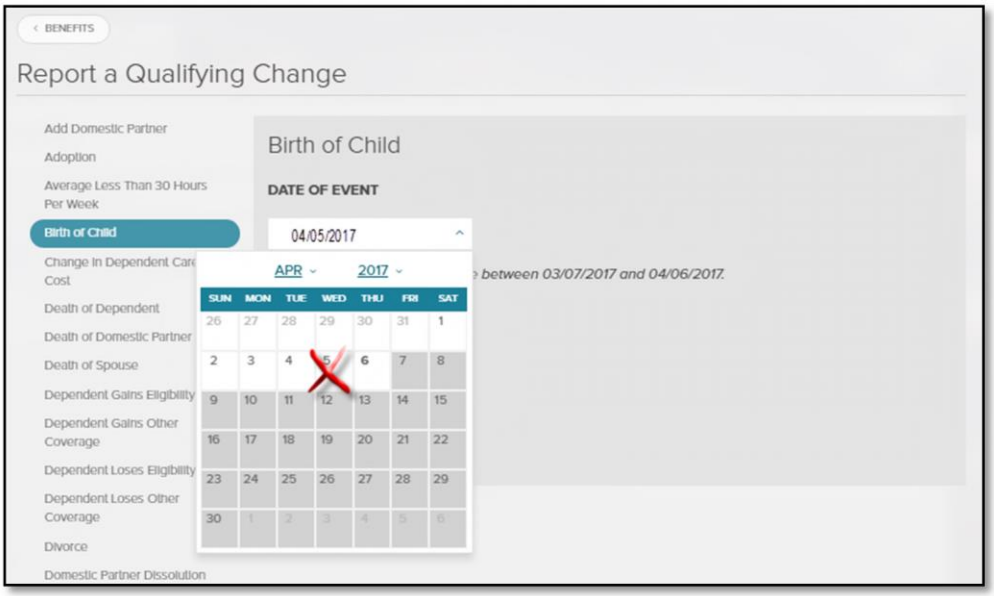
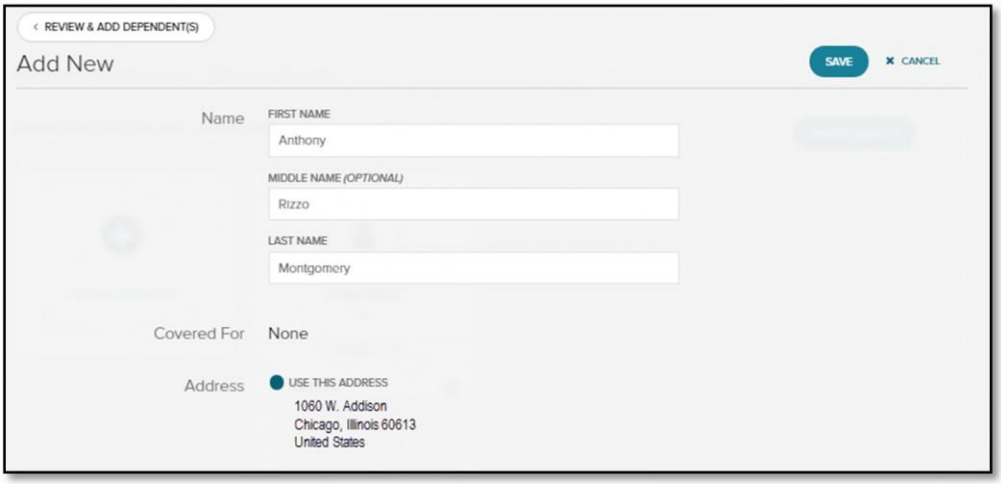
SUBMIT A LIFE EVENT

A life event is any important event that effects your beneficiaries or dependents. An example of a life event is getting married or having a baby. These events must be documented so your coverage is complete and accurate. The MyADP portal allows you to add/remove a dependent or report any event that allows you to make changes outside of the yearly enrollment period.

To report a qualifying life event change, follow these steps:

Step	Action
1	Navigate to the **Benefits** tab and locate the **REPORT A QUALIFYING CHANGE** tile. 
2	Click **DECLARE AN EVENT**

3	Choose from the list of qualifying changes. We will use **BIRTH OF A CHILD** as an example. 

Step	Action
4	Chose the date of your event. 
5	Fill out the information that is asked by the system. In this example, we need things like name, address, and date of birth. Other events may ask for other information. Fill out the forms completely and hit the **SAVE** button. 

