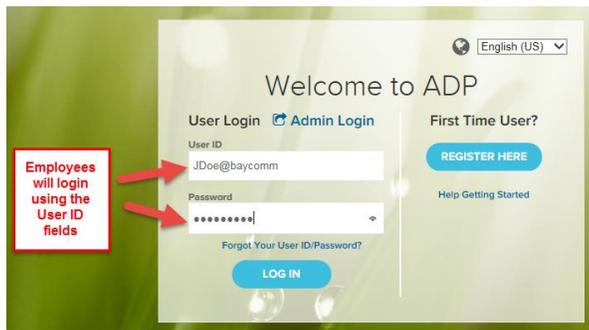


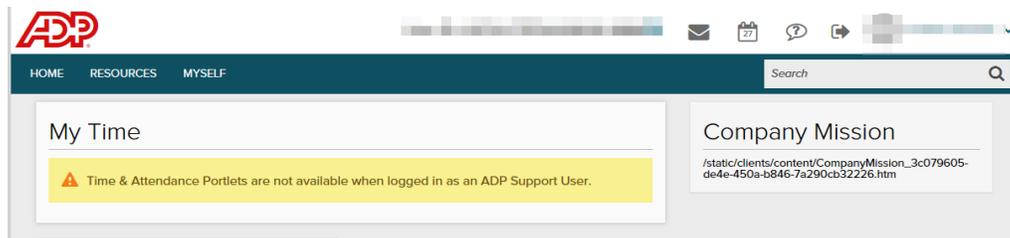
ADP WorkForce now Employee login and time punch guide

This quick-reference guide is intended to assist employees with login and time punch instructions

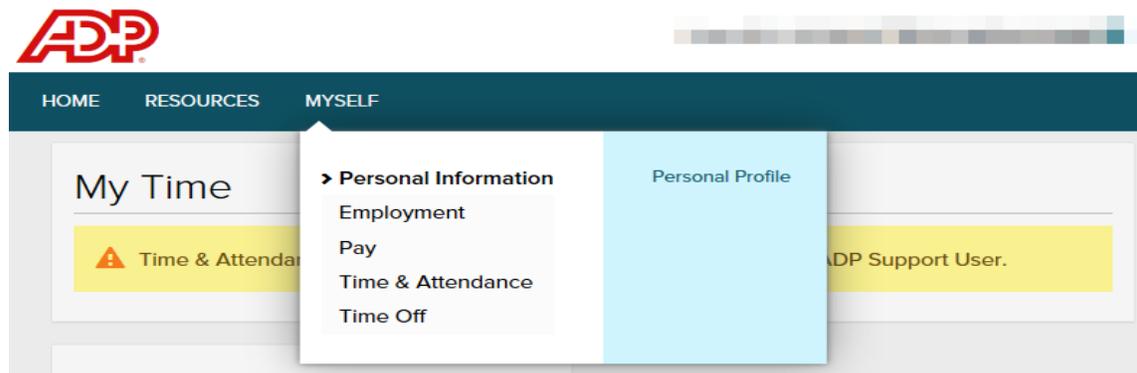
- Employees will launch web browser and go to the website www.workforcenow.adp.com and enter their credentials into the User ID fields.



- After logging in, you will be taken to your employee homepage.



-Clicking on the **“MYSELF”** will display all personal options and will be where all employee activity such as clocking in and out, viewing timecard, and requesting time off will be located. **“MYSELF”** will also show employee’s their Personal and Employment information.



-Employees will find all Time & Attendance related activity by clicking on "Time & Attendance"

The screenshot shows a navigation menu under the heading "MYSELF". The menu items are: Personal Information, Employment, Pay, Time & Attendance (highlighted with a right-pointing arrow), and Time Off. A sub-menu for "Time & Attendance" is open, listing: My Time Entry (highlighted with a right-pointing arrow), My Timecard, Schedule at a Glance, Actual vs Scheduled, Monthly Schedule, Holiday List, and Attendance. A blue-bordered callout box on the right contains the following text:

"Time & Attendance" is the tab where employees will be able to clock in and out, view Timecards, Schedule, and Time Off.

Click "My Time Entry" to for all daily Clock-in's and Clock-out's.

Click "My Timecard" to view timecards for current and past weeks.

