

WELCOME

to ADP Workforce Now
Employee Self-Service Training



Always Designing
for People®



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WHAT'S ON THE AGENDA TODAY?



➤ Please note, your current employee information has been provided to ADP and has been uploaded into our software. Please take time to review and confirm this information.

ADP makes it easy for you to view your personal information and perform certain tasks right from your computer or mobile device. We call this Self-Service.

Today, we'll discuss the following Self-Service topics:

- Registration
- Viewing/updating your personal information
- Accessing your pay information
- Time and Attendance Tasks
- Time-Off Tasks
- Benefits Tasks
- ADP Mobile App
- LifeMart

REGISTRATION



REGISTRATION: EMAIL



Hi Employee Advantage,

Welcome to ADP®, your company's HR and payroll provider.

To get started, please take a few minutes to sign up for ADP Self Service. Once you're registered, you can view pay and tax statements, manage direct deposit, request time off, submit timesheets (if applicable), update beneficiaries and get company updates.

Sign up now



If you're unable to sign up, click the link: [Self Service Registration \(adp.com\)](https://adp.com)

Want on-the-go access to all your HR needs and more? Scan to install the ADP mobile app and stay connected wherever you are.



Using the Registration code sign-up option? Here's your code:

If you have any questions, please reach out to your employer.

We're glad to have you here.

ADP®



REGISTRATION: VERIFY IDENTITY

English (US) ▾

Identity Info

Contact Info

Create Account

Let's Get Started

First, we'll need some information to create your account with

First Name * 

Employee

Last Name * 

Advantage

And one of these*

☐

Last 4 Digits of SSN, EIN, or ITIN

☐

Associate ID

☐

Birth Month and Day



Continue

✕

Identity Info

Contact Info

Create Account

Help Us Protect Your Account

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email*

Personal ▾

Phone

Personal, Mobile ▾

US ▾ +1

 [Add backup contact information](#)



Continue

REGISTRATION: CREDENTIALS

Identity Info

Contact Info

Create Account

One more step, Employee

Let's set up the login information for your account with

Create UserID * 

EmployeeAdvantage 

Create Password *

..... 

Strong (Add a special character to strengthen)

Confirm Password *

..... 

Accept Terms and Conditions

☒ I have read and agree to the [Employee Access Terms and Conditions](#).



