ADP Manager User Guide

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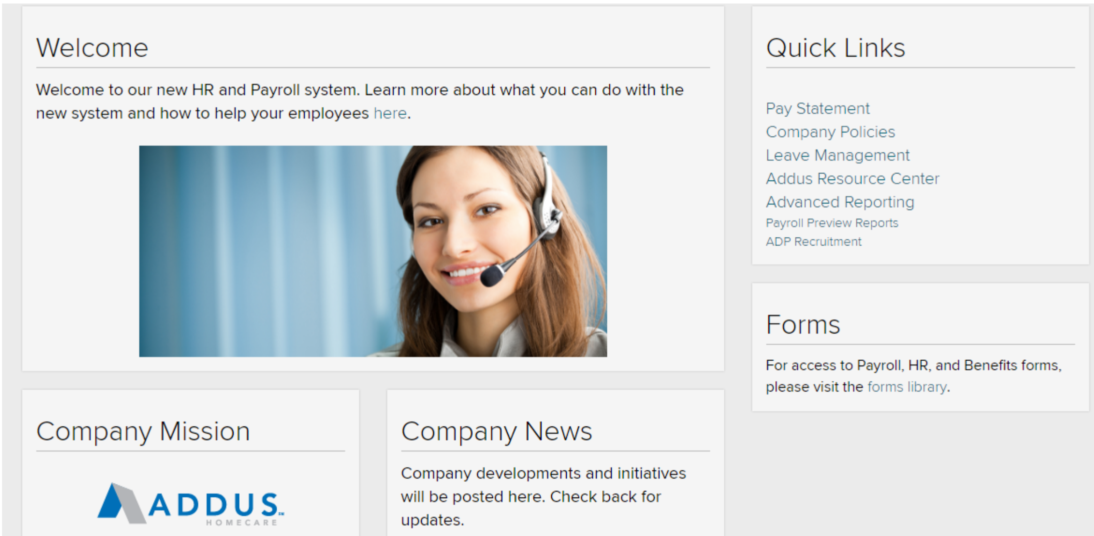
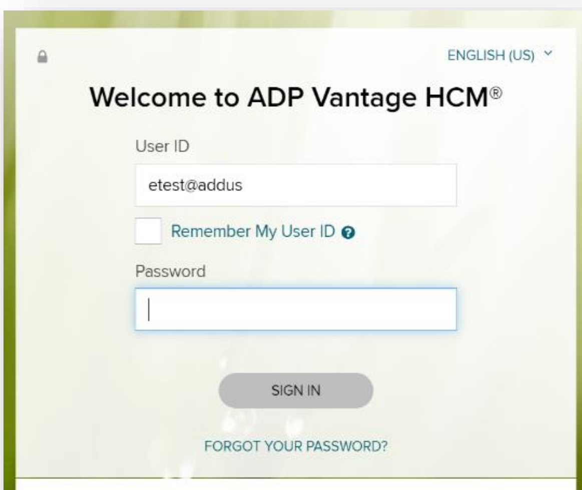
INTRODUCTION AND NAVIGATION

ADP allows managers with direct reports and branch personnel who indirectly oversee employees to execute various supervisor actions including data changes, promotions, demotions, and terminations. This first section will introduce the ADP administrative system.



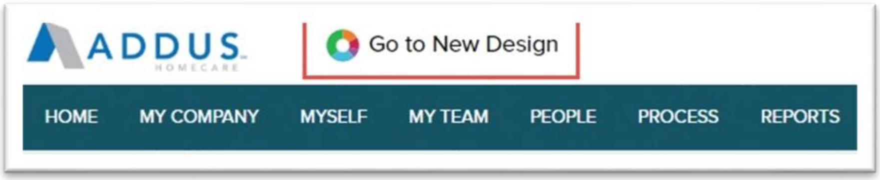
GENERAL NAVIGATION – LOGGING IN

To log in to your administrative site, go to www.ADPVantage.ADP.com. Type in credentials and click **Sign In.**



EMPLOYEE SELF-SERVICE OPTIONS

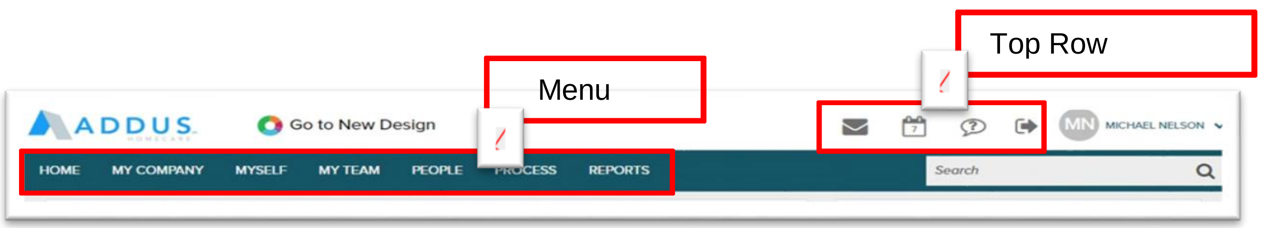
To execute employee self-service processes for yourself in ADP, click on the **Go to New Design** link at



the top of the homepage after you login. This will navigate to the universal employee self-service page. Please see the **Employee Self-Service User Guide** for further instructions.

ADPVANTAGE NAVIGATION AND MENU OPTIONS

The ADP system will always display the menu bar and top row navigation regardless of what page you are on. Further details about these options are below.

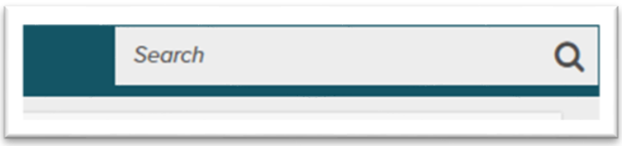


NAVIGATION OPTION	DESCRIPTION
Menu Bar	**Home:** This is the landing page for the ADP site. **My Company:** Review company resources, FAQs, toolkits, etc. **Myself:** Access personal information about yourself **People:** Direct Access to personal information on employees in your branch that you have been given access to **Process:** Access workflow information **Reports:** Access to run reports on various topics
Top Row Navigation	**Messages:** Any alerts, tasks, or notifications **Calendars:** View scheduled events. **Help:** Access support & information, contact, and resource center options **Logout:** End your current ADP session

QUICK SEARCH

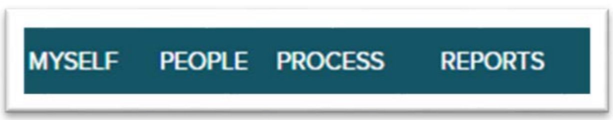
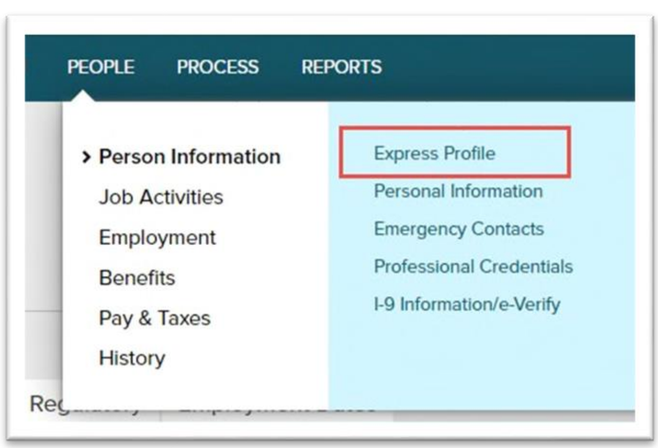
The Quick Search box allows users to quickly search for candidates, requisition, or employees. Quick Search is available regardless of which page you access.

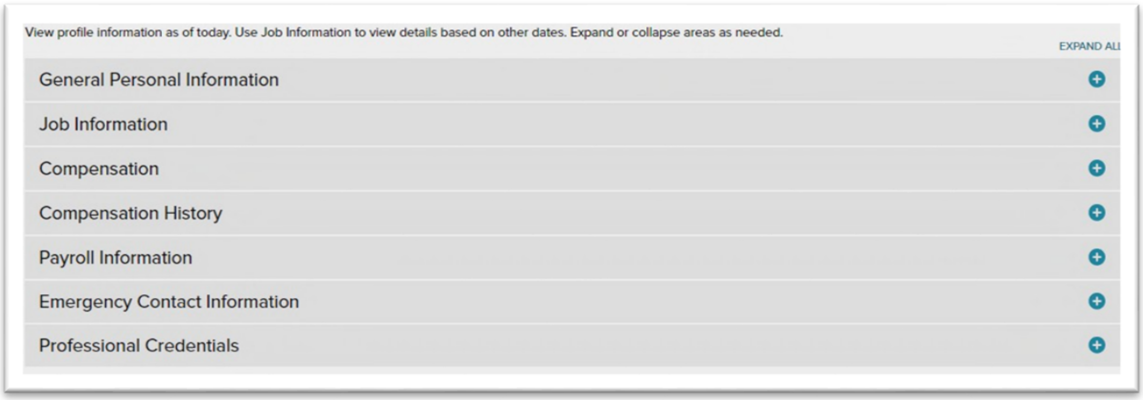
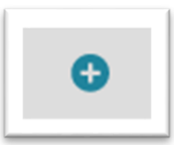
To use Quick Search function, simply type the key words of the topic you are searching for into the box with the magnifying glass. (It appears in the upper right hand corner, next to your name.) As you type, the topics you are searching for will auto-populate.



REVIEW EMPLOYEE INFORMATION

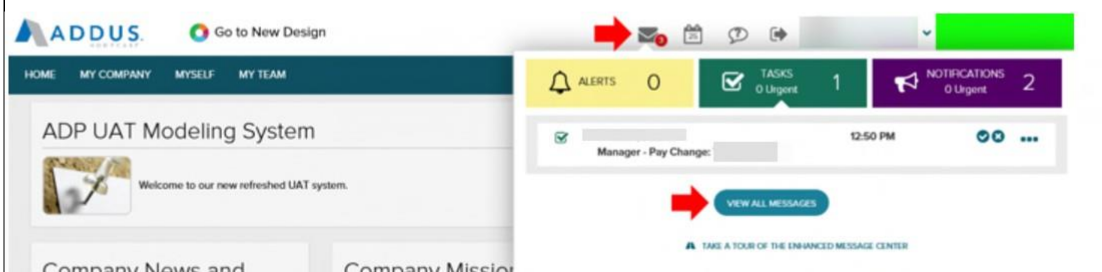
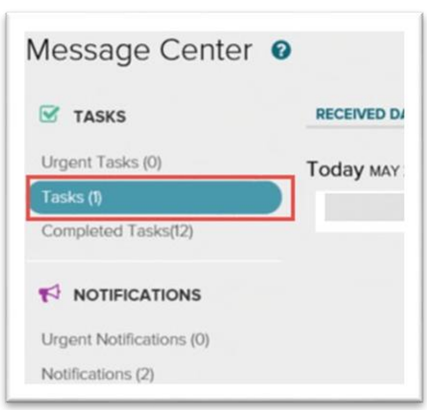
ADP gives the ability to have quick access to employee data such as personal information, compensation history, payroll information, and much more. This information can be very useful when looking at an employee's historical data. To review employee information, follow these steps:

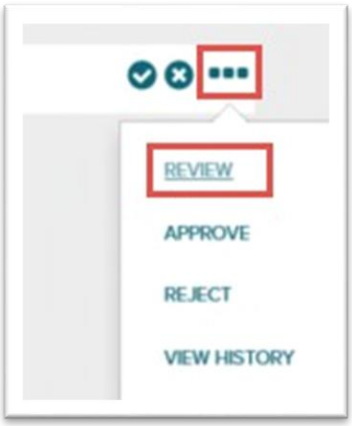
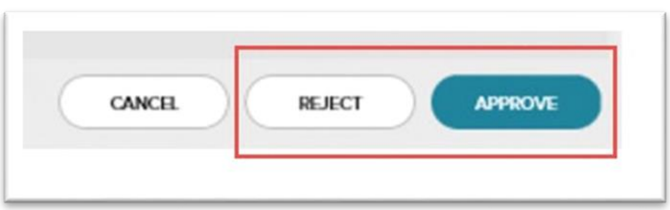
STEP	ACTION
1.	From the main ADP Homepage, click on **People,** depending on your position, in the top menu. (Please reference the chart on page 3 to see which option you would choose based on your position) 
2.	Click on **Person Information.** 
3.	Click on **Express Profile.** 
4.	Search for the employee using the filters or click on the name from the populated list on the bottom of the page.

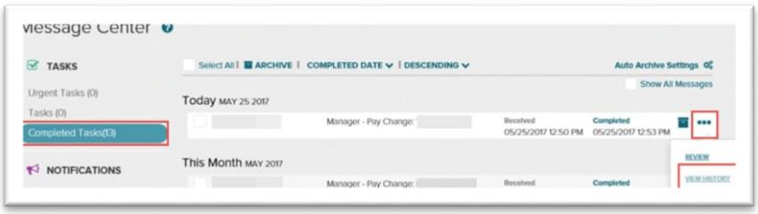
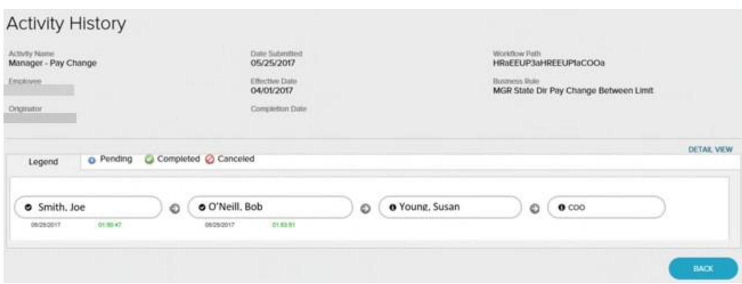
STEP	ACTION
5.	On this page, you will have expandable categories that will give you more details information about the employee, including historical data. 
6.	To expand a section, click on the plus icon button located to the right. 

WORKFLOW AND APPROVALS

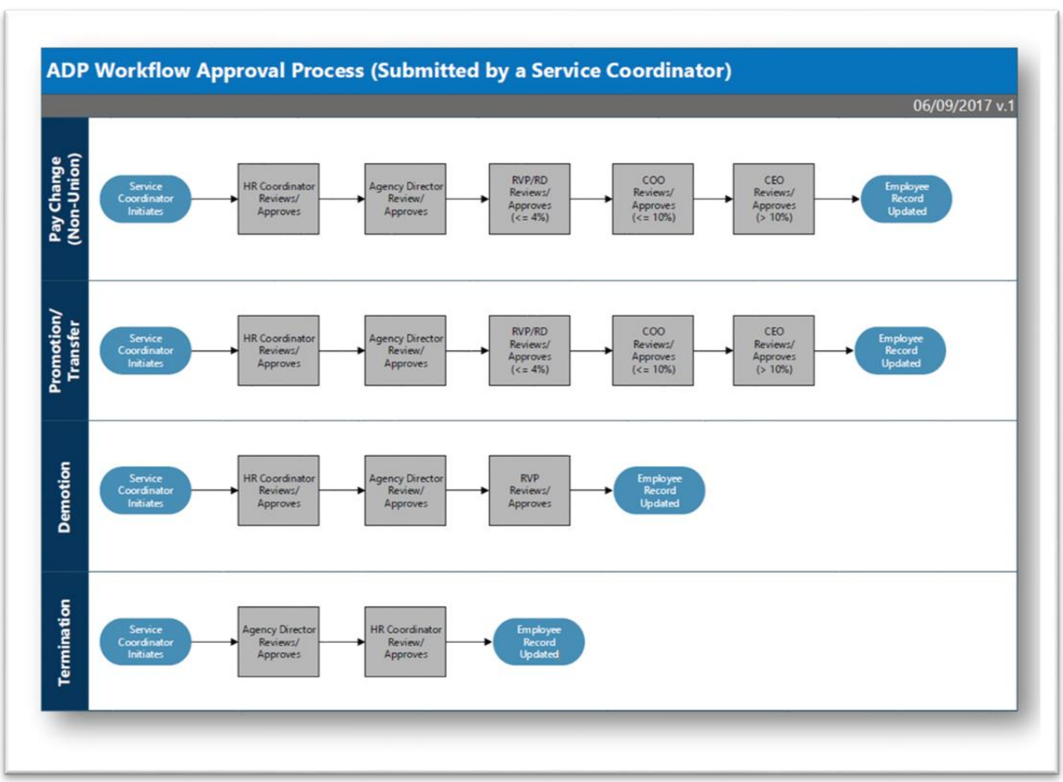
When certain actions are performed in ADP, such as pay rate changes, promotions, and transfers, they will trigger an approval workflow. A workflow is a series of approvals that need to take place for an action to take effect. You may have to provide an approval for a change in ADP. To locate and approve a workflow request, follow these steps:

STEP	ACTION
1.	When there is a new task to approve, or notification of a change, the red bubble will appear under the envelope icon. Select the envelope and then select View All Messages to access the Message Center. 
2.	Select the **Tasks** tab to view what needs to be approved. 

STEP	ACTION
3.	On the far right side of each line item, there are three dots. Select the three dots for a drop down menu. Then select **Review**. 
4.	Review the changes made by looking at the fields highlighted in light blue. Select **Approve** or **Reject** at the bottom of the page.  
5.	Once approved, you will be redirected back to the Message Center and a notification will appear of whom it is assigned to next. 

STEP	ACTION
6.	To access workflows you have approved, select the three dots under the Completed Tasks tab, and then select **View History**. 
7.	The Active History section shows the workflow path of the task and will update after each approval. 

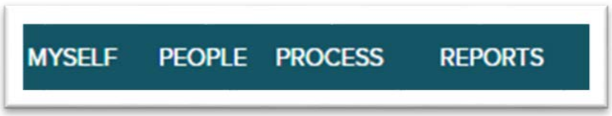
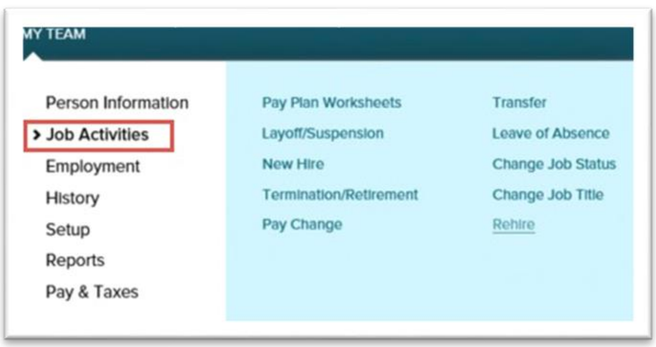
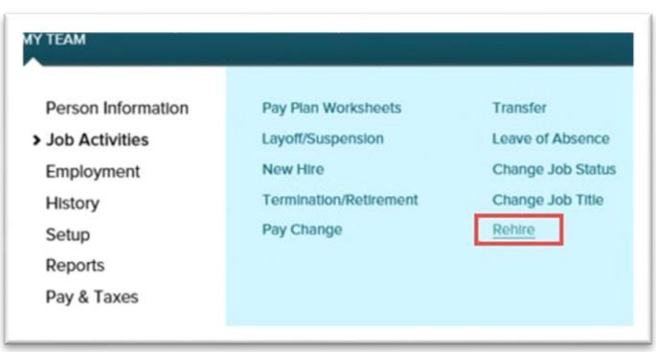
The following chart display what roles need to provide approvals for different functions in ADP.

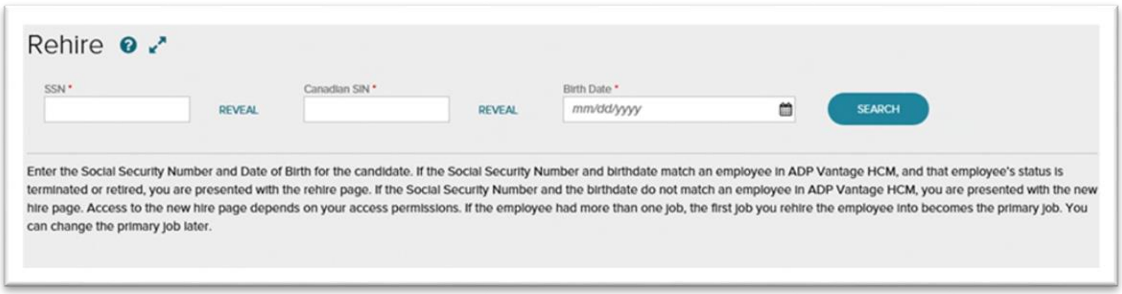
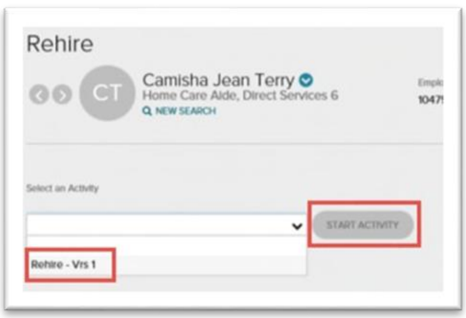
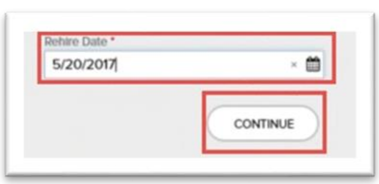


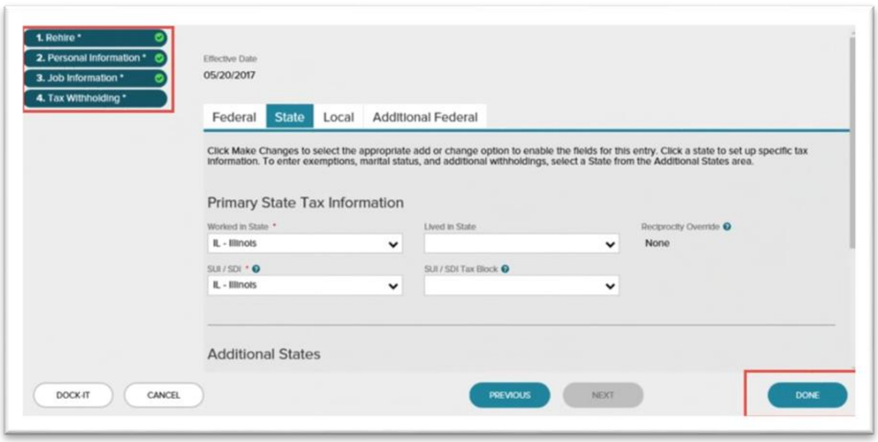
REHIRE EMPLOYEES

Employees that have been in a terminated status less than 90 days have the ability to go through a streamlined rehire process in ADP.

NOTE: The employee must be returning to the same title, salary, location, and manager reporting relationship to go through the rehire process. If any of the previously mentioned categories will be different during this employment, please complete the traditional application process.

STEP	ACTION
1.	From the main ADP Homepage, click on People. 
2.	Click on **Job Activities.** 
3.	Click on **Rehire.** 

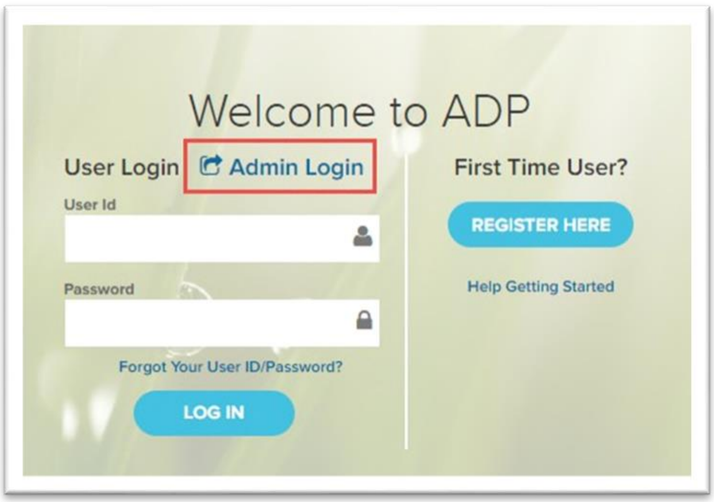
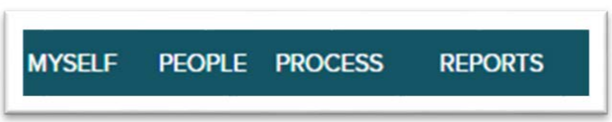
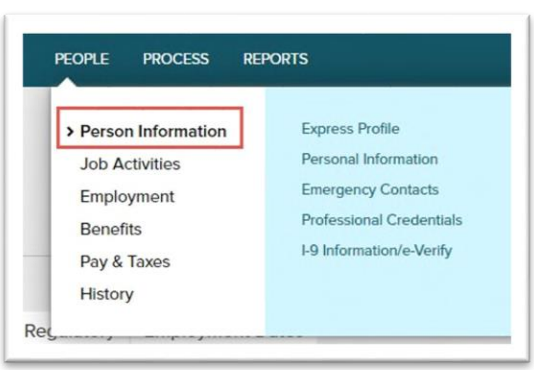
STEP	ACTION
4.	Enter in the Social Security Number and Birthdate of the terminated employee. 
5.	Select the **Rehire** option and then click **Start Activity.** 
6.	Enter in the Rehire Date and select **Continue.** 

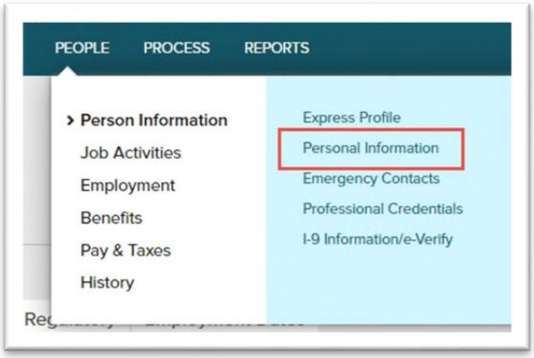
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>7.</td><td>The four-step process will appear on the left. Review the employee data in each step to ensure accuracy.

</td></tr>
<tr><td>8.</td><td>Rehire STEP: Look over job title, department, full-time/part-time, manager, work location, reporting location and pay rate. Make any necessary updates. Select Next.</td></tr>
<tr><td>9.</td><td>Personal Information STEP: Update any personal information such as phone number, email address, or mailing address. Select Next.</td></tr>
<tr><td>10.</td><td>Job Information STEP: Confirm job information is accurate.
Job- Confirm job, manager, and location
Job Dates – Do not change service date or PTO Service
Date Compensation – No changes
Payroll – Change Payroll Status to live Status Flags – No Changes
Add’l Info – No Changes</td></tr>
<tr><td>11.</td><td>Tax Withholding STEP: Confirm Federal, State, and Local tax information is correct.</td></tr>
<tr><td>12.</td><td>Click Done.</td></tr>
</table>

EMPLOYEE PERSONAL DATA CHANGE

There may be instances when you will be asked to change employee's data in ADP. This is an administrative option for those with appropriate access.

To update employee's personal data in ADP, follow these steps.

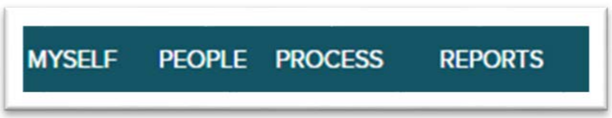
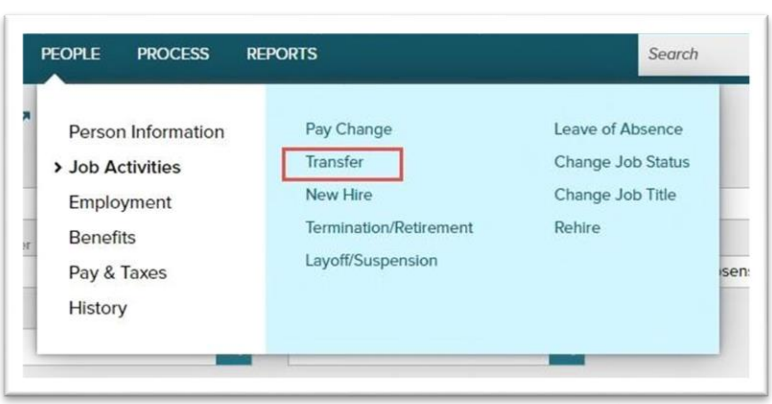
STEP	ACTION
1.	Login to ADP by clicking on the **Admin Login** link. 
2.	From the main ADP Homepage, click on **People**. 
3.	Click on **Person Information.** 

STEP	ACTION
4.	Click on **Personal Information.** 
5.	Search for the employee using the filters or click on the name from the populated list on the bottom of the page.
6.	This will populate the personal information for the employee. You can click on one of the following tabs: • Name/Address • Phone/Email/Contact • Regulatory • Employment Dates Update the appropriate information by changing the data.
7.	Once all of the information is updated, click the **Save** button at the bottom of the page. 

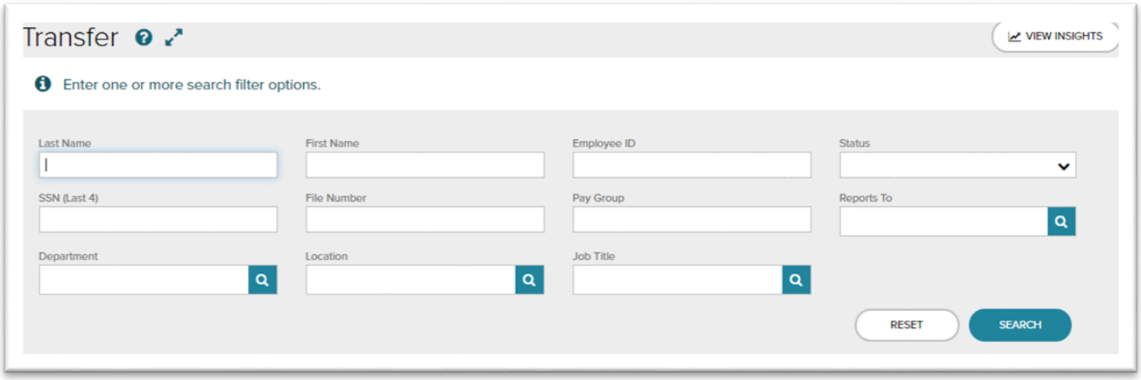
EMPLOYEE PROMOTION, DEMOTION, AND TRANSFERS

Managers will also have the ability to initiate employee changes such as promotions, demotions, and transfers. Depending on what types of changes, there may be workflow approvals that will need to be completed for the process to be successful.

To initiate one of these changes, follow these steps:

STEP	ACTION
1.	From the main ADP Homepage, click on **People**. 
2.	Click on **Job Activities.** 
3.	Select **Transfer.** All promotion, demotion, and transfer actions are completed using the Transfer activity. 

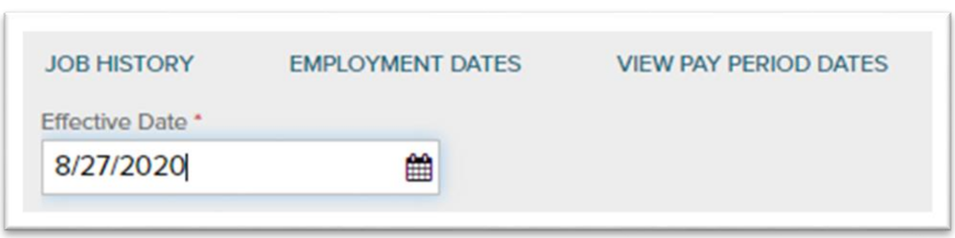
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>4.</td><td>Search for the employee using the filters.



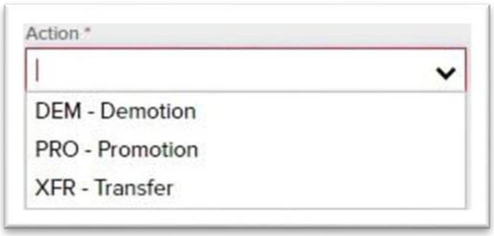
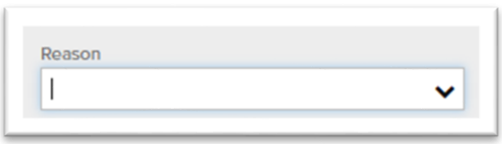
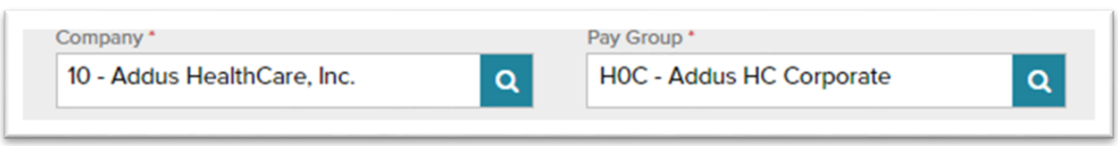
</td></tr>
<tr><td>5.</td><td>Select the activity from the dropdown and click Start Activity. There will be 2 options available, Transfer v9 and Supervisor Change Only. Use the Supervisor Change Only activity only for supervisor changes.

</td></tr>
<tr><td>6.</td><td>Select the Effective Date of the Change.

Note: The effective date must be the first day of the pay period. Click the “view pay period dates” link to locate the appropriate date.

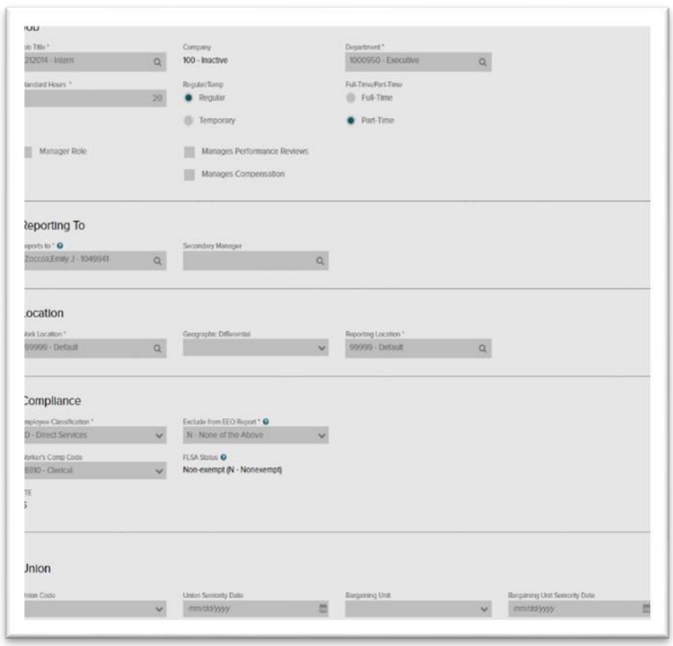


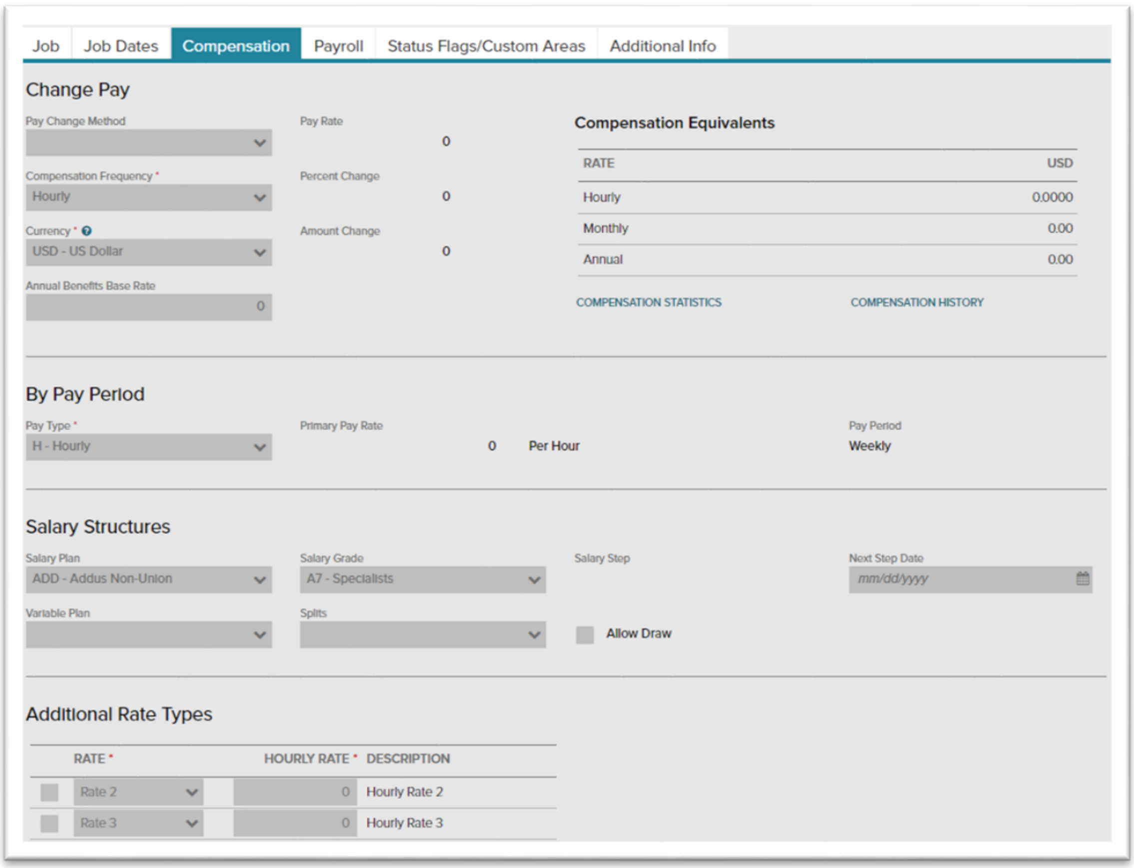
</td></tr>
</table>

STEP	ACTION
7.	Choose from the following actions to perform; Promotion, Demotion, or Transfer. Use **Promotion** if the employee is being advanced to a higher paid position (ex: Direct Services to Administrative), **Demotion** if the employee is moving to a lower paid position (ex: Administrative to Direct Services), and use **Transfer** is the employee is being relocated to another branch. 
8.	Indicate the reason for the change from the Reason dropdown menu. 
9.	Review and update the company and pay group fields. Employees moving branches or classifications will likely require a new pay group. If you are unsure of the correct company and pay group, please reach out to your HRBP. 
10.	Click Continue. If you are submitting a promotion/demotion, move to step 11. If you are submitting a transfer, move to step 12.