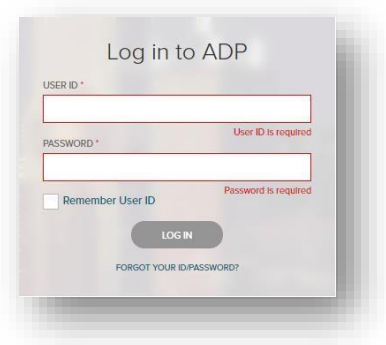
ADP TIME AND ATTENDANCE OVERVIEW

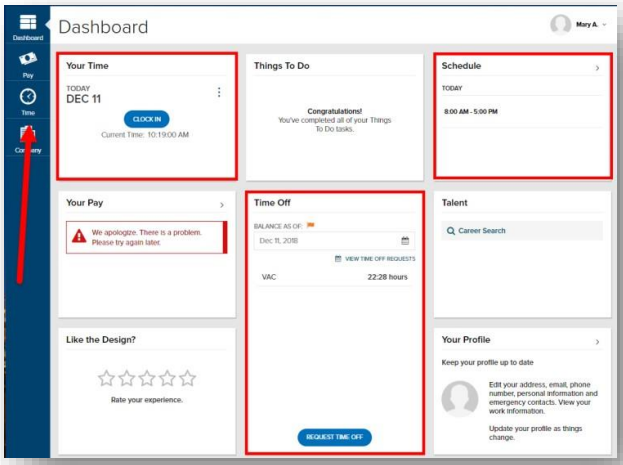
ADP Time and Attendance is a function of our HRIS system, ADP, which allows employees to manage their daily time punches, schedules, and time off requests. All employees, salaried and hourly, will be using ADP Time and Attendance tasks. The time and attendance functions are found within MyADP, which employees already use for items such as viewing paystubs, changing personal information, and managing company benefits.

This user guide will provide systematic instructions for each of these tasks in ADP Time and Attendance.

ADP TIME AND ATTENDANCE LOGGING IN

Logging into ADP Time and Attendance is easy and familiar. All of the time and attendance functions are available on the MyADP site, which employees currently use to manage all of their self-service selections. To get to ADP Time and Attendance, follow these steps:

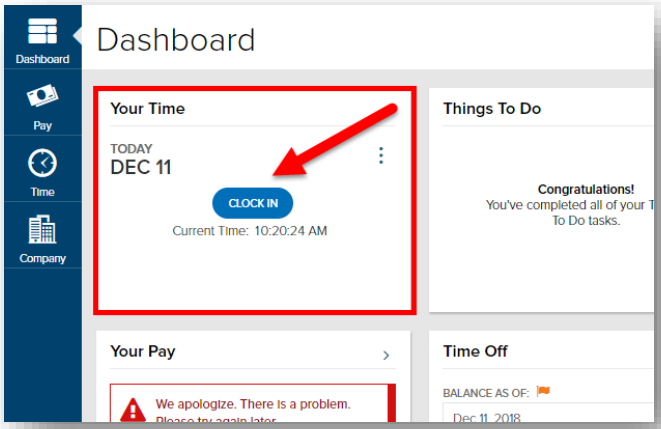
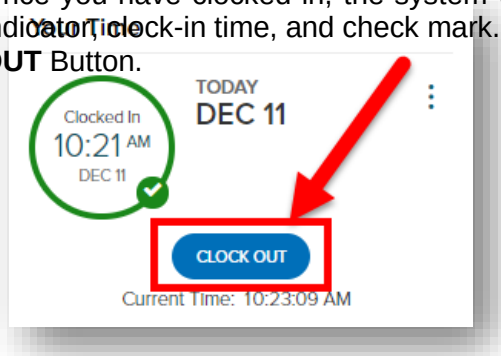
Step	Action
1	First, navigate to www.MyADP.com
2	Next, on the login page, enter your assigned USER ID and PASSWORD. **Note:** if you forgot your username or password, use the **FORGOT YOUR PASSWORD** Button. 

3	New Time and Attendance Tiles will appear on the Dashboard of MyADP. There will also be a new tab called "**Time**" added on the left of the screen. 