✓ Create your account

Identity Info

Contact Info

Create Account

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

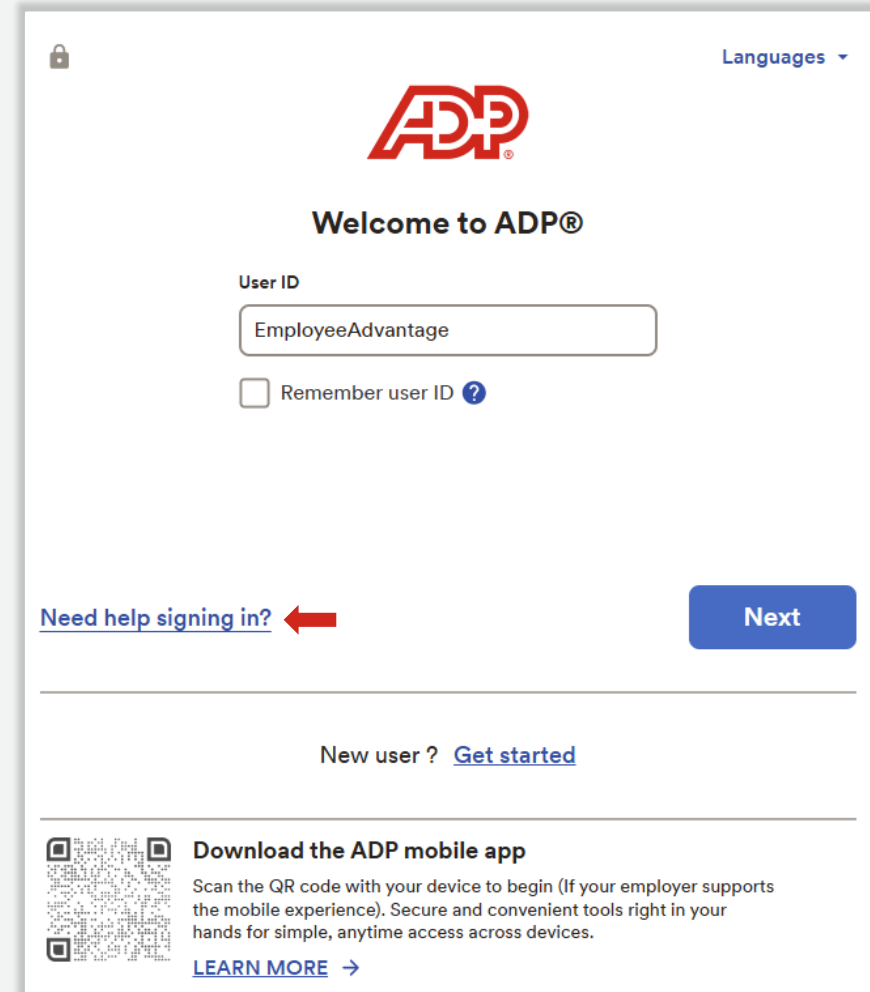
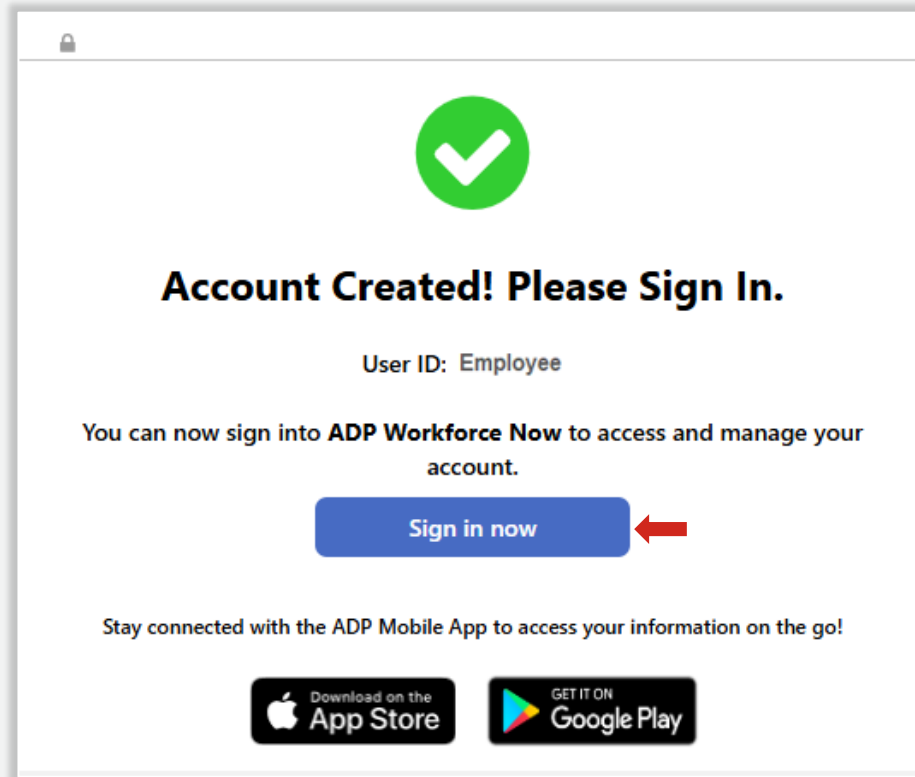
Question 2*

Question 3*



✓ Continue

REGISTRATION: LOGIN <https://workforcenow.cloud.adp.com>



EMPLOYEE HOME PAGE VIEW

ADP



Things to Do

Calendar

ADP Assist™



Home

Resources ▾

Myself ▾

Good afternoon, Employee

 My Pay

 My Time Off

 My Benefits

 My Time

 My profile

My Tasks

My Time



Clock In

4:02 PM

>

↓

SHOW MORE ACTIONS

Complete your Things to Do tasks

Tasks (2)

Start

My Perks

LifeMart

Employee Discounts - save on major brands and everyday essentials.