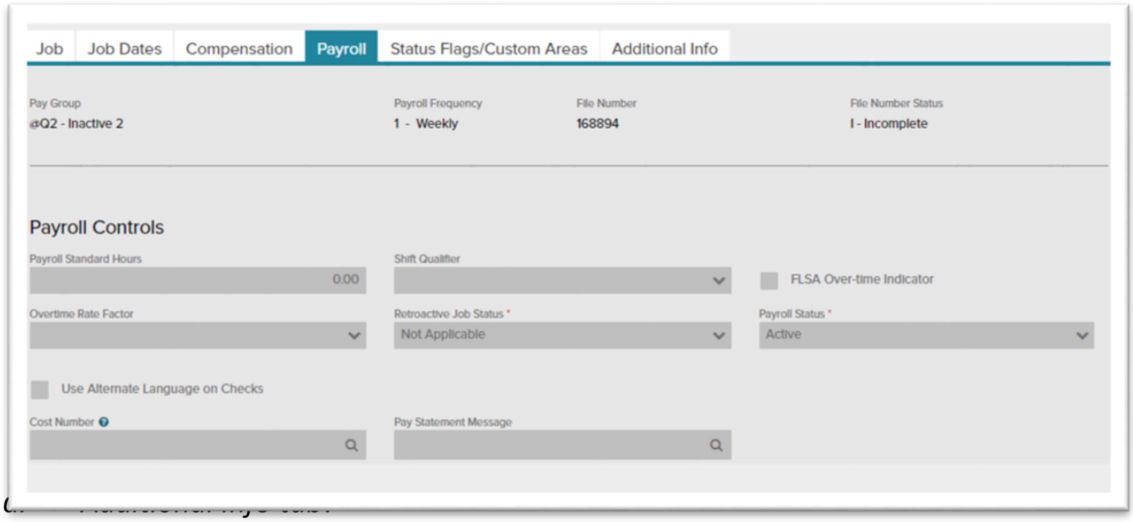
STEP	ACTION
11.	**<u>For Promotion/Demotion:</u>** Review/Update the following fields for each tab below. If you are unsure of the correct value, please reach out to your HRBP. *a. Job tab*: The fields you will need to focus on are:

Job Title	**Department**	**Standard Hours**	**Full-Time/Part-Time**
Manager Role (checked for supervisors)	Reports to	Employee Classification	Work Location (branch)
Reporting Location (region)	Union Code	Bargaining Unit	



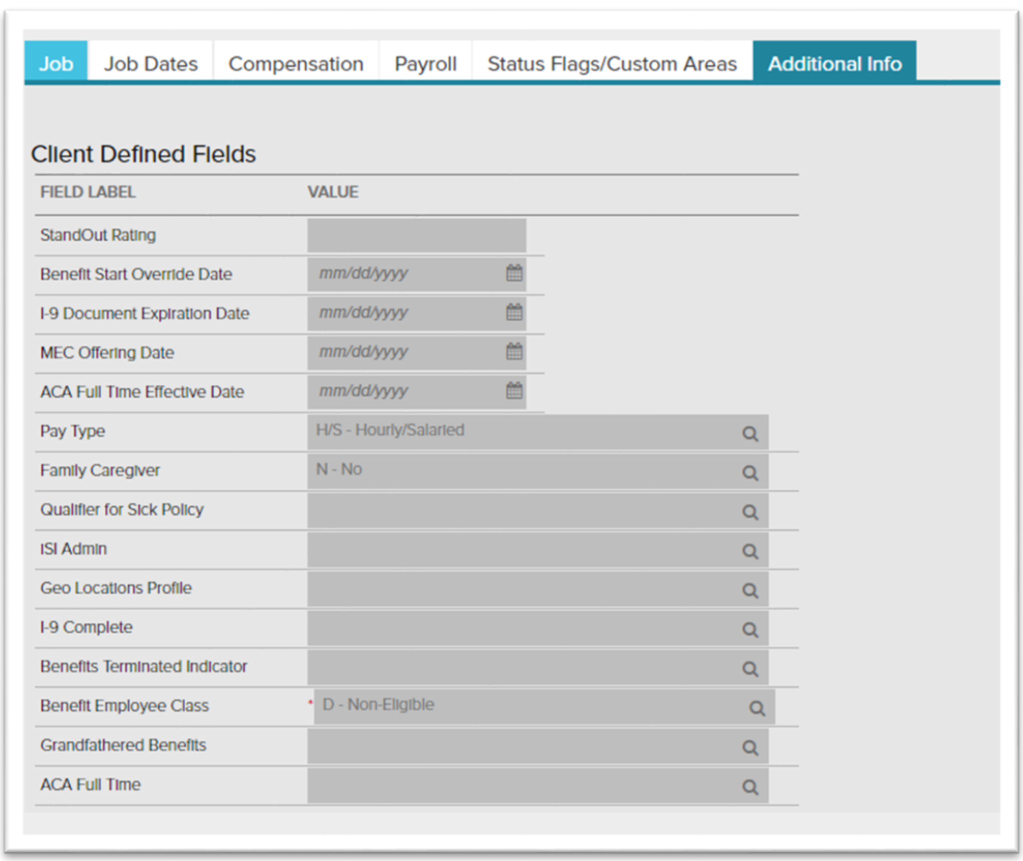
STEP	ACTION
12.	*b. Compensation tab*: • If the compensation needs to be adjusted, click on the Pay Change Method field and select Change Rate. The pay rate field will open up for you to enter the new rate. • If the employee is moving from an hourly to salary position, change the Compensation Frequency and Pay Type fields to salary. • Review the Additional Rate Types with the branch matrix and correct the rates as needed. 

STEP	ACTION
13.	c. *Payroll tab*: Confirm the pay group is up to date. If the pay group is not correct, start the transfer process over from the beginning and change the pay group on the transfer selection page. (step 9)



d. *Additional Info tab*:

If moving to an Administrative position, change Benefit Employee Class to Administrative. If the employee is hourly, select Mobile Punch in Geo Locations Profile, if employee is salaried, leave Geo Location Profiles blank.



STEP	ACTION

14.

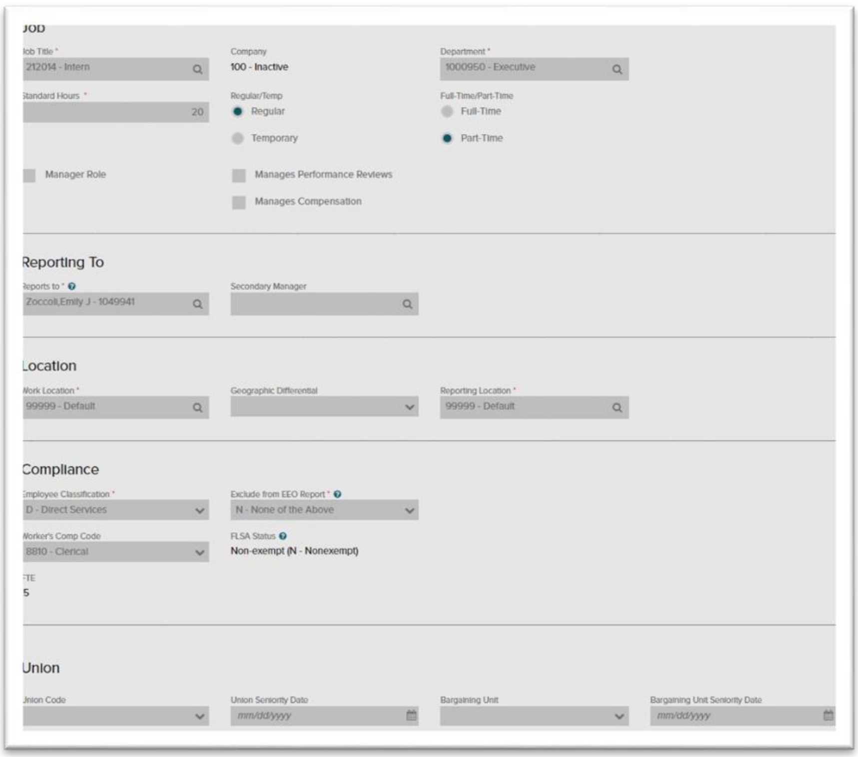
<u>For Transfer:</u>

Review/Update the following fields for each tab below. If you are unsure of the correct value, please reach out to your HRBP.

a. Job tab:

The fields you will need to focus on are:

Job Title	Department	Reports to	Work Location branch)
Reporting Location (region)	Union Code	Bargaining Unit	



b. Compensation tab:

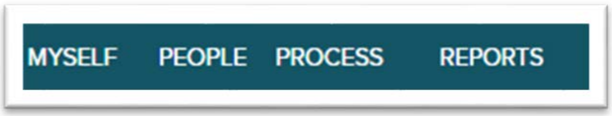
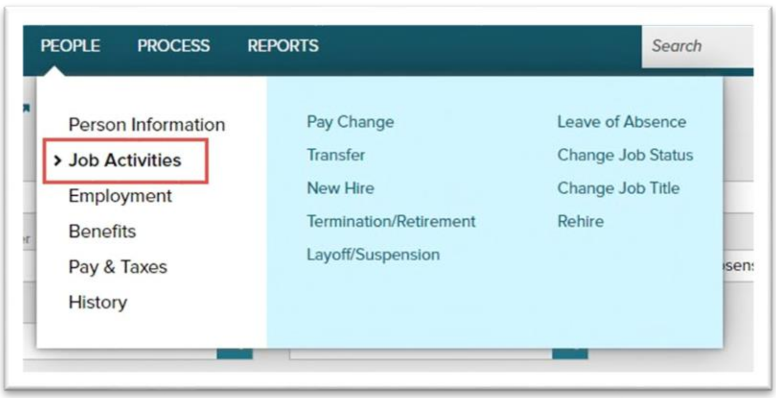
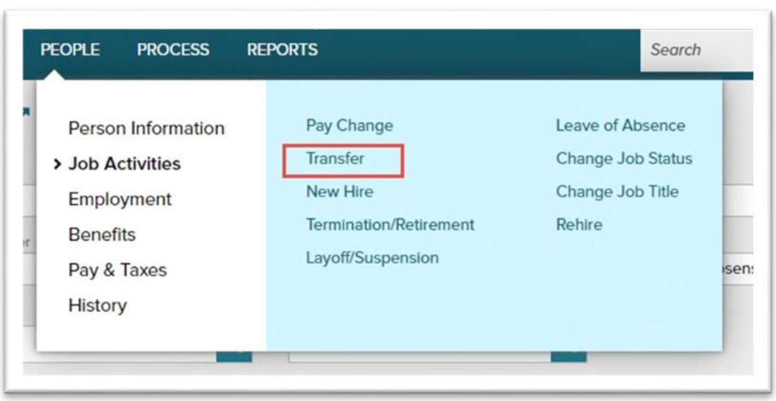
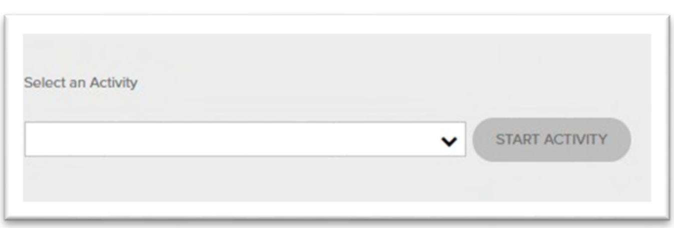
- If the compensation needs to be adjusted, click on the Pay Change Method field and select Change Rate. The pay rate field will open up for you to enter the new rate.
- Review the Additional Rate Types with the branch matrix and correct the rates as needed.

c. Payroll tab:

Confirm the pay group is up to date. If the pay group is not correct, start the transfer process over from the beginning and change the pay group on the transfer selection page. (step 9)

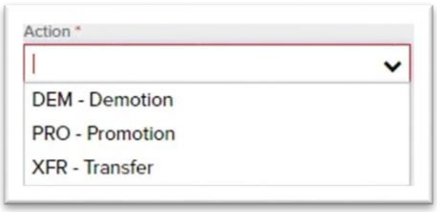
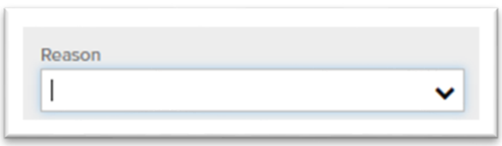
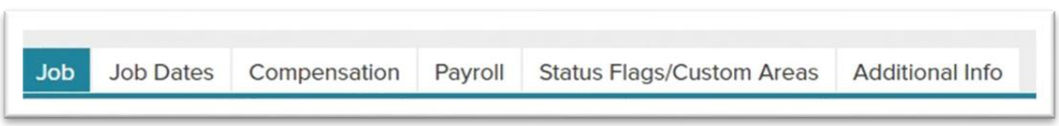
- Click **Done**.

Managers will also have the ability to initiate employee changes such as promotions, demotions, and transfers. Depending on what types of changes, there may be workflow approvals that will need to be completed for the process to be successful. To initiate one of these changes, continue to next section.

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>15.</td><td>From the main ADP Homepage, click on People.

</td></tr>
<tr><td>16.</td><td>Click on Job Activities.

</td></tr>
<tr><td>17.</td><td>Select Transfer. All promotion, demotion, and transfer actions are completed using the Transfer activity.

</td></tr>
<tr><td>18.</td><td>Search for the employee using the filters or click on the name from the populated list on the bottom of the page.</td></tr>
<tr><td>19.</td><td>Select the Transfer activity from the dropdown and click Start Activity.

</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>20.</td><td>Select the Effective Date of the Change.

Note: The effective date must be the first day of the pay period. Click the “view pay period dates” link to locate the appropriate date.

</td></tr>
<tr><td>21.</td><td>Choose from the following actions to perform Promotion, Demotion, or Transfer.

</td></tr>
<tr><td>22.</td><td>Indicate the reason for the change from the Reason dropdown menu.

</td></tr>
<tr><td>23.</td><td>Click Continue.</td></tr>
<tr><td>24.</td><td>Based on the employee change, ONLY change the data in the following sections:


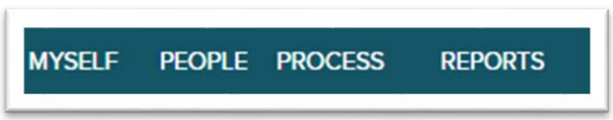
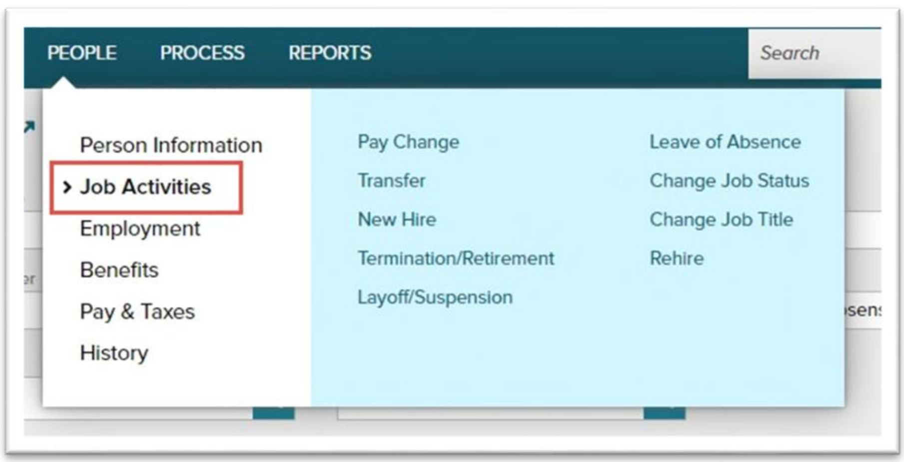
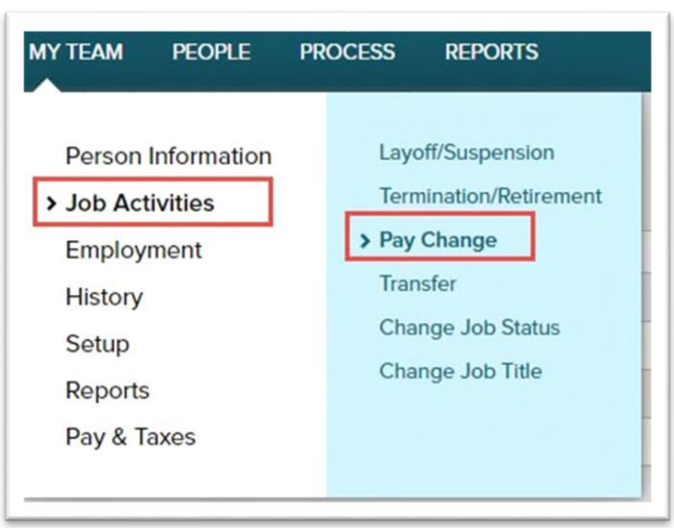
<u>For Promotion:</u> (Used for job advancements)
Job tab: Change Job Title, Department, Full-time/Part-time, and check Manager Role Box if promoting to a position that supervises other employees (if necessary). Under the Compliance section, select a new employee classification (direct services or administrative)
Compensation tab: Pay Change Method > Change Rate > enter new Pay Rate or Percent Change
Additional Info tab: Change Benefit Employee Class if applicable

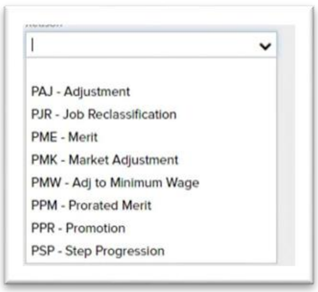
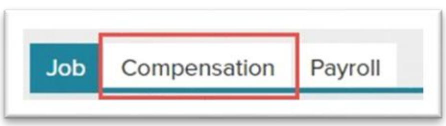
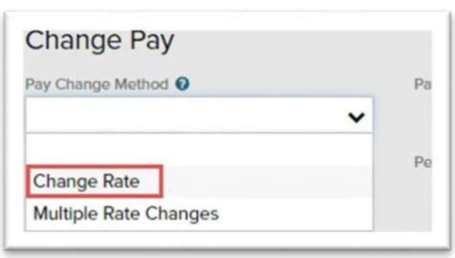
<u>For Demotion:</u> (Used for transferring to a lower paid position)
Job tab: Change Job Title, Department, Full-time/Part-time, and deselect Manager Role if demoting to a position with no direct reports. Under the Compliance section, select a new employee classification
Compensation tab: Pay Change Method > Change Rate > enter new Pay Rate or Percent Change
Additional Info tab: Change Benefit Employee Class if applicable.</td></tr>
</table>

EMPLOYEE PAY CHANGES

To change JUST an employee's rate of pay, follow these steps:

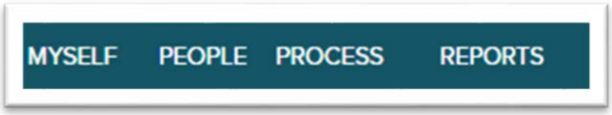
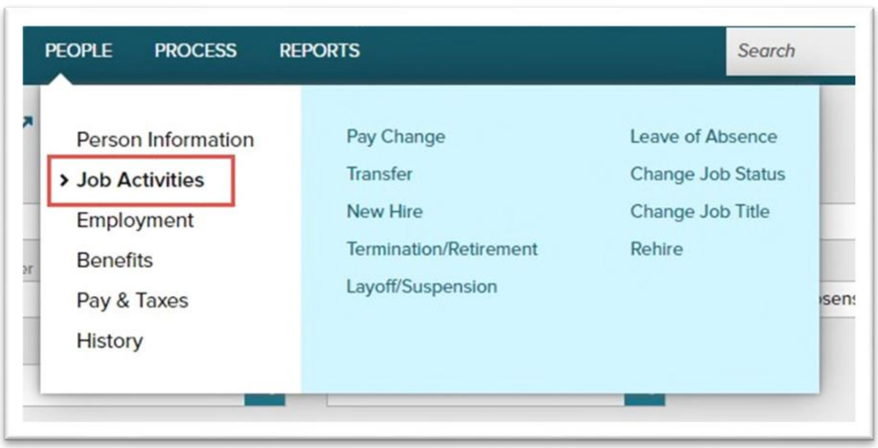
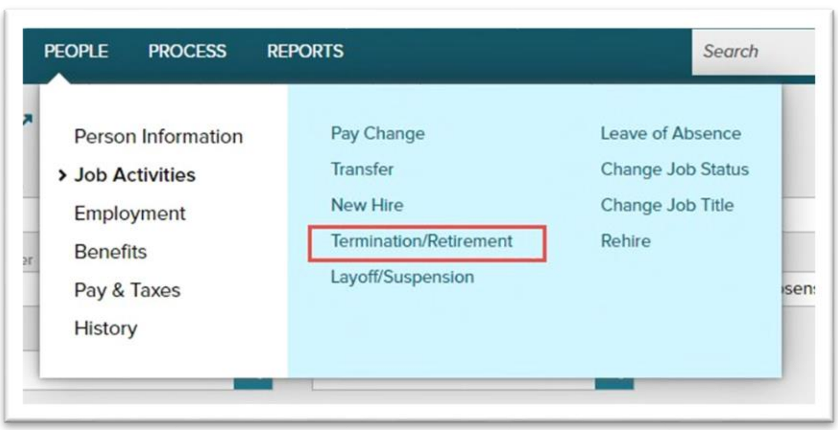
NOTE: Adjusting employee's pay may trigger a workflow that will require approvals.

STEP	ACTION
1.	From the main ADP Homepage, click on People. 
2.	Click on **Job Activities.** 
3.	Select **Pay Change.** 
4.	Search for the employee using the filters or click on the name from the populated list on the bottom of the page.

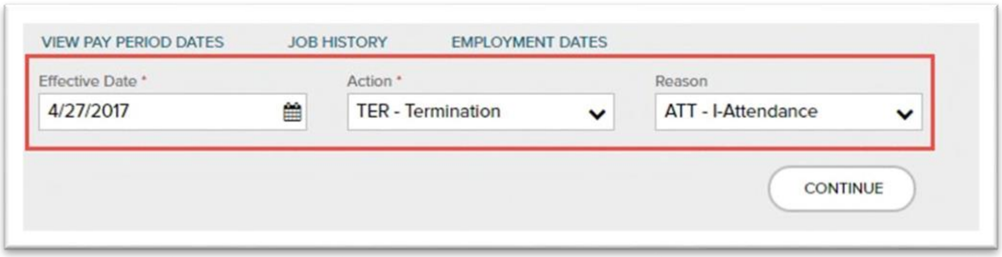
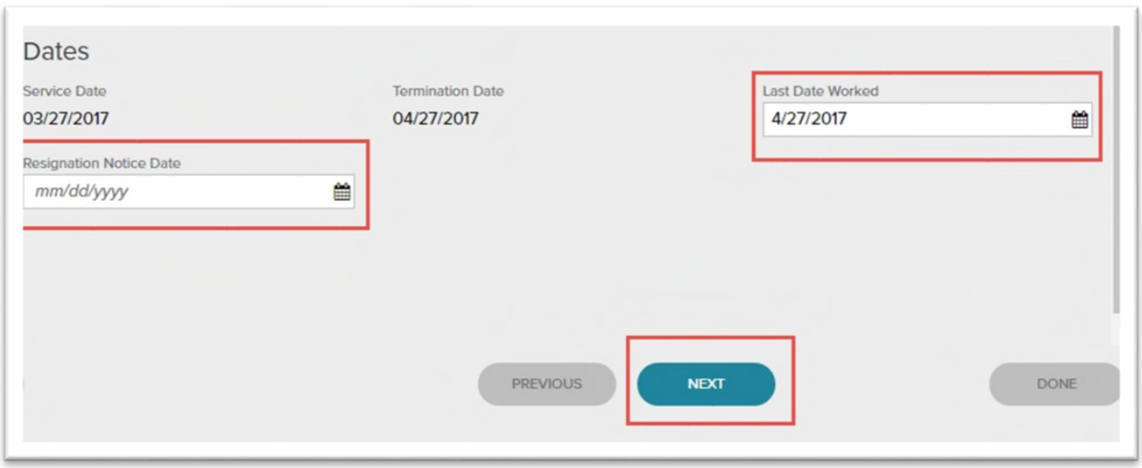
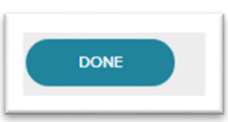
STEP	ACTION
5.	Select the Effective Date of the Change. **Note:** The effective date must be the first day of the pay period. Click "View Pay Period Dates" to locate the appropriate date. 
6.	Select the reason from the drop-down menu and click **Continue.** 
7.	Click on the **Compensation** tab 
8.	Under the **Change Pay** section, click the dropdown and select **Change Rate.** 
9.	Adjust either the **Pay Rate**, **Percent Change**, or **Amount Change**. 
10.	Click **Submit.**

EMPLOYEE TERMINATION

To process a termination in ADP, follow these steps:

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1.</td><td>From the main ADP Homepage, click on People.

</td></tr>
<tr><td>2.</td><td>Click on Job Activities.

</td></tr>
<tr><td>3.</td><td>Select Termination/Retirement

</td></tr>
<tr><td>4.</td><td>Search for the employee using the filters or click on the name from the populated list on the bottom of the page.</td></tr>
<tr><td>5.</td><td>Select the termination activity from the dropdown menu and click Start Activity

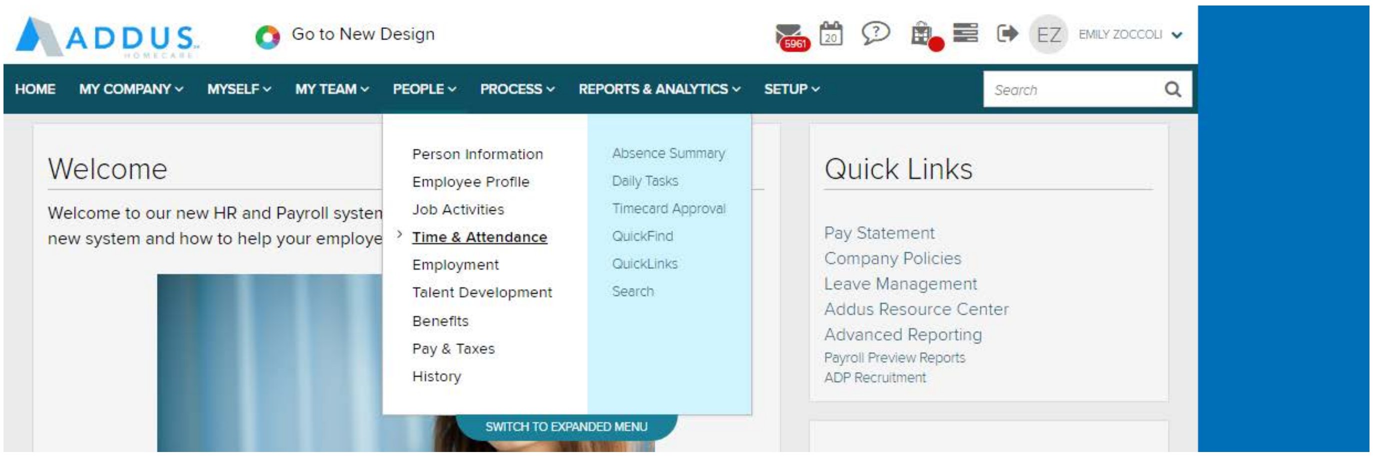
</td></tr>
</table>

STEP	ACTION
6.	On the next page, select the Effective Date (usually the last day worked), Termination ACTION, and Reason from the dropdown menus. Click **Continue.** 
7.	Ensure the last date worked is correct and indicate resignation notice date, if known. Then, click **Next.** 
8.	On the next page, you will have the option to cancel automatic pay for salaried employees. **Note:** Hourly employees will not have automatic pay to cancel.
9.	To submit the termination, click the Done button on the bottom of the page. Be sure to follow any last paycheck requirements in your state. 

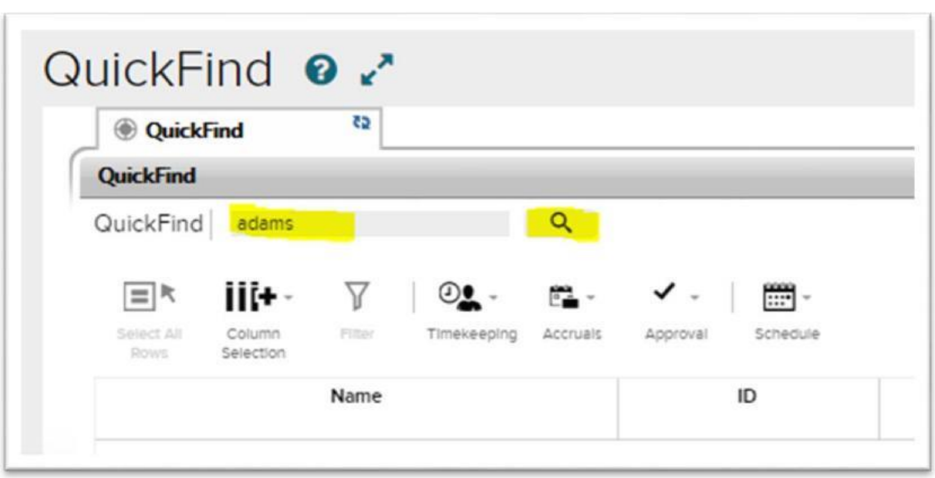
Manager Guide Approving/Canceling Time Off in Vantage

APPROVING OR REFUSING TIME OFF REQUEST

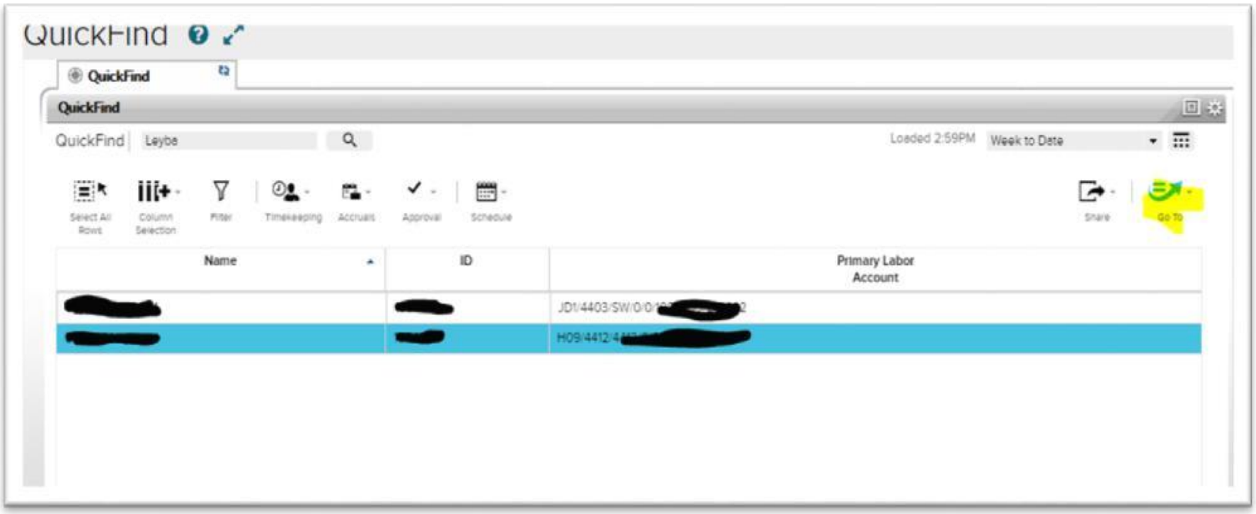
Log into ADP and click on "People", then select Time & Attendance > QuickFind



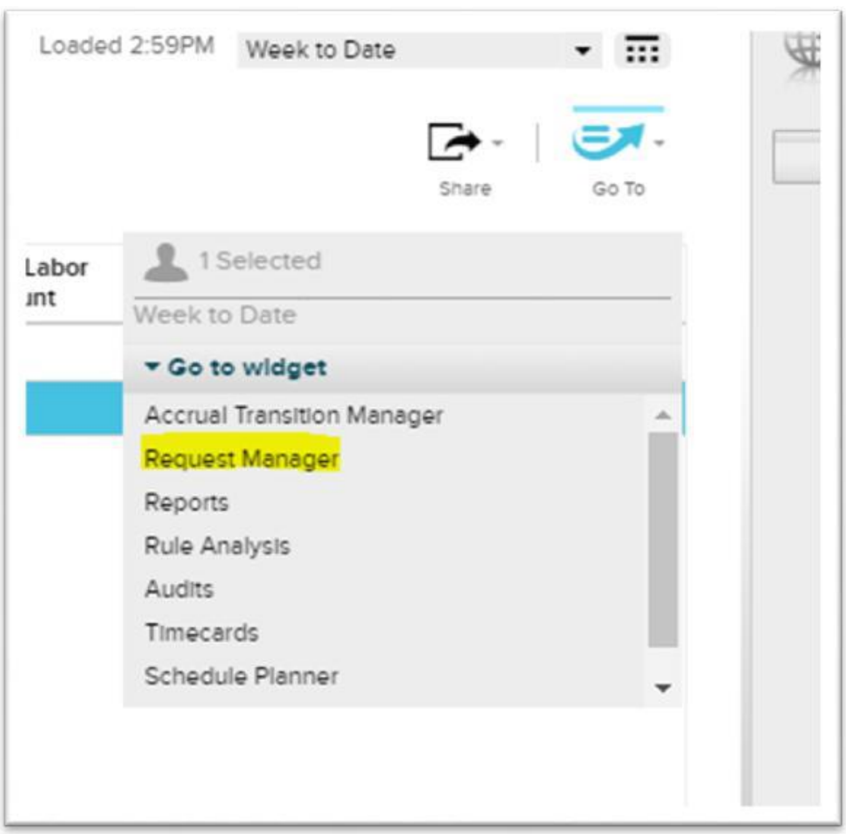
You will need to click on Quick find and remove the * and then type the employees last name, click search.



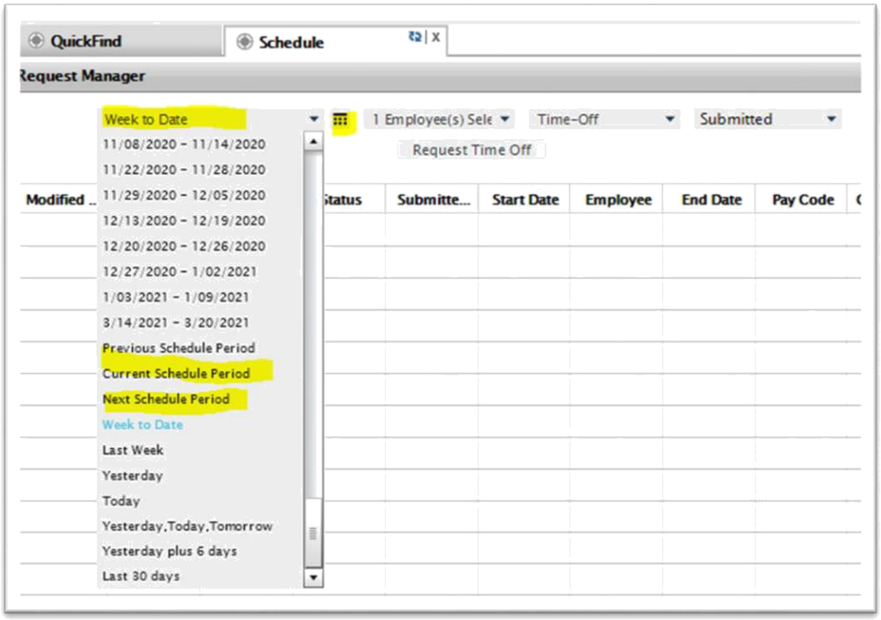
Once you find the employee that you want to approve or cancel the time off, click on the employee and it will turn that line a blue color, from there, you will need to click on the "Go To" Icon



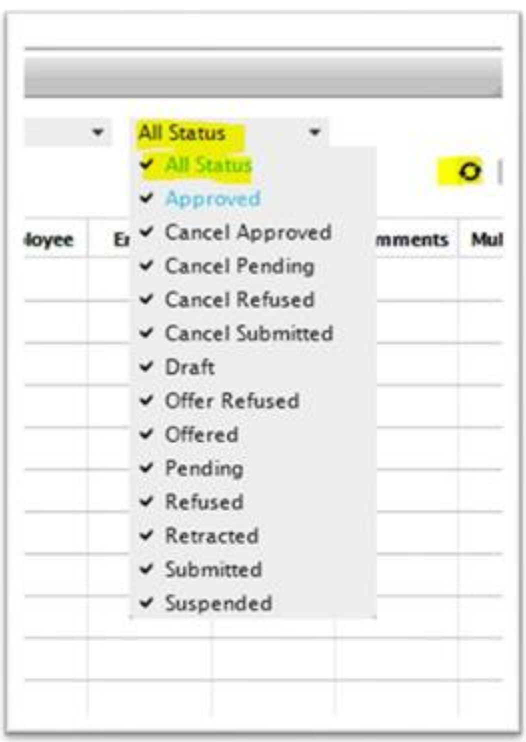
From the drop down, click on "Request Manager"



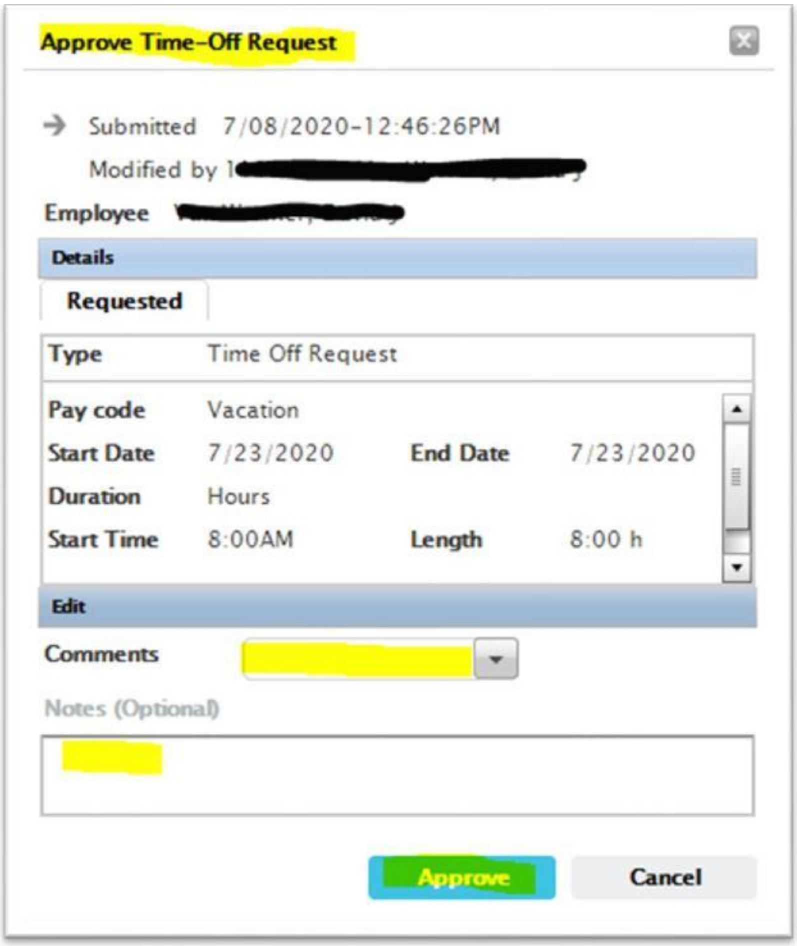
This will take you to where you can pull up the date of the time off request. You can select the week or if this is a current pay period by clicking on the Week to date and use the drop down, or you can click the calendar and enter in the date range.