ADP TIME AND ATTENDANCE CLOCK IN AND OUT

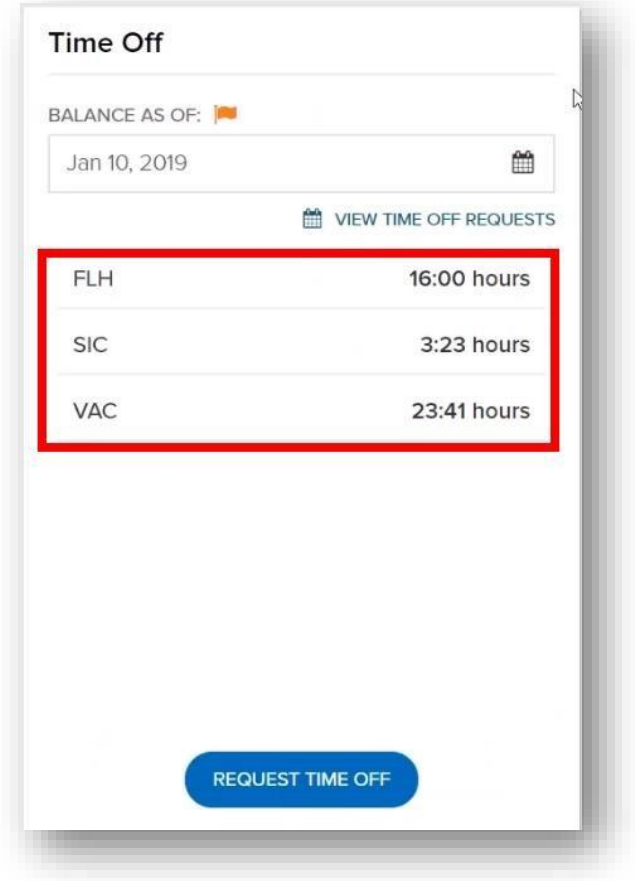
Hourly employees will be able to clock in and out easily using the new function located on the Dashboard of MyADP.

To clock in and out, follow these steps:

Step	Action
1	From the MyADP Dashboard, find the **Your Time** tile and click on **CLOCK IN** to officially start your workday in ADP. 
2	Once you have clocked in, the system will show a recorded clock-in with a green indicator, clock-in time, and check mark. To clock out, simply click the blue **CLOCK OUT** Button. 
3	Repeat steps 1 and 2 as needed for clocking in and out for unpaid breaks and the end of your shifts. **Note:** If you miss a clock in or a clock out, inform your manager to make adjustments for you. Employees will **NOT** be able to manually adjust a clock in or clock out.

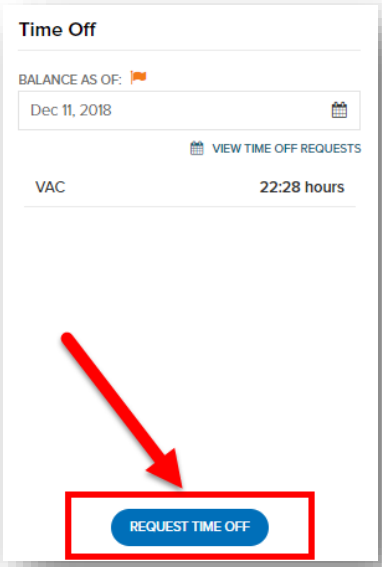
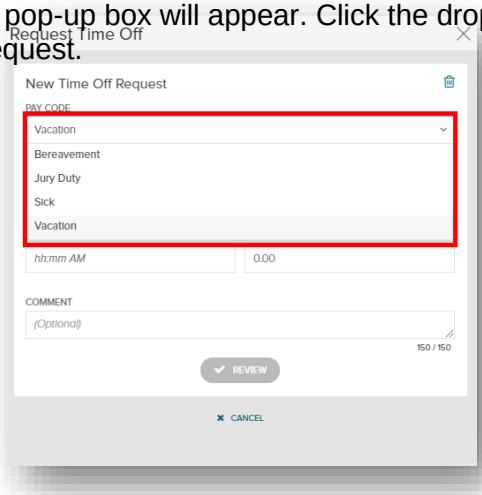
ADP TIME AND ATTENDANCE VIEWING YOUR PTO BALANCES

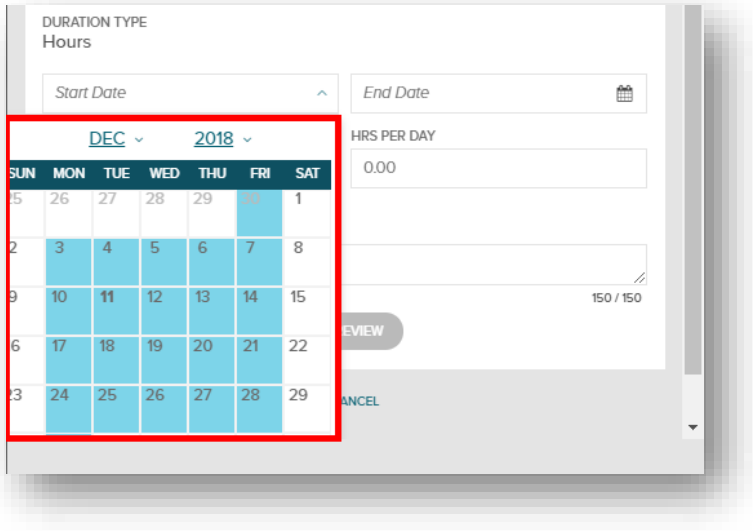
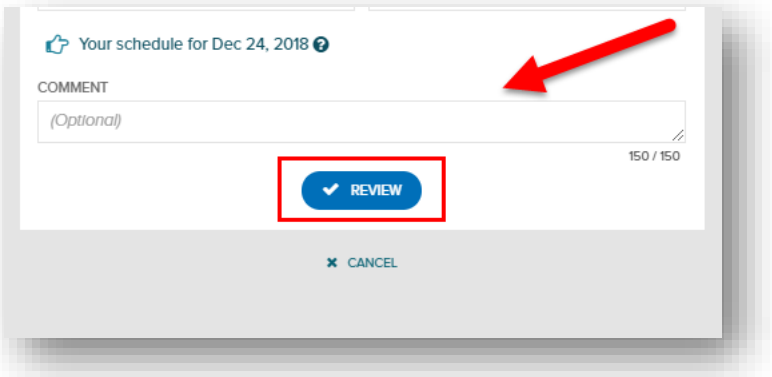
To view your paid time off (PTO) balances, follow these steps:

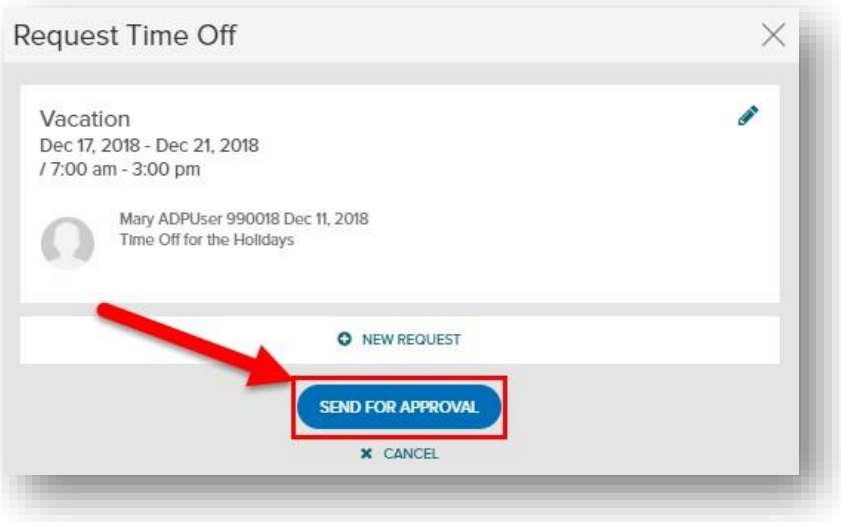
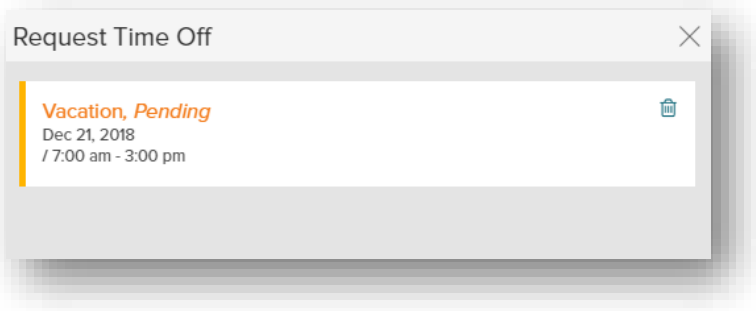
Step	Action
1	From the MyADP Dashboard, find the **Time Off** Tile that will contain your PTO balances. 

ADP TIME AND ATTENDANCE OVERVIEW REQUEST TIME OFF

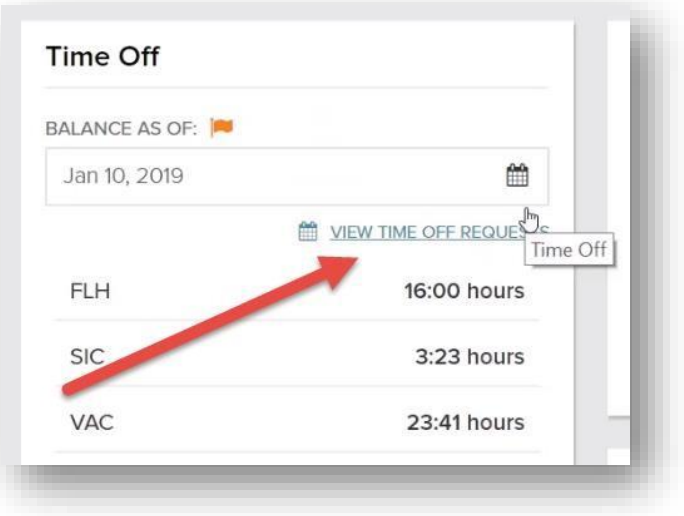
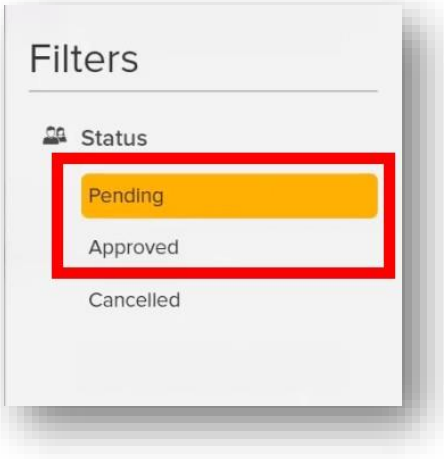
All employees can request paid time off through a simple process in ADP Time and Attendance. To send a request for paid time off (PTO) to your manager, follow these steps:

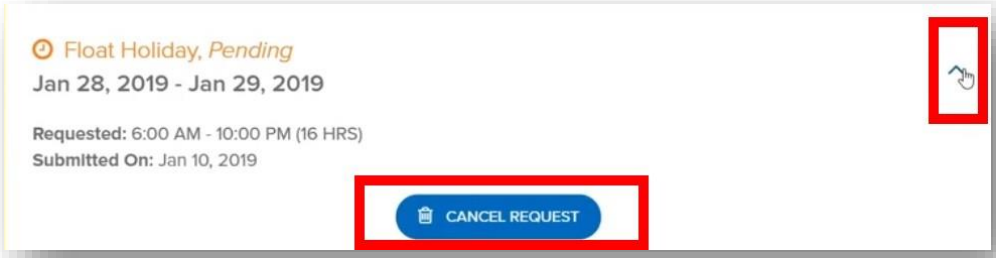
Step	Action
1	Find the **Time Off** Tile on your MyADP Dashboard and click on **REQUEST TIME OFF.** 
2	A pop-up box will appear. Click the drop down arrow to select the appropriate request. 

Step	Action
3	Next, select the start and end dates by clicking on the calendar to choose the dates of your request. 
4	You have the option to provide a comment, and then click **REVIEW**. 

Step	Action
5	Review the summary of your time off request and click **SEND FOR APPROVAL** when you are ready to submit to your manager. 
6	You will receive a confirmation that the request is pending with your manager and your manager will receive an email that a PTO request has been made. An email will also be sent to you when the request is approved or rejected by your manager.  **Note:** The system will NOT allow you to request more PTO that what is currently accrued but future dated requests will calculate PTO accruals for that date. For example, if an employee asks for the week of July 4th off in January, the system will calculate how much time they will have in July and allow the request to be submitted. Once your PTO has been approved by your manager, the hours will <u>automatically</u> appear on you time card for the pay period.

Employees also have the ability to cancel a PTO request, even if the manager has already approved it. To cancel a PTO request, perform the following steps:

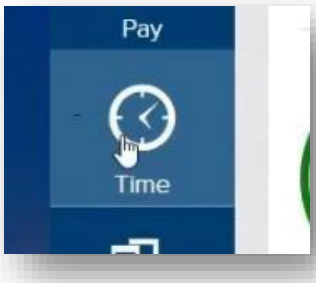
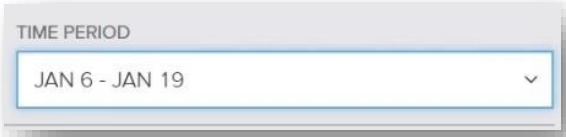
Step	Action
1	From your main MyADP Dashboard, find the Time Off Tile and click on **VIEW TIME OFF REQUESTS.** 
2	Click on **Pending** or **Approved**, based on the status of your PTO request. 

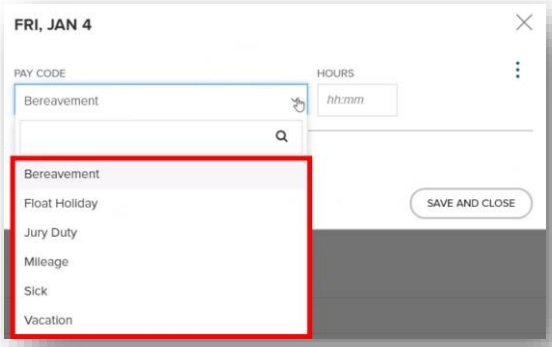
Step	Action
3	Find the specific request you would like to cancel, click the dropdown arrow, and select **CANCEL REQUEST.** 
4	Confirm that you want to cancel the request by clicking on **YES, CANCEL THIS.** 
5	You will receive a confirmation that the request is official cancelled. Any allocated PTO hours will return to your total PTO hours. 