****Additional options such as "Time Off Requests will be available within "My Timecard"**

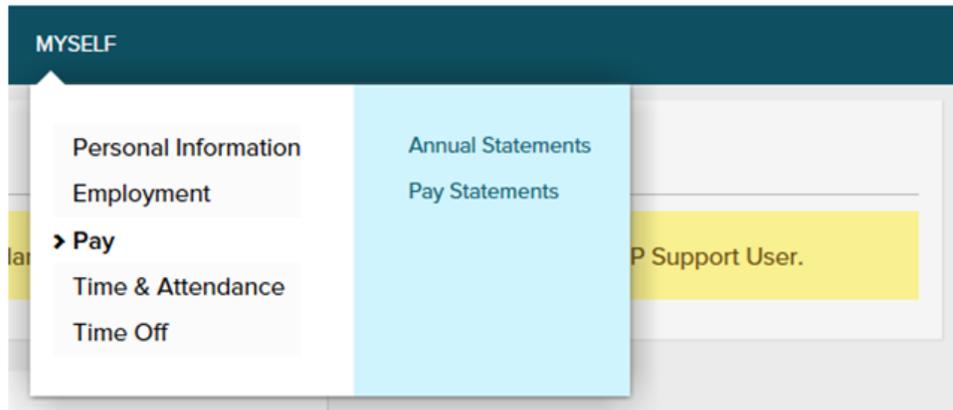
-Clicking on "My Time Entry" will present the "Clock In/Out" screen.

The screenshot shows the "My Time Entry" interface. At the top left is the ADP logo. The navigation bar includes "HOME", "RESOURCES", and "MYSELF". A search bar is on the right. The user's profile "AA" is shown with a right-pointing arrow. To the right, "Tax ID (SSN) XXX-XX-" and "Position ID" are displayed. Below this, "Home Department: 001 - All Employees" is shown. The main section is titled "Today's Activities" and "Thursday, August 13, 2015 04:43 PM". A green arrow points to the "CLOCK IN" button. Other buttons include "CLOCK OUT", "LUNCH OUT", "MY TIMECARD", "SUPPLEMENTAL PAY CODES", "LATE ARRIVAL", and "ABSENCE". A table below shows activity for the day:

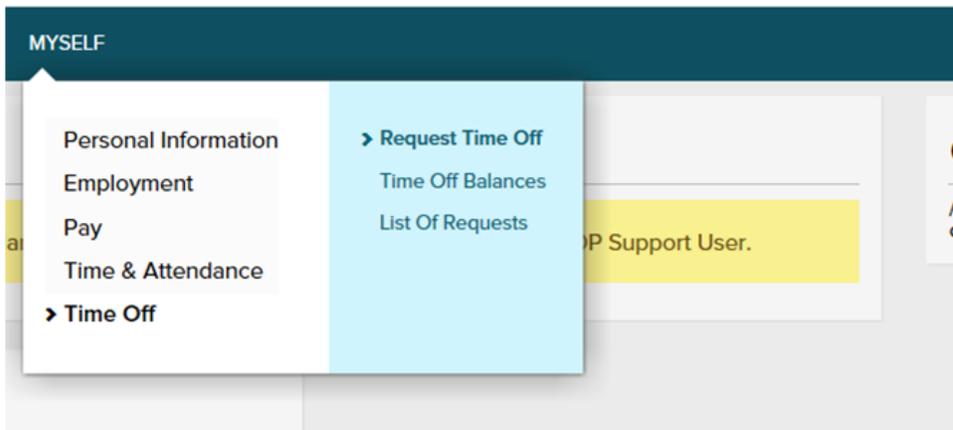
Clocked In	08/13/2015 08:46 AM
Lunch Out	08/13/2015 01:31 PM
Clocked In	08/13/2015 01:52 PM

The date "08/13/2015" is shown in the bottom right corner.

-To view pay statements, employees will click on “Myself” > “Pay” > and then “Pay Statements”



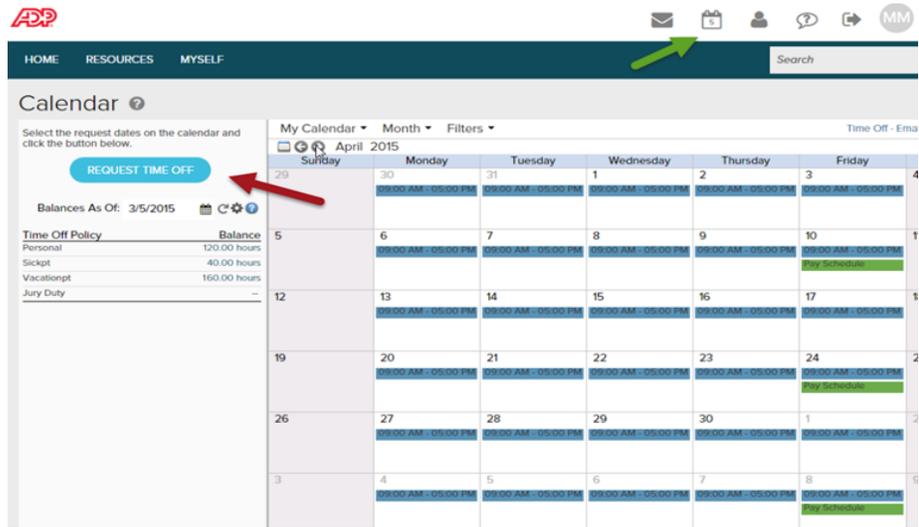
-“Time Off” will display all options related to Time Off. Employees will be able to request time off, view the time off balances, and view past requests.