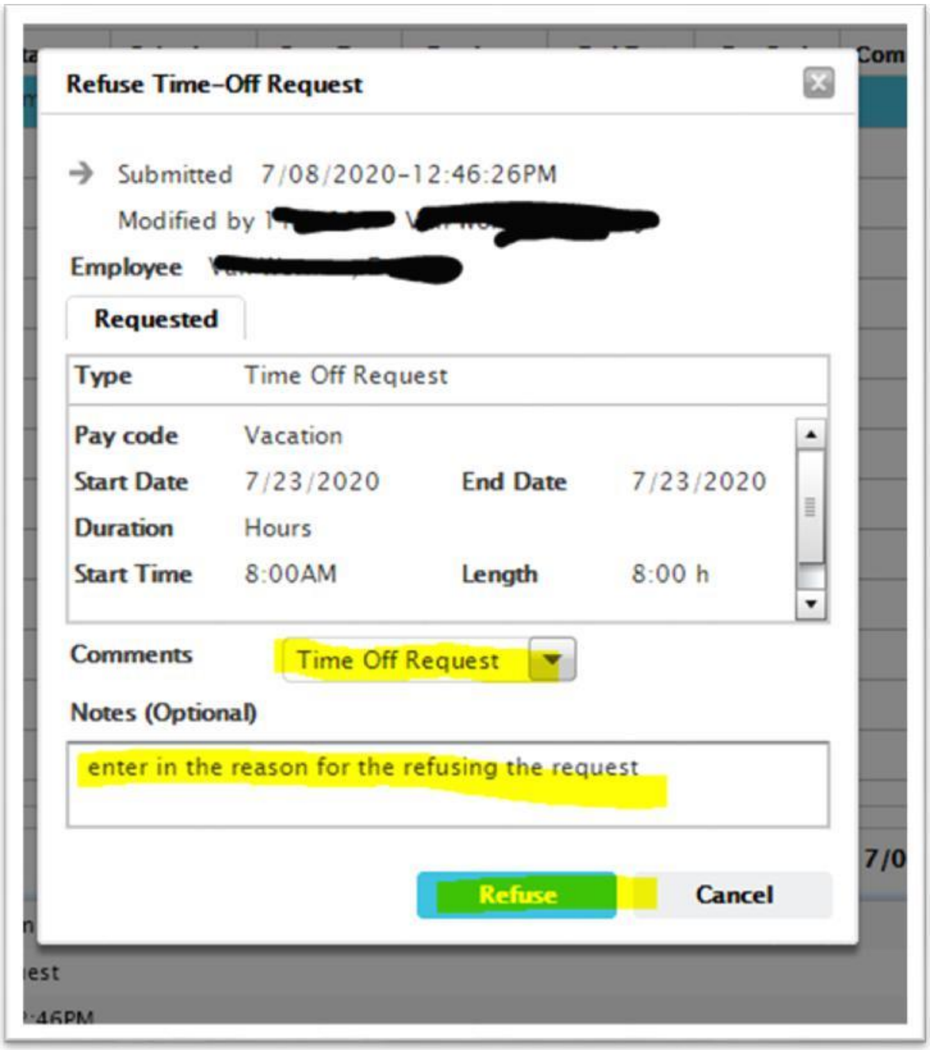
If the employee does not show up you can click on the drop down by submitted and select all status so find the request. Select the refresh icon



You will get a pop up window once you select what you would like to do on the request. You can enter in comments, or you can leave it blank. Verify that the time is correct, then approve.



If you need to refuse the request because it is incorrect or the employee did not want to take this. While it is in a submit status, you can select refuse, enter in comments and select refuse.

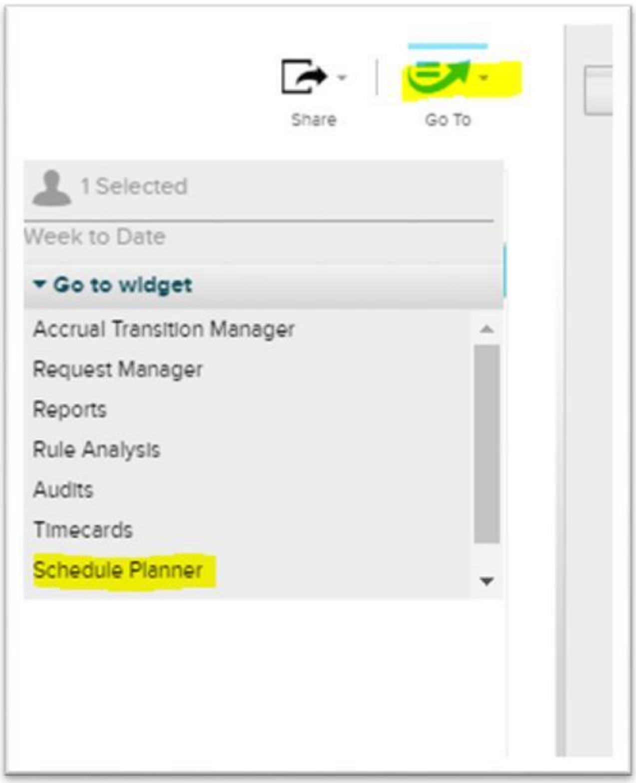


When you have finished either approving or refusing, the request will go away and be placed on the time card or added back to the PTO buckets. At this point you can click the "X" on the "Schedule" tab by hoovering over that tab. It will take you back to "quick find" or you can log off if you are complete.

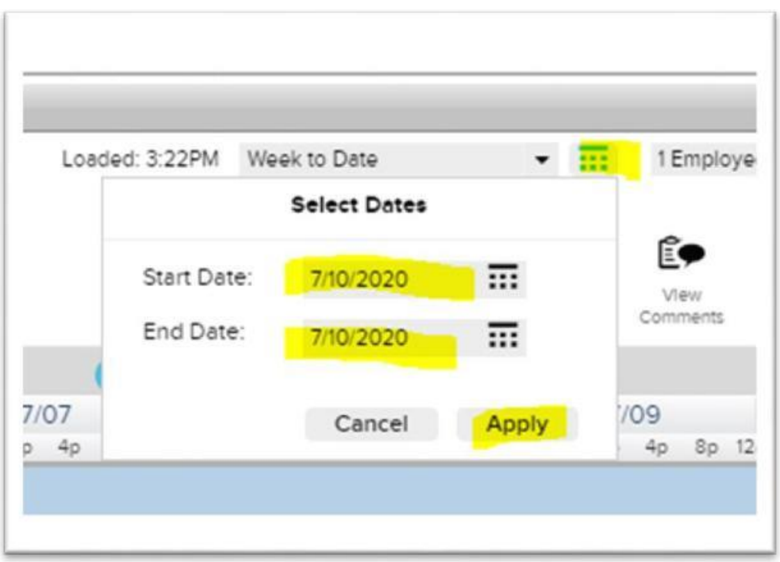
Removing a Request That Has Already Been Approved

To cancel a request that has already been approved, follow the first 3 steps.

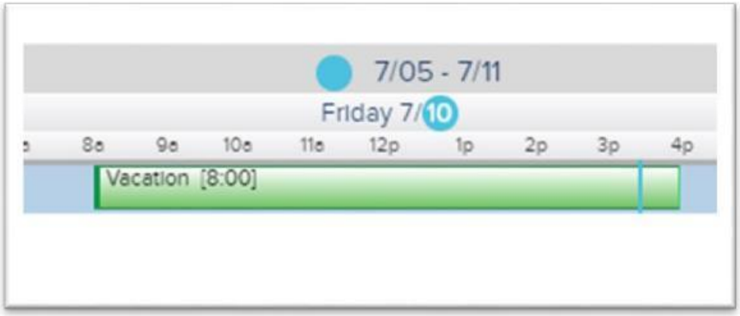
Click on "Go To" and select Schedule Planner

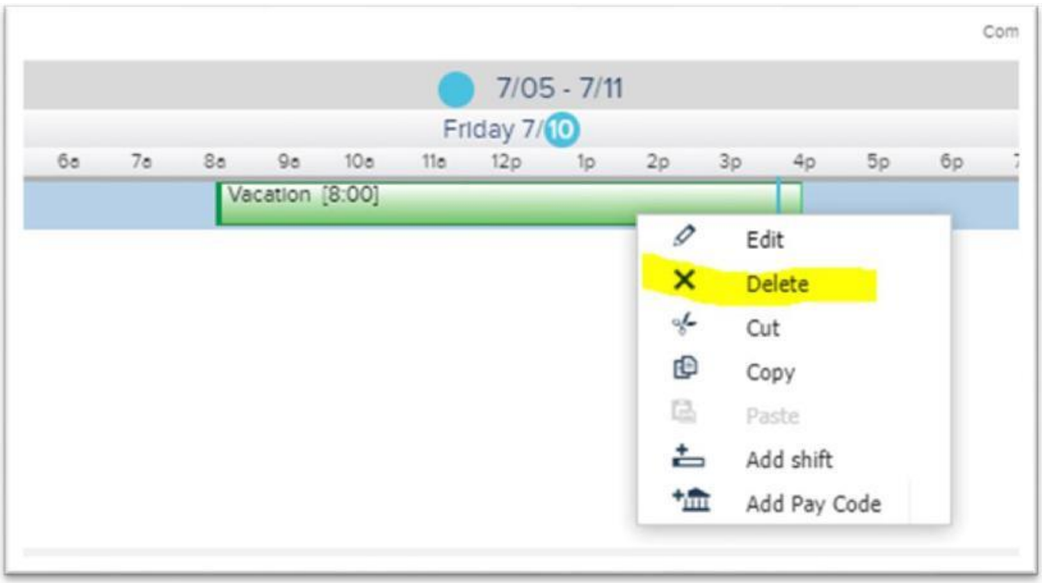


You will need to click on the calendar and enter the date you need to cancel, select apply.

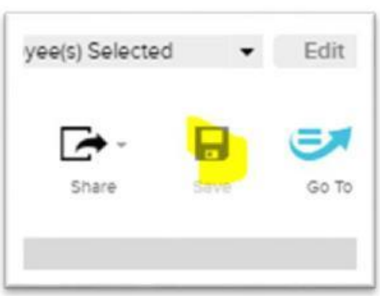


You will find the date in green that you want to delete or cancel. Right click on the Green> **Select**>**Delete**

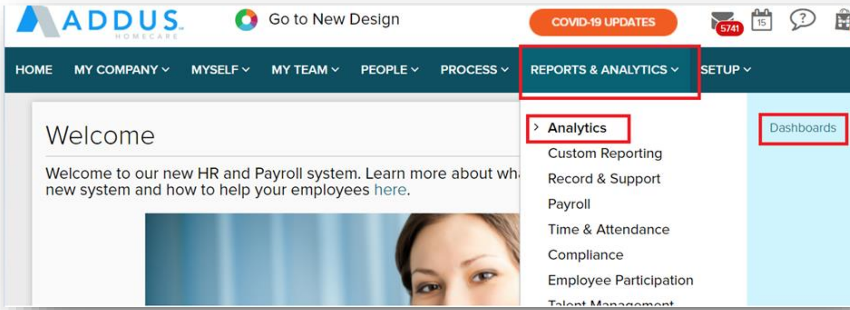
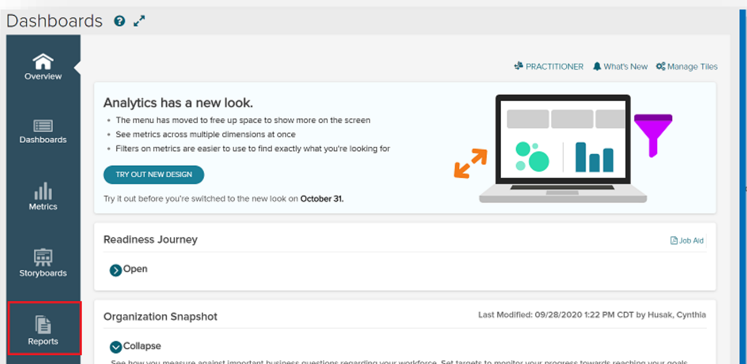
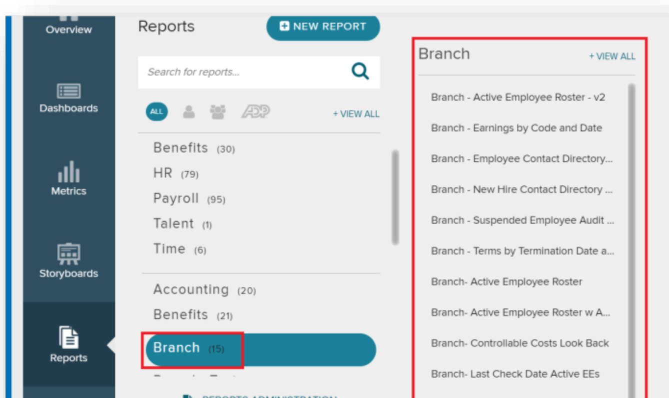




Once you are complete with that, you will need to hit the save icon to add these hours back to the employees time off bucket



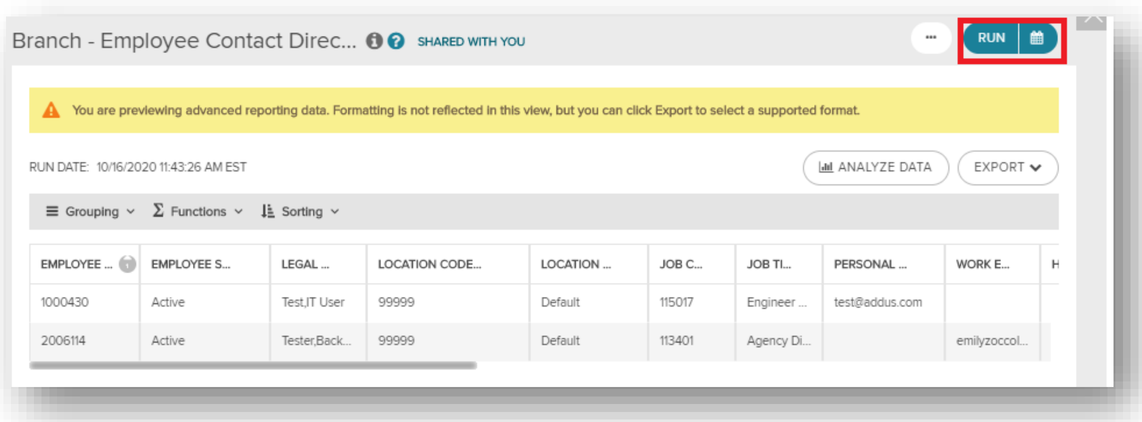
To run common branch payroll & employee reports in ADPVantage, follow the steps below.

STEP	ACTION
1.	When logged in to ADP Vantage as an Admin., navigate to **Reports** > Analytics > Dashboards 
2.	Once the **Reports Dashboard** loads, on the left-hand menu sidebar, click on the **Reports** icon. 
3.	Additional options will appear from the menu sidebar, including a search option and folders for reports. Commonly used branch reports can be found by opening the Branch folder. Select your desired report from the list that appears on the right. 

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>4.</td><td>

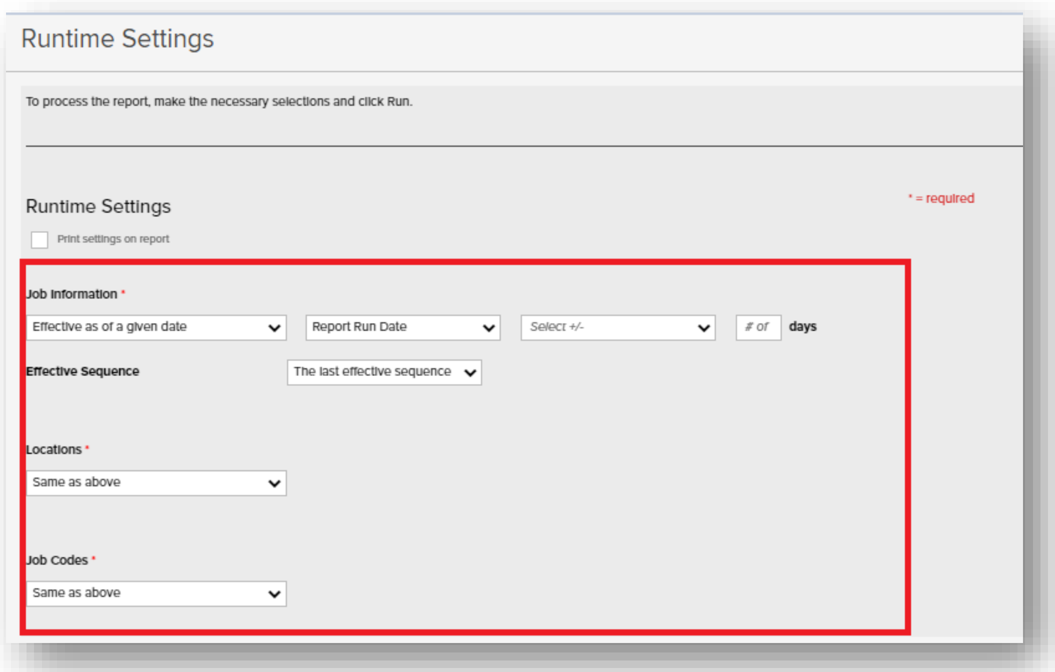
Once you have selected the applicable report, a preview of your last run of the report will generate. If it is your first time running a report, you will see the message “No output is available but you can still run this report” rather than a preview. You will need to run the report either way in order to generate current data.

To run the report, click **Run** in the right-hand top corner.



</td></tr>
<tr><td>5.</td><td>

Each report will include drop down “Runtime Settings.” In most cases, you will not want to touch these values as it can lead to inaccurate or duplicate report results. Scroll past these drop down options.

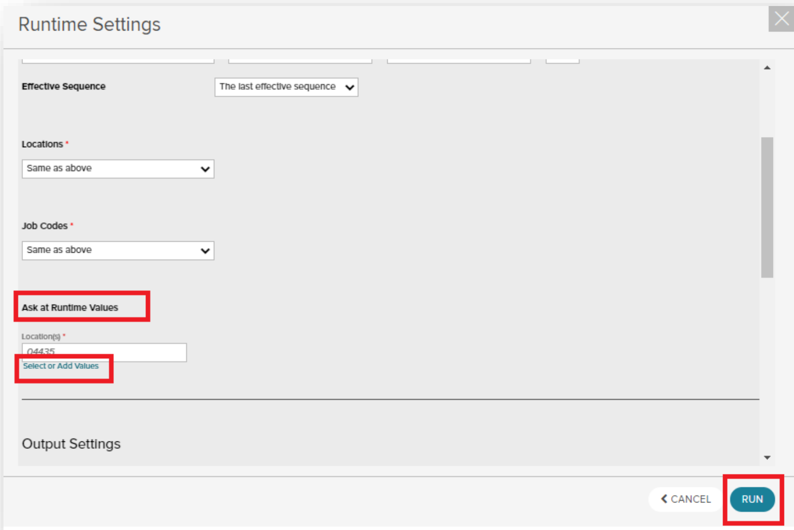


Note: *If you need help running a “point in time” report, please reach out to your HR Rep for assistance updating these settings.*

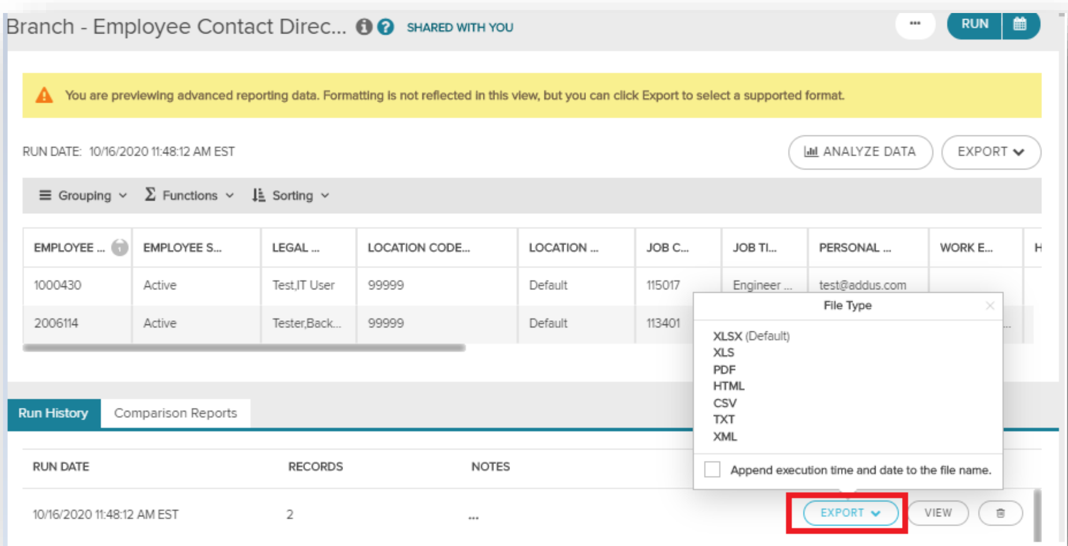
</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>6.</td><td>
Some reports will have “Runtime Value” filters after the drop down settings that need to be adjusted. These filters can include pay date, earnings code, or location as pictured below.

To apply your filter, click on the Location(s) field and select the desired branch locations. Once completed, click Run at the bottom right-hand corner.



</td></tr>
<tr><td>7.</td><td>
The report will process and then generate the output on the screen. To export the report, once the output has finished processing, click the Export button and select the desired output format.



</td></tr>
</table>

ADP RECRUITING MANAGEMENT- INTRODUCTION

ADP Recruiting Management houses position details, candidate data specific to each requisition, phone interviews, offer letters, testing services, and background checks. As a hiring manager, you may be able to approve requisitions, enter interview feedback, update a candidate's status, initiate an offer letter request, and approve offer letters.

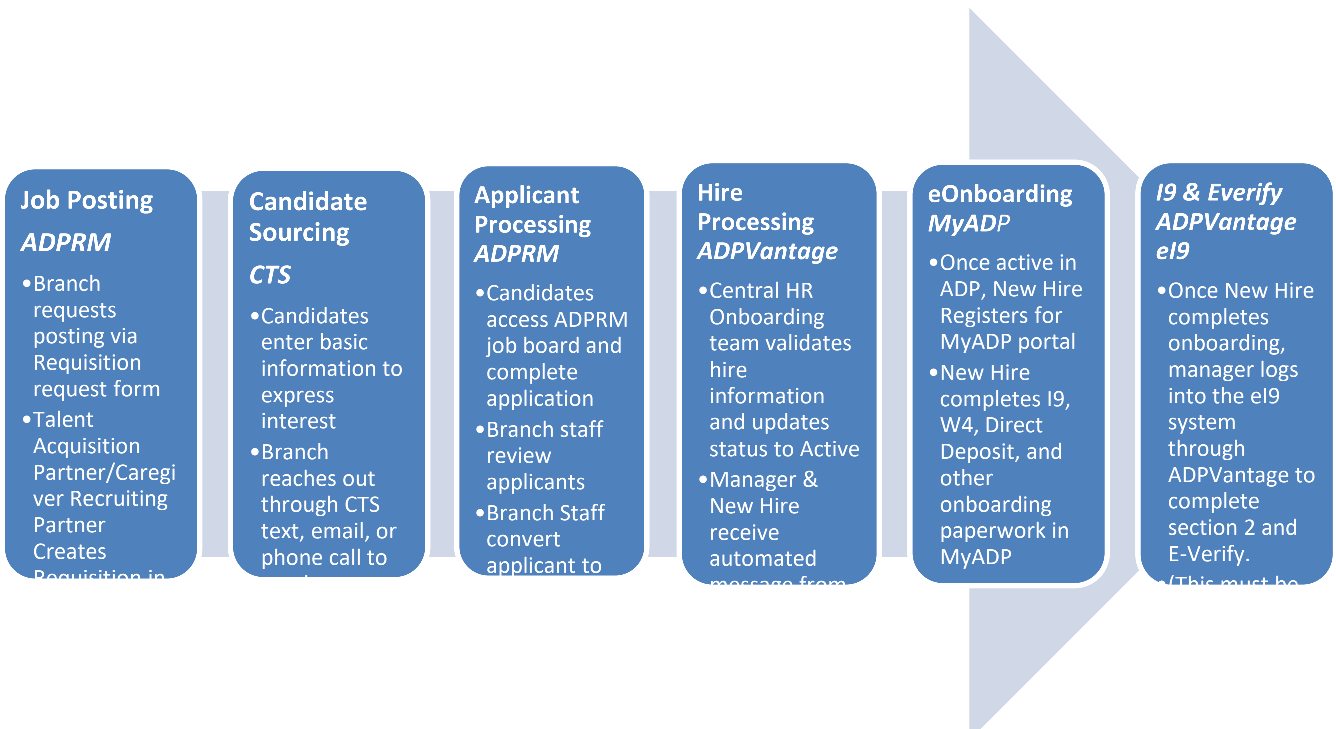
There are two types of requisitions in ADP Recruiting Management:

- Standard Requisitions- Used for positions with limited openings (Admin & Clinical positions) and managed by the central clinical & administrative recruiting team
- Evergreen Requisitions- Used for positions that are always open (PCS Field positions). Hiring Managers complete the sourcing & hiring of these roles.
- ADP Recruiting Management contains various navigation options to help you manage your recruiting process.

Recruiting and Onboarding Workflow Guide

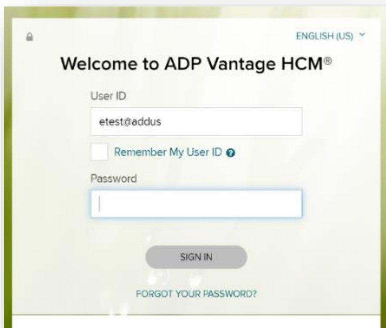
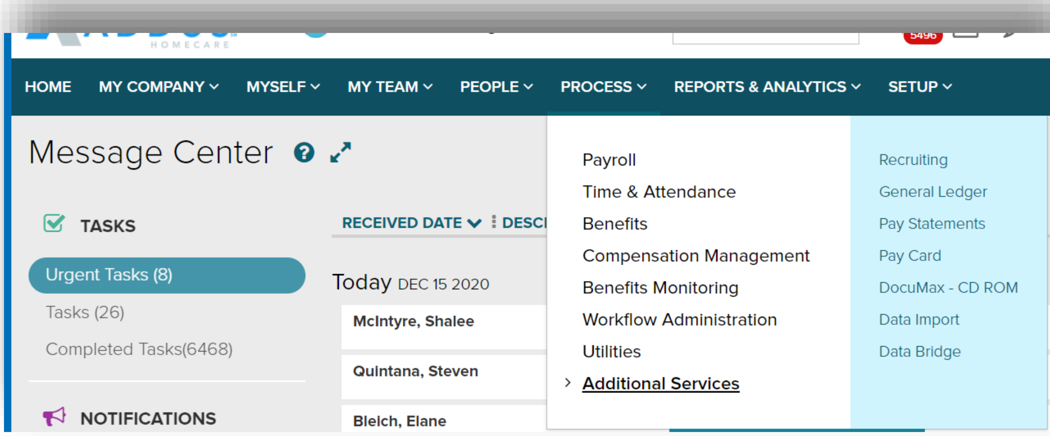
Phase	System	STEP	What Happens During This STEP	Who
Requisition Posting	ADP	**1.**	Branch Management submits requisition request form to Recruiting Process Partner or Talent Acquisition Partner (Admin/Clinical)	Branch Personnel
		2.	Central Recruiting Partner opens Requisition in ADPRM	Central Recruiting Team(s)
		3.	Requisition is sent to Hiring Manager & Operations Leadership for approval based upon position type & salary	Branch & Regional Personnel
		4.	Upon approval, requisition is published to CTS & External Job Boards	ADP System
Candidate Sourcing	CTS	**5.**	Candidate Enters basic information to express interest in the role	Candidate
		6.	Branch Management (Field Requisitions) and/or Talent Acquisition Partner (Admin/Clinical Requisitions) contact interested parties and conduct interviews	Branch Personnel/ Central Recruiting Team
Applicant Processing	ADP RM	**7.**	Candidate completes application in ADP RM system via direct link	Candidate
		8.	Branch staff (Evergreen Requisitions) and/or Talent Acquisition Partner (Admin/Clinical Requisitions) review applications	Branch Personnel/ Central Recruiting Team
		9.	Admin/Clinical Only: Talent Acquisition Partner generates offer letter which is sent to candidate to accept upon approval	Central Recruiting Team
		10.	Branch staff (Evergreen Requisitions) and/or Talent Acquisition Partner (Admin/Clinical Requisitions) convert applicant to hire upon completion of background check by entering job & pay information and updating status to hired.	Branch Personnel/ Central Recruiting Team
Hire Processing	ADPVantage	**11.**	Central HR Onboarding team validates hire information and updates status to Active	Central Onboarding Team
		12.	Manager & New Hire receive automated message from ADP system upon Active status	System
eOnboarding	MyADP Onboarding	**13.**	Once active in ADP, New Hire Registers for MyADP portal	New Hire
		14.	**Employee completes following steps in ADP Onboarding Activity** • erifying personal information • ntering direct deposit information	New Hire

			• ompletion of the W4 and state tax forms (if applicable) • ntering emergency contact information • ompleting Section 1 of the I-9 • lecting benefits (if applicable)	
I-9 & EVerify	ADP Onboarding	**15**	Once New Hire completes onboarding, manager logs into the eI9 system through ADPVantage to complete I-9 Section 2 and E-Verify	Branch personnel



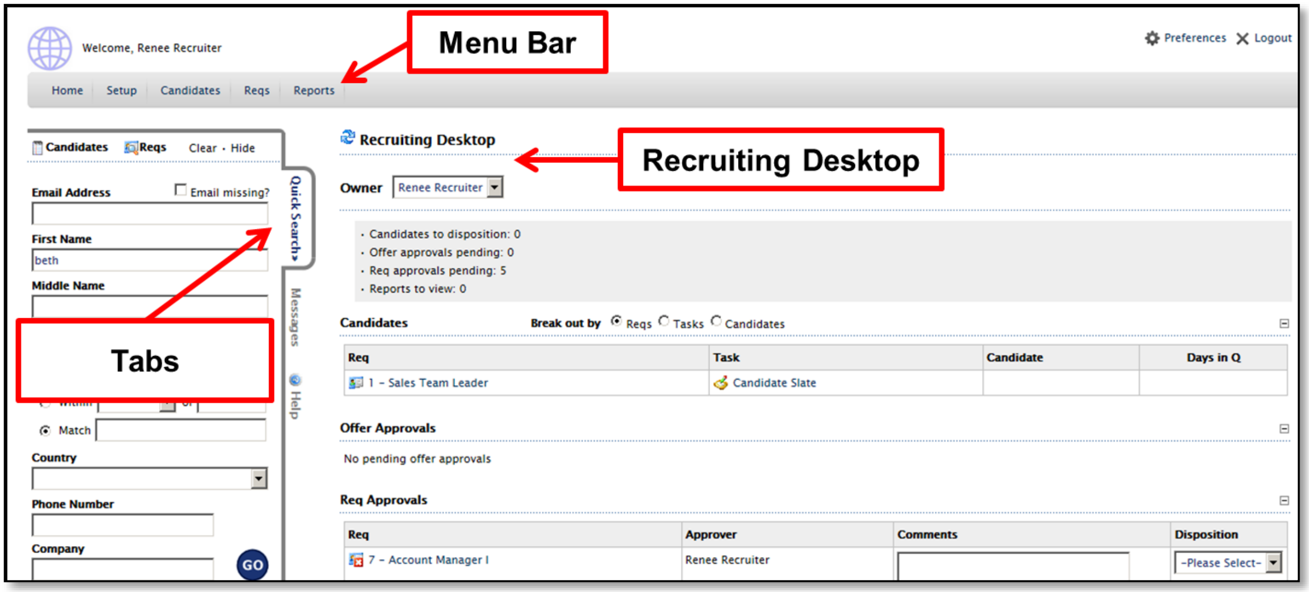
LOG IN TO ADP RECRUITING MANAGEMENT

To log in to ADP Recruiting Management, perform the following steps:

STEP	ACTION
1.	Go to www.ADPVantage.ADP.com. Type in credentials and click **Sign In.** 
2.	From the ADVantage homepage, navigate to Process > Additional Services > Recruiting 

NAVIGATION OPTIONS

Depending on your role and permissions, you may have access to the following navigation options.



NAVIGATION OPTION	DESCRIPTION
Menu Bar	**Home:** Access career center and talent community websites and manage dashboards, password, and personalization options. **Candidates:** Review candidates and perform actions. **Reqs:** Access requisitions to view job-opening details. **Reports:** Access redefined reports about recruiting activities, and create custom reports about candidates, requisitions, tasks, or the overall hiring process life cycle.
Tabs	**Quick Search:** Locate candidates using specified information. **Messages:** View and respond to messages from other users within the application. **Help:** Access Help resources such as training documents, knowledgebase articles, documentation, and Help request tickets.
Recruiting Desktop	This management tool assists you in managing parts of the recruiting process. Desktops are set up with various options based on a user's role and permissions. **Candidates:** Provides a list of candidates at different stages of the process where the user is required to perform an action. **Offer Approvals:** Enables you to submit offer letter requests and approve offer letters. **Req Approvals:** Enables you to approve requisitions in draft form.

INCOMPLETE APPLICATIONS

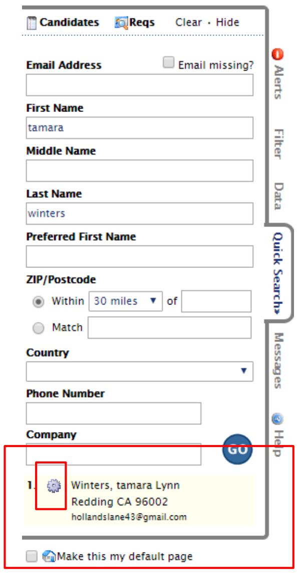
This guide is intended to provide the steps needed to locate, source, and troubleshoot candidates with incomplete applications. Employees who have not completed their applications cannot be hired into ADP due to insufficient employee information, thus do not show up in the Evergreen Candidate queue, but are often still interested in employment. These individuals may reach out to you to say they applied, or you may be looking to contact these individuals to improve your pipeline. This guide will walk you through the correct steps to take in either situation.

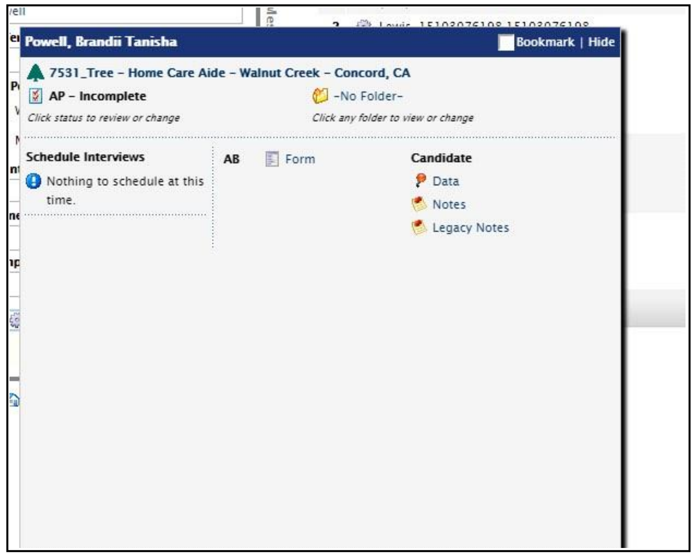
If a candidate says they have applied, but you are not able to view them in your queue, you can use the Quick Search function to locate them in the system.

STEP	ACTION
1.	On the panel to the left of the screen, select on “Quick Search”. Enter the Candidate name and press Go.

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>2.</td><td>

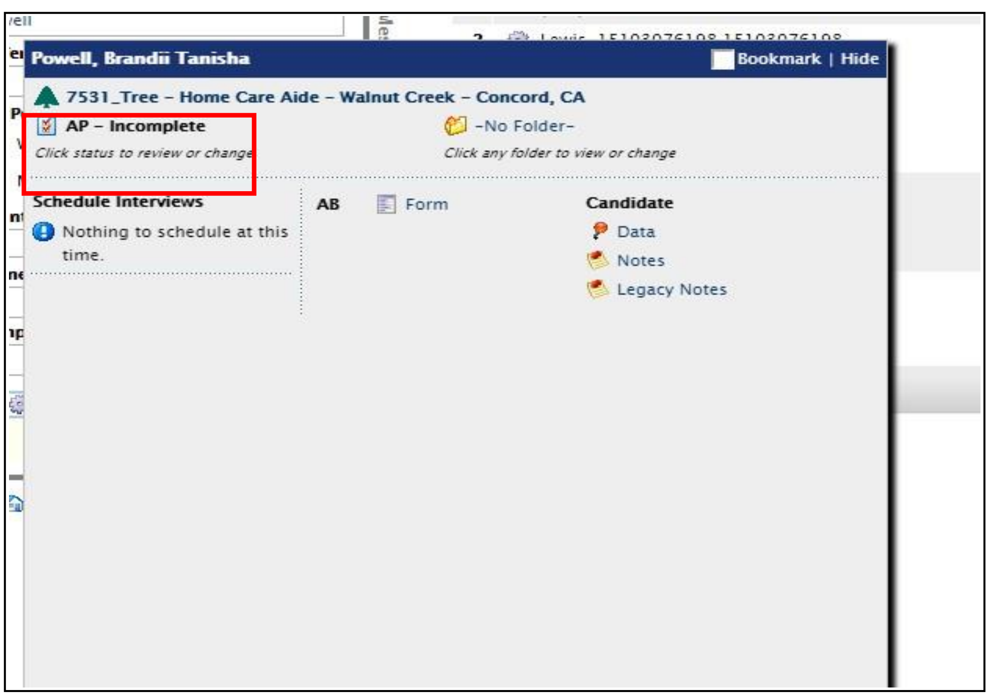
A list of candidates that match your search criteria will appear below. Click on the gear to the left of a candidate name to view details.





</td></tr>
<tr><td>3.</td><td>

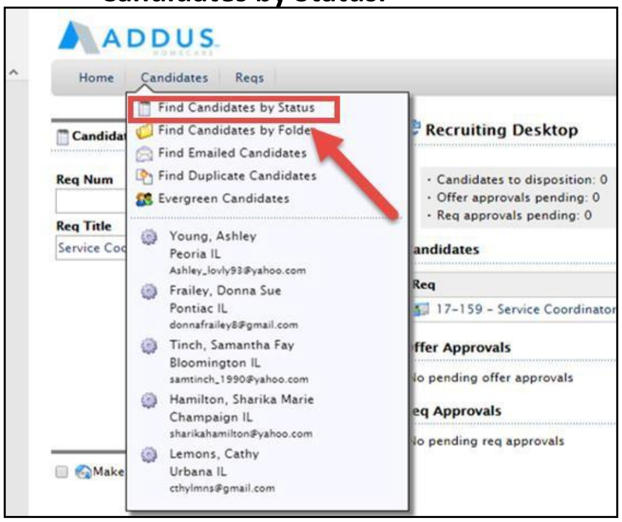
The candidate status will be listed under the requisition title. If the status reads AP- Incomplete, the candidate has not completed their application.



</td></tr>
</table>

To locate candidates who have an incomplete application, follow these steps:

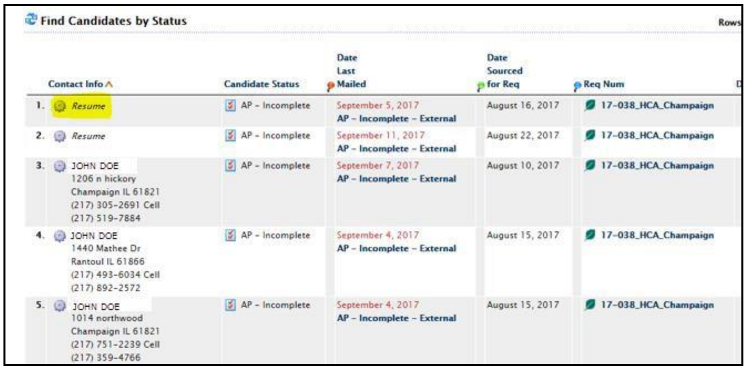
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1.</td><td>From the desktop tool bar, located at the top of the page, go to Candidates – Find Candidates by Status.