ADP TIME AND ATTENDANCE: ENTER MILES AND PTO

Employees will also be entering PTO hours and miles into your timesheet. **Please note:** The Timesheet Mileage Input will be in hours, not miles. This is just how the system is setup, but it will not affect the processing of mileage.

To enter PTO hours or miles into your timesheet, follow these steps:

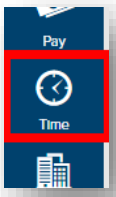
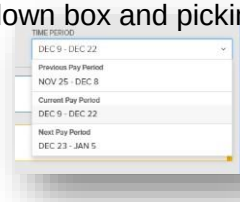
Step	Action
1	Click on the **Time** Tab located on the left side of the page. 
2	Chose the desired time period to display. 
3	On the day of your request, click on the **+** sign or edit button depending on the status of that day to add miles or PTO hours for  

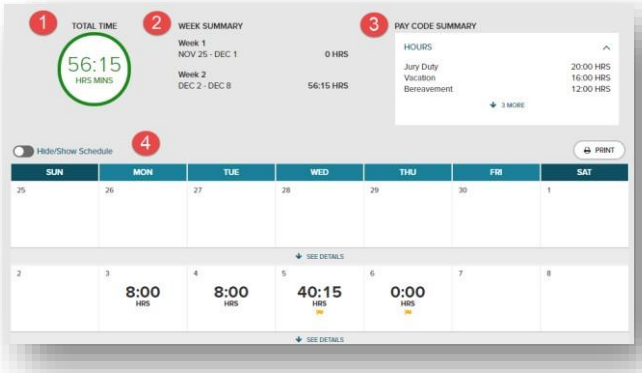
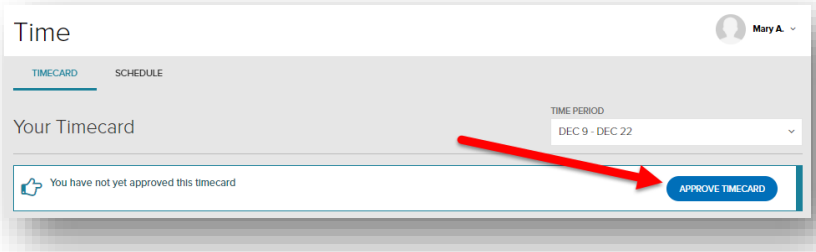
Step	Action
4	From the pop-up box, select which pay code you want to add from the dropdown menu. 
5	Enter the amount of hours or mileage in the **HOURS** box. **Note:** When you put in miles, it will still go in the **HOURS** box. This is just how the system is setup, but it will not affect the processing of mileage.  It is up to you and your manger to decide how often mileage is to be put in. Manager may request additional detailed documentation for all miles input into ADP.
6	Click **Save and Close**. 

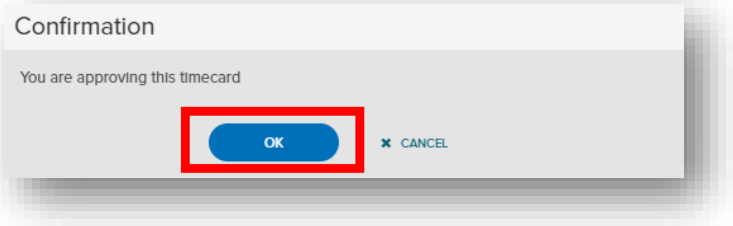
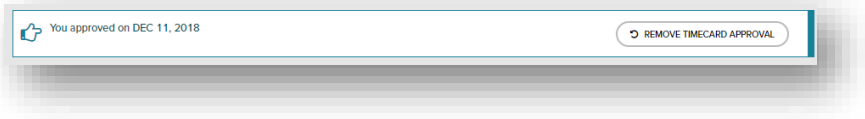
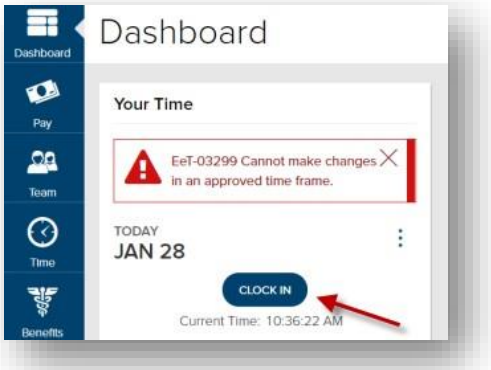
ADP TIME AND ATTENDANCE: VIEWING AND APPROVING YOUR TIMECARD

Both Salaried and Hourly employees will have the ability to view their timecards. **Hourly employees, however, will need to review and approve their own timecards every pay period.** Salaried employees should review as well, but will only be required to approve their timecards if they have any non-worked time such as PTO or mileage. Salaried employees will not see their regular 80 worked ours in the time card. Only mileage, holiday pay, or PTO will be visible.