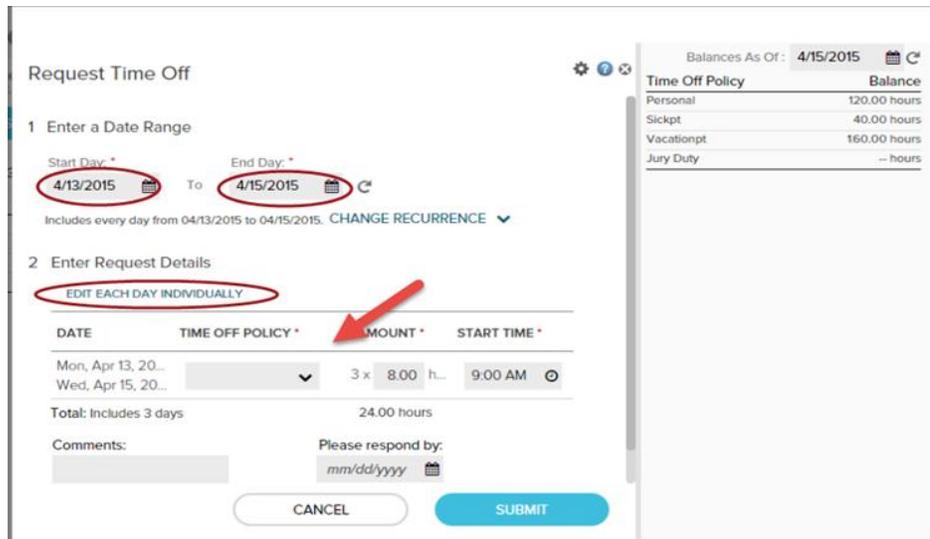
(Time off requests instructions continued on next page)

- Follow the below screen shots below for how to submit a time off request

1)



2)



3)

Request Time Off

Balances As Of: 4/15/2015

Time Off Policy Balance

Personal	120.00 hours
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	-- hours

Start Day: 4/13/2015 To End Day: 4/15/2015

Includes every day from 04/13/2015 to 04/15/2015. CHANGE RECURRENCE

2 Enter Request Details

COLLAPSE ROWS

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Mon, Apr 13, 2015	Vacationpt - Var	8.00 hours	9:00 AM
Tue, Apr 14, 2015	Vacationpt - Var	8.00 hours	9:00 AM
Wed, Apr 15, 2015	Vacationpt - Var	8.00 hours	9:00 AM

Total: Includes 3 days 24.00 hours

Comments: Please respond by:

4)

Request Time Off

Balances As Of: 4/15/2015

Time Off Policy Balance

Personal	120.00 hours
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	-- hours

Includes every day from 04/13/2015 to 04/15/2015. CHANGE RECURRENCE

2 Enter Request Details

COLLAPSE ROWS

DATE	TIME OFF POLICY *	AMOUNT *	START TIME *
Mon, Apr 13, 2015	Vacationpt - Var	8.00 hours	9:00 AM
Tue, Apr 14, 2015	Vacationpt - Var	8.00 hours	9:00 AM
Wed, Apr 15, 2015	Vacationpt - Var	4.00 hours	9:00 AM

Total: Includes 3 days 20.00 hours

Comments: I need to purchase tickets by 4/4.

Please respond by: 4/3/2015

4)

HOME RESOURCES MYSELF Search

Calendar

Select the request dates on the calendar and click the button below.

Balances As Of: 3/5/2015

Time Off Policy Balance

Personal	120.00 hours
Sickpt	40.00 hours
Vacationpt	160.00 hours
Jury Duty	--

My Calendar Month Filters

April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24

Your request is submitted successfully.