</td></tr>
<tr><td>2.</td><td>Use the side tool bar to Filter by candidate status using the following settings

- **Candidate status**: AP – Incomplete
- **Status:** Active
- **Location:** ENTER YOUR LOCATION (for example, Champaign IL)
- **Req ID:** All Reqs
    - if interested in a specific position, select this from menu)
- **Filter by Date:** All
</td></tr>
</table>

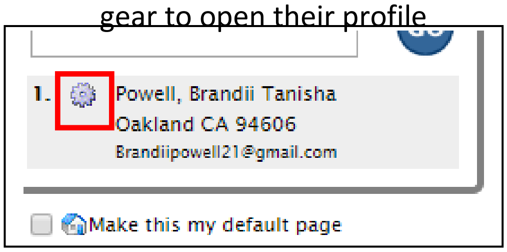
STEP	ACTION
3.	Click Go to display applicants who have not completed the application.



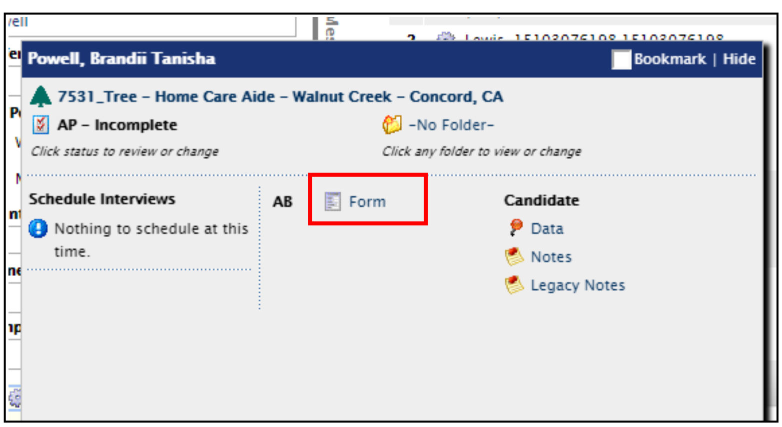
Note: Those with "Resume" listed created an account, but did not enter any contact information. Disregard these candidates.

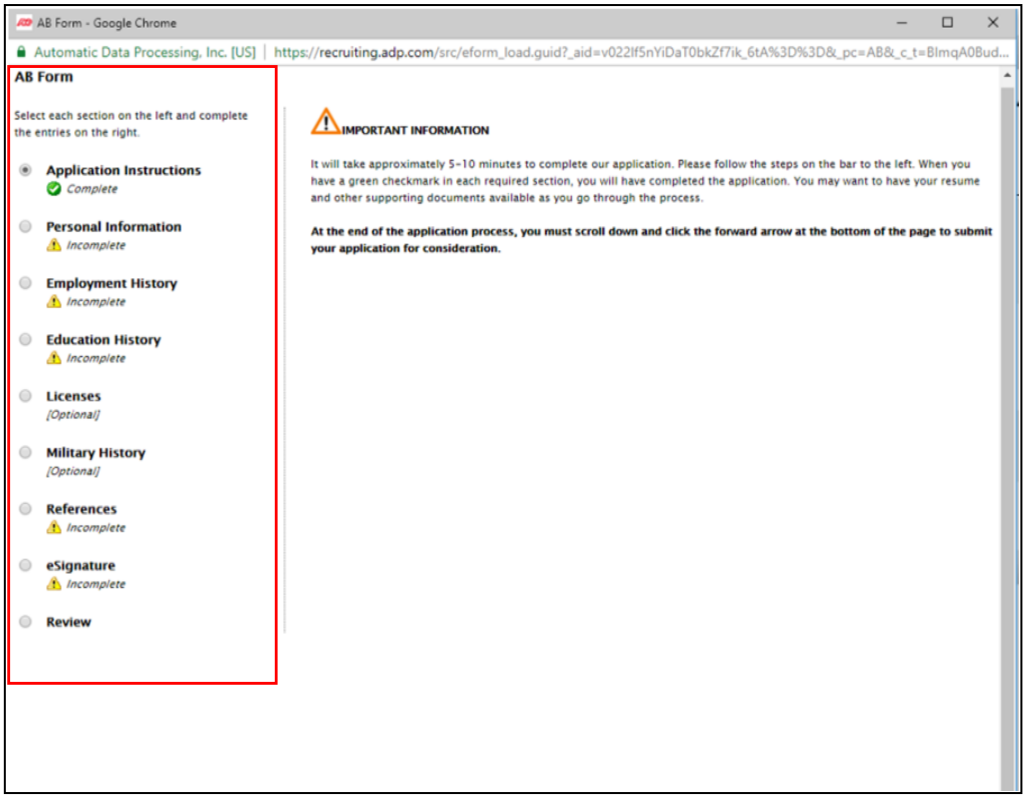
To determine why an application is incomplete/what is missing, follow these steps:

STEP	ACTION
1.	From the Find Candidates by Status or Quick Search screen, click on the candidate gear to open their profile



STEP	ACTION
2.	Click on the Form link located next to the AB ICON

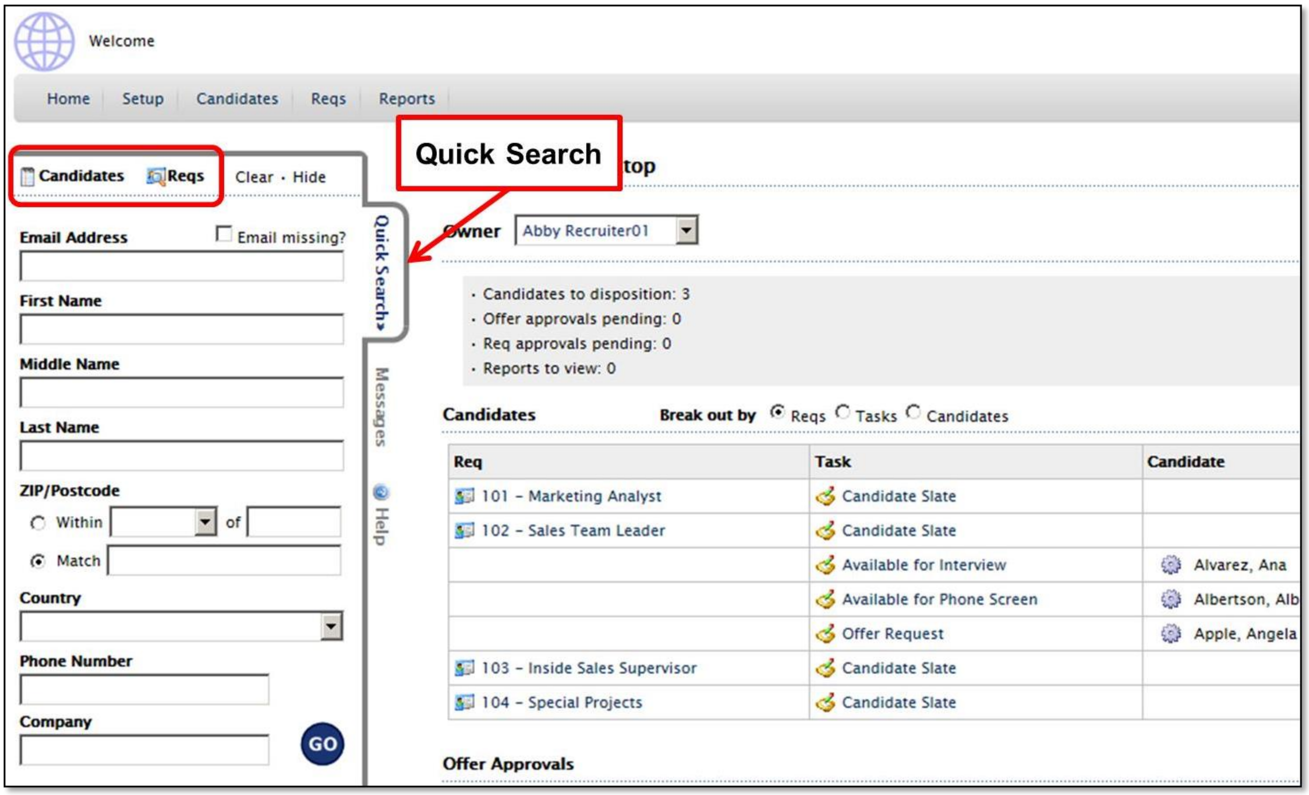


STEP	ACTION
3.	A copy of the application will open in a pop up window. View the status of each section on the left hand side to determine what is incomplete.  *Note: Some sections, like Employment History, are not required to move onto the next section. These may display as incomplete, even on a complete application. Once the employee enters their eSignature and completes the WOTC screening, the application is considered complete.*
4.	Reach out to the candidate to have them complete the missing sections, or have them come into the office for assistance.

QUICK SEARCH

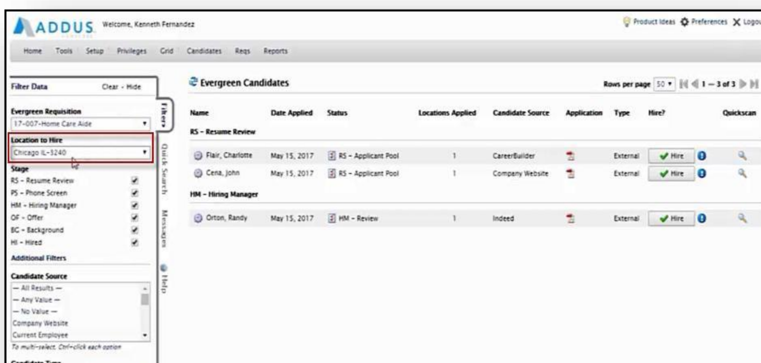
The Quick Search tab allows users to quickly search for a candidate or requisition. Quick Search is available regardless of which page you access. You can search for a candidate or a requisition—simply click Candidates or Reqs to access the appropriate search fields.

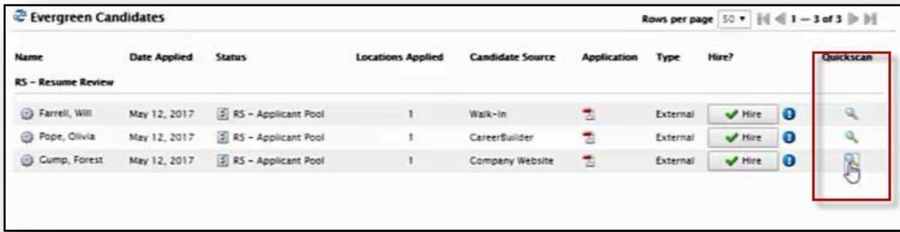
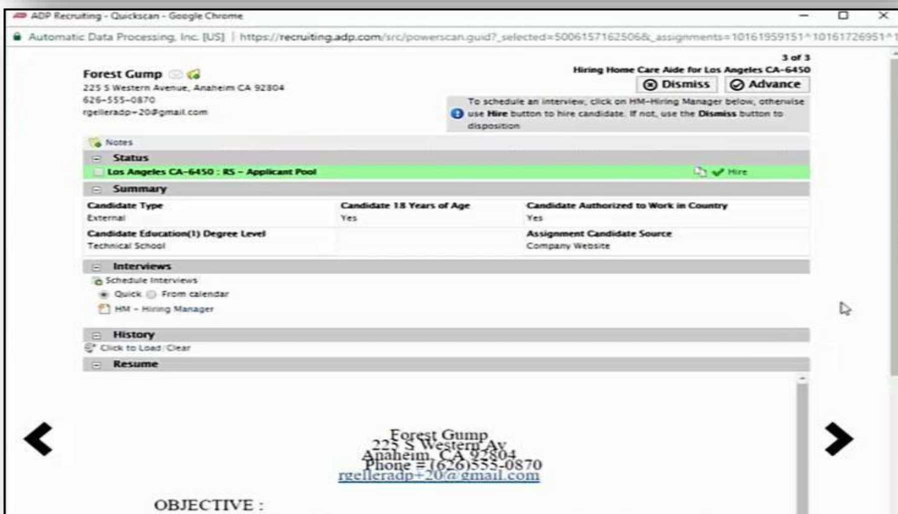
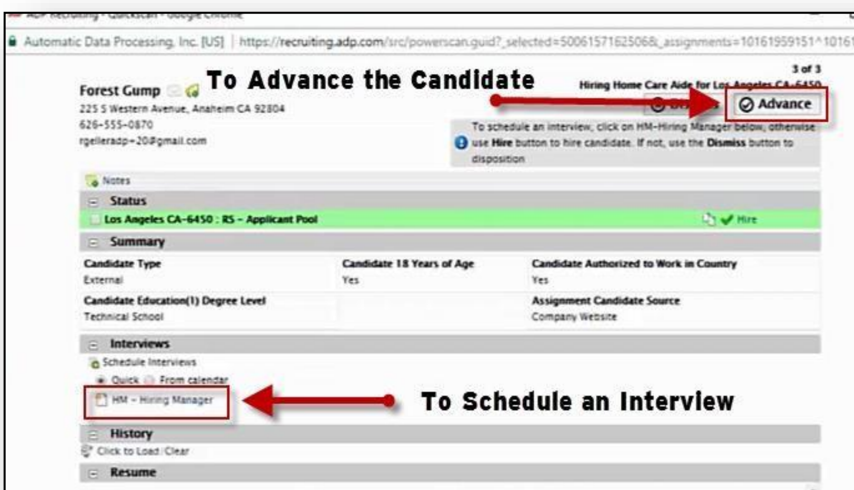
When searching for candidates, you can use any combination of search criteria. You can provide a partial first or last name; however, the more letters provided within the name, the better the search results.



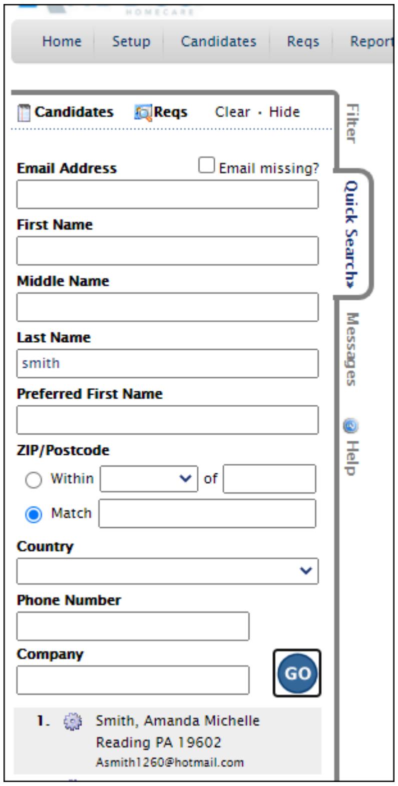
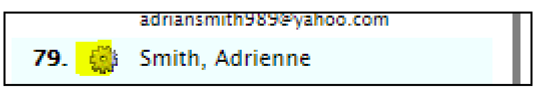
For your convenience, ADP Recruiting Management remembers the last entry that you entered in the tabs. When you return to that tab, the data will remain until you remove it or change the search criteria entered.

FIND & SELECT A CANDIDATE

STEP	ACTION
1.	Log into the Recruitment desktop and Select "Candidates" and then "Evergreen Candidates." 
2.	Use the Quicksearch box to select the proper requisition and limit the candidates you see. 

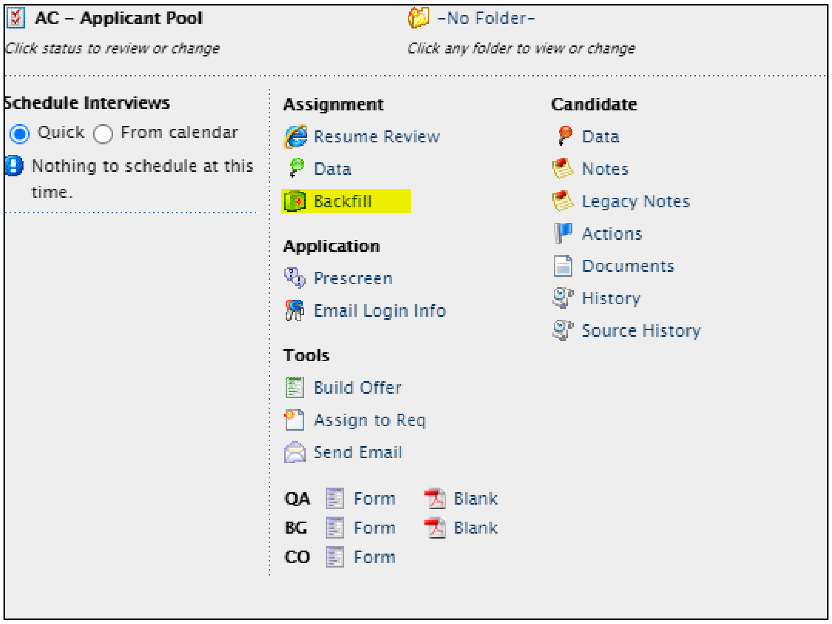
STEP	ACTION
3.	Review the candidate’s information by clicking on the Quickscan icon.  
4.	Click “Hiring Manager” to schedule an interview or “Advance” to move the candidate to the next stage of the process. It is important to note that you can still schedule an interview after the candidate has been advanced. 

HOW TO FIND A CANDIDATE COMPLETED WOTC

STEP	ACTION
1.	In order to find an incomplete application, type in the candidate's name on the Quick Search (this is on your Recruiting Manager landing page)  

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>2.</td><td>
Find your candidate in the list, and click the gearbox next to their name (highlighted in yellow)

Click BACKFILL



</td></tr>
<tr><td>3.</td><td>
The application detail is listed by category, alphabetically, scroll to the Ts to find the TCS categories, like highlighted in yellow:

EXAMPLE 2:

</td></tr>
</table>

HIRING AN EVERGREEN (FIELD) CANDIDATE

The following job aid will walk you through the process to hire an "Evergreen" (Direct Service) candidate once they have completed an application in the ADP system.

For Admin or Clinical applicants, please reach out to your Talent Acquisition Partner for assistance processing offers and hiring.

GENERAL CONCEPTS

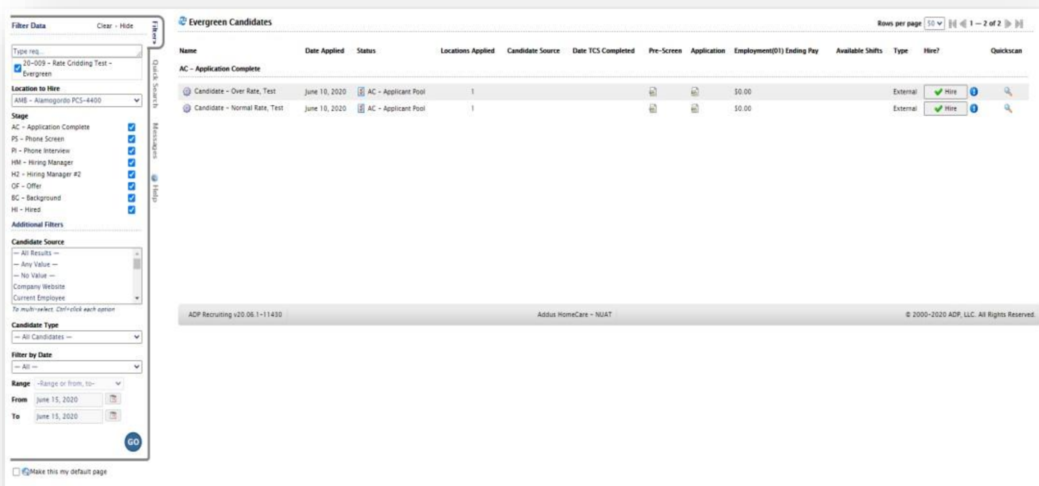
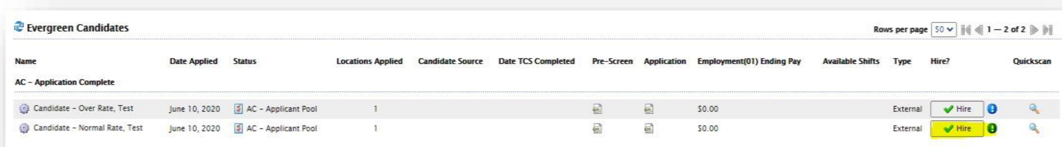
Max Rate: All evergreen requisitions will now be populated with a maximum rate based upon job code, location code, and union status.

OF- Pending Status: When hiring an evergreen candidate, you will select an offer status based on the rate of pay being offered.

- If you are hiring a candidate at or below the max rate listed in the requisition, you will select OF- Pending- Normal Rate. Most candidates should be routed through this status.
- If you are hiring a candidate at an exception rate higher than listed in the requisition, you will have to select OF- Pending- Rate Above Scale.
  Rate Limit: When entering an hourly rate for an evergreen candidate in OF- Pending- Normal Rate Status, the system will determine if the pay rate entered is acceptable.
- If the pay rate entered is below the maximum rate on the requisition, the hiring process in ADP RM will continue without additional approvals.
- If the pay rate entered is above the maximum rate on the requisition, the hire will be routed through additional approvals. Once approved, the hiring process can continue.
  "Offer" Approvals: For evergreen candidates offered a pay rate above the max rate, RVP, and COO "offer" approvals will be needed generating an "offer" approval email to the respective requisition approvers. This does not generate an offer letter to the candidate. It is an internal process only.

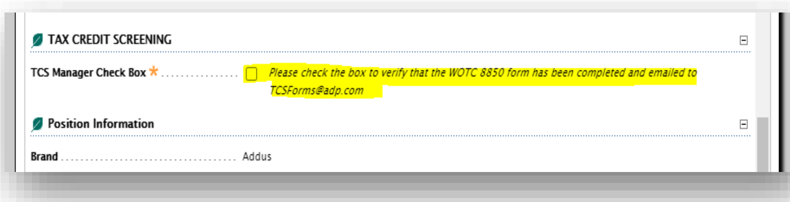
HIRE AN EVERGREEN CANDIDATE - STEP BY STEP

The instructions below utilize the ADP "Quick Hire" option for scenarios when you have completed all needed interviews and are ready to hire a candidate on the spot. If you would like to utilize the ADP interview scheduling functionality, please see the SCHEDULING AN INTERVIEW section below.

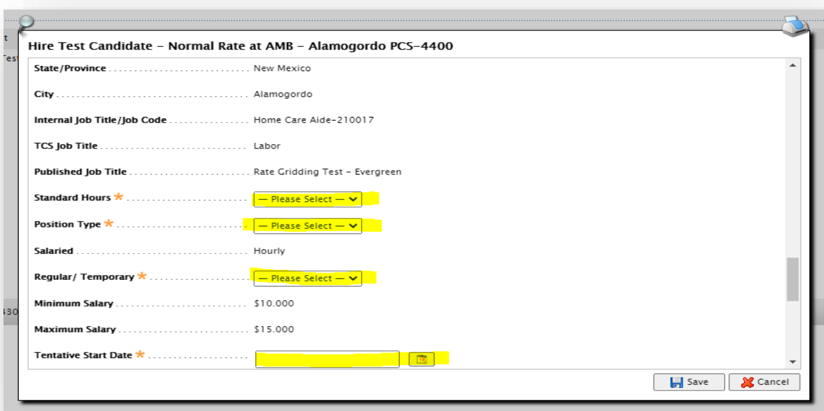
STEP	ACTION
1.	From the RM Home Page, navigate to the **Evergreen Candidates** screen under **Candidates**>**Evergreen Candidates**. 
2.	When ready, either use **Quickscan** by clicking on the magnifying glass icon to advance the candidate or click **Hire**. 

STEP	ACTION
3.	Once you click **Hire**, then the **Offer Detail Pag**e will generate. Please review and complete all fields in this window.

- Review Requisition Details, Position Details, Requisition Owners & Requisition Approvers sections for accuracy
- Verify that the WOTC 8850 has been completed and check the TCS Manager Check Box.

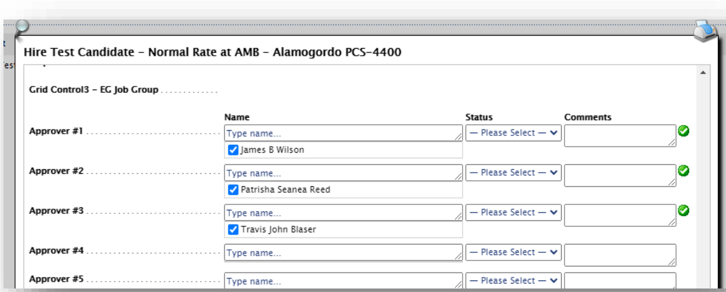


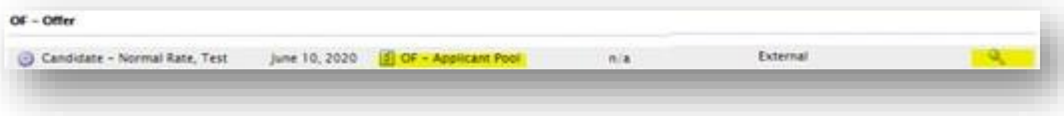
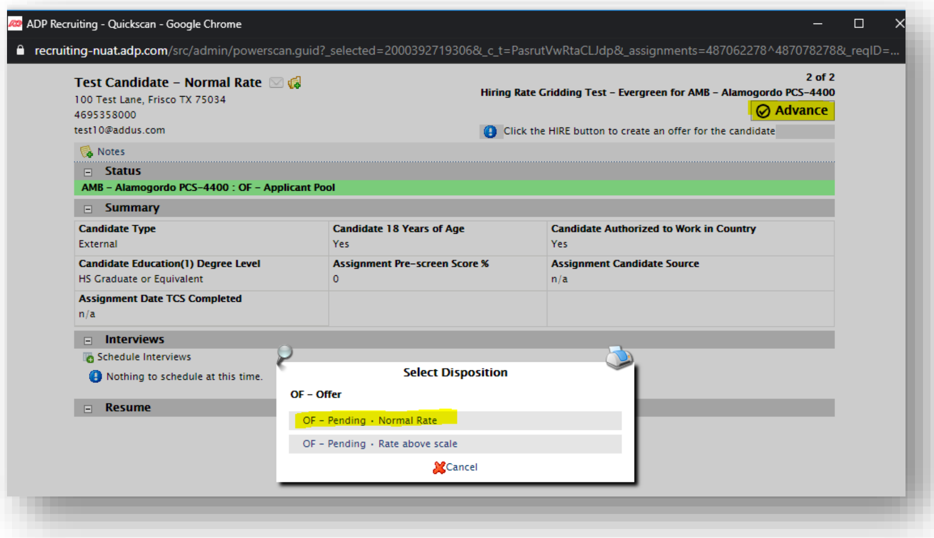
- Enter the Standard Hours, Position Type, Regular/Temporary, Tentative Start Date, and Supervisor.

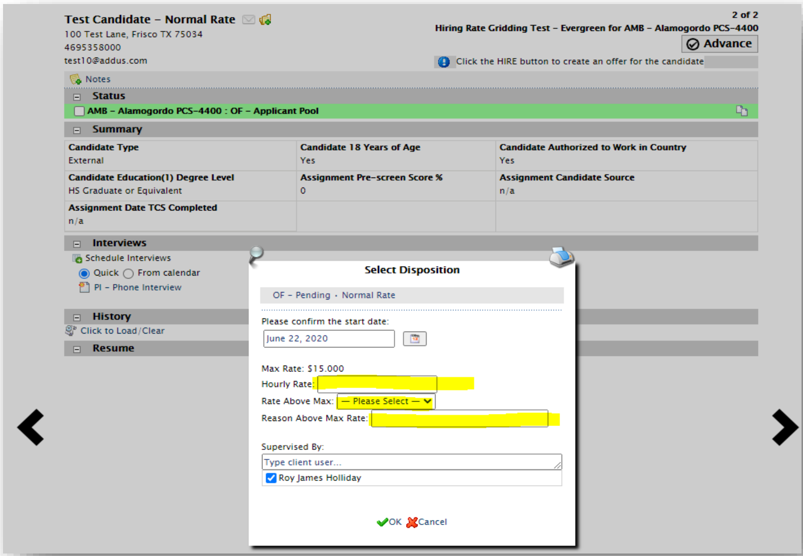
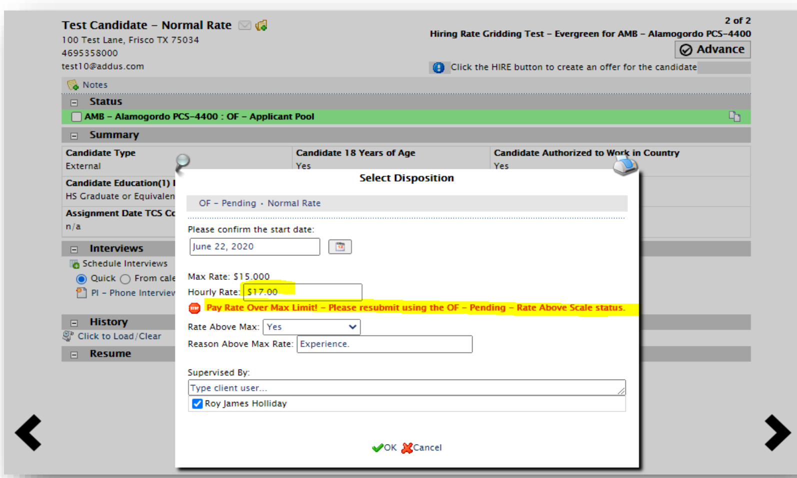


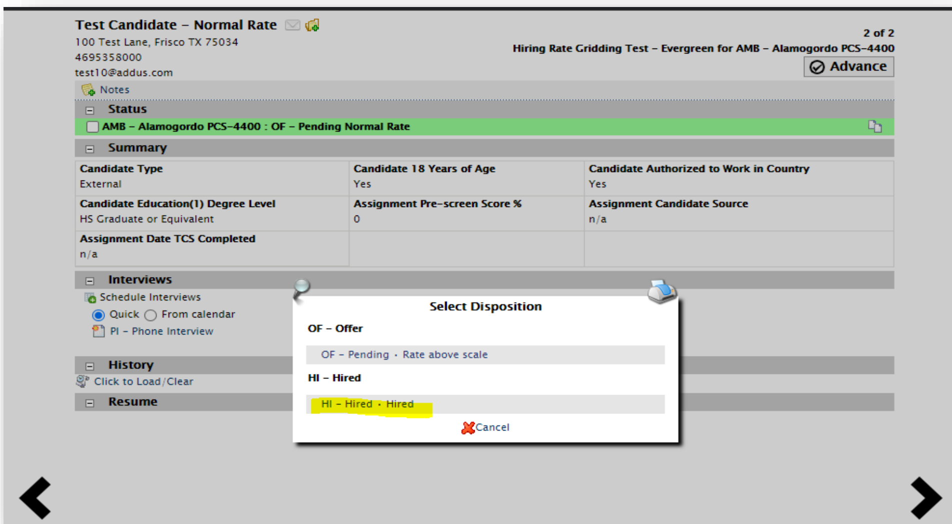
- Auto-generated approvers will populate at the bottom of the page.

DO NOT EDIT THESE APPROVERS! If you spot an error, contact your regional Talent Acquisition/Process Partner.

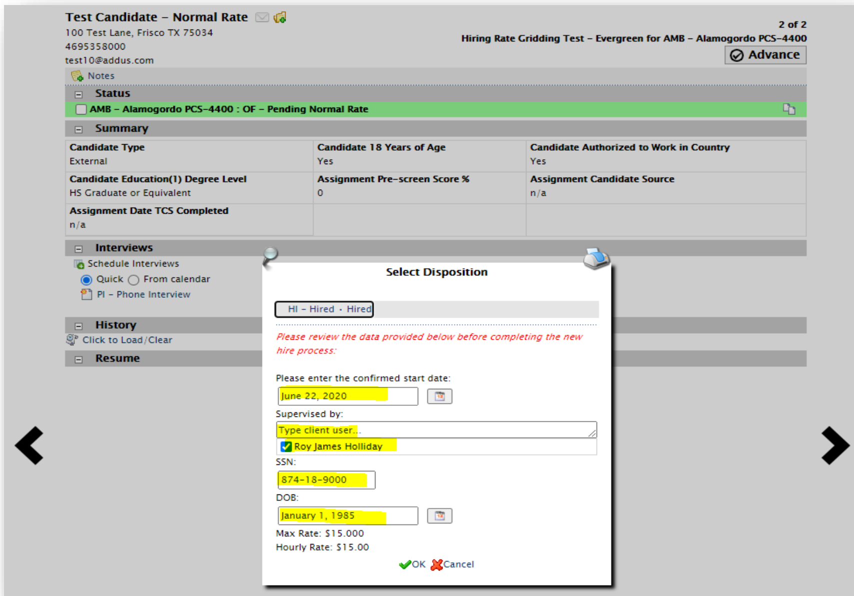


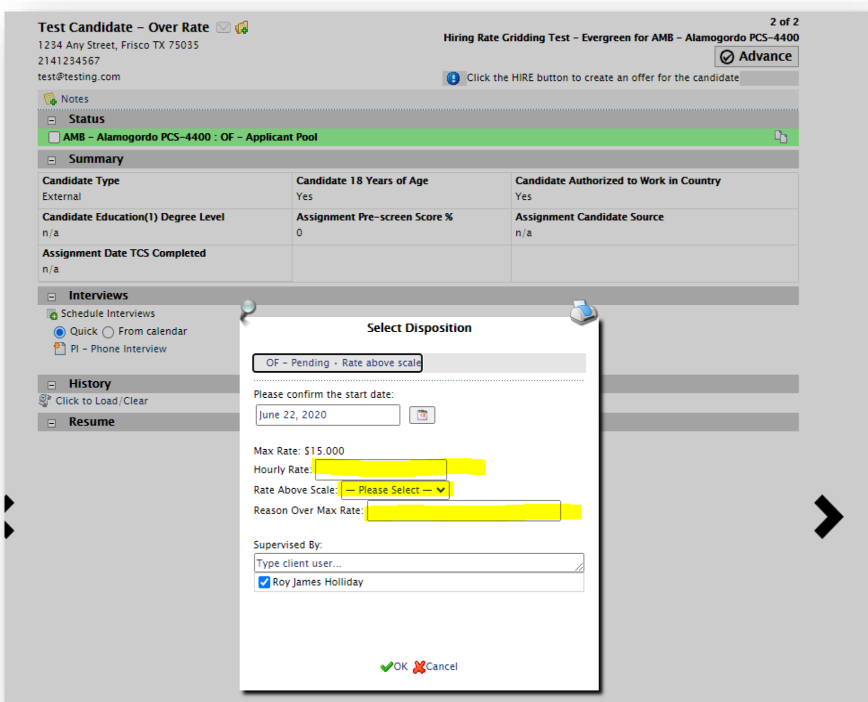
STEP	ACTION
4.	Once the Offer Detail Page has been saved, the candidate will automatically move to OF-Applicant Pool. Click on the magnifying glass icon to enter **Quickscan**. 
5.	Advance the hire using the **Quickscan** to OF-Pending-Normal Rate to continue the hiring process for a typical employee. If you plan to enter a pay rate that exceeds the maximum rate listed on the requisition/offer details page, select OF-Pending-Rate Above Scale. 

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>6.</td><td>Complete the Tentative Start Date, Hourly Rate, Rate Above Max, Reason Above Max Rate, and Supervised By fields.

</td></tr>
<tr><td>7.</td><td>If the pay rate provided exceeds the Max Rate, while in the OF-Pending- Normal Rate status, the system will generate the error message below. In this case, you must either Cancel and Resubmit as OF-Pending-Rate Above Scale or provide a rate below the Max Rate and click OK to continue.

</td></tr>
</table>

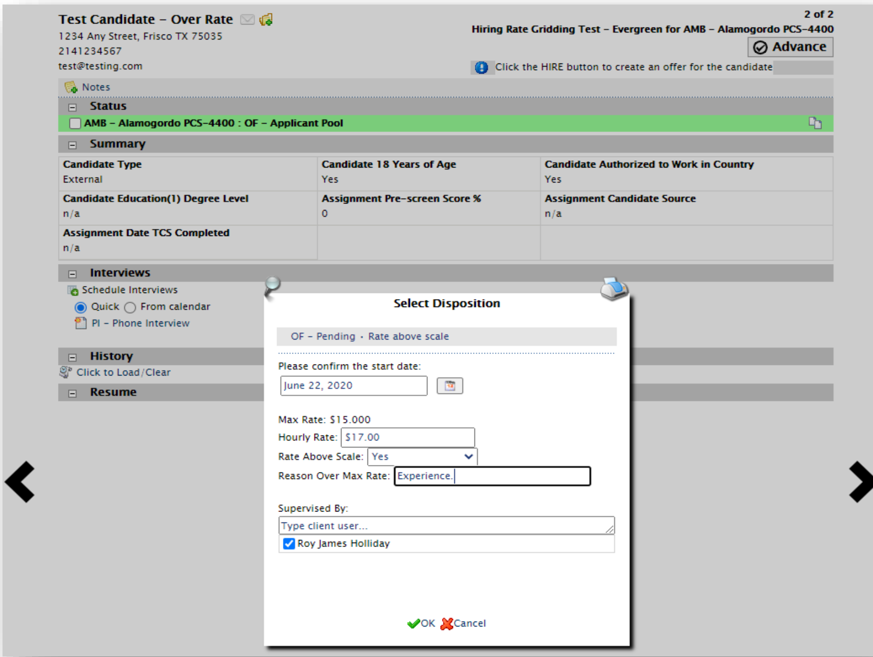
STEP	ACTION
8.	If the pay rate entered under the OF-Pending-Normal Rate status is below the maximum, the evergreen candidate will be able to advance to the HI-Hired-Hired status. 
9.	Advance the candidate to HI-Hired-Hired. 

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>10.</td><td>Complete the Tentative Start Date, Supervised By, SSN, and DOB fields on the HI- Hired status form and click OK. This will complete the RM hiring process.


</td></tr>
<tr><td>11.</td><td>If the proposed pay rate exceeds the Max Rate, then the candidate must receive additional approvals before moving forward to HI-Hired.