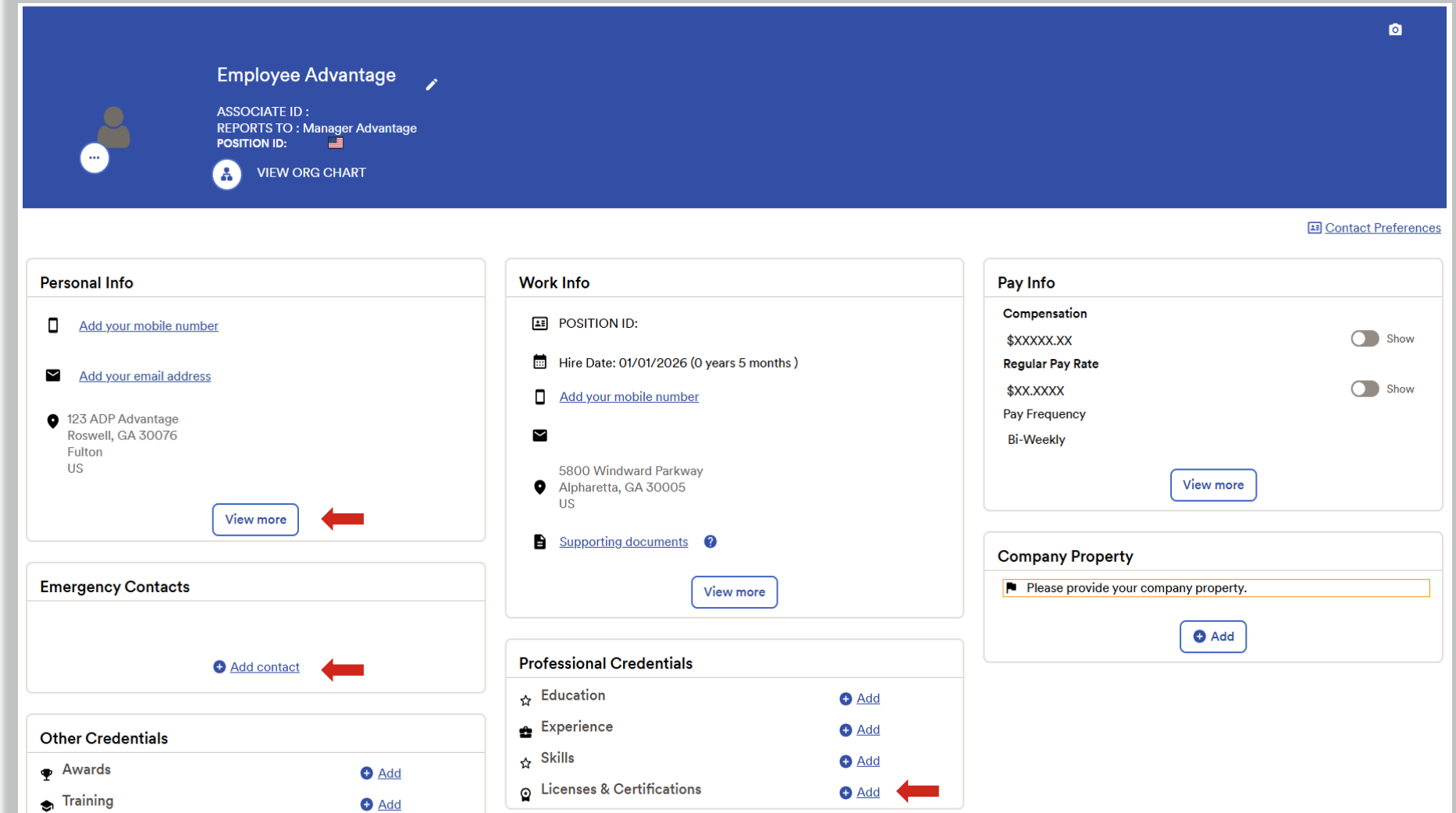
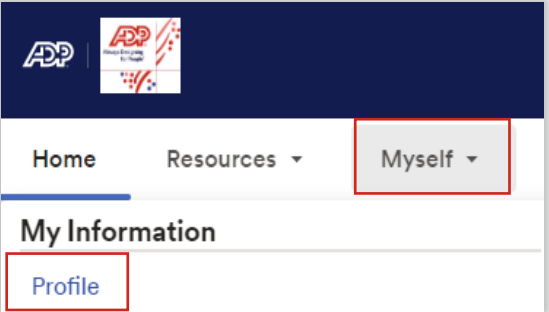
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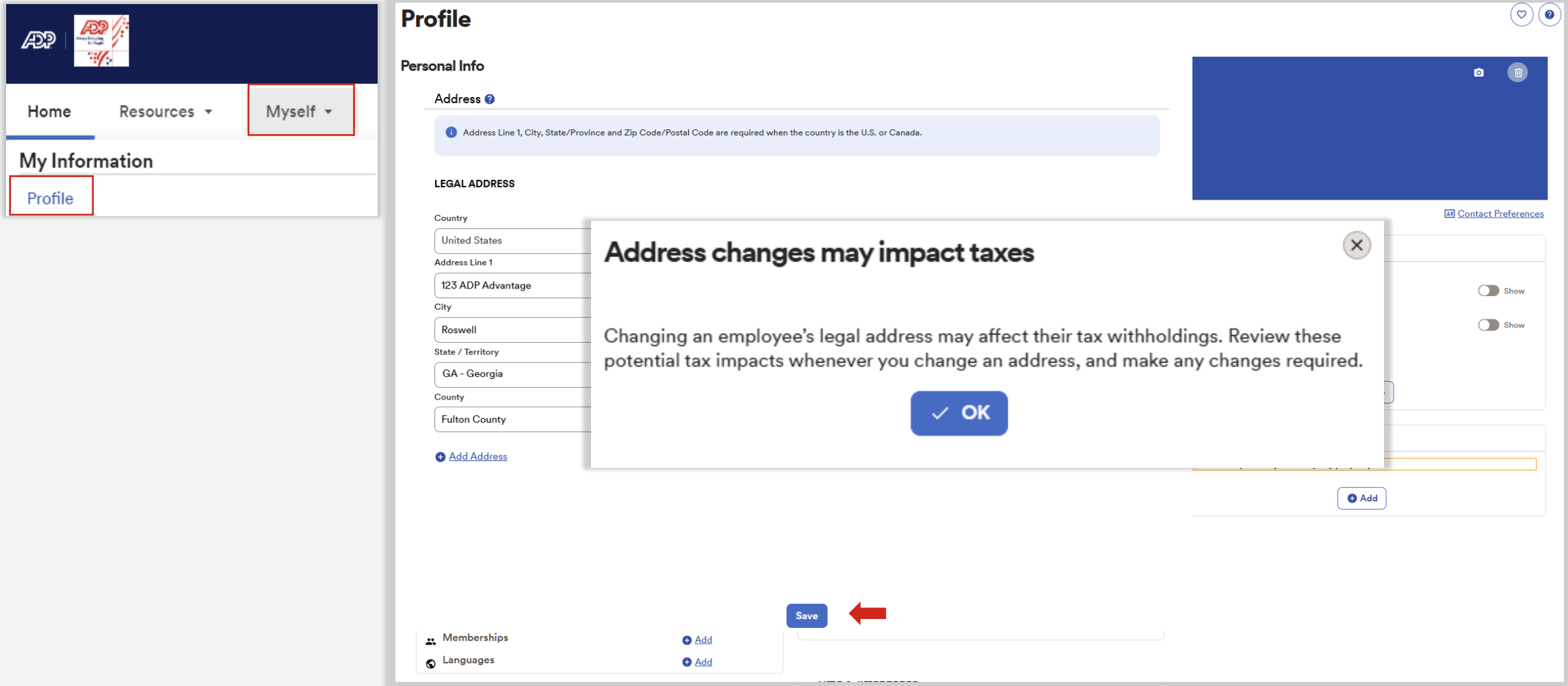
MY INFORMATION



