Introduction

Welcome to ADP Workforce Now Employee Self Service. Through Employee Self Service, you can do the following:

- Read about your organization's news.
- Access resources such as forms, calculators, and company policies.
- View or update your personal and work-related information.

How to Use this Guide

This guide will help you get started using Employee Self Service. It describes the Myself menu options that you may see and the submenu options (activities) that you may be able to select to display your information. This guide also describes the actions that you may be able to perform.

Important Note

Depending on the features that your organization uses, you may not see all of the menu or submenu options that are included in this guide. In addition, depending on how your site is configured, the information that you see and the actions that you can perform may be different.

Menu Options and Activities

The following tables list the activities for each menu option and describe the actions that you can perform for each one. The specific section on the activity page is also included, if applicable.

Your Personal Information

MYSELF

> Personal Information   Personal Profile
Employment   Dependents & Beneficiaries
Pay   Talent Profile
Time & Attendance
Time Off
Talent
Benefits

Activity	Section	Actions You Can Perform
Personal Profile	**Name**	• View or update your name. • Add a photo.

	Demographics	• View or update information, such as the following:
		  – Birth date – Gender
		  – Marital status – EEO ethnicity
		• Access the EEO Is the Law poster.

	Disability	• Identify yourself as disabled, if applicable. • Access Invitation to Self-Identify as an Individual with a Disability. **Note:** This section is available only if your organization is a federal contractor.
	Addresses	• View or update your home and work addresses. • Designate your legal address (used for Form W-2).

	Protected Veteran	• Identify yourself as a protected veteran, if applicable. • Access the following:
		                                                                  – Why Are We Asking?
		                                                                  – What Is a Protected Veteran?

	Tax ID	View your Social Security number (or other applicable tax identifier).
	Emergency Contacts	• Add or update your emergency-contact information. • Add or update your doctor information.
	Custom	• View or update custom information. **Note:** Your organization may not set up custom fields in ADP Workforce Now.
Dependents & Beneficiaries		Add, delete, and update your dependent and beneficiary information.
Talent Profile		View or update the following information: • Licenses and certifications • Education • Training • Skills • Awards • Memberships • Previous employers • Languages

---

Important Information

The specific information that you can update may vary based on how your organization configured your site.

Your Employment Information

MYSELF

Personal Information   Employment Profile

›Employment   Time Position Info

Pay   My Documents

Time & Attendance   Company Property

Time Off

Talent

Benefits

Activity	Section	Actions You Can Perform
Employment Profile	**Corporate Groups**	View the following information: • Business unit • Department • Location • Union (if applicable)
	Status	View the following information: • Hire/rehire date • Leave return date (if applicable)
	Employment	View the following information: • Employee type (full-time, part-time, and so on) • Retirement dates • Associate ID • Service dates
	Regular Pay	View the following information: • Pay rate • Access financial tools, such as: • Annual salary – Gross Pay Calculator • Paycheck calculators – 401(k)/403(b) Planners • Standard hours – W-4 Assistant **Note:** You can also access these financial tools from Myself > Pay.
	Work Schedule	View the following information: • Assigned shift • Accrual date • Schedule hours
	Custom Fields	View custom information. **Note:** If your organization has not set up custom fields in ADP Workforce Now, this activity will not be available.
Time Position Info		View information related to Time & Attendance, such as your assigned supervisor, pay class, and timeclocks, if applicable.
My Documents		Upload and manage documents in ADP Workforce Now.
Company Property		View and update information about company property that was issued to you, if applicable.

Important Information

You can only view the information on these pages (except Custom Fields). If you notice an error in your information, notify your manager or human resources representative.

Your Payroll Information

MYSELF

Personal Information — Personal Accrued Time
Employment — Annual Statements
> Pay — Calculators
Time & Attendance — Direct Deposit
Time Off — Direct Deposits
Talent — Tax Withholdings
Benefits — Pay Statements

Activity	Actions You Can Perform
Personal Accrued Time	Check your accrued time-off balances as of the last payroll cycle. **Note:** This activity is available only if your organization uses the Time Off feature.
Annual Statements	View available W-2, W-2C, and1099 annual wage and tax statements. **Note:** Tax forms remain online for three years.
Calculators	Access various financial tools. (See the Employment Profile information for details.)
Direct Deposit	Set up and maintain accounts into which you want direct deposit.
Tax Withholdings	• View your federal, state, and local (if applicable) tax withholdings. • Change your federal tax withholdings. • Access tools to help you estimate important financial calculations. **Note:** If you find an error with your state or local tax withholdings, or you wish to make a change, notify your payroll or human resources representative.
Pay Statements	• Access your pay statements. • Download the ADP Mobile app.