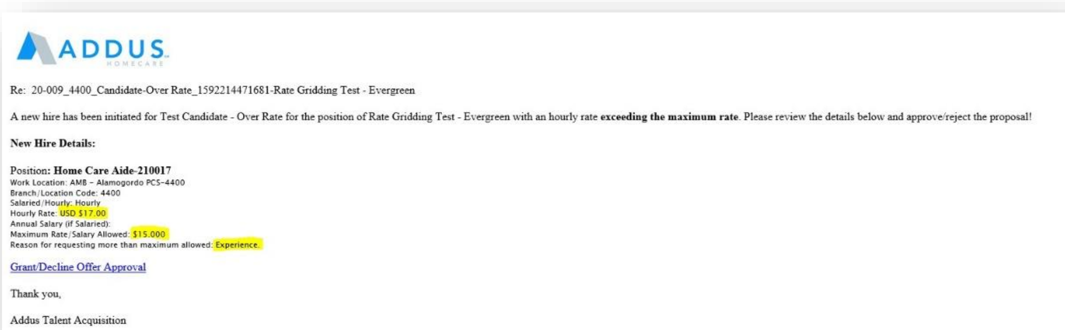

</td></tr>
</table>

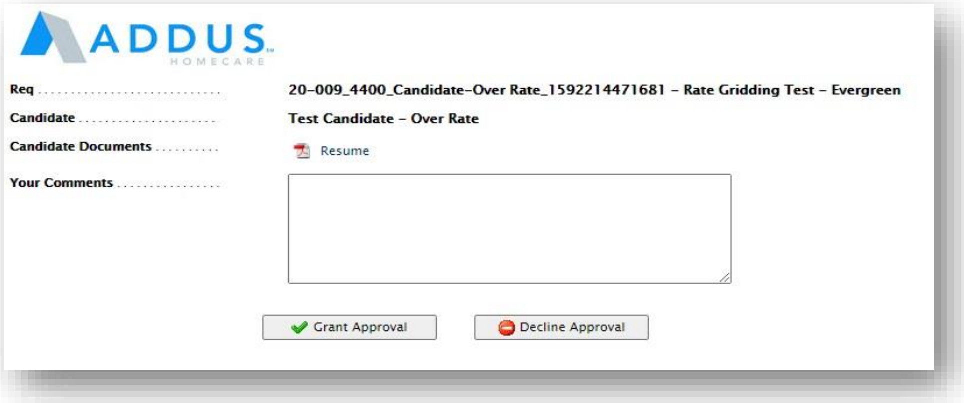
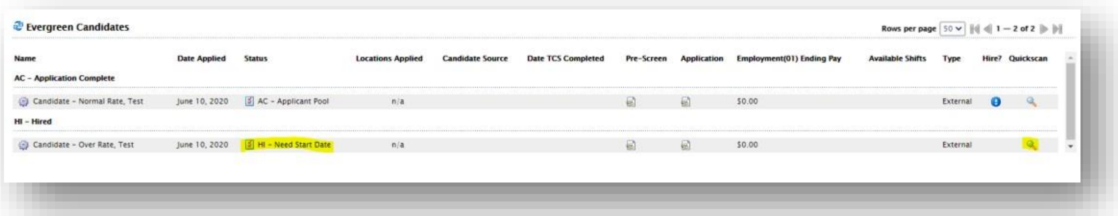
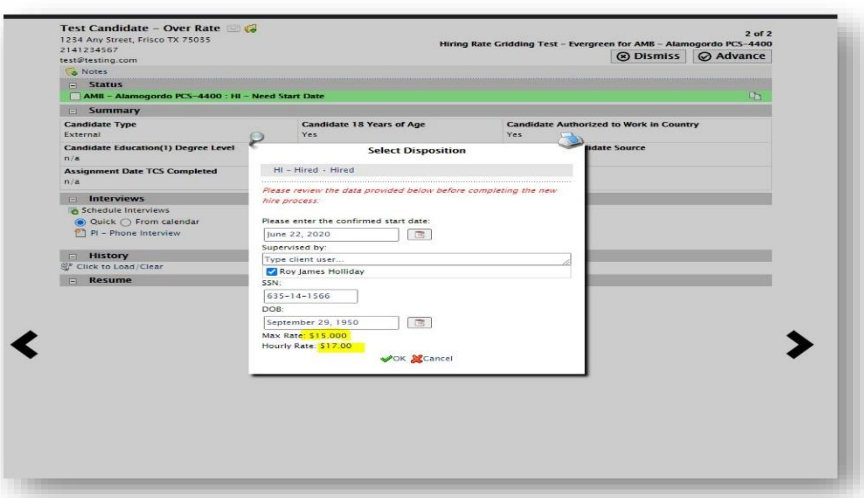
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>12.</td><td>Using Quickscan, move the candidate to OF-Pending-Rate Above Scale. Complete the Tentative Start Date, Pay Rate, Rate Above Scale, Reason Over Max Rate, and Supervised By fields and click OK.


</td></tr>
<tr><td>13.</td><td>Following the completion of these fields, the system will trigger an automated approval process The candidate cannot move forward until all approvals are granted.</td></tr>
<tr><td>14.</td><td>If you are included in the approval workflow, you will receive an Offer Approval email for evergreen candidates as seen below. These emails will be titled “New Hire Details” to differentiate from Admin/Clinical offers.

Click Grant/Decline Offer Approval.

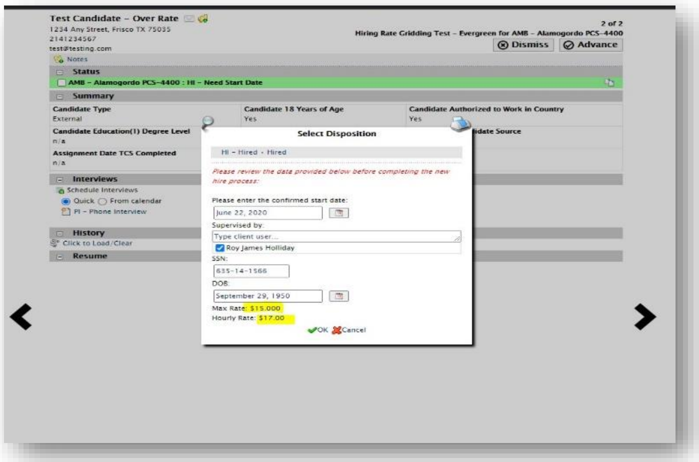
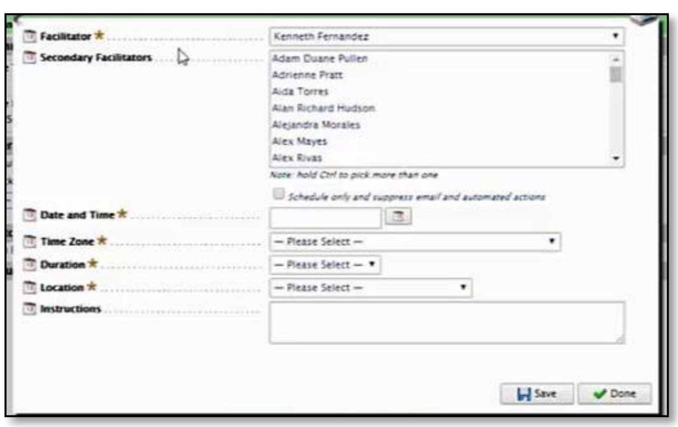
EXAMPLE:


Re: 20-009_4400_Candidate-Over Rate_1592214471681-Rate Gridding Test - Evergreen
A new hire has been initiated for Test Candidate - Over Rate for the position of Rate Gridding Test - Evergreen with an hourly rate exceeding the maximum rate. Please review the details below and approve/reject the proposal!
New Hire Details:
Position: Home Care Aide-210017
Work Location: AMB – Alamogordo PCS-4400
Branch/Location Code: 4400
Salaried/Hourly: Hourly
Hourly Rate: USD $17.00
Annual Salary (if Salaried):
Maximum Rate/Salary Allowed: $15.000
Reason for requesting more than maximum allowed: Experience.
Grant/Decline Offer Approval
Thank you,
Addus Talent Acquisition</td></tr>
</table>

STEP	ACTION
15.	Once you click **Grant/Decline Offer Approval** from the **New Hire Details** email, an Internet browser will open a new window/tab for granting/declining approval. Click **Grant Approval** or click **Decline Approval** and provide comment on why. 
16.	Once all approvals are granted, the candidate will automatically move to HI-Need Start Date. 
17.	Advance the candidate to HI-Hired-Hired. Complete the Tentative Start Date, Supervised By, SSN, and DOB fields and click **OK**. This will complete the ADP RM hiring process. 

OPTIONAL: SCHEDULING AN INTERVIEW

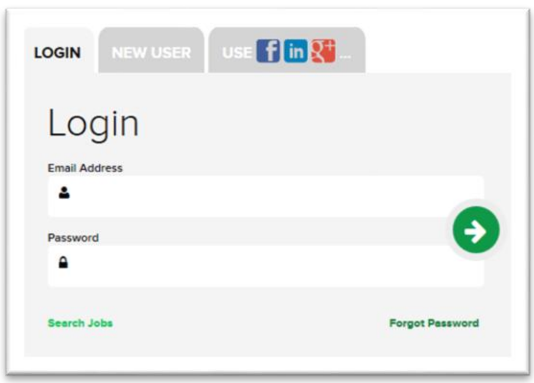
To schedule an interview, follow the steps above and then click on the "Hiring Manger" button.

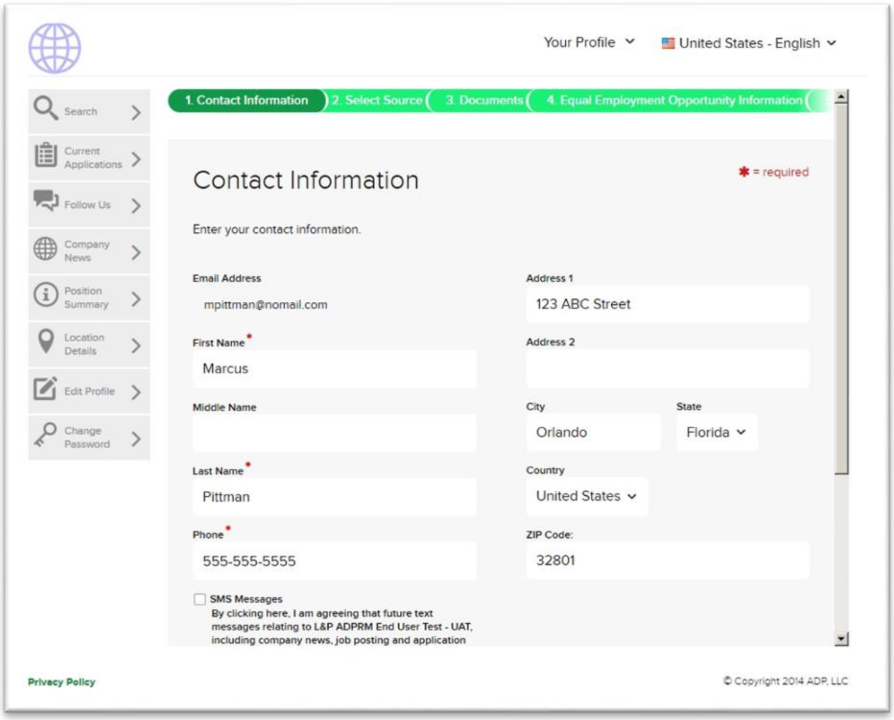
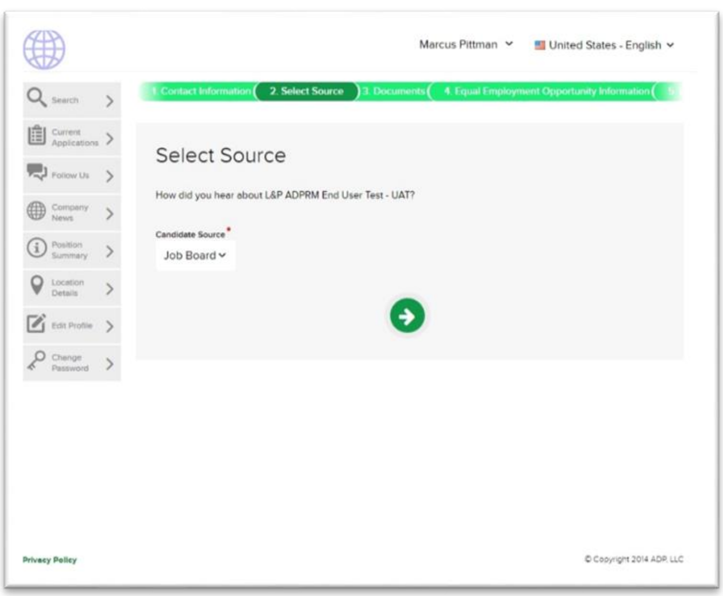
STEP	ACTION
1.	Click on the "Hiring Manger" button.
2.	You will now see the "Interview Scheduling Tool" pop up and you can begin to fill out the fields. 
3.	Complete the following fields. **Facilitator :** The person conducting the interview **Secondary Facilitator:** If necessary **Date and Time:** Use the Calendar icon to select a date **Timezone:** This field is helpful if you live in an area that borders two time-zones. **Duration:** Approximate the length of the interview **Location:** Use the dropdown menu to select an Addus office. **Instructions**: Use this box to call out any special instructions for the interview. 
4.	Once you have finished, click **SAVE** and the **DONE** If you select **DONE** before you have saved, all the information you typed will be lost.

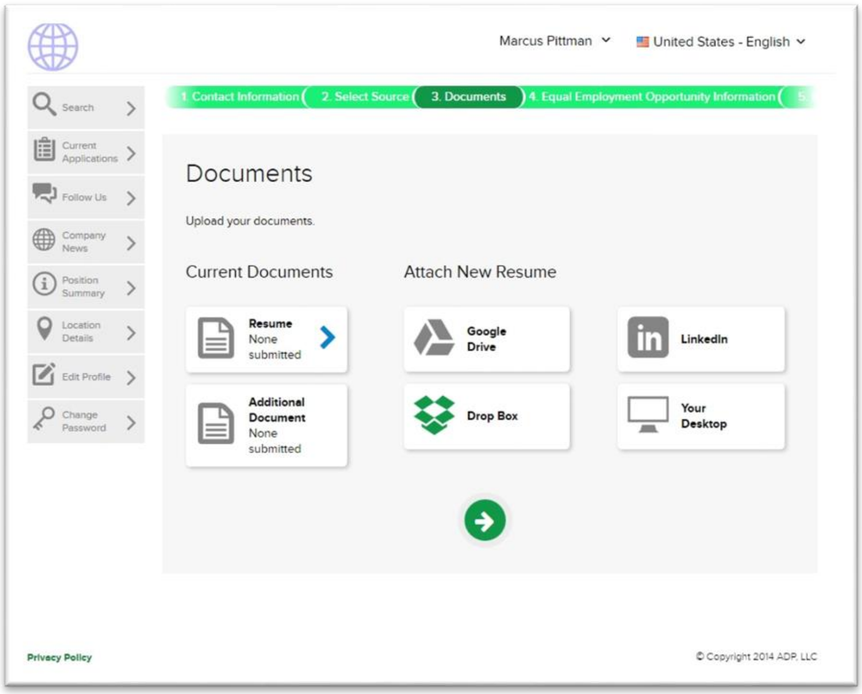
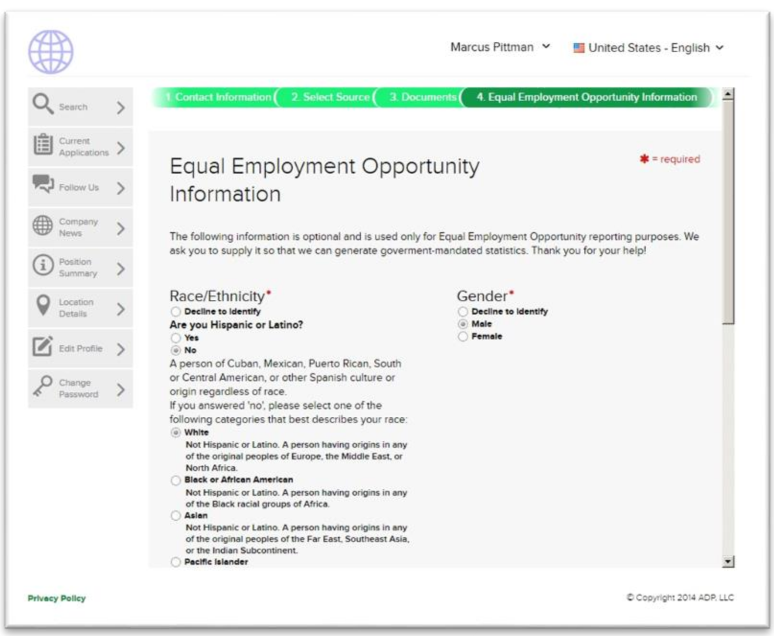
STEP	ACTION
5.	The system will email the candidate to let them know the date and time of their interview.  Re: Corporate Recruiter Dear Selena: You are scheduled for an interview May 16, 2017 at 03:00 PM CDT with Kenneth Fernandez to discuss the Corporate Recruiter position. Interview location: 1234 Wilson Fisk Road Frisco, Tx 12345 Please log into the career site to complete the application. To reschedule your interview, send an email message to me at YTrevino@addus.com. Thank you, Yolanda Trevino Add To Calendar

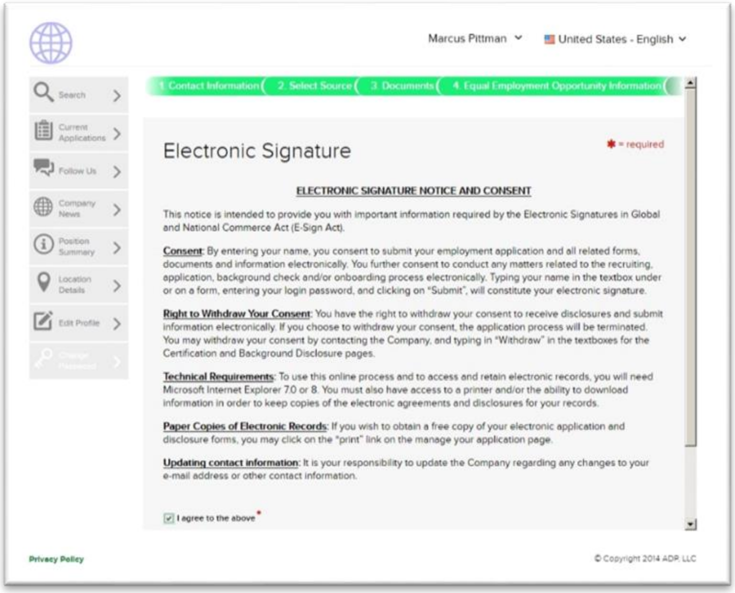
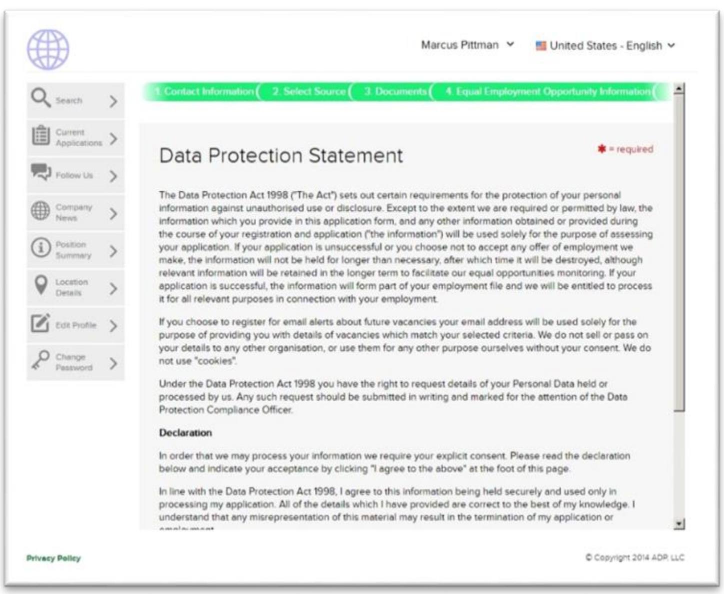
APPLYING TO A REQUISITION: CANDIDATE VIEW

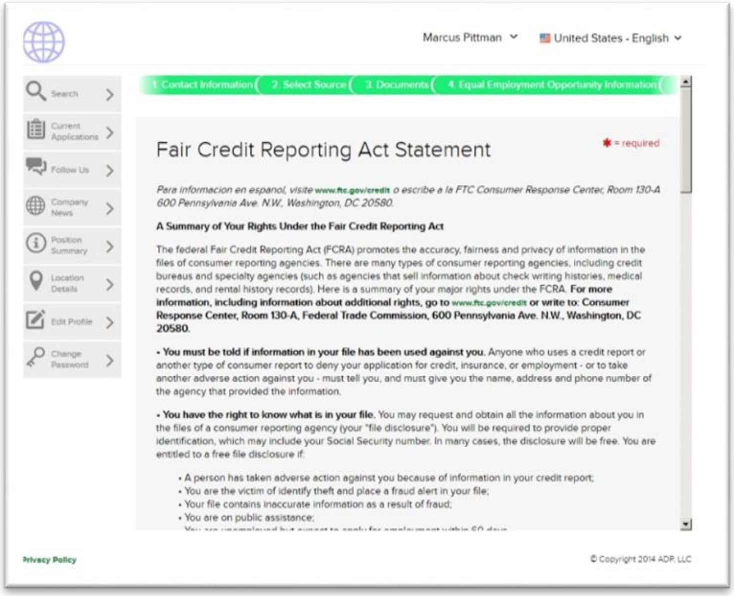
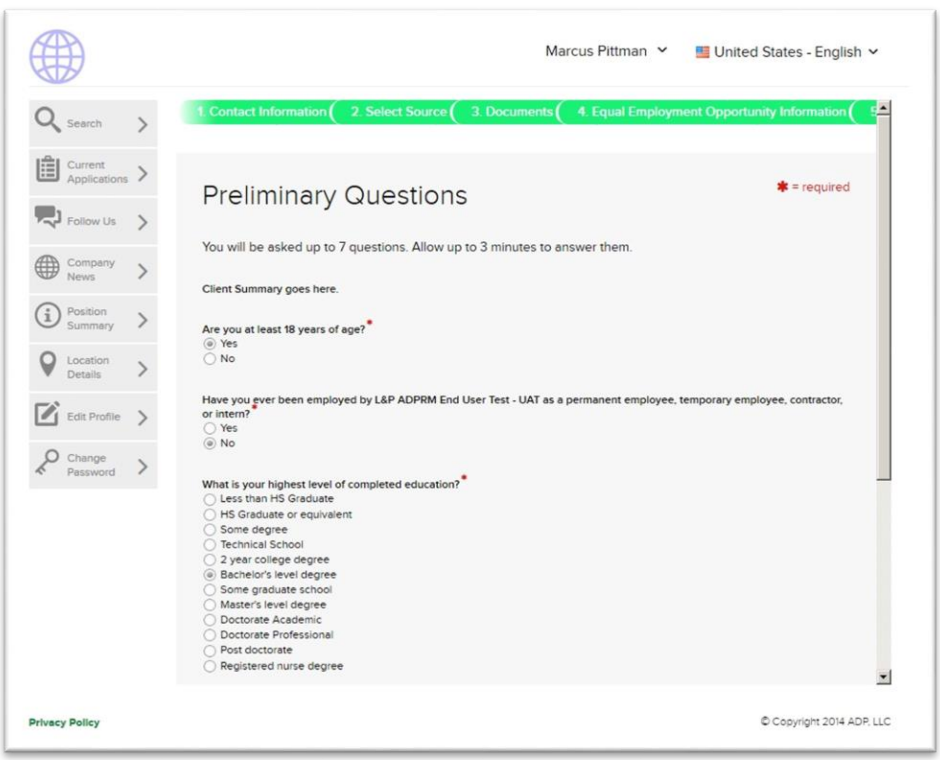
To understand what the hiring process is like for a candidate, it is important to review the process that a candidate undergoes when applying for a position. In this topic, you will learn about the career center and how candidates apply to a requisition.

STEP	ACTION
1.	**FIND JOB:** Candidate will access job posting via direct link or from CTS
2.	**SIGN IN/CREATE ACCOUNT:** An ADP RM account is required to complete an application. If candidates have registered previously and have applied for previous postings, they can simply log in by entering their credentials in the Login tab. Alternatively, they can use their Facebook, Linkedin, Yahoo, or Google accounts to log in. If candidates apply for the first time, they will need to register as a new user.  To register as a new user in the career center, follow the instructions on screen.

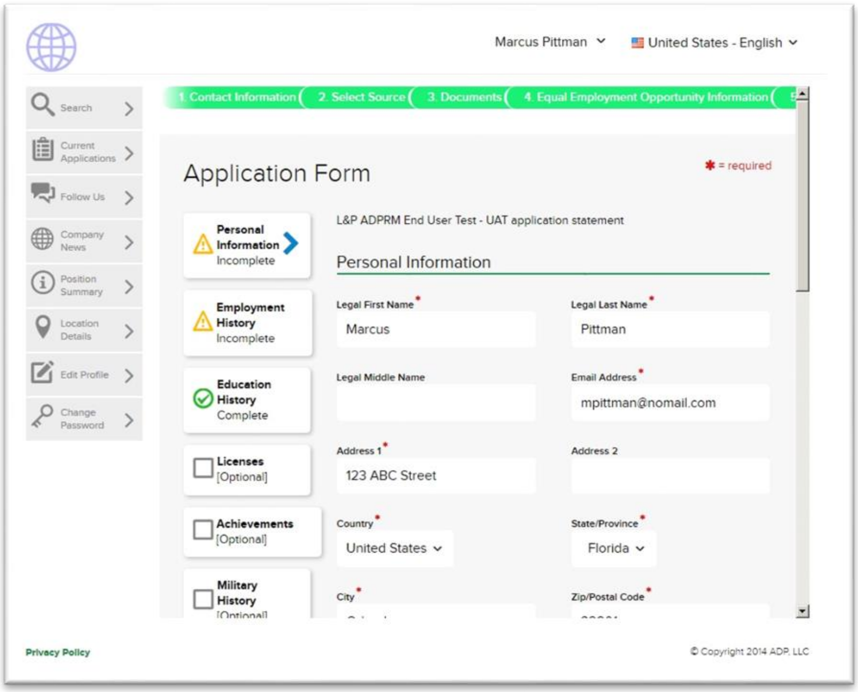
STEP	ACTION
3.	**CONTACT INFORMATION:** The Contact Information page requests the candidate's contact information. The career center collects information such as personal information, employment equal opportunity (EEO) information, most recent employment, education history, and job assessments. The candidate can opt to receive SMS Messages by selecting that check box. When the candidate has completed the contact information, he or she will click the continue button located at the bottom of the page. 
4.	**CANDIDATE SOURCE:** On this page, the candidate will select the source and then will click the continue button located at the bottom of the page. 

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>5.</td><td>DOCUMENTS: Candidates have options available for submitting their resume and related documents including using their LinkedIn profile or uploading a resume from a Google Drive, a Drop Box account, or from their desktop. If uploading a resume or cover letter, a candidate can elect to input as text (by copying and pasting in) or uploading the .pdf or Word document.

</td></tr>
<tr><td>6.</td><td>EQUAL OPPORTUNITY EMPLOYMENT INFORMATION: The organization collects information about race, ethnicity, veteran status, and gender. In our recruiting workflow, the candidate is asked to indicate this information during the application process.

</td></tr>
</table>

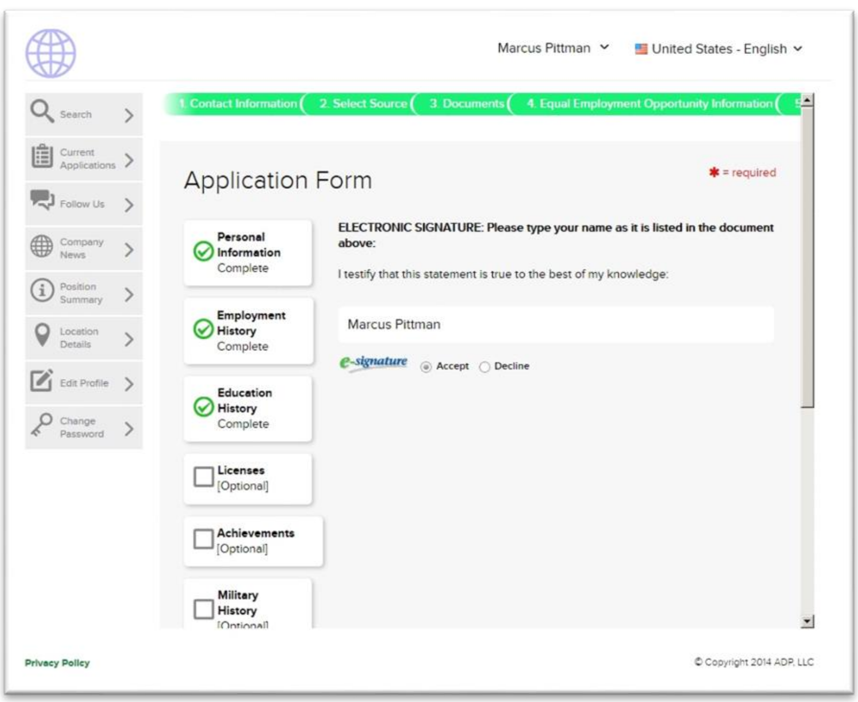
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>7.</td><td>ELECTRONIC SIGNATURE NOTICE AND CONSENT- This page informs candidates about their rights according to the Electronic Signatures in Global and National Commerce Act. To proceed with the application process, candidates must indicate their agreement with this statement by selecting the “I Agree to the Above” check box located at the bottom of the page.

</td></tr>
<tr><td>8.</td><td>DATA PROTECTION STATEMENT: This page informs candidates of their rights regarding the information they enter in the career center. To proceed with the application process, candidates must indicate their agreement with this statement by selecting the “I Agree to the Above” check box located at the bottom of the page.

</td></tr>
</table>

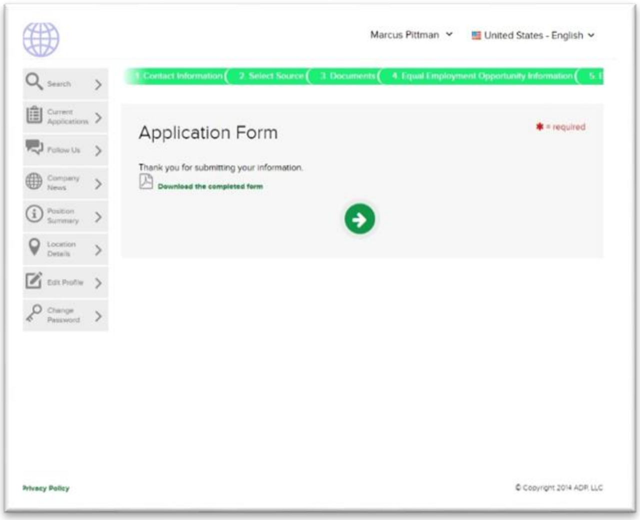
STEP	ACTION
9.	**FAIR CREDIT REPORTING ACT STATEMENT:** This page informs candidates about their rights regarding the Fair Credit Reporting Act. To proceed with the application process, candidates must indicate that they have reviewed this statement by selecting the "I Have Read the Above Statement" check box located at the bottom of the page. 
10.	**PRESCREEN QUESTIONS:** The application process includes screening questions for the candidate. The pre-screening questions are based on the organization's configuration and the types of information that we want to collect about candidates. 

STEP	ACTION
11.	**APPLICATION FORM:** The candidate is directed to complete the application form, which includes personal information, employment history, education history, licenses, achievements, military history, and references. Each section will display a yellow alert until complete, at which time it will display a green check mark.



Once candidates have completed all the sections on the application form, they will need to provide an electronic signature certifying the information entered on the application.



	Finally, candidates will have an opportunity to review their information prior to submitting it. If candidates need to edit the information, they can do so at this step in the process. Once all the information has been submitted, candidates will have an opportunity to download a copy of the completed application form. 

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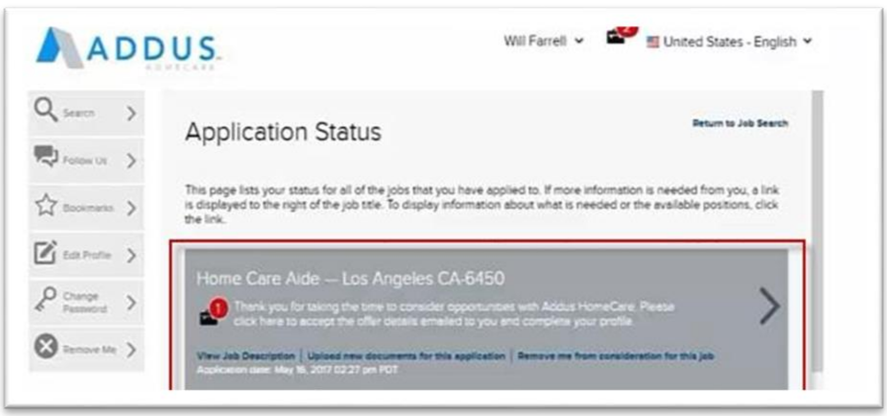
ACCEPTING AN OFFER- CANDIDATE VIEW (ADMIN & CLINICAL ONLY)

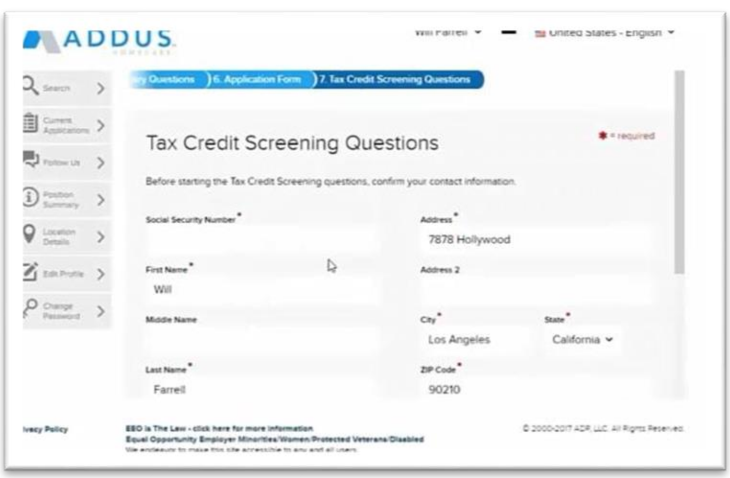
This section will walk you through the steps for accepting an offer. It is a good reference for when you need to assist a candidate with the process while they are in your office.

Starting Point: The Addus External Career Site

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1.</td><td>Log into the Addus Career site and click on the job you have applied for.



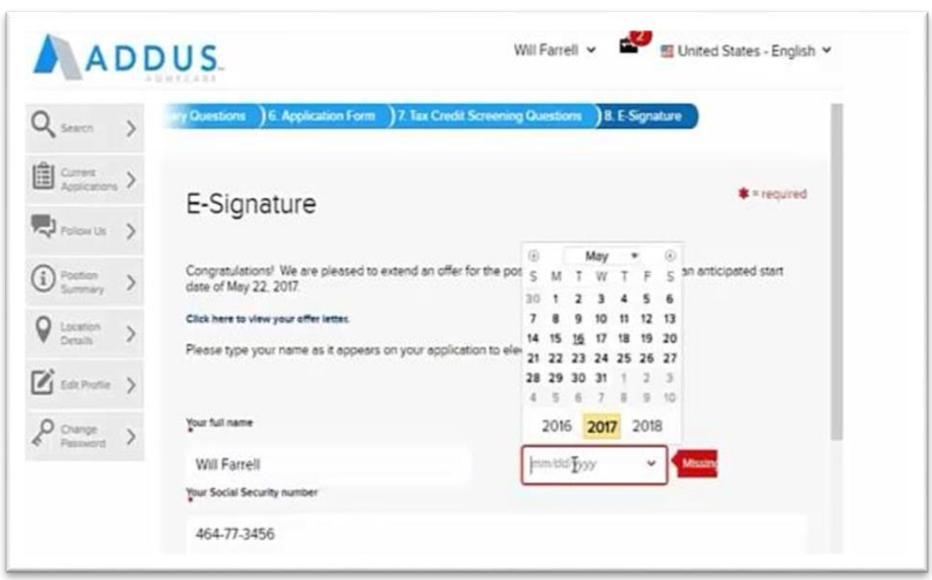
</td></tr>
<tr><td>2.</td><td>Answer the “Tax Credit Screening Questions”
Much of this information will auto populate because the candidate entered it when they filled out the application.

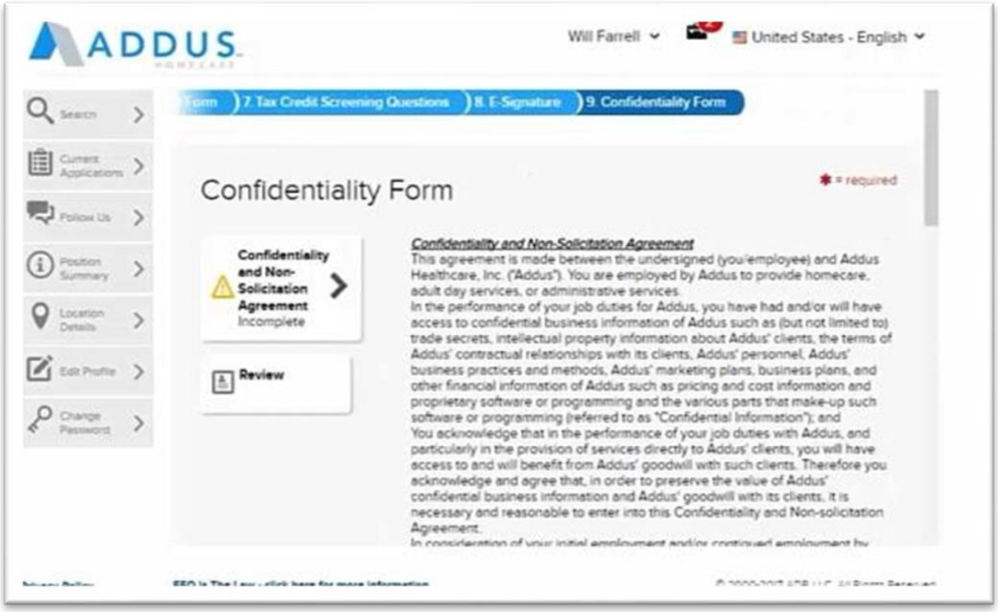
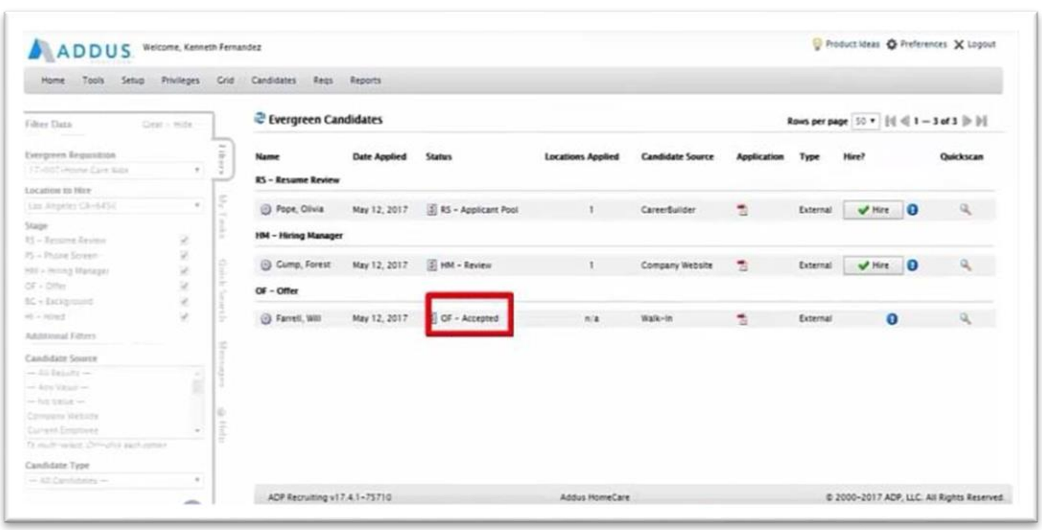


</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>3</td><td>Make sure you answer all of the questions. Many of the questions designated for the requisition will be “one-per page.”

This process will take 3-4 minutes

</td></tr>
<tr><td>4</td><td>The candidate will then be asked to E-verify their signature by entering their full name, birthdate and Social Security Number

</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>5</td><td>Click “Accept” and confirm you selection. Read and Complete the confidentiality form.

</td></tr>
<tr><td>6</td><td>The Candidate will now move to the “Accepted” status in the system.
The Human Resources Department can review the candidate’s information and they can soon begin to work.
The new Employee’s information will remain in the system so they can be considered for other positions.

</td></tr>
</table>

RM ADDITIONAL INFO & NAVIGATION

Candidate Statuses

Within ADP Recruiting Management, a variety of candidate statuses is available based on your organization's recruiting process. Each status can have up to three parts:

- Main Status
- Secondary Status
- Sub-Status

Note: Listed below are commonly used statuses. Your organization may have different or additional statuses depending on its hiring process.