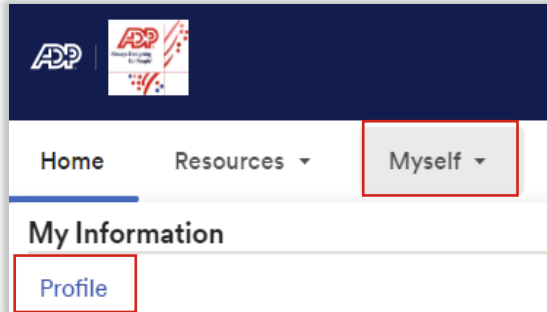
ACCESSING MY INFORMATION: PROFILE



ACCESSING MY INFORMATION: PROFILE- CHANGING ADDRESS



ACCESSING MY INFORMATION: PROFILE- ADDITIONAL INFORMATION



Personal Info

▼ Bio(Gender, Race, Ethnicity)

Demographics ?

Ethnicity [EEO "Workplace Discrimination is Illegal" poster](#)
[Why do we collect this information?](#)

Race

+ [Add Tobacco User](#)

+ [ADD MEDICARE](#)

+ [ADD MEDICAID](#)

+ [Education Level](#)

+ [CORRESPONDENCE LANGUAGE](#)

Social Security Number [Show](#)

Birth Date [Show](#)
01/22/XXXX Age XX Years XX Months

Gender/Sex ?