To view and approve your timesheets, follow these steps:

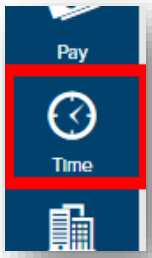
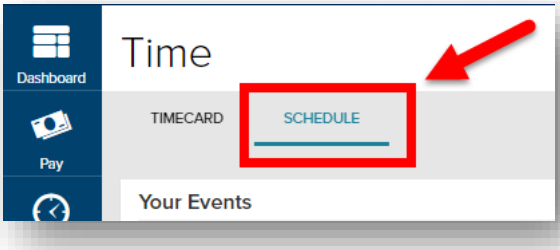
Step	Action
1	To view the time card section, click on the **Time** Tab on the left side of the page. 
2	At the top of the page, you will see the two options of Timecard and Schedule. Timecard will be the default view. You can select the time period by selecting the drop down box and picking a time period. 

Step	Action
3	You will see the following areas on your timecard: 1. **Total Time:** There will be a green circle indicating how many hours were recorded 2. **Week Summary:** Provides weekly breakdown of hours 3. **Pay Code Summary:** Provides the breakdown of hours by Pay Code 4. **Weekly Calendar:** Calendar view of hours per day. Yellow Flag indicate that a shift was under or over worked. 
4	At the end of a bi-weekly payroll period, hourly employees will need to approve their own timecard to submit it to their managers. **Employees should not submit the timecard until their last shift is completed for the bi-weekly pay period.** If you have timecards that need to be submitted, you will see a message on your main **Time** Tab homepage. Click on the **Approve Timecard** button to submit. 

Step	Action
5	A confirmation pop-up box will appear; Click **OK.** A confirmation message will now appear on your Time Tab Homepage.   If you attempt to clock in and see the following error message, it means that your timesheet for the pay period was approved prematurely. The employee will need to pull up their timecard and hit the **Remove Timecard Approval** button. **To access this button click on the Time Tab > Timecard> Remove Timecard Approval.** **If the manager has already approved the employee's submitted timecard, the manager will need to remove the approval first, and then allow the employee to remove the approval from their side.** 

ADP TIME AND ATTENDANCE: VIEWING SCHEDULES

All employees will also have the ability to view their schedules. **Employees CANNOT change their schedules. If you see an issue or want to change your schedule, reach out to your manager**! To view your schedules, follow these steps:

Step	Action
1	Click on the **Time** Tab on the left side of the page. 
2	From the Time Page, click on the Schedule Link on the top of the page to display your schedule. 

Employees FAQs

Q: I am a salaried employee; do I need to clock in/out in MyADP?
A: No. By law, salaried employees do not have to record their hours in order to be paid.

Q: I am a salaried employee; do I need to submit a timesheet?
A: Salaried employees do not have to record their hours in order to be paid but if you have mileage, reimbursements you will have to enter that into a time card and submit the time card at the end of the bi-weekly pay period. If you have PTO for the pay period, you will also need to review/approve your time card.

Q: I am a salaried employee and I do not see my regular 80 hours in my time card. Will I still get paid?
A: Yes! Salaried employees are automatically paid 80 hours in ADP. These 80 hours will not be seen in the MyADP time card as they are paid out during the payroll process in ADP Vantage every bi-weekly pay period.

Q: What is the procedure for an employee that calls in sick?
A: If it is still within the current pay period, the employee should submit a PTO request for the sick time. Manager will then approve and the sick time will automatically populate on the time card. If there is not enough time to submit a PTO request, the employee should manually add the sick hours on the time card at the end of the bi-weekly pay period before they submit.

Q: Will we be able to request vacation/sick time before it is accrued?
A: Yes. Based on the date of your PTO request, ADP will project out what sick time and vacation time you will have accrued by the date of your request. If you will have accrued the vacation/sick time, ADP will allow the PTO request to be completed.

Q: Can we request time off if none is shown in ADP?
A: No. ADP only allows time off requests if an employee has the hours accrued. If an employee needs to take time off but has not accrued the hours yet, they must work with their manager and/or HR to arrange unpaid time off.

Q: Can I only request 8 hours of PTO or can I request a few hours at a time?
A: You can request your PTO in any hour increments; the request does not have to be for a full 8 hours.

Q: I submitted a PTO request in MyADP and my manager approved it. Do I need to enter these PTO hours in my time card?
A: No. Once the request is approved by your manager they will auto-populate into your time card for the bi-weekly pay period.