Main Statuses

Code	Description
RM	Resume Mining
AP	Application/Pre-Screen
RS	Resume Review
PS	Phone Screen
PI	Phone Interview
TS	Testing
HM	Hiring Manager
OF	Offer
BG	Background
ON	Onboarding
HI	Hired

Secondary Statuses

Secondary Statuses
Not Qualified
Not Selected – Filled/Closed/Cancelled
Inactive – Active on Another Req
Hold – Need More Information/Review
Eligible to Schedule
Scheduled – Interview Has Been Scheduled
Extended
Completed
Applicant Pool
Ready to Extend

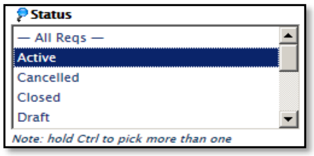
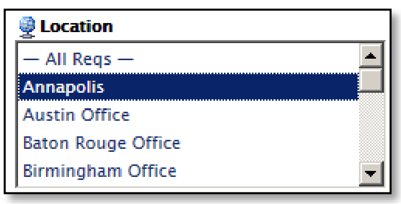
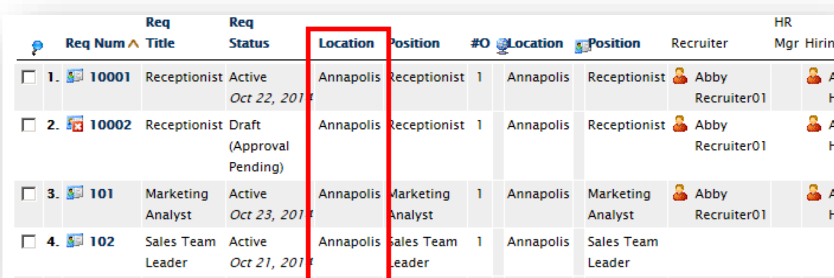
Sub Statuses

Status
Candidate Withdrew
Found Other Employment
Employee Referral
Position Filled
Experience
Education
Ready to Extend
Incomplete

FILTER THE LIST OF REQUISITIONS

Use the Filter tab to filter the list of requisitions on the Manage Reqs page.

Starting Point: Reqs > Manage Reqs > Filter

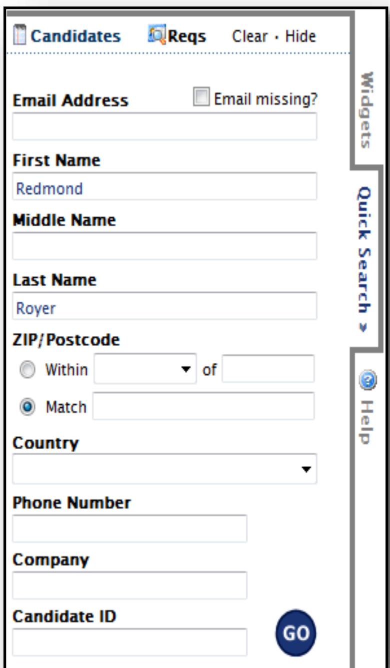
STEP	ACTION
1.	Filter the list by status. In the **Status** field, select the appropriate requisition status, and then click **Go**. 
2.	The Manage Reqs page displays the requisitions with the selected status. Review the list.
3.	At the top of the **Filter** tab, click **Clear** to clear the filter. 
4.	Filter the list by requisition location. In the **Location** field, select the appropriate location. 
5.	Click **Go**.
6.	The Manage Reqs page displays the requisitions for the selected location. Review the list. 

USE QUICK SEARCH TO FIND CANDIDATES

The Quick Search tab allows you to quickly search for a candidate or requisition. Quick Search is available regardless of which page you access. You can search for a candidate or a requisition—simply click Candidates or Reqs to access the appropriate search fields.

Starting Point: Recruiting Desktop > Quick Search

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1.</td><td>At the top of the Quick Search tab, click Candidates.

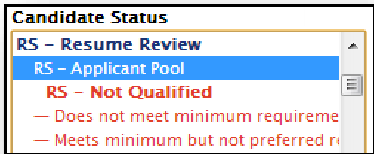

</td></tr>
<tr><td>2.</td><td>Enter information about the candidate that you are searching for, such as first name or last name.


</td></tr>
<tr><td>3.</td><td>Click Go</td></tr>
<tr><td>4.</td><td>On the Quick Search tab, click the candidate gear icon to view the candidate.</td></tr>
</table>

FIND CANDIDATES BY STATUS

Find Candidates by Status allows you to run queries and create lists for various functions that will include candidate information. From this selection, you have access to any group of candidates across any combination of requisitions. Lists can be limited using the Filter and Data tabs.

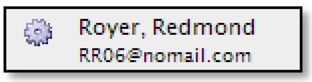
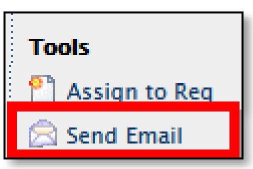
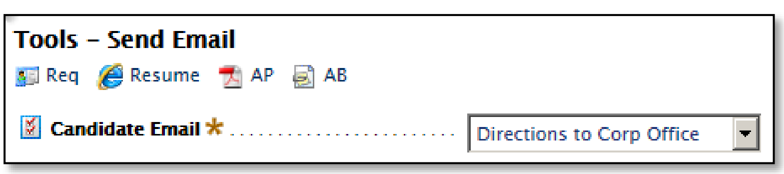
Starting Point: Candidates > Find Candidates by Status > Filter

STEP	ACTION
1.	Select a candidate status. 
2.	At the bottom of the **Filter** tab, click **Go** to show all of the results. 

SEND AN EMAIL TO A CANDIDATE

Send an email to a candidate to communicate generic information with a standard form letter.

Starting Point: Candidates > Find Candidates by Status > Quick Search

STEP	ACTION
3.	At the top of the **Quick Search** tab, click **Candidates**. 
4.	Enter search criteria to find your candidate.
5.	Click **Go**.
6.	Click the candidate gear icon ( ) adjacent to the candidate name. 
7.	When a candidate is assigned to two or more requisitions, the system prompts you to select a requisition. Click the appropriate requisition. 
8.	In the **Tools** section, select **Send Email**. 
9.	In the **Candidate Email** field, select one of the pre-defined emails. 
10.	Click **Email**.
11.	A confirmation message is displayed. Click **OK**.
12.	Click **Cancel** to exit the postcard.

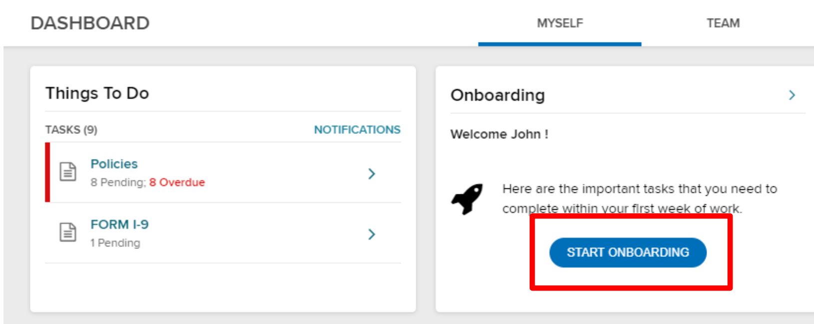
ADP ELECTRONIC ONBOARDING OVERVIEW

New hires will complete their Onboarding paperwork via the MyADP Employee Self-Service system. Mangers main role in this process is to assist in answering questions, monitor completion of assigned tasks, and complete section 2 of the I-9 form and E-Verify.

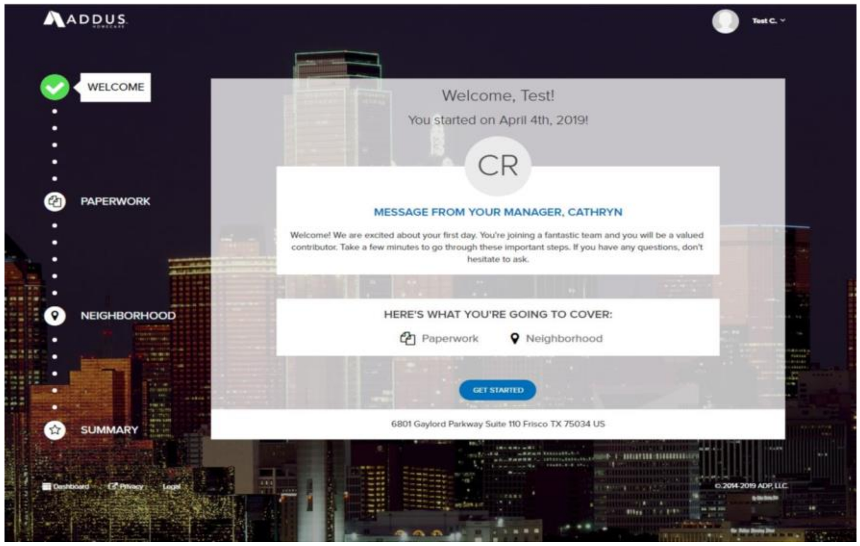
E-ONBOARDING QUICK GUIDE

Welcome to Addus— we are excited to have you!

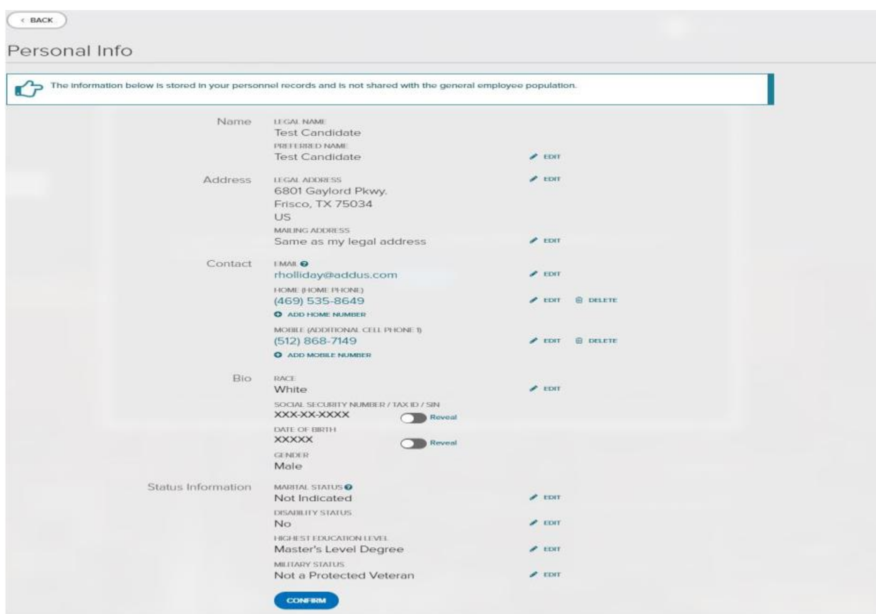
In order to join the team, you will need to complete Electronic Onboarding in the myADP system by following the steps below:

STEP	ACTION
1.	**Register your account on MyADP.com using registration code Addus-75034** **For step by step registration instructions, click here.**
2.	Once logged into the MyADP Dashboard, Select Go To Onboarding 

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>3.</td><td>You will see a message from your manager. You will also see a list of steps on the left- hand side 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.

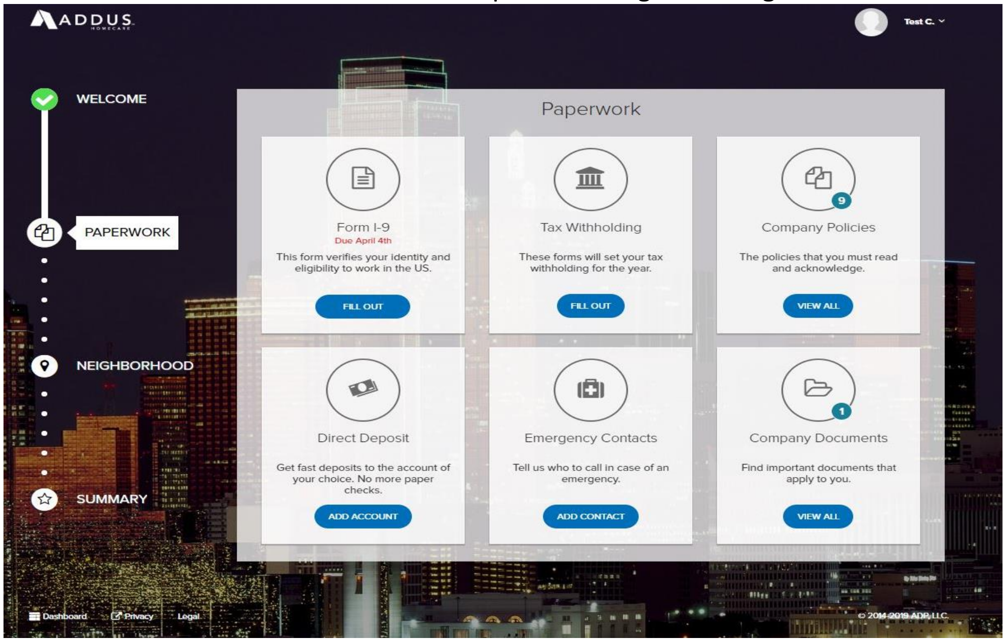


</td></tr>
<tr><td>4.</td><td>Review and confirm all Personal Information listed. Click “Edit” to submit a correction for any incorrect information. This will trigger an approval process and will be automatically updated once approved. Please ensure legal name and SSN listed match your Social Security Card. Once any needed corrections have been submitted, click Confirm to continue to paperwork.

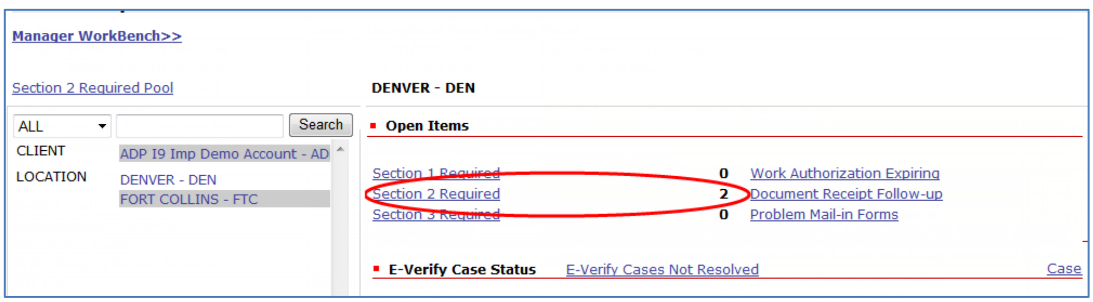


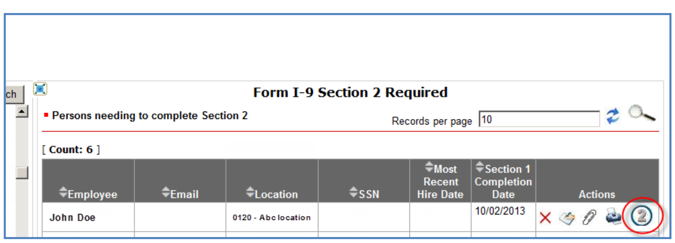
</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>5.</td><td>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.

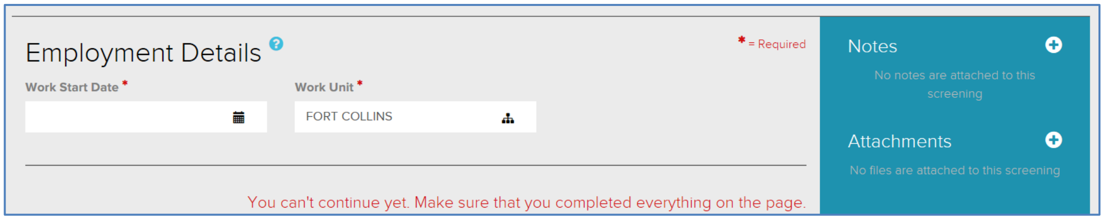
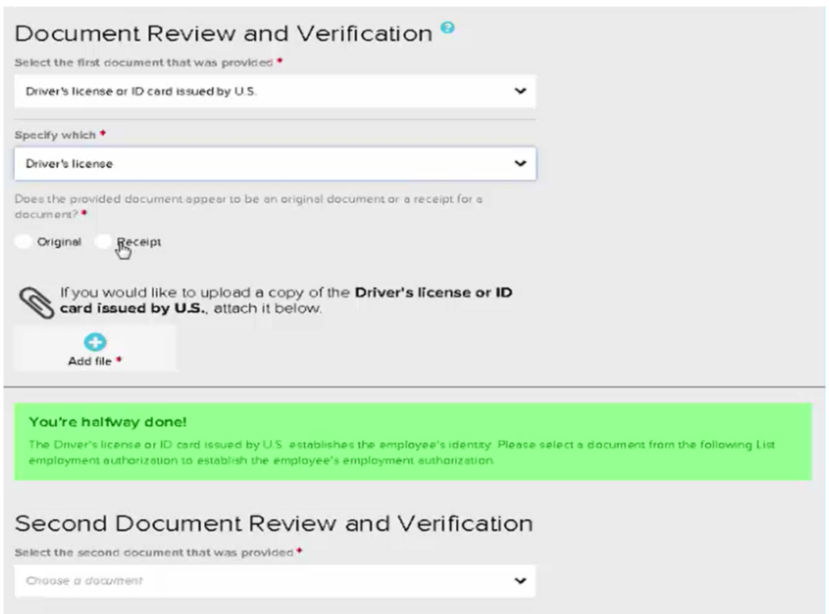


Note: When completing from I-9, you will be asked to re-enter your SSN and legal name. Please ensure the data enters matches your Social Security Card.</td></tr>
<tr><td>6.</td><td>Click on the link for Section 2 Required.

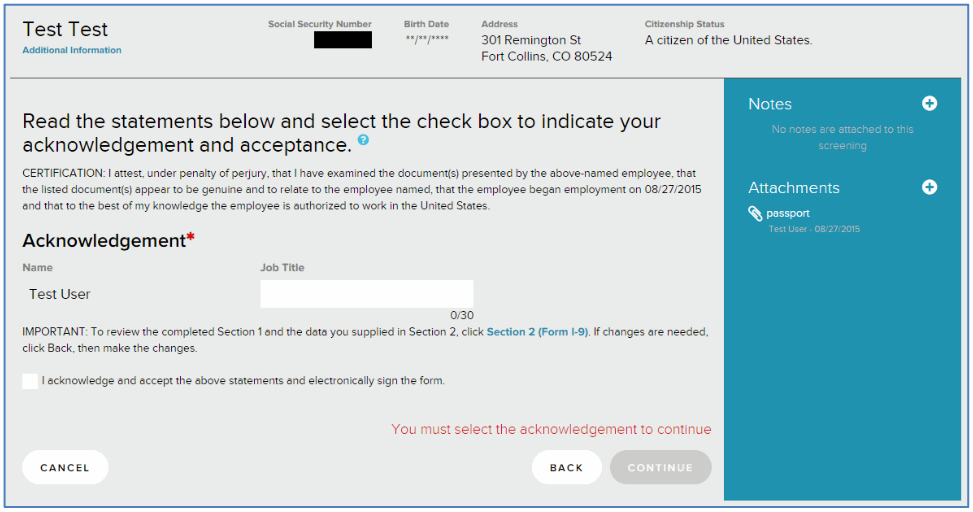

</td></tr>
<tr><td>7.</td><td>Click the Number 2 icon under the Actions column of the new hires record to complete Section 2 of the I-9.


</td></tr>
</table>

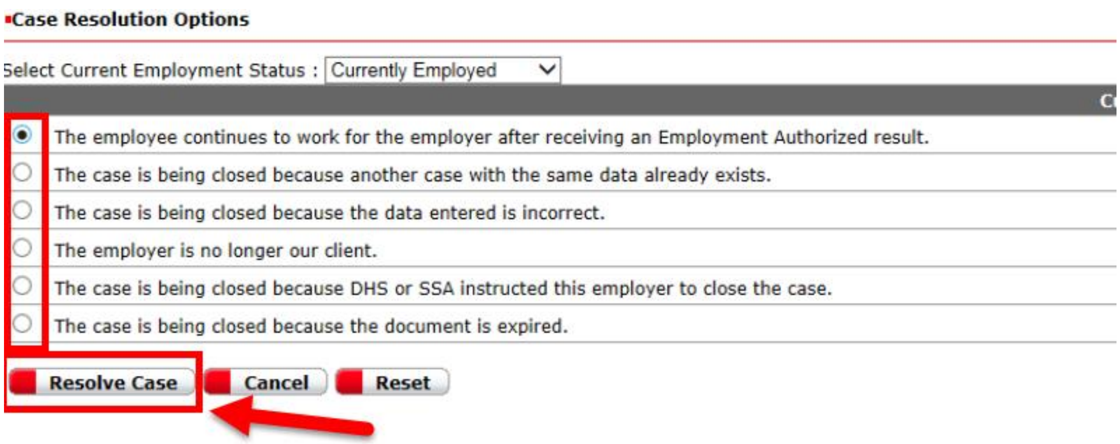
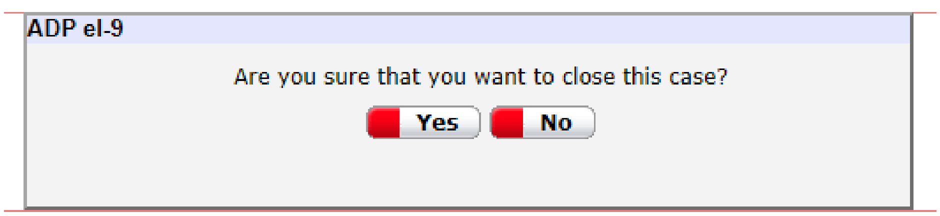
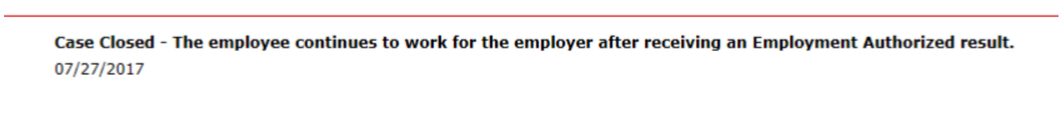
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>8.</td><td>Complete Work Start Date, confirm Work Unit (i.e., Branch Name), select and complete the document information the new hire provided to establish identity and employment eligibility. Then, click Continue.


</td></tr>
<tr><td>9.</td><td>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.</td></tr>
</table>

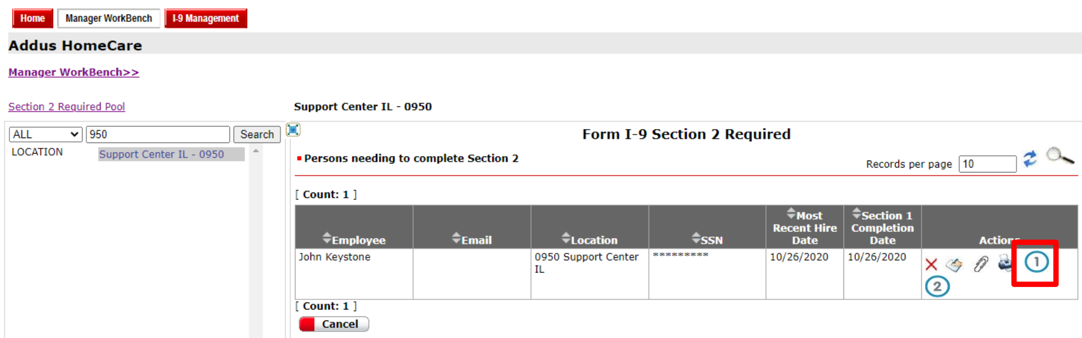
STEP	ACTION
10.	Electronically sign the Section 2 by entering your Job Title, checking the Acknowledgment box and clicking **Continue.** 
11.	You have completed the electronic I-9 Section 2. Once you confirm that your information is final, click **PROCEED TO CASE DETAILS**. The information that you've 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. 

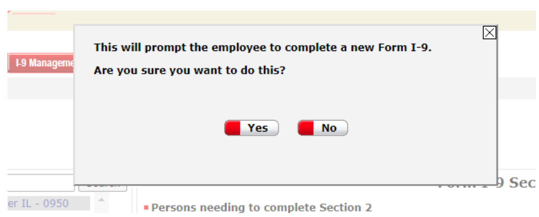
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>13.</td><td>Select the current employment status from the dropdown box.

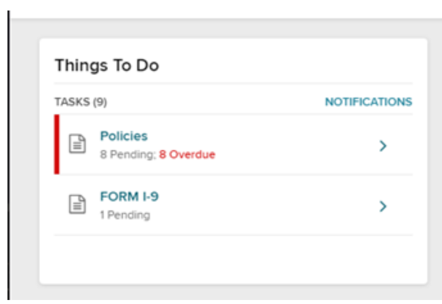
</td></tr>
<tr><td>14.</td><td>Select the appropriate base resolution option from the list then click Resolve Case.

</td></tr>
<tr><td>15.</td><td>Confirm that you want to close the case by clicking Yes.

</td></tr>
<tr><td>16.</td><td>The status will update to “Case Closed.” The employee will drop off of the I-9 “to do” list.

</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>17.</td><td>
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.

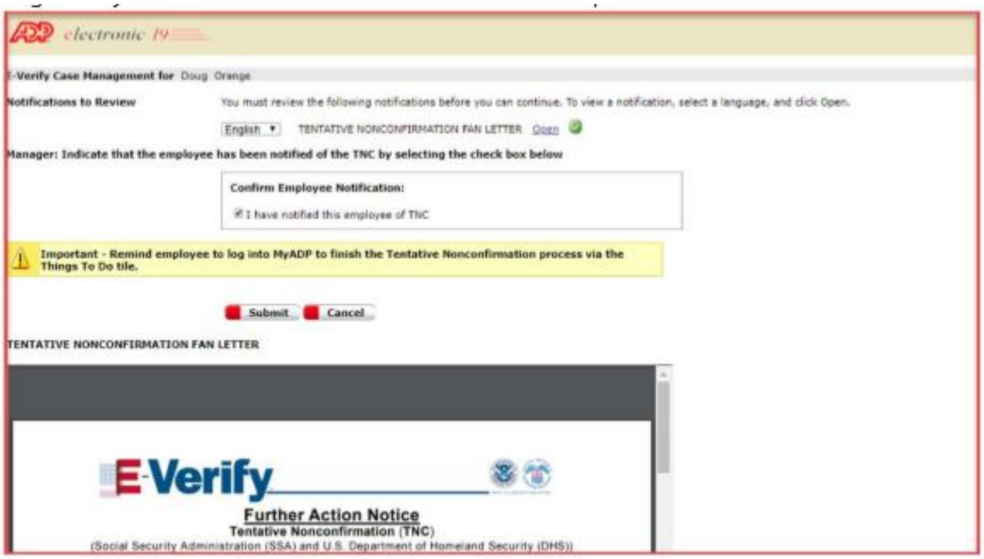
If you find an error, retrigger I-9 Section 1 by selecting the Number One icon under employee actions and continue to step 18.


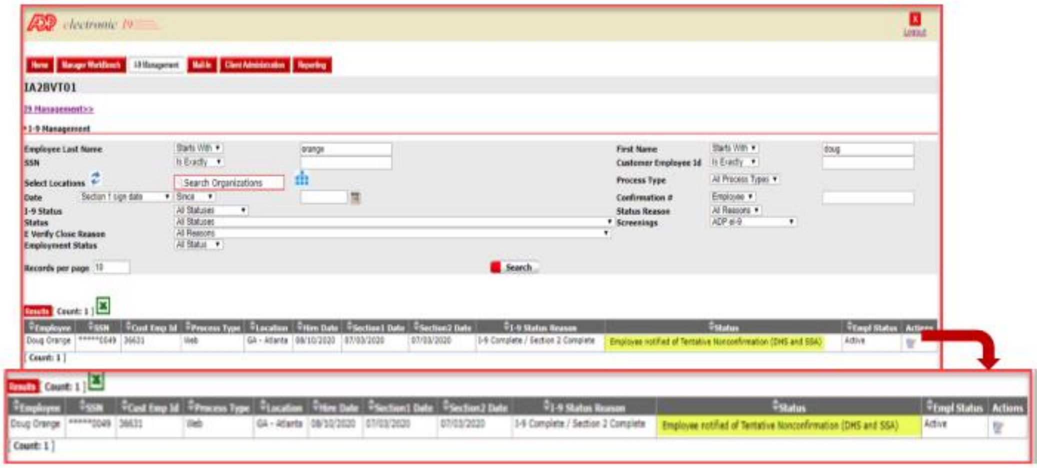
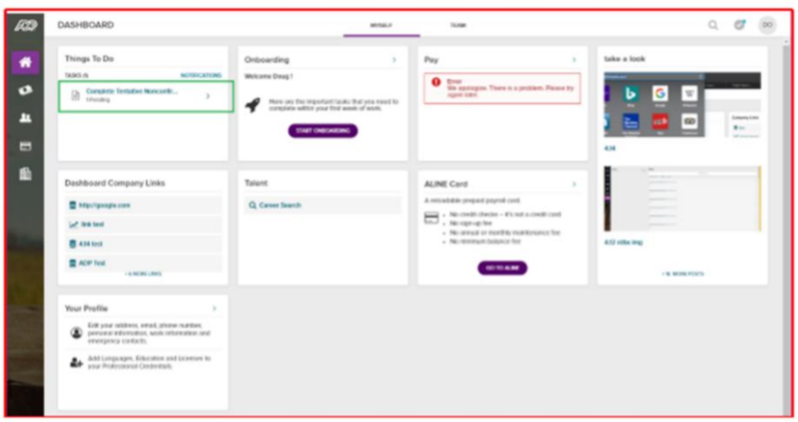
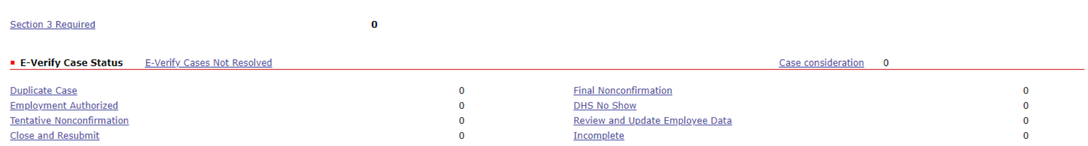
</td></tr>
<tr><td>18.</td><td>
Confirm that you want to send the employee a new I-9 by clicking Yes.


</td></tr>
<tr><td>19.</td><td>
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.


</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>20.</td><td>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.

</td></tr>
<tr><td>21.</td><td>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.

</td></tr>
</table>

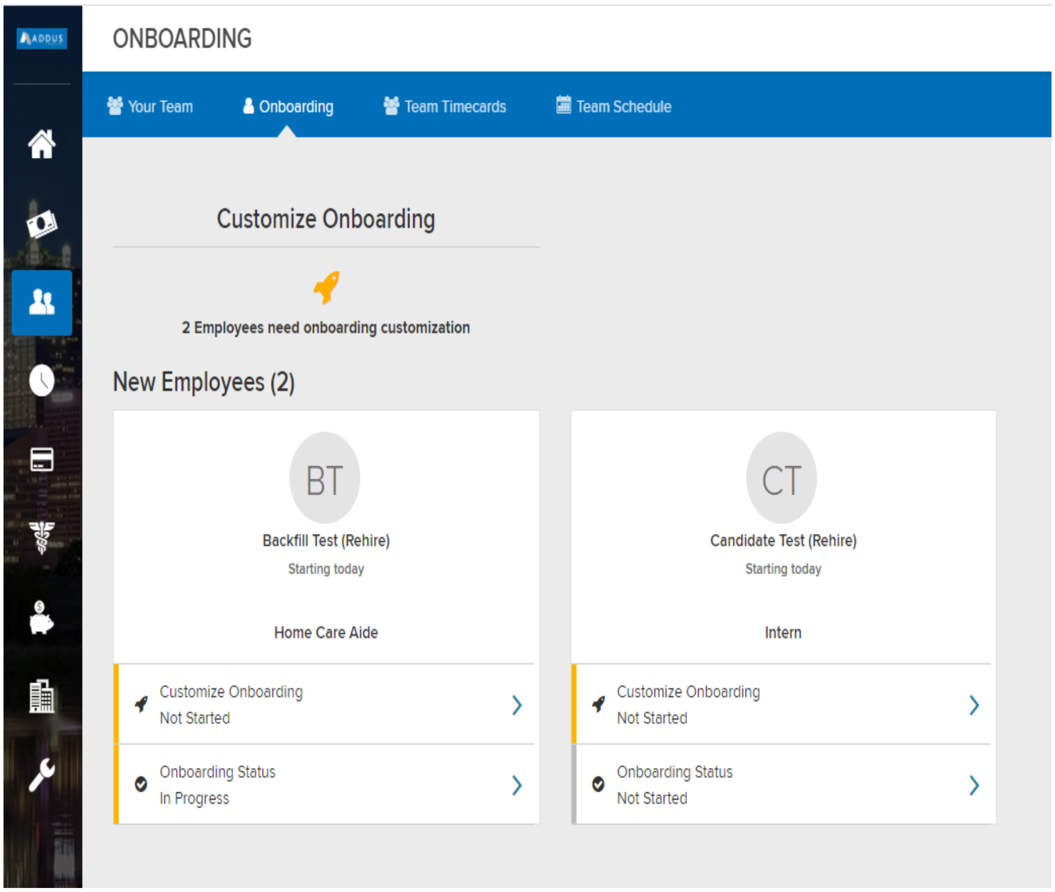
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>22.</td><td>E-Verify Status will be updated to Employee Notified of Tentative Nonconfirmation

New Hire will log into MyADP to finish the TNC (contest or not contest process).
</td></tr>
<tr><td>23.</td><td>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.</td></tr>
</table>

MY ADP ONBOARDING MANAGER VIEW

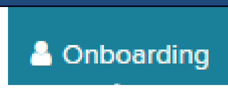
MyADP Onboarding allows managers to customize some of the content delivered to their new hire as well as monitor the progress of new hires who report to them.

- Managers can customize the welcome message, which is delivered to their new hires on day one. This is delivered to the new hire as part of the Team step in the Onboarding experience.
- Managers can access the details of the onboarding completion status down to the individual onboarding step level.

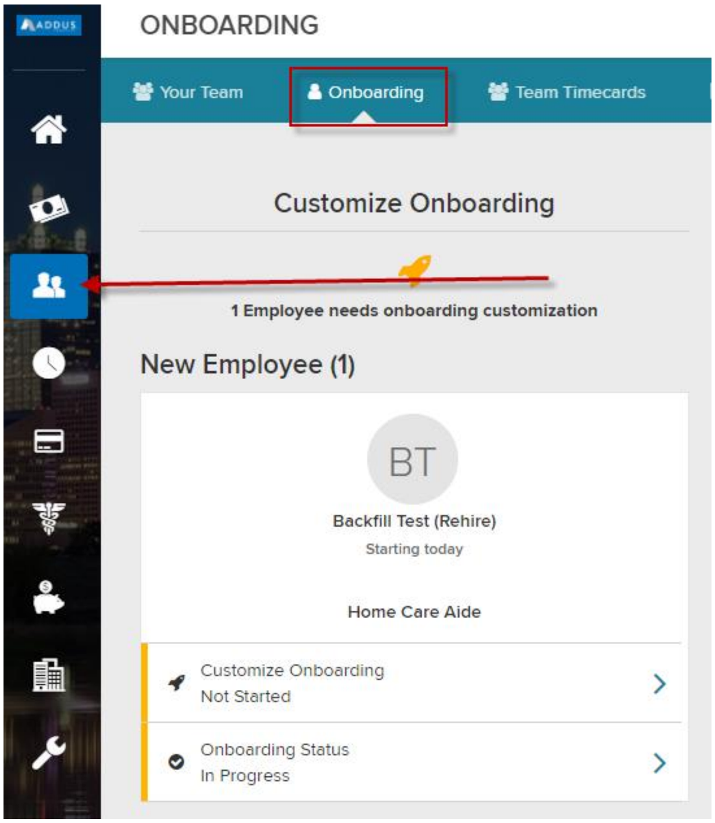


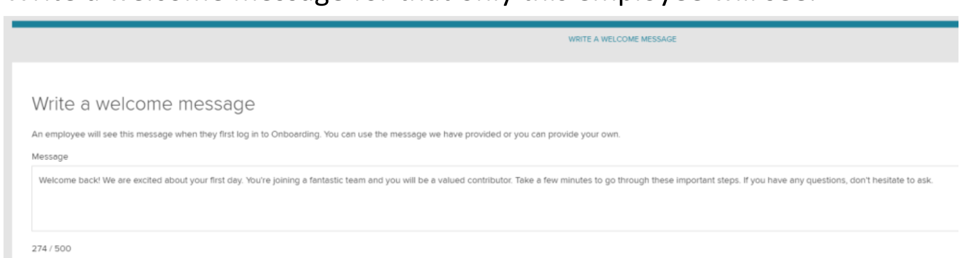
CUSTOMIZING ONBOARDING MESSAGE FOR AN EMPLOYEE

This is how a manager can customize a new hire's onboarding.

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1.</td><td>Click  > 

in MyADP

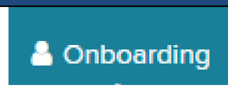
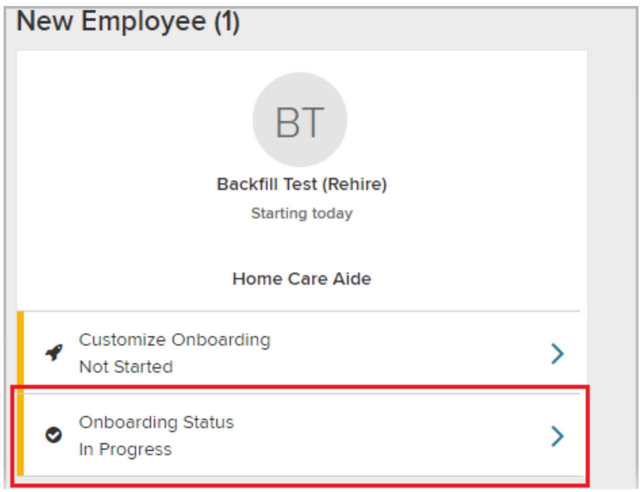
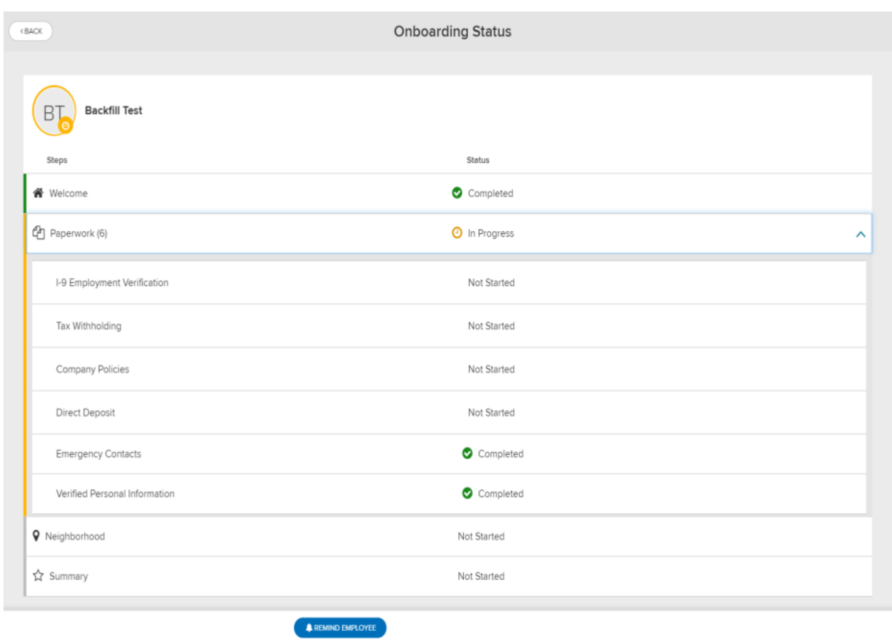

</td></tr>
<tr><td>2.</td><td>Select Customize Onboarding for the employee that you want to customize.</td></tr>
<tr><td>3.</td><td>Write a welcome message for that only this employee will see.