Your Time & Attendance Information

MYSELF

Personal Information — My Time Entry
Employment — My Timecard
Pay — Schedule at a Glance
> Time & Attendance — Actual vs Scheduled
Time Off — Monthly Schedule
Talent — Annual Summary
Benefits — Holiday List
— Attendance

Activity	Actions You Can Perform
My Time Entry	Clock in and out.

My Timecard	• Review your timecard.
	• Based on your organization's setup, you may be able to do the following:
	  – Correct entries.
	  – Enter missing time.
	  – Approve your timecard.

Schedule at a Glance	View your schedule for the next seven calendar days.
Actual vs Scheduled	View your actual hours worked compared to your scheduled hours.
Monthly Schedule	View past, present, and future schedules of a month-long period.
Annual Summary	View a one-year summary of your time and attendance.
Holiday List	View your organization's list of observed holidays.
Attendance	View your attendance record for a specified period of time.

Important Information

- The Time & Attendance submenu is available only if your organization uses this feature.
- The information that you see and the actions that you can perform may vary based on how your organization defined the feature during implementation.
- For more information about Time & Attendance, see the following job aids: *Clocking, Time-Based, Clocking and Time-Based, Hours Based,* and *View Only.*

Note: If your organization uses ADP's Enhanced Time & Attendance, your time-and-attendance and time-off tasks will differ.

Your Time-Off Information

Activity	Actions You Can Perform
Request Time Off	Submit requests for time off.
Time Off Balances	View your time-off balances as of a specific date, including the following: • Carryover amount • Scheduled time • Earned and adjusted amount • Future earned time • Taken time
List of Requests	View the time-off requests that you have submitted.
Request Carryover	Submit requests to carry over accrued time.

Note: If your organization uses ADP's Enhanced Time & Attendance, your time-off tasks will differ.

Your Talent Information

Activity	Actions You Can Perform
Performance Reviews or **Performance Dashboard**	Review current and historical performance reviews.
Performance Goals	• View the goals that your manager creates for you. • Create your own goals. • Update your progress.
Compensation Notices	View notices that are sent to you about pay adjustments. **Note:** This activity is available only if your organization uses the Compensation feature.
Career Center	Search for, review, and apply for open positions within your organization. **Note:** This activity is available only if your organization uses the Recruitment feature.

Note: If your organization uses ADP's Performance Dashboard, your talent tasks will differ.

Your Benefits Information

MYSELF

Personal Information Enrollments

Employment Employee Discounts

Pay COBRA

Time & Attendance Spending Accounts

Time Off

Talent

› Benefits

Activity	Actions You Can Perform	
Enrollments	• View details of your current enrollments. • Change your beneficiary designations. • Change your enrollments (when eligible to do so). • Compare benefit plans.	• Access your benefits statement. • View the plans for which you waived enrollment. • Review your benefits compensation (used to calculate benefit amounts for certain plans for which you may be eligible and enrolled in).
Employee Discounts	Access LifeMart's website for employee discounts. **Note:** This activity is available only if your organization uses LifeMart.	
COBRA	Access ADP's COBRA website. **Note:** This activity is available only if your organization uses ADP's COBRA service.	
Spending Accounts	Access ADP's FlexDirect website. **Note:** This activity is available only if your organization uses ADP's Spending Account service.	

Important Information

• The Benefits submenu is only available if your organization uses the Benefits feature.
• The Benefits feature that your organization uses may or may not allow for self-enrollment in benefit plans.

Additional Resources

To help you get started using Employee Self Service, see the following resources:

• *Navigating in ADP Workforce Now for Managers, Supervisors, and Employees*

• *Employee Self Service Resource Guide*