Q: I submitted a PTO request in MyADP but I do not see it in my time card. What do I do?
A: PTO hours from MyADP PTO requests will automatically populate into a time card for the pay period once the manager approves the request. If the hours are not populating, check the request. If it is in a Pending status, your manager will need to approve before the end of the pay period so that the hours appear on your time card. If your manager approved the PTO request after the time card was already submitted/approved by either you or your manager, the PTO hours will not appear on your time card. The time card must be open in order for the PTO to populate automatically.

Q: Can we clock in before our start time? (What are the rounding rules in the system?)
A: Employees can clock in and out at any time but will be paid based on the Dept. of Labor 7 minute rounding rules. For example: Employee is scheduled to start at 8am but clocks in at 8:05am. The clock in time will still show 8:05am but for pay, it will round down to 8:00am. Another example: Employee is scheduled to start at 8am but clocks in at 8:08am. The clock in time will still show 8:08am but for pay, it will round up to 8:15am.

Q: Whom can we email with questions about administrative payroll?
A: administrativepayrollcentral@addus.com

Q: How do I register for MyADP?
A: Refer to the ADP Resource Center on the ARC at: https://application.addus.com/Wiki%20Pages/ADP%20Resource%20Center.aspx. Alternatively, you can call the MyADP Help line at 1-800-650-1457

Q: What if I am registered for MyADP but I cannot remember my password and I need it reset?
A: Open an IT ticket at: https://support.addus.com/HomePage.do?view_type=my_view

Q: Do we need to clock in for lunch and breaks?
A: For any break that is unpaid, employees should clock out when they leave and back in when they return. Paid breaks do not require employees to clock in/out.

Q: If I submit my mileage reimbursement through the Concur system, do I also need to submit it on my timesheet in ADP?
A: No. If you are using Concur today for mileage reimbursement, you will continue this process and will not use ADP. If you get reimbursed mileage on your paycheck, then you will need to submit mileage in your ADP timecard.

Q: I am reimbursed for mileage through my paycheck. How should I enter this in ADP?
A: Please consult with your manager on how this should be entered into your timecard and what backup documentation they require.

Q: What if I want to change my schedule?
A: Work with your manager directly and your manager will be able to adjust your work schedule in ADP.

Q: What if we take breaks and lunch together?
A: For any break that is unpaid, employees should clock out when they leave and back in when they return. Paid breaks do not require employees to clock in/out.

Q: What happens if I miss a punch or cannot punch in due to a computer issue?
A: Contact your direct manager immediately with your time in/out that was missed. Only a manager will be able to correct a missed punch.

Q: The system will not let me clock in or out and I get an error stating that I cannot make changes in an approved time frame. What can I do?
*A: If you attempt to clock in/out and see this error message, it means that your timesheet for the pay period was approved prematurely. You will need to pull up your timecard and hit the **Remove Timecard Approval** button. To access this button click on the **Time Tab > Timecard> Remove Timecard Approval.** If your manager has already approved the timecard, your manager will need to remove the approval first, which will allow you to remove the approval.*

Q: Does the system automatically deduct a .5-hour lunch from an 8-hour shift?
A: No. For any break that is unpaid, employees should clock out when they leave and back in when they return.

Q: Do we approve timecards every week or every pay period?
A: Time cards should be approved after your last punch of your last shift of the bi-weekly period. Pay period and pay date information for 2019 can be found by reviewing the admin payroll schedules on the ARC at: https://application.addus.com/Wiki%20Pages/Payroll%20Department.aspx

Q: If we have PTO approved before 1/20/2019, do we need to re-enter it in ADP?
A: Yes. You will need to re-submit any PTO for days off from 1/20/2019-forward.

Q: If we use an EVV system to clock in, do we still need to use ADP?
*A: Yes but only for services that are billable for Addus. If you work a shift that is for a client or billable in some way, you will need to clock in and out in MyADP in order to be **paid**. You will use the EVV system in order for Addus to **bill** for your services.*

Q: What do you do if you are off on the day timecards are due?
A: Time cards should be approved after your last punch of your last shift of the bi-weekly period. If you have a scheduled day off, you should review/submit your timecard before you leave for PTO. If you are unable to submit your timecard, your manager has the ability to submit on your behalf.

Q: Can I clock in/out using the MyADP App?
A: You should clock in and out by logging onto the Addus network and going to My.ADP.com. Only those employees that do not report into an office regularly will be authorized to use the MyADP app.

Q: I have been authorized by my manager to use the MyADP App. When I clock in/out it says it was recorded from a location in Kansas. Will this be an issue?
A: No. Your clock in and out time will record as normal and you will be paid properly. The Kansas location is for an internal setup to help us determine who is clocking in using the My ADP Mobile App vs. an Addus computer.

Q: How do I get paid my On-Call stipend?
A: On-Call pay is currently not available in a timecard within MyADP. You must submit an On-Call pay timesheet to your manager and your manager will review and send to Payroll to add to your paycheck.