</td></tr>
<tr><td>4.</td><td>Click 

.</td></tr>
</table>

CHECK NEW HIRE ONBOARDING STATUS

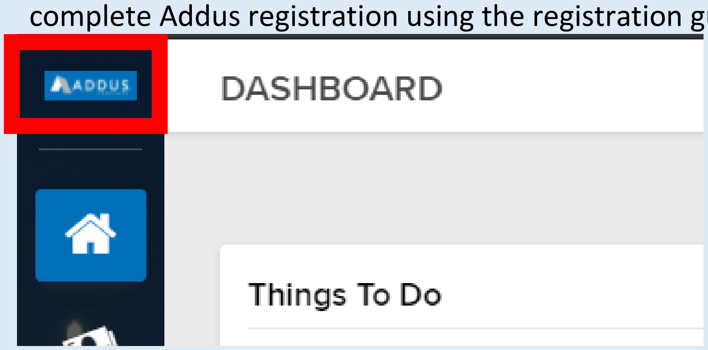
Managers can view Onboarding Status for new hires by following the steps below.

STEP	ACTION
1.	Click  >  (Onboarding Tab)
2.	Find the new employee you are looking for.
3.	Click **Onboarding Status.** 
4.	You will see the steps and the status of those steps. The Paperwork step must be expanded, using the Arrow icon on the left hand side, to see all of those steps. 

STEP	ACTION
5.	Click REMIND EMPLOYEE at the bottom of this screen to send a reminder email to complete their onboarding steps. The email will be sent to the address that is on file for that employee.

TROUBLESHOOTING ADP E-ONBOARDING

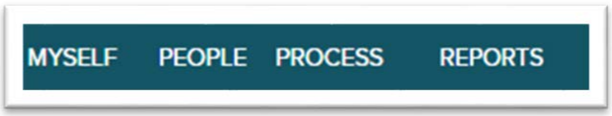
TROUBLESHOOTING ADP E-ONBOARDING

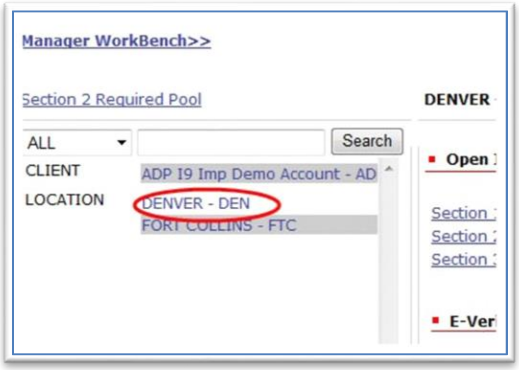
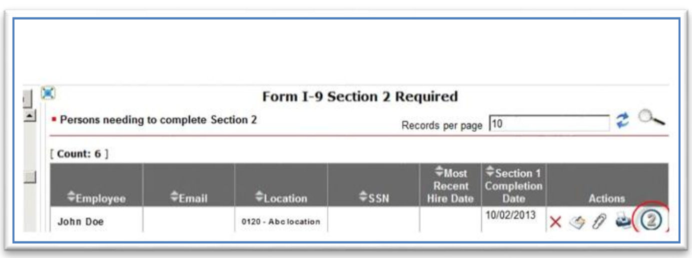
Issue	Troubleshooting Steps
MyADP unable to identify employee based on personal information entered during registration	• Verify Name, SSN & Birthdate in ADPVantage > People > Employee Profile > Personal Information are correct. • If incorrect legal name entered in ADP, have employee register with the name listed in ADPVantage and send a copy of the employee's Social Security Card to Onboarding@addus.com with the subject "Name Correction" to have the name updated in the system. • If incorrect SSN entered in ADP, give employee Employee ID to continue registration and send a copy of the employee's Social Security Card to Onboarding@addus.com with the subject "SSN Correction" to be updated in the system ASAP. • If incorrect birth date entered in ADP, have employee register with the birthdate listed in ADPVantage and send a copy of the employee's Photo ID to Onboarding@addus.com with the subject "Birth Date Correction" to be updated in the system.
My new employee did not receive their Personal Registration Code from ADP during registration	• Ensure employee has checked Junk mail • Verify email address listed in ADPVantage > People > Personal Information is correct • If incorrect email entered, submit a correction • If problem persists, contact MyADP Help Line for a new personal registration code
My new employee logs into www.myadp.com, but does not have Addus onboarding tiles.	• Verify that the employee is using their Addus username ending in @addus. The Addus logo should be displayed in the top left corner of the MyADP Dashboard as pictured below. Please note that Addus pay information will display in the employee's profile, even if they are logged in with an old employer's account, so you must verify the username & logo displayed. • If employee is logged in with a previous account, please have them complete Addus registration using the registration guide  • Verify that employee is displayed in an Active status in ADPVantage. If the registration occurs before the Addus Onboarding team activates the employee, the Onboarding tile may not be present. • If employee is not yet active, please have them log out until you are notified that they have joined your team and try again once notification received.

My new employee can access the Onboarding Activity in MyADP, but does not have an I-9 form available to complete	• Ensure that employee has not already completed I-9 Section 1 by reviewing your manager workbench • Have the employee complete I-9 section one using the link below and notify your HRBP of the issue • https://ei9.adp.com/ei9/public/index.html?clientId=ADDUS
My new employee clicks on the Onboarding tile, but receives an error stating "Houston We Have a Problem" or "Information is Not Available"	• Ensure employee is using Google Chrome to access MyADP • If on an office computer or kiosk, try clearing the browser Cookies/Cache • On Google Chrome: Click three dots to right of Search Bar> Click More Tools > Select Clear Browsing Data > Clear Data > Close Browser Completely (all open windows) • If problem persists, send a screenshot of the page including timestamp to Onboarding@addus.com with subject "Onboarding Error"
My new employee's SSN is incorrect in MyADP or ADPVantage	• If SSN listed in ADP profile is incorrect, send a copy of the employee's Social Security Card to Onboarding@addus.com with the subject "SSN Correction" to be updated in the system ASAP. Once correct, employee can proceed with completing I9.
My new employee has received a Tentative Non-Confirmation (TNC) from E-Verify	• Verify that all information entered in I9 is correct • If you find an error, delete the I-9 Section 1 from your Manager Workbench and have them re-submit using this link: https://ei9.adp.com/ei9/public/index.html?clientId=ADDUS • If I9 information is correct, select "Review TNC" and review the Further ACTION Notice with the employee. Once you have notified the employee of the issue, have them acknowledge the notice to begin the TNC process.

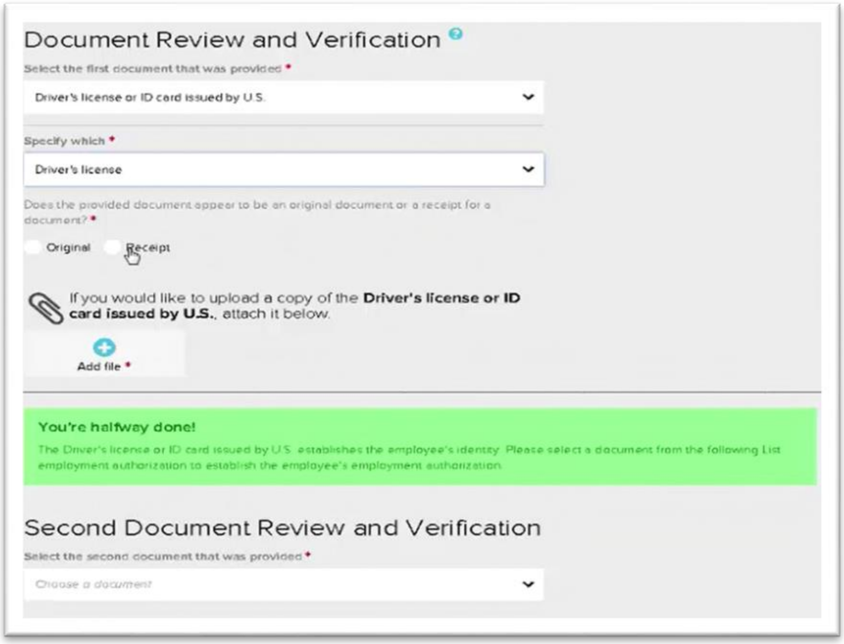
COMPLETING I-9 SECTION 2 AND E-VERIFY

After the new hire completes their onboarding online paperwork, including Section 1 of their I-9, you will need to verify the information provided. You should check the system on a daily basis to see how many open cases you have. To e-verify the information, follow these steps:

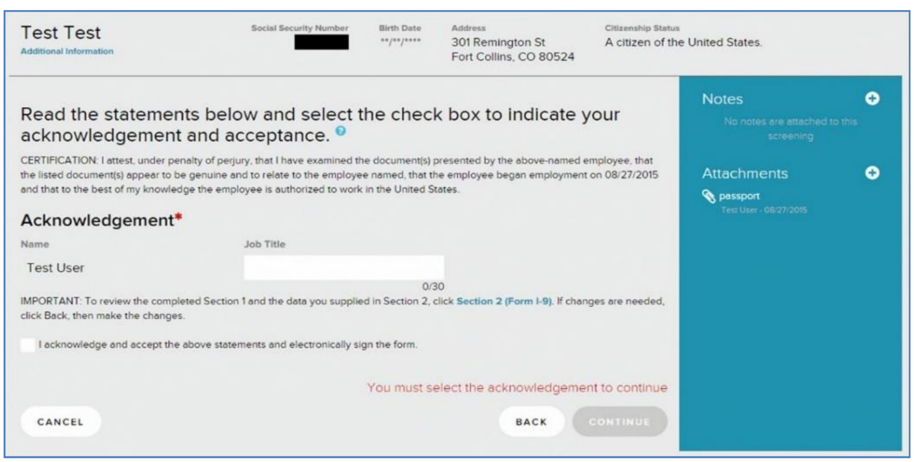
STEP	ACTION
1.	From the main ADP Homepage, click on **People**. 
2.	Click on **Person Information.** 
3.	Click on **I-9 Information/e-Verify** 
4.	Click on the **Manager Workbench tab** 

STEP	ACTION
5.	Click on the geographic location where the new hire has completed the Section 1. 
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. 
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**. 

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>9.</td><td>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.</td></tr>
<tr><td>10.</td><td>Electronically sign the Section 2 by entering your Job Title, checking the Acknowledgment box, and clicking Continue.


</td></tr>
</table>

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>11.</td><td>
You have completed the electronic I-9 Section 2.

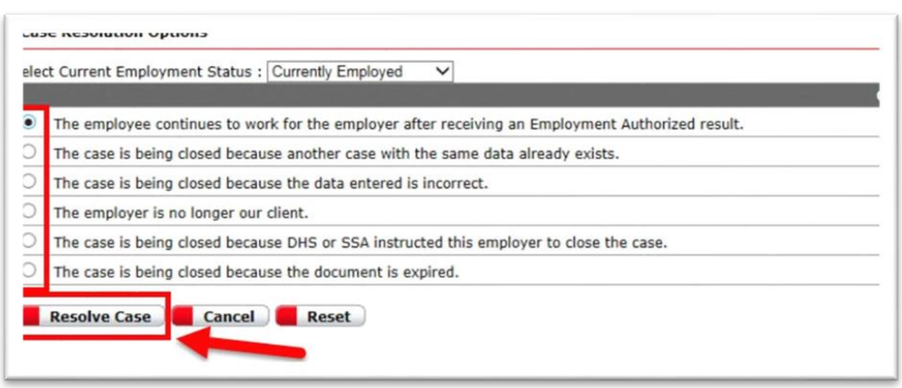
Once you confirm that your information is final, click **PROCEED TO CASE DETAILS**. The information that you have provided will be submitted to e-verify automatically.

Your e-verification results will appear on this screen.

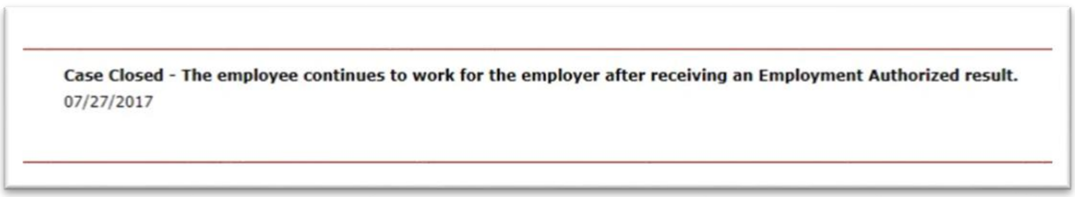
</td></tr>
<tr><td>12.</td><td>
You will return to the E-Verify tab. From here, click on **Resolve Case** at the bottom of the page to close out the case.

</td></tr>
<tr><td>13.</td><td>
Select the current employment status from the dropdown box.

</td></tr>
<tr><td>14.</td><td>
Select the appropriate base resolution option from the list then click **Resolve Case.**



</td></tr>
</table>

STEP	ACTION
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. 

OVERVIEW: ADP TIME AND ATTENDANCE FOR MANAGERS

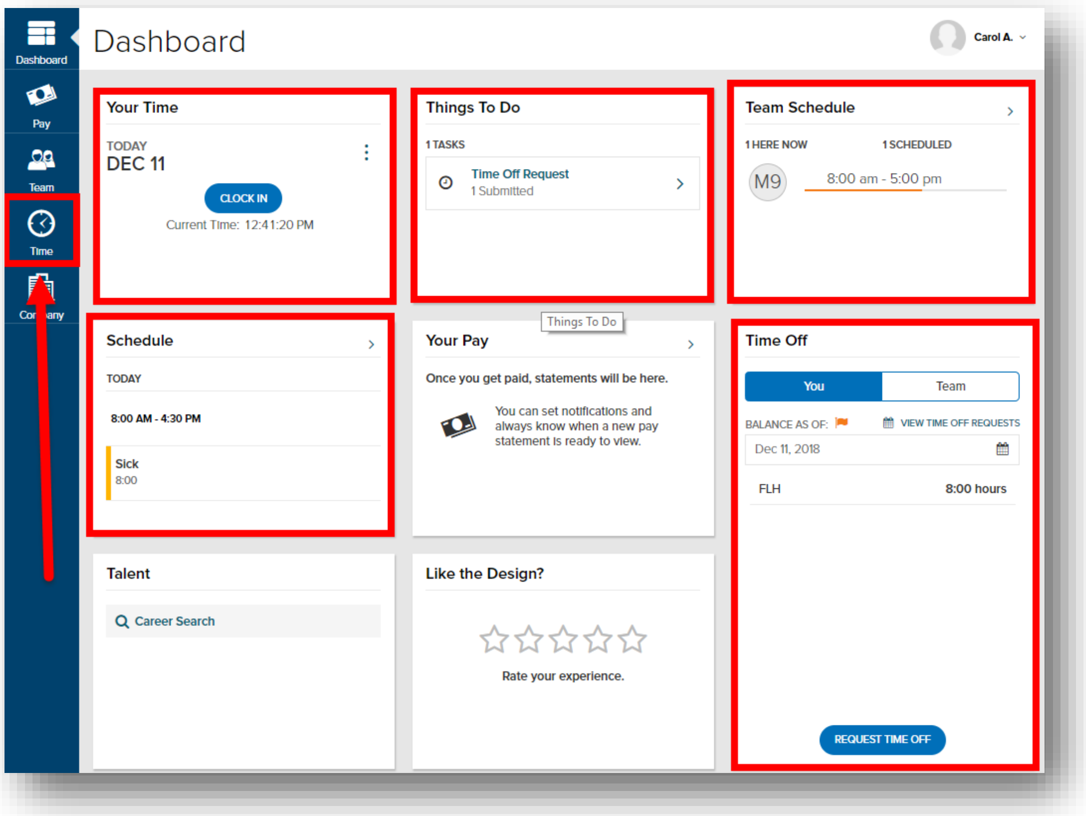
In addition to the employee functions for Time and Attendance, the system also offers managers a number of supervisor tasks that can be completed through the system. Managers are able to execute tasks such as approving timecards and paid time off requests, viewing team schedules, adjusting timesheets, and more.

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

LOGGING INTO ADP TIME AND ATTENDANCE FOR MANAGERS

Logging into the manager functions of ADP Time and Attendance is easy and familiar. All 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 manager functions of ADP Time and Attendance, follow these steps:

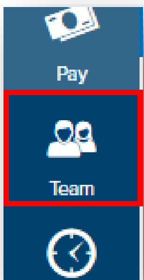
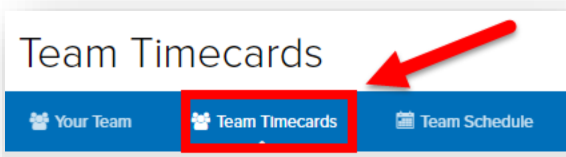
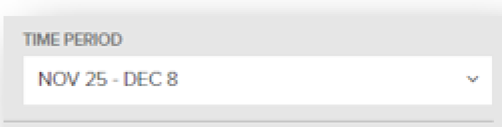
STEP	ACTION
1.	First, navigate to www.MyADP.com
2.	Next, on the login page, enter your assigned USER ID and PASSWORD. **Note:** if you forgot your username or password, use the **Forgot Your Password** Button. 

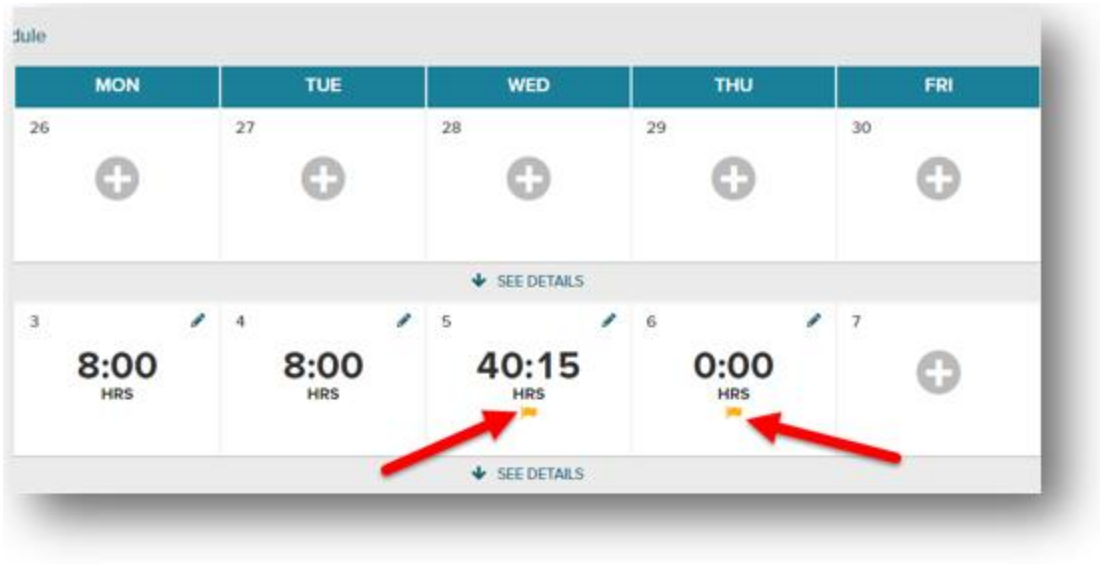
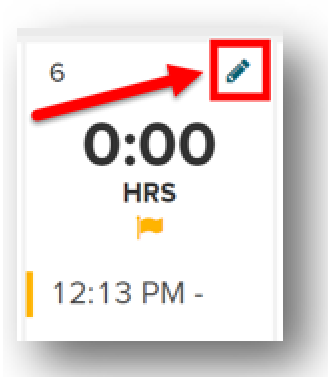
STEP	ACTION
3.	Time and Attendance tiles will appear on the front page of MyADP. There will also be a tab called "Time" added on the left of the screen. **Your Time**: This is where hourly employee will clock in and out. **Note:** Salaried employees are **NOT** required to clock in and out. **Things To Do**: Tasks that require your approval and attention. Click on any tasks in your to-do list to be taken directly to that item. **Team Schedule:** Displays team schedules as well as who has clocked in today. **Schedule:** Shows your personal schedule for today (if you are hourly). **Time Off:** Displays both personal and team time off requests. This is also, where you can request time off for yourself. 

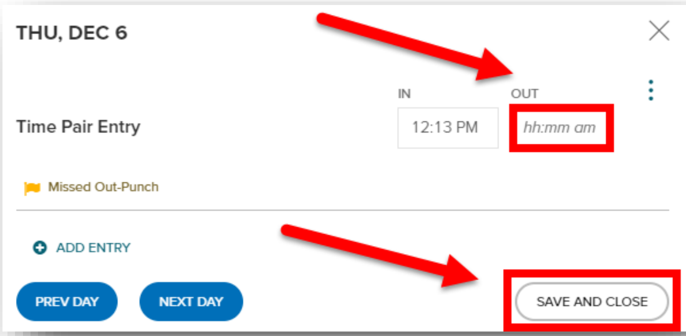
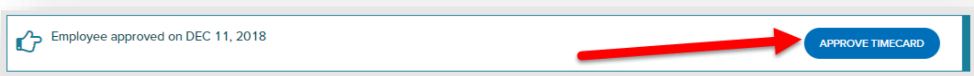
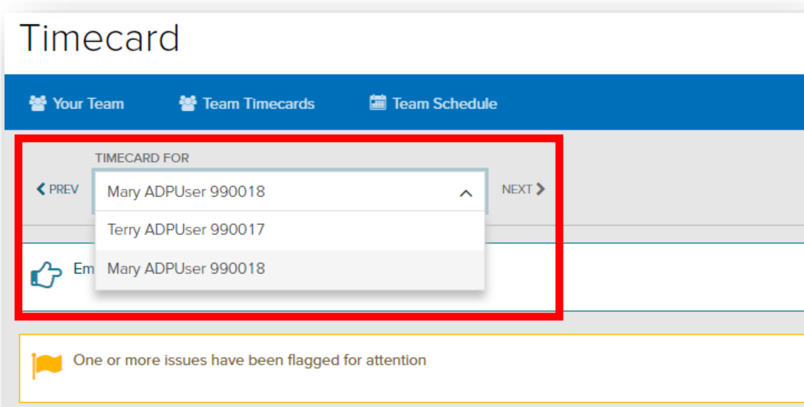
VIEWING, ADJUSTING, AND APPROVING TIMECARDS

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. **Supervisors will approve both salaried and hourly timecards.**

To view and approve your team's timecards, follow these steps:

STEP	ACTION
1.	From the main MyADP Homepage, select the Team tab on the left side of the page. 
2.	Next, select the **Team Timecards** option across the top banner. 
3.	You will see a listing of all of your employees. You can sort by last name or time. To view an employee's timecard, click on **View TimeCard**. 
4.	You will now be able to view all information associated with that timecard including total time, week summary, pay code summary, and daily breakdown. **Please adjust the time period at the top right of the page to ensure you are looking at the correct time period**. 

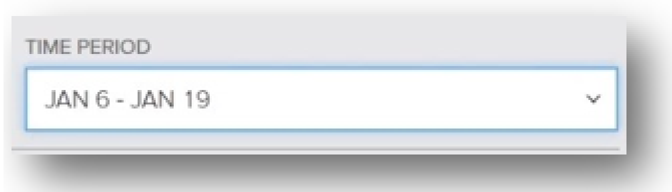
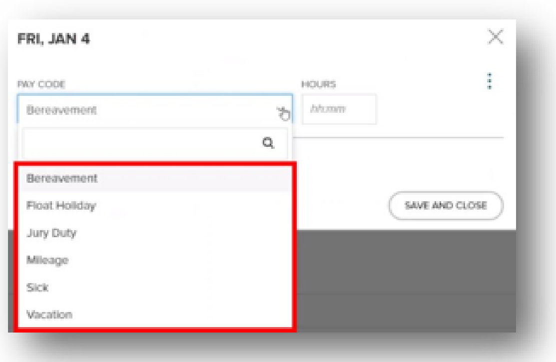
STEP	ACTION
5.	Review all information to ensure the pay codes and time aligns with what is expected. Scroll down to the calendar view and review daily totals and look for yellow flags on the schedule. A yellow flag indicates that a shift was either worked short or long. You should check each day that has a yellow flag indicator. 
6.	To edit a time punch, click on the pencil icon in that specific day. 

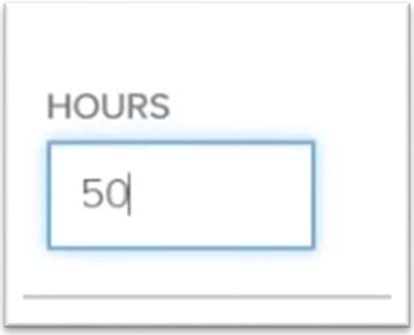
STEP	ACTION
7.	Click into the clock in or out time you want to adjust. Type in the updated time and click **Save and Close.** 
8.	Once you have reviewed the timesheets and yellow flags, as well as corrected any punches, you can now officially approve the timesheet. You can scroll up and click on Approve Timecard. **Please Note:** This line will also tell you when the employee approved and submitted their own timecard. 
9.	You can repeat this process for other employees by selecting your next employee from the dropdown menu at the top of the page. Repeat until all timecards have been reviewed, edited (if needed), and approved. 

ENTERING MILES OR PTO INTO A TIMESHEET

Managers will also have the ability to enter miles or PTO hours into a timesheet if an employee is unable to complete. To enter PTO hours or miles into the timesheet, follow these steps:

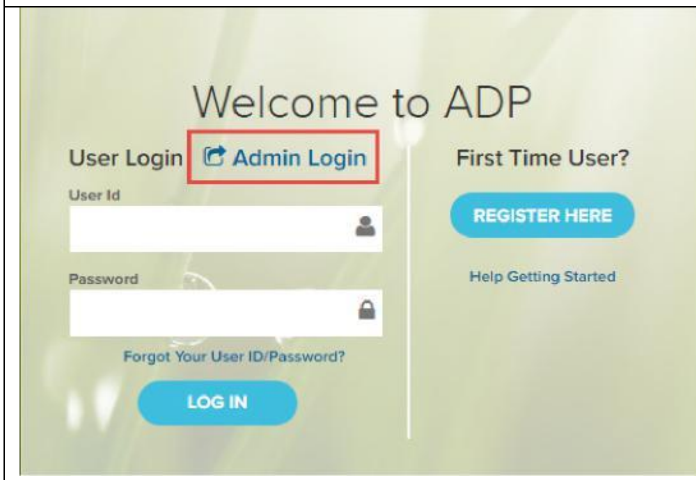
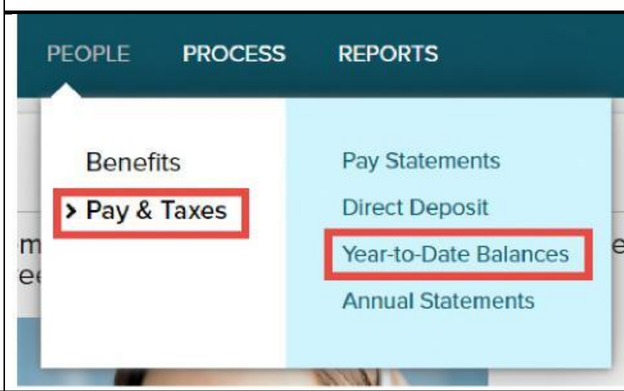
NOTE: You can repeat this process for other employees by selecting your next employee from the dropdown menu at the top of the page. Repeat until all timecards have been reviewed, edited (if needed), and approved.

STEP	ACTION
1.	Click on the Time tab located on the left side of the page. 
2.	Chose the time period you would like to display. 
3.	For the day, you would like to add miles or PTO hours for, click on the Plus sign or edit button depending on the status of that day.  
4.	From the pop-up box, select which pay code you want to add from the dropdown menu. 

STEP	ACTION
5.	Then enter the amount of hours or mileage in the hour's box. **Note:** When you put in miles, it will still go in the hour's 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; daily or weekly. Manager should request documentation from employees for all miles input into ADP.
6.	Click **Save and Close**. 

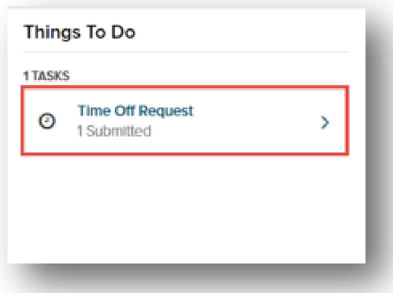
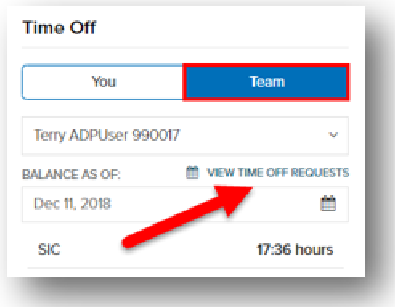
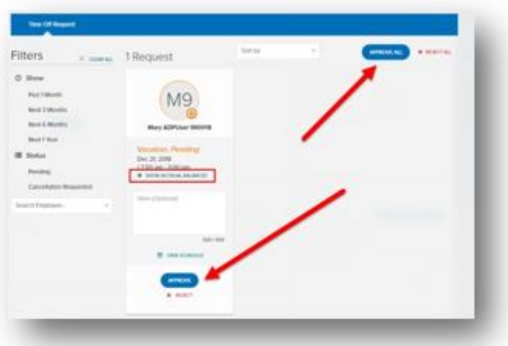
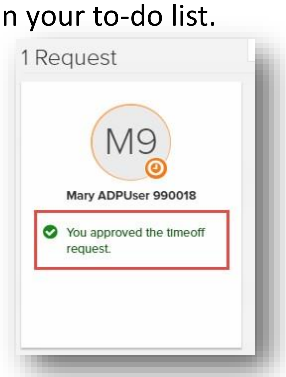
VIEWING EMPLOYEE PTO BALANCES

To view an employee's PTO balances as an administrative/practitioner, follow these steps:

STEP	ACTION
1.	Login to ADP by clicking on the **Admin Login** link.
	
2.	From the main ADP Homepage, click on the **People** in the top menu.
	
3.	Click on **Pay and Taxes,** then **Year-to-Date Balances.**
	
4.	Search for the employee using the filters or click on the name from the populated list on the bottom of the page.
5.	Find the newest **Pay Date** and click on the **current year** on that line.
6.	Click on the **YTD Paid Time Off** tab to see the employee's current PTO Balances.

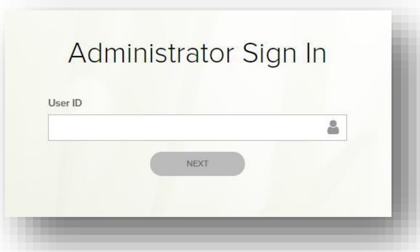
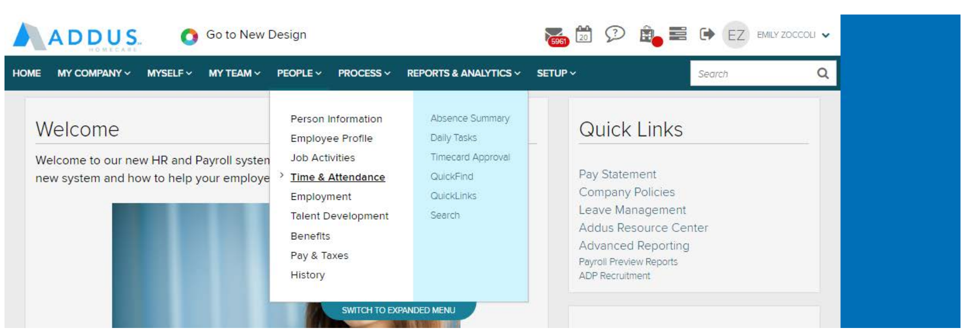
VIEWING AND APPROVING TIME OFF REQUESTS

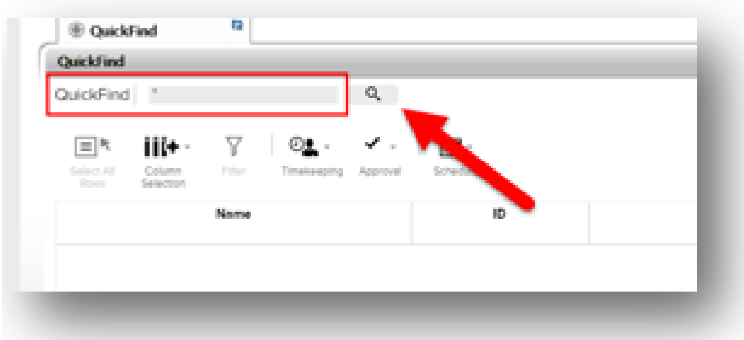
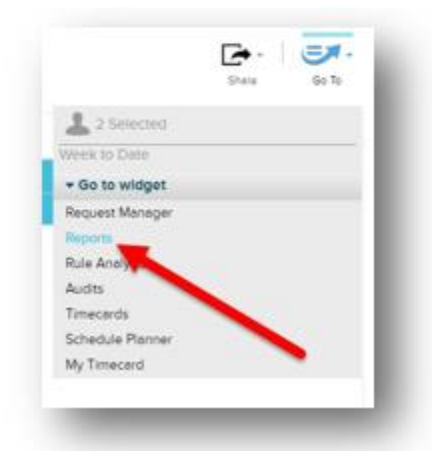
Managers will have the ability to view and approve paid time off (PTO) requests that are submitted by their employees. To view and approve PTO requests, follow these steps:

STEP	ACTION
1.	You will receive email notification that a PTO request has been sent for your approval. From the main MyADP Homepage, you can select either: The **Time Request** from the **Things to Do** tile The **Time Off** tile on MyADP front page and click on **View Time Off Requests** 
2.	A pop-up box will appear with all pending PTO requests. You can click on **Show Accrual Balances** to view employee balances. **<u>Note:</u>** A PTO request will not get to you if the employees does not have enough PTO balance. The system will not allow the employee to submit the request. 
3.	You can then chose to Approve or Reject the request and add comments. You may also utilize the Approval All button in the top right to give a mass approval to all PTO requests in your to-do list. 

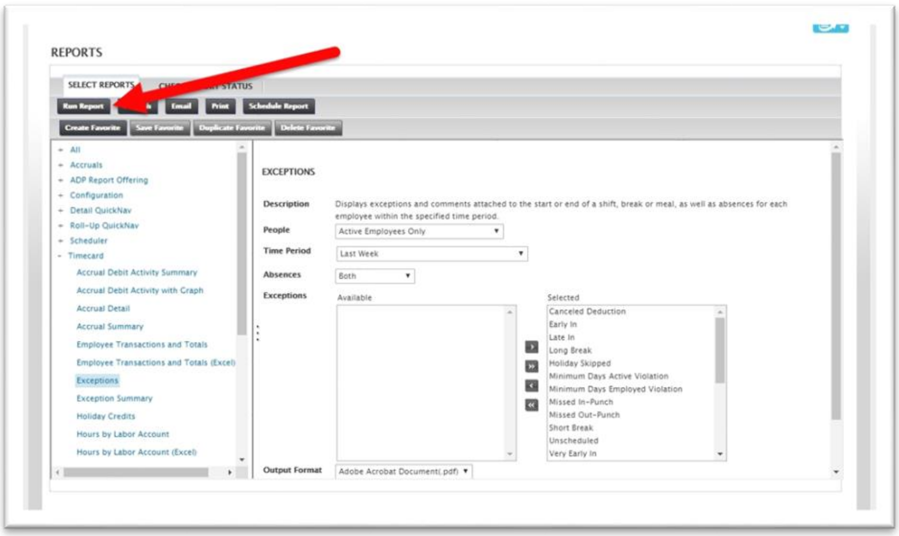
TIME & ATTENDANCE REPORTING

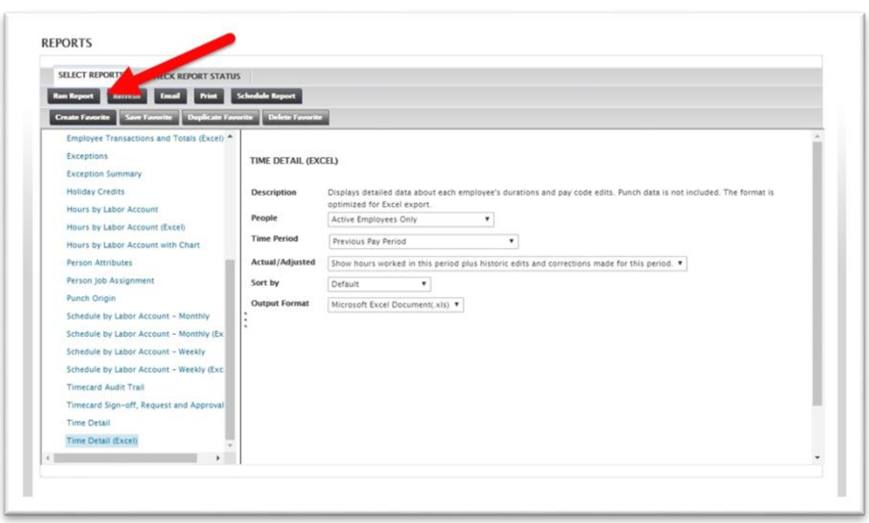
You will have the ability to run reports at any time to monitor items such as missed punches. To run these reports, you will need to log in to the ADP Vantage site. To run ADP Time and Attendance Reports, follow these steps.

STEP	ACTION
1.	Navigate to www.ADPVantage.ADP.com
2.	From the login screen, click the **Admin Login** link. DO NOT use your username and password on this screen. 
3.	Enter your User ID at the sign in screen. 
4.	Next, enter your password. 
5.	From the main Vantage screen, click on **People** > **Time & Attendance** > **QuickFind** 

STEP	ACTION
6.	Next, type an asterisk (*) into the search field and click on the **Search** icon. 
7.	All of your employees should populate. Click on **Select All Rows**. 
8.	Next, click the **Go To** icon and select Reports. 

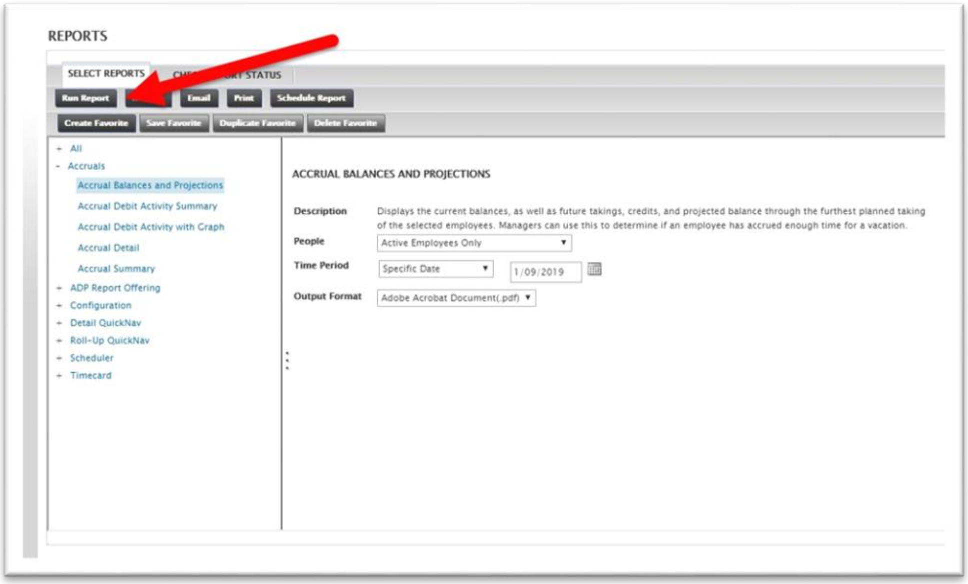
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>9.</td><td>
The QuickFind Reports screen will appear and you will be able to pull generate reports. The following reports will be the most common that you should be pulling on a regular basis. The corresponding screenshots will provide you with the proper settings to use to pull the data. Once the settings are selected, click on the Run Report button on the top left of the page.