▶ Status Information(Disability, Protected Veteran, Marital Status)

▶ Additional Information

Save ←

Pay Info

Compensation [Show](#)

\$X.XX

Regular Pay Rate [Show](#)

\$X.XX

Pay Frequency
Biweekly

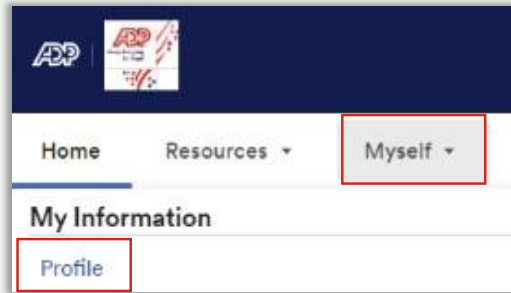
[View more](#)

Company Property

Please provide your company property.

+ Add

ACCESSING MY INFORMATION: PROFILE - ADDING LICENSES & CERTIFICATIONS



Add License & Certification

License/Certification *	License/Certification ID
DRV-LIC - Driver's License x v	1234567890
Category	Issued By
L - License x v	State
Effective Date	Expiration Date
MM/DD/YYYY	02/02/2031
Company Paid Amount	Currency
Renewal Requirement	
Comments	

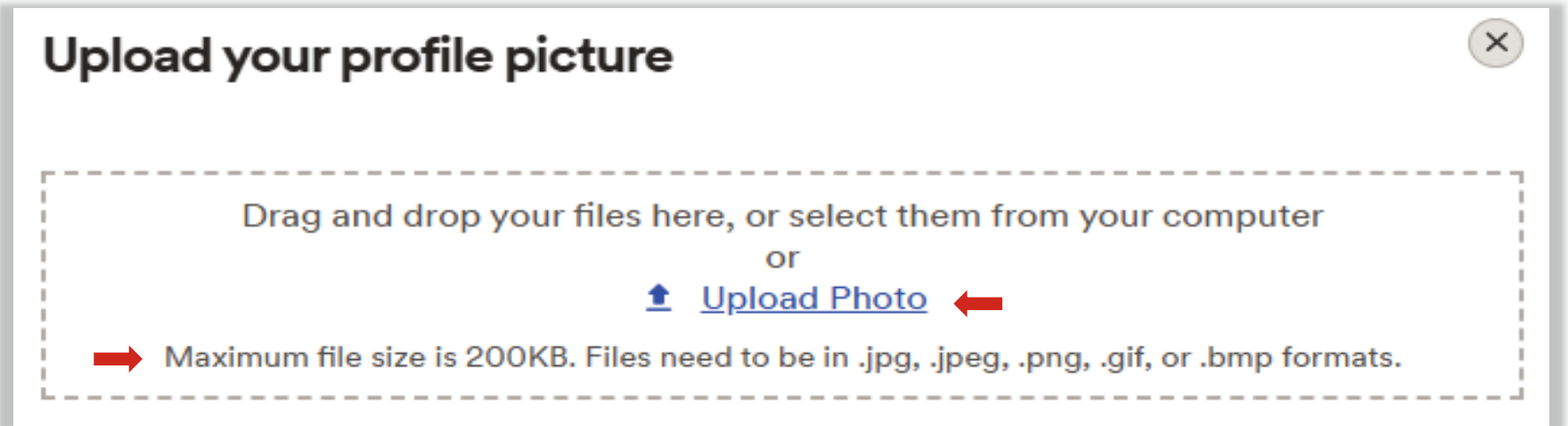
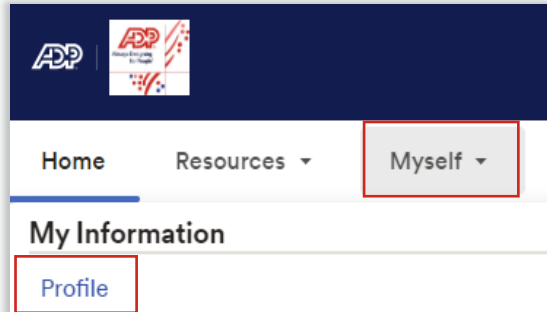
Save & Add Another

Save



The screenshot shows the ADP user interface. At the top, there are logos for ADP and a company. Below the logos is a navigation bar with 'Home', 'Resources', and 'Myself'. The 'Myself' dropdown is highlighted with a red box. Below the navigation bar is a 'My Information' section with a 'Profile' link highlighted by a red box. The 'Pay Info' section shows 'Compensation' with a toggle switch for 'Show' and 'Regular Pay Rate' with a toggle switch for 'Show'. The 'Company Property' section shows a text input field with the placeholder 'Please provide your company property.' and an 'Add' button.