Report 1: Exceptions Report
Description: Used to look for missed punches and any other exceptions to the schedule
When to Generate: Every Monday Morning for the previous week
Location:Timecard > Exceptions


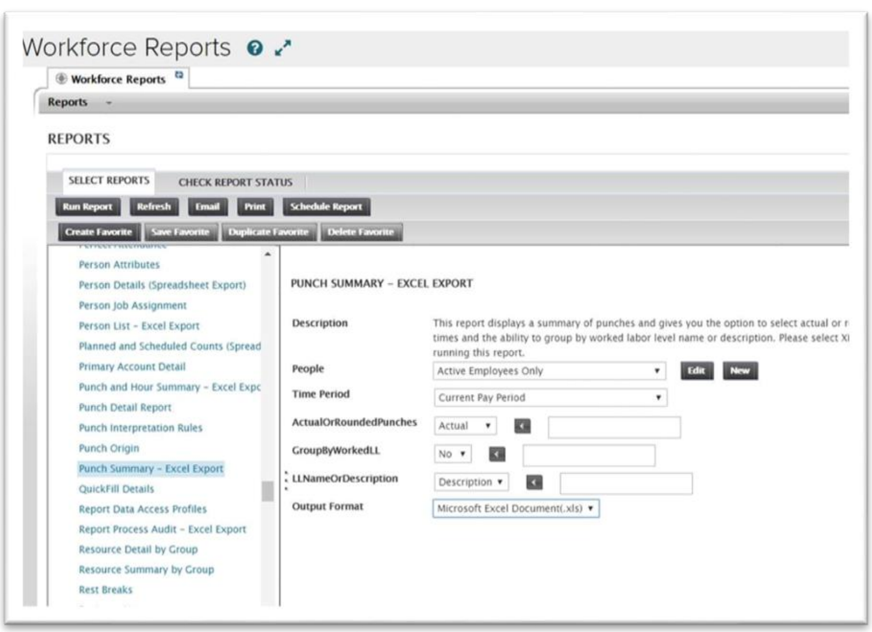
Report 2: Time Detail (Excel) Report
Description: Snapshot of your team's timecards and included pay codes, holidays, and more.
When to Generate: Wednesdays of the pay week
Location: Timecard > Time Detail (Excel)


</td></tr>
</table>

Report 3: Accrual Balances and Projections Report
Description: Used to view your team's PTO accruals and balances
When to Generate: As Needed
Location: Accruals> Accruals Balances and Projections



Report 4: Punch Summary Report
Description: Used to see where the employee's punch ins and outs are coming from (MyADP, Mobile App,etc.)
When to Generate: Every Monday Morning for the previous week
Location: All > Punch Origin

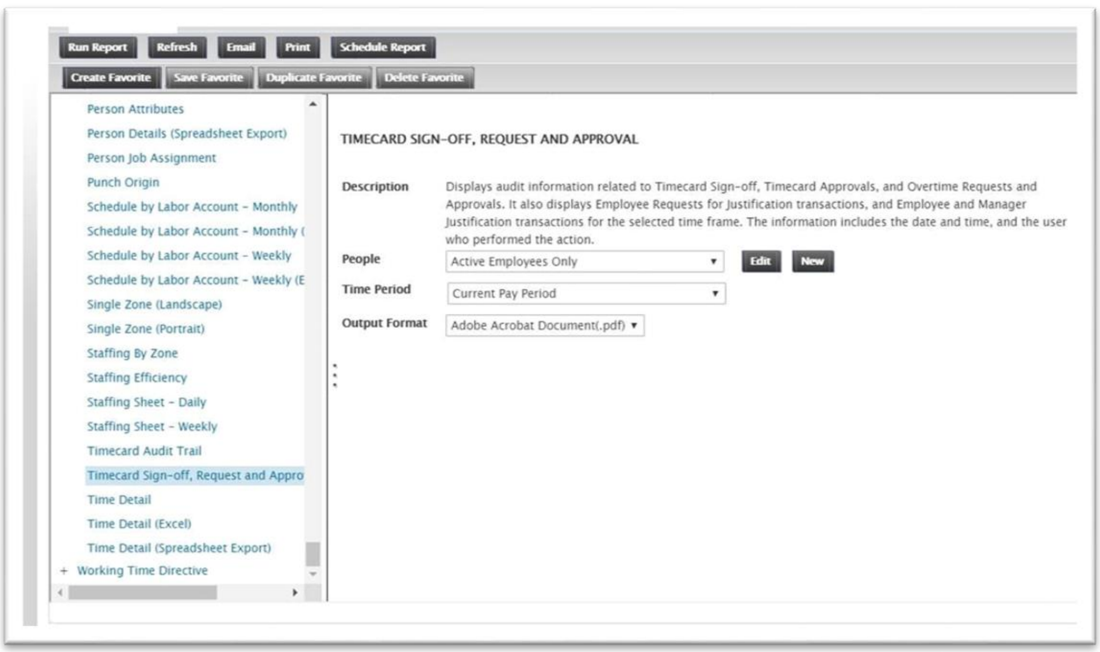


<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>10.</td><td>

<u>Additional Instructions:</u>
Once exported, use the filter function then look for the following info in columns O –V:

- Anything Blank will be for those punches that were completed on an Addus computer.
- Anything that says Mobile Location was done using a Cell Phone/tablet using the MyADP Mobile App.
- Anything that says Approved, Approved Mobile Location, Approved/Extenuating
- Circumstances were punches completed with the Mobile MyADP App BUT were approved by the manager in the time card already.

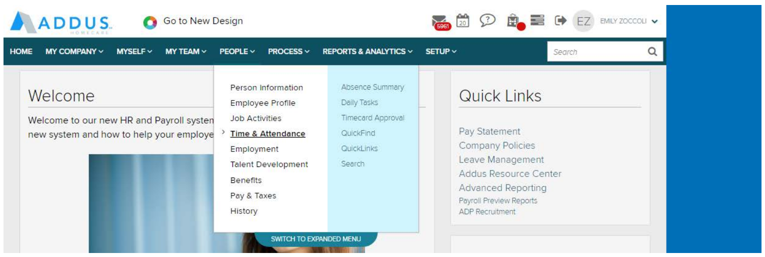
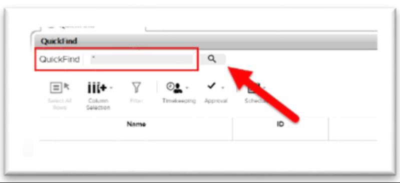
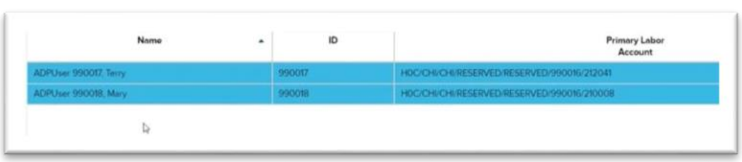
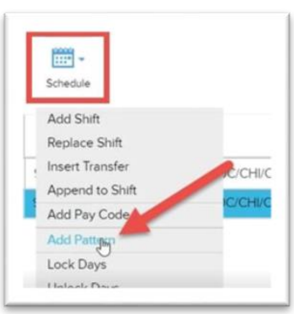
Report 5: Timecard Sign-off
Description: This report shows time card statuses; and when something was submitted or pulled, back or what is still pending.
When to Generate: Every Monday Morning for the previous week
Location: All >Punch Summary

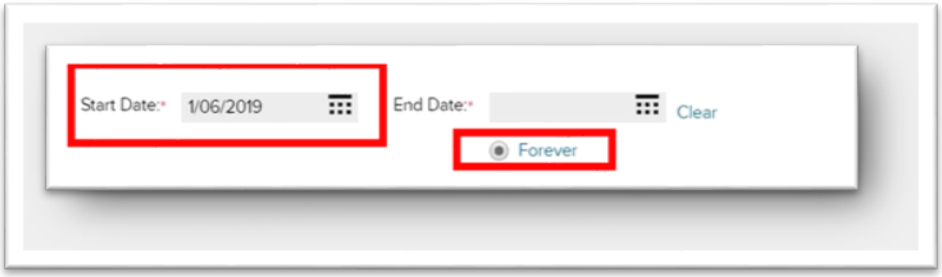
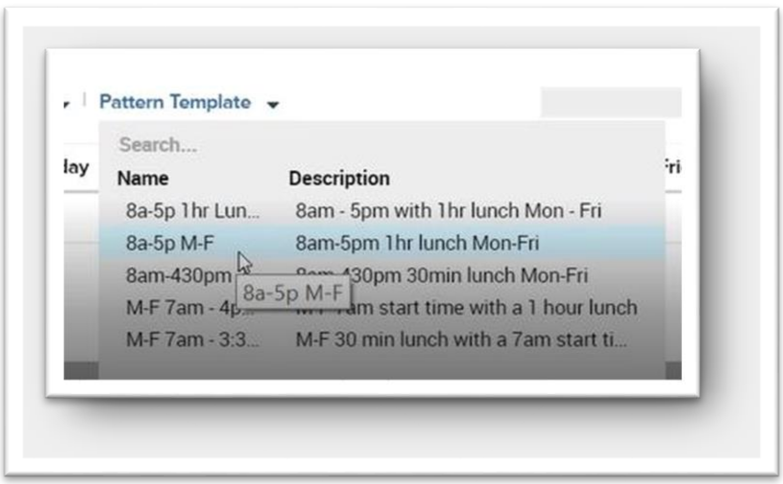
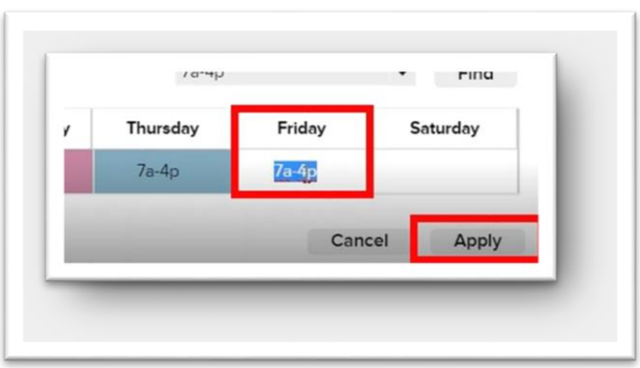


</td></tr>
</table>

MODIFYING MASTER SCHEDULES

Managers will also have the ability to modify master schedules for employees. This function can only be done through ADP Vantage. To modify an employee's set schedule, follow these steps:

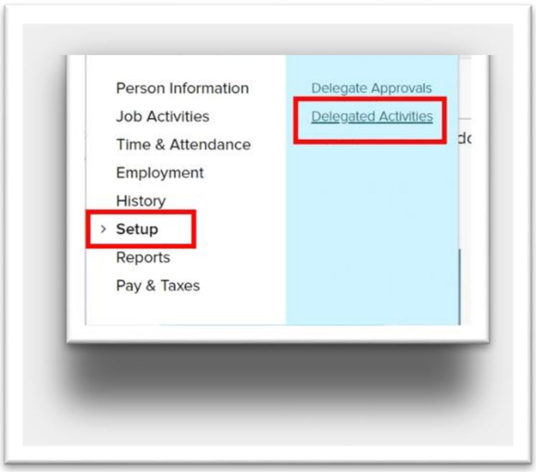
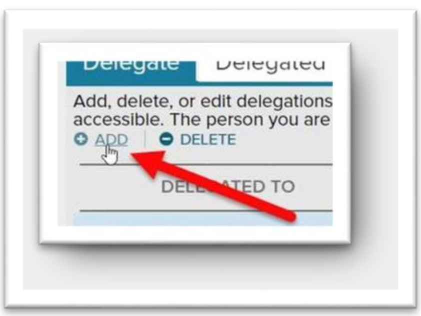
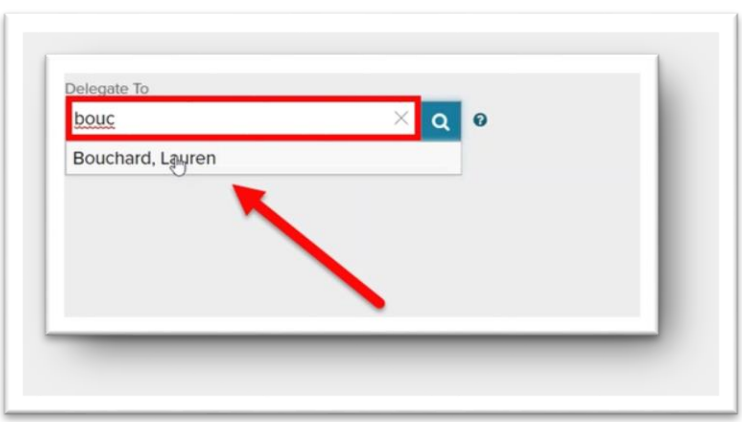
STEP	ACTION
1.	While in ADPVantage, click on **People** > **Time & Attendance** > **Quickfind** 
2.	Next, type an asterisk into the search field and click on the Search icon. 
3.	Select the employee for who you would like to change their master schedule. You can click on Select All Rows to highlight all of your employees if you want to change all of their schedules. 
4.	Click on **Schedule** > **Add Pattern** 

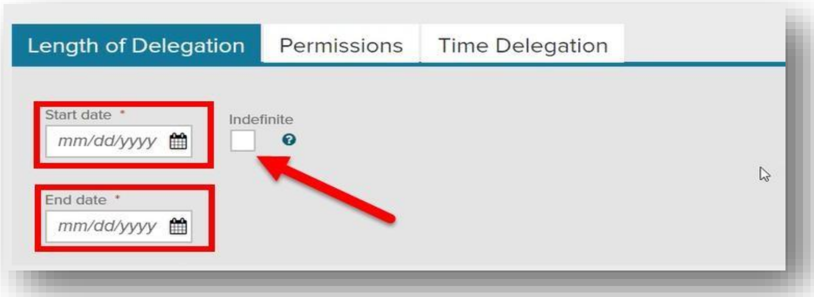
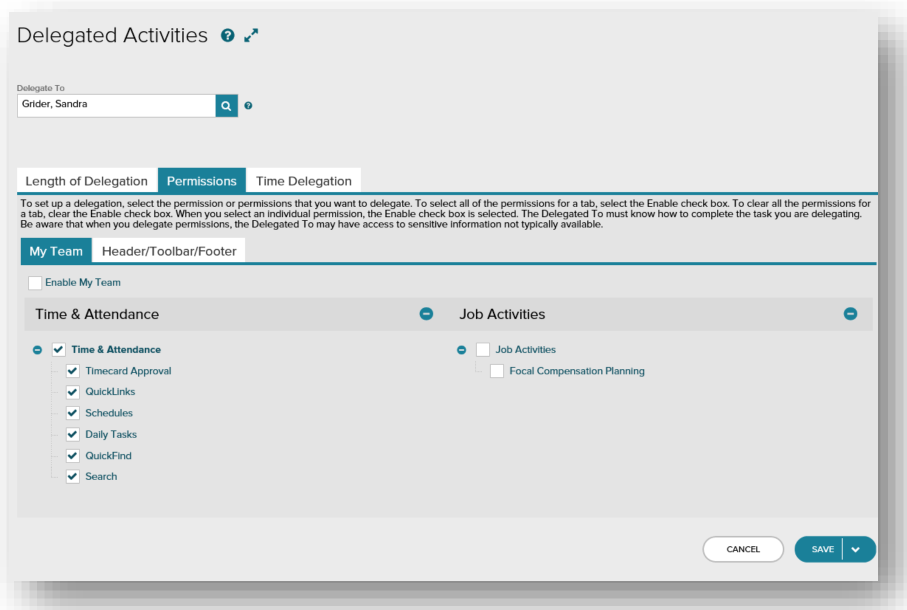
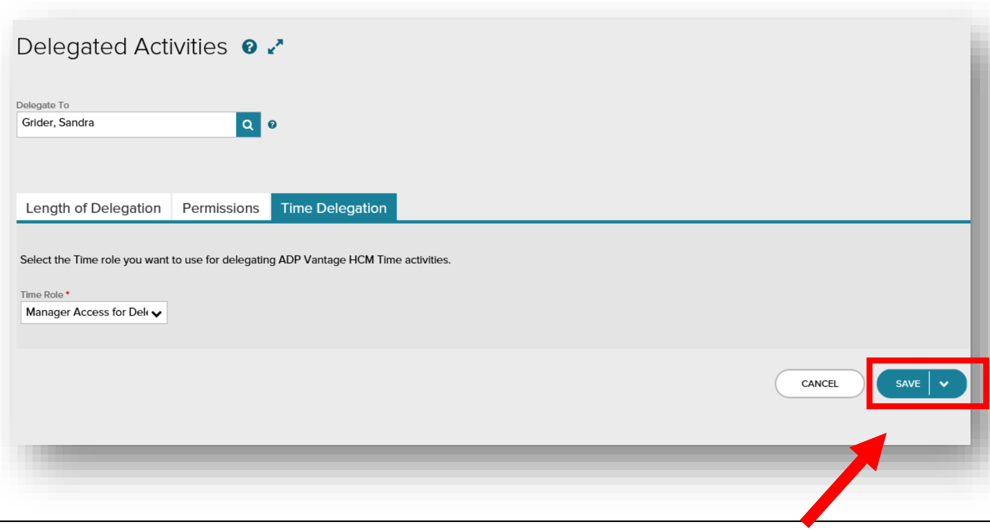
STEP	ACTION
5.	Select your **Start Date** for the Master Schedule and ensure **Forever** is selected for permanent schedule changes. 
6.	Next, Click on **Pattern Template** and select from the pre-made schedule pattern template. 
7.	Once the template populates, you can click on an individual date and manually adjust the schedule. Once all changes are complete, click **Apply**. 
8.	If you don't want the employee to have a schedule, follow steps 1-5, then select the **Override Other Patterns** Checkbox and Click **Apply.**

DELEGATING APPROVAL RIGHTS

In the event that managers will be out of the office, they will have the ability to select a delegate that will be able to provide approvals in their absence.

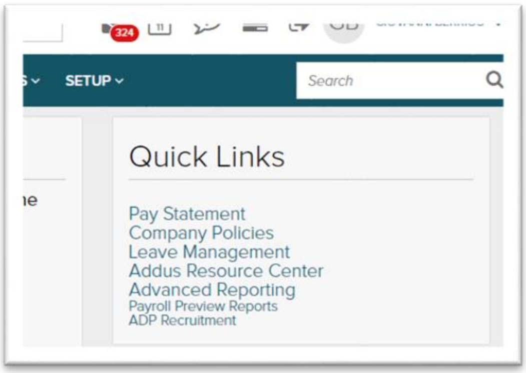
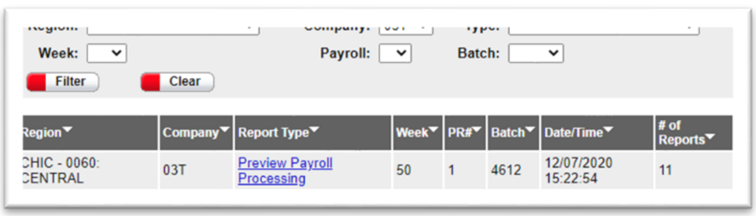
To delegate your approval rights to another manager, follow these steps:

STEP	ACTION
1.	From ADP Vantage, click on **People > Setup > Delegated Activities.** 
2.	Click **Add.** 
3.	Begin typing the delegate's name and results will appear. Click on the correct employee. 

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>4.</td><td>Select the Start Date and End Date (If applicable). You may also check the Indefinite box as well.

</td></tr>
<tr><td>5.</td><td>Select the Permissions tab, click Time & Attendance so all fields are checked.

</td></tr>
<tr><td>6.</td><td>Before you save, select the Time Delegation tab, and select the drop down under Time Role- Select Manager Access for Delegation. Select Save.

</td></tr>
</table>

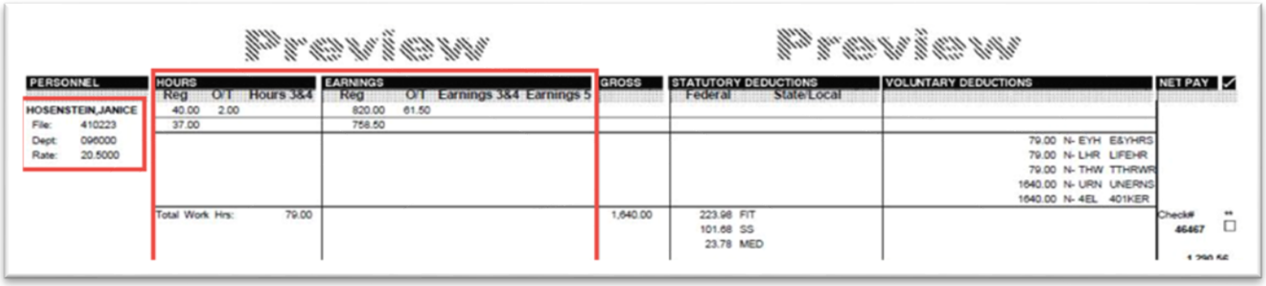
ADP PAYROLL REGISTER

Overview: Branches will receive an email from Payroll notifying the branch that the Preview Payroll Register is ready to be viewed. The branch will need to access, review, and approve this report. Once the reports have been approved, email your payroll specialist to confirm approval.

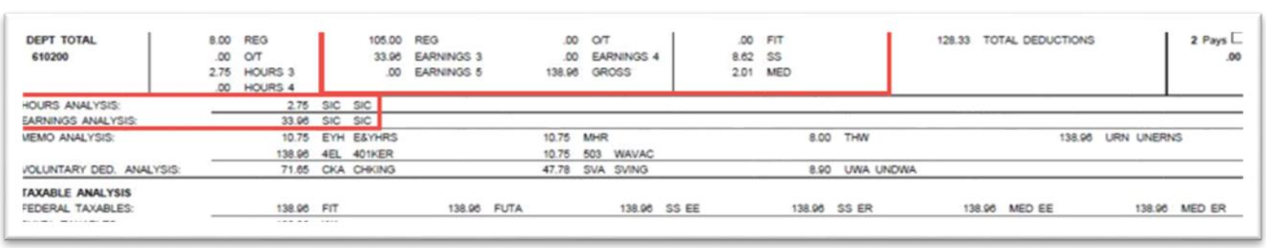
STEP	ACTION
1.	Login to ADP using the Admin Login Link
2.	Under Quick Links, select Payroll Preview Reports 
3.	Click the Preview Payroll Processing link for the batch number 
4.	In the quick view screen, click the PRV Payroll Register link 
5.	Save your payroll register for your review and records

ADP PAYROLL REGISTER-REVIEW

These quick tips will provide some key areas for review:



- Do employee pay rates look consistent with the established pay rate structures within your branch or within any CBA agreement for union employees?
    - Rate Code 1 = Base Rate
    - Rate Code 2 = Hourly equivalent of a salary employee.
    - Rate Code 3 = Minimum Wage
    - Rate Code 4 = Private Pay, where it is not equal to base rate.
    - Rate Code 5 = Mileage Rate
    - Rate Code 6 = Employee’s second rate, as needed
    - Rate Code 7 = Employee’s third rate, as needed
    - Rate Code 8 = Employee’s fourth rate, as needed
    - Rate Code 9 = Employee’s fifth rate, as needed
- Does anything look ‘off’ to you in any way for any special pay scenarios for your employees?
- Are any special pay elements such as bonuses, incentive pay, and stipends represented?



- Does the overall gross payroll amount look consistent with your expectations for budgeted payroll expenses?
- Do the total miles, training, and travel earnings look correct?
- Do overtime hours and expenses appear to be in line with expectations for the branch?

SIGNIFICANCE VARIENCE REPORT

The Significant Variance Report (SVR) is a SOX key Control that must be reviewed with each payroll. This report will take information from the last four pay cycles, and provide an average under the following categories:

- Total Gross Pay
- Total Hours worked
- Count
- Overtime
- Travel
- Mileage

Note: At a minimum, any variance in red on the Total Gross Pay, Total Hours Worked, and the Count must be reviewed and explained by a branch PM.

Note: Variances in red on Overtime, Travel, and Mileage earnings also need to be reviewed by the branch for operational purposes but are not required for the SOX control.

Significant Variance Report

1

Payroll Totals - Prior Pay Dates								
Pay Group	Location	Pay Date	Count	Total Hours Worked	Gross	Overtime	Travel	Mileage
1NA	3260	8/5/2020	452.00	21111.19	$291,507.84	$15,523.34	$2,997.50	$5,217.20
1NA	3260	7/22/2020	450.00	21754.94	$302,010.65	$8,795.53	$3,106.78	$5,930.20
1NA	3260	7/8/2020	447.00	19807.60	$275,580.82	$10,516.34	$2,884.22	$4,977.56
1NA	3260	6/30/2020	1.00	-31.38	-$436.18			
1NA	3260	6/24/2020	451.00	19776.57	$275,295.51	$10,876.37	$2,575.23	$5,257.69

2 3 4 5

Current Batch Data					Date: 8/19/2020
	Current Batch	Average	Variance ($/Amount)	Variance (%)	Explanation
Count	451.00	450.25	0.75	0.17%	
Total Hours Worked	22208.09	20604.73	1603.36	7.78%	
Gross	$304,621.48	#########	$18,631.82	6.51%	
Overtime	$14,612.79	$11,427.90	$3,184.90	27.87%	
Travel	$2,960.90	$2,890.93	$69.97	2.42%	
Mileage	$5,316.82	$5,345.66	-$28.84	-0.54%	

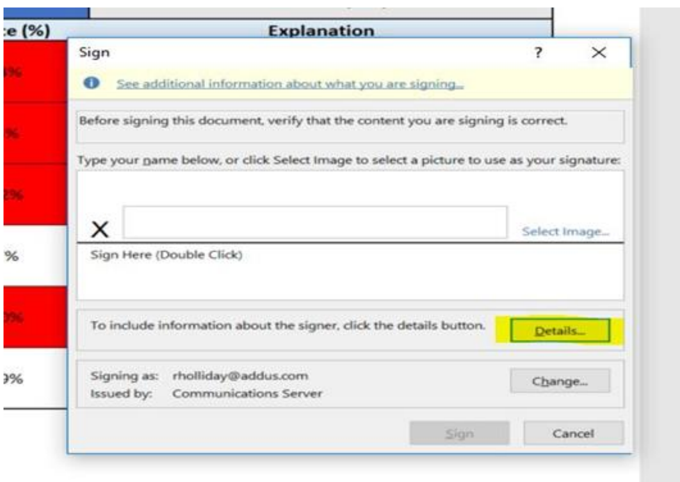
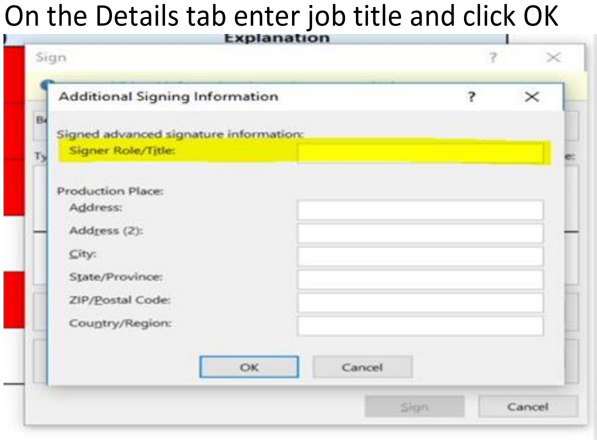
6 **Signature** X
Sign Here (Double Click)

1. **Prior Pay Periods:** Amounts from the six *prior* pay dates and the averages across those pay periods that are used for the comparison on the SVR. These amounts come from the ADP Payroll Register from the *prior* pay periods.
2. **Current Batch:** Amounts from the ADP Preview Payroll Register for the *current* pay date
3. **Average:** These are the averages from the last six pay dates; this will match the averages in section 1 of the SVR.
4. **Variance Amount/Percentages:** Variances on the *amounts* and *percentages* between the current pay date and the average from the last six pay dates.
5. **Explanation:** **This is a SOX requirement** for all variances on amounts **or** percentages highlighted in **red** for Count, Total Hours worked, and Gross.
6. **Signature Approval**: the PM must complete the sign-off on the SVR with a digital signature. If no PM has been hired in a branch, the RVP must supply the approvals and explanations.

CREATING YOUR DIGITAL SIGNATURE

In order to be compliant per SOX requirements, a digital signature is required for all SVR submissions to the payroll department.

Please review the steps below in order to create your digital signature in Excel:

STEP	ACTION
1.	In order to digitally sign the SVR, the document must be saved first on a local computer. You cannot e-sign a document that is Read Only. Please save the SVR to your local computer drive. Explain all variances in red.
2.	Double click on Signature box. 
3.	Enter name then click on Details 
4.	On the Details tab enter job title and click OK 
5.	Click on Sign
6.	Save SVR in Excel and send back to Payroll Specialist

TIMING OF THE SVR

The SVR report will created by the Payroll Specialist and sent to the branch AD/OM by the end of business day on the day that payroll is accepted in ADP. For example:

- **Friday Pay Date:** SVR is due to branch by 5pm CT on Wednesdays. Completed SVR due to Payroll from the branch by 5pm CT on Thursdays.
- **Thursday Pay Date:** SVR is due to branch by 5pm CT on Tuesdays. Completed SVR due to Payroll from the branch by 5pm CT on Wednesdays.
- **Wednesday Pay Date:** SVR is due to branch by 5pm CT on Mondays. Completed SVR due to Payroll from the branch by 5pm CT on Tuesdays.

The SVR report should be sent to the AD/OM (CC Payroll Supervisor) using the email template below:

To: AD or OM

CC: Payroll Supervisor

Subject: SVR – Branch #X - Pay Date MM/DD/YYYY

Hello,

Attached you will find your SVR for the MM/DD/YYYY pay date. This is a key control for SOX so it is important to review and provide explanations for all items in red and return to me no later than 5pm CT on MM/DD. The SVR must also be electronically signed and the instructions for completing the electronic signature are at the bottom of this message.

Thank you

SVR ESCALATION PROCEDURES – STEP 1

If the completed SVR is not received on time, the explanations for variances in red are not explained, or the explanations do not make sense, the escalation procedures below will be initiated:

- **Friday Pay Date:** Completed SVR due from the branch to Payroll by 5pm CT on Thursdays. Escalate to RVP Fridays by Noon.
- **Thursday Pay Date:** Completed SVR due from the branch to Payroll by 5pm CT on Wednesdays. Escalate to RVP Thursdays by Noon.
- **Wednesday Pay Date:** Completed SVR due from the branch to Payroll by 5pm CT on Tuesdays. Escalate to RVP Wednesdays by Noon.

The original SVR email will be forwarded as part of the escalation email along w/ the SVR attachment. The email template is below:

To: AD or OM

CC: Payroll Supervisor, Payroll Manager, and RVP

Subject: Missing/Incorrect SVR – Branch #X - Pay Date MM/DD/YYYY

Hello,

You are receiving this email because your SVR attached is not in compliance for payroll. The items highlighted below need to be addressed and completed immediately.

- No SVR received for Pay Date MM/DD/YYYY
- No explanation on variances item in **RED**
- Missing/Incorrect Electronic Signature

Please correct these items on your SVR and submit to me by the end of the day. Let me know if you have any questions.

Thank you

SVR ESCALATION PROCEDURES – STEP 2

Still if no response, Payroll will complete a second escalation. The final escalation procedures are below:

- **Friday Pay Date:** Completed SVR due from the branch to Payroll by 5pm CT on Thursdays. Escalate to RVP Fridays by Noon. Escalate to Brad Bickham/COO on Monday by Noon.
- **Thursday Pay Date:** Completed SVR due from the branch to Payroll by 5pm CT on Wednesdays. Escalate to RVP Thursdays by Noon. Escalate to Brad Bickham/COO on Friday by Noon.
- **Wednesday Pay Date**: Completed SVR due from the branch to Payroll by 5pm CT on Tuesdays. Escalate to RVP Wednesdays by Noon. Escalate to Brad Bickham/COO on Thursday by Noon.

The original SVR email and the first escalated email will be forwarded as part of the final escalation email along w/ the SVR attachment. The email template is below:

To: AD or OM

CC: Payroll Supervisor, Payroll Manager, RVP, Lauren Bouchard, Brad Bickham

Subject: Missing/Incorrect SVR – Branch #X - Pay Date MM/DD/YYYY – Second Notice

Hello,

This is the second notice that your SVR is not in compliance for payroll. ACTION is needed on the highlighted items immediately.

You are receiving this email because your SVR attached is not in compliance for payroll. The items highlighted below need to be addressed and completed immediately.

- No SVR received for Pay Date MM/DD/YYYY
- No explanation on variances item in RED
- Missing/Incorrect Electronic Signature

Please correct these items on your SVR and submit to me by the end of the day. Let me know if you have any questions.

Thank you

POST PAYROLL REPORTS

Overview: After every pay period, the following reports will be sent to the Agency Director/Branch Manager as a reference tool for the branch:

Unused Deduction Report: This report checks for anyone who did not have their full deductions withheld, current pre-notes, terminations, leave of absence, and union dues.

PTO Balance Report: The report supplies the current PTO balances for any eligible employee who accrue PTO UPS Tracking #: Tracking numbers for your payroll package.

Note: A UPS tracking number will be provided only if your branch has opted to receive the checks instead of direct mail to the employee's home via USPS

MANUAL PAY PROCESS

Overview: A manual pay is run when an employees is in need of supplemental wages that have not been applied to their standard pay date. Manual pays can only be requested by the branch and in order to process accurately and efficiently, please follow the process below:

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>1.</td><td>Fill out the Manual Pay spreadsheet including all necessary information
• Name
• Location
• Reason Code, selected from the Reason Key at the top of the spreadsheet
• Pay Period End date
• Total Hours Due
• Any additional information

<table>
<tr><td>SUPPLEMENTAL REQUEST</td><td></td><td></td><td>REASONS FOR SUPPLEMENTAL</td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td>1. Late timesheets - Branch</td><td></td><td>4. Incorrect Deductions</td></tr>
<tr><td></td><td></td><td></td><td>2. Late timesheets - Employee</td><td></td><td>5. Incorrect Pay rate</td></tr>
<tr><td></td><td></td><td></td><td>3. Stop payment</td><td></td><td>6. Timesheets entered, but not imported into ADP</td></tr>
<tr><td>NAME</td><td>Location</td><td>REASON FOR SUPPLEMENTAL - Select an option from above</td><td>Pay Period End Date</td><td>Total Hours Due</td><td>Additional Information</td></tr>
</table>
Once the manual pay sheet has been filled out, you can submit it to your payroll specialist with any supporting documentation needed (Outlined below)</td></tr>
<tr><td>2.</td><td><u>Centralized Locations Only:</u>
Due to Sox Compliance, the payroll department cannot process time without proper supporting documentation in addition to the Manual Pay spreadsheet for Centralized Payrolls. The following items are expected to accurately process a Manual Pay:
• Timesheet/ Exception Sheet
• Mileage and Travel timesheets
• Service Detail Adjustments</td></tr>
</table>

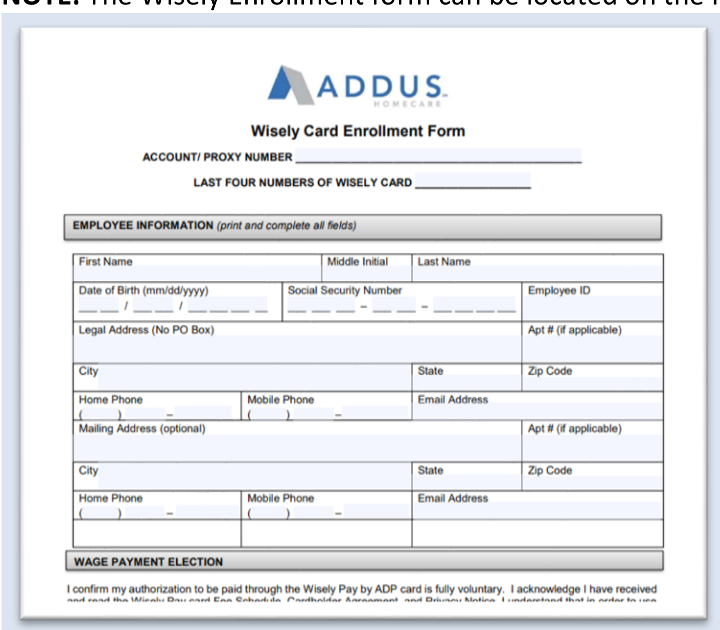
<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>3.</td><td><u>Non Centralized Locations Only:</u>
For all Non-Centralized locations utilizing Horizon, please ensure that all data for the Manual Pay has been added into Horizon. Once completed, notify your payroll specialist that the payroll is ready to process and submit your Manual Pay Spreadsheet.

For all Non-Horizon locations that do not have a supplemental extract function, please submit the Manual Pay Spreadsheet, and supporting documentation from your timekeeping system for confirmation of the services entry for Pay and billing.</td></tr>
<tr><td>4.</td><td>All Manual Pays are loaded onto instant issue Wisely card, this is the only method in which an employee can receive an off cycle check. The following information is required to submit the Wisely Pay card form to your Payroll specialist:

Account/Proxy Number
Last Four Numbers of Wisely Card
First and Last Name
Date of Birth
Full Social Security Number
Full Legal Address (No PO BOX)
Mailing Address (If PO BOX is preferred for Mailing)
Employee Signature and Date
Branch Information Located at the bottom of the form

Branch name and Number
Form Completed By and telephone number
Confirm if enrollment will apply only to Manual Pays

NOTE: If nothing is selected for the type of enrollment, payroll will only apply for Manual Pays and not set up a direct deposit for this card

NOTE: The Wisely Enrollment form can be located on the Payroll Arc page.

Wisely Card Enrollment Form
ACCOUNT/ PROXY NUMBER ________________
LAST FOUR NUMBERS OF WISELY CARD ________
EMPLOYEE INFORMATION (print and complete all fields)
First Name | Middle Initial | Last Name
Date of Birth (mm/dd/yyyy) __ __ / __ __ / __ __ __ __ | Social Security Number __ __ __ - __ __ - __ __ __ __ | Employee ID
Legal Address (No PO Box) | Apt # (if applicable)
City | State | Zip Code
Home Phone ( ) - | Mobile Phone ( ) - | Email Address
Mailing Address (optional) | Apt # (if applicable)
City | State | Zip Code
Home Phone ( ) - | Mobile Phone ( ) - | Email Address
WAGE PAYMENT ELECTION
I confirm my authorization to be paid through the Wisely Pay by ADP card is fully voluntary. I acknowledge I have received
</td></tr>
</table>