ACCESSING MY INFORMATION: PROFILE - UPLOADING PICTURE



ACCESSING YOUR PAY INFORMATION: TAX WITHHOLDINGS





Federal W-4

Single or Married filing separately
Complete this form to make changes

Start



Georgia G-4

You must complete your Federal W-4 first

Start

 [VIEW SAVED TAX FORMS](#)

Federal Tax Withholding

Before You Begin



Beginning in 2026, taxpayers who are eligible for a tax deduction on qualified tips and overtime should include the allowed amounts as part of their itemized deductions.

[Download a blank Form W-4](#)

Your employer will use the information on this form to withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 whenever your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

Cancel

Next

ACCESSING YOUR PAY INFORMATION:

TAX WITHHOLDINGS - STEPS 1-3

Federal Tax Withholding

[Download blank Form W-4](#)

Is this information correct?

If your name or address is incorrect, contact your HR representative to have it fixed before you proceed.

Your first name, middle, and last name
Employee Advantage

Your home address
123 ADP Advantage
Roswell, GA 30076

Your Social Security number

 If you click Reveal, use caution to prevent your sensitive information from being viewed by others.

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the [green card test](#) or the [substantial presence test](#) for the calendar year (January 1 - December 31).

- ☐ I'm a nonresident alien.
- ☒ I'm a US citizen or a resident alien.

Cancel

Previous

Next

Federal Tax Withholding

[Download blank Form W-4](#)

What is your filing/marital status?

- ☒ Single or Married filing separately
- ☐ Married filing jointly or Qualifying surviving spouse
- ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Cancel

Previous

Next

ACCESSING YOUR PAY INFORMATION: TAX WITHHOLDINGS - STEPS 4-6

Federal Tax Withholding

[Download blank Form W-4](#)

Are you tax-exempt?

To determine your withholding status, refer to the instructions on Form W-4

☐ I claim exemption from withholding for the current year, and I certify that I meet **both** conditions for exemption:

- Last year, I had **no** federal income tax liability
- This year, I expect to have **no** federal income tax liability.

I understand that I will need to submit a new Form W-4 next year.

☒ I do not claim exemption from withholding

Cancel

➔

PreviousNext

Federal Tax Withholding

[Download blank Form W-4](#)

Multiple Jobs or Spouse Works ?

Do **only one** of the following to calculate your withholding:

- Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option
- Use the Multiple Jobs [Worksheet](#) here and enter the result into Extra Withholding line; or
- ☐ If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents ?

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly). Your withholding will be most accurate if you complete this for the highest-paying job

Number of qualifying children under age 17 \$0

Number of other dependents

Total dependent amount ?

Cancel

➔

PreviousNext

Federal Tax Withholding

[Download blank Form W-4](#)

Other Adjustments

Complete this section for only one job in the household. Your withholding will be most accurate if you complete Other Income and Deductions for the highest-paying job.

Other Income ?

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Enter Other Income

Deductions ?

Use the Form W-4 Deductions Worksheet to determine the total deductions you can claim to reduce your withholding. If you enter nothing, we'll apply the standard deduction.

Enter total deductions

Extra Withholding ?

Enter any additional tax you want withheld each pay period.

Cancel

➔

PreviousNext

ACCESSING YOUR PAY INFORMATION: TAX WITHHOLDINGS - W4

Federal Tax Withholding

[Download blank Form W-4](#)

Your Form W-4, Employee's Withholding Allowance Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

OMB No. 1545-0047
2026

Step 1:
Enter
Personal
Information

(a) First name and middle initial
Employee

Last name
Advantage

Address
123 South Main Street

City or town, state, and ZIP code
Roswell, GA, 30076

(b) Social security number

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](#).

(c) ☒ Single or Married filing separately

☐ Married filing jointly or Qualifying surviving spouse

☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.

TIP: Consider using the estimator at [www.irs.gov/W4App](#) to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](#).

Step 2:
Multiple Jobs
or Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following.

(a) Use the estimator at [www.irs.gov/W4App](#) for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate. ☐

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim
Dependent
and Other

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

(a) Multiply the number of qualifying children under age 17 by \$2,000. 3(a) \$

☒ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Jun 12 2026

Cancel

Previous

Done

[Print completed form](#)



Federal
W-4

Filing as Single
Additional \$50 withheld
Filing as Resident

Edit



Work In
Georgia

G-4

Filing as Single
Filing as Resident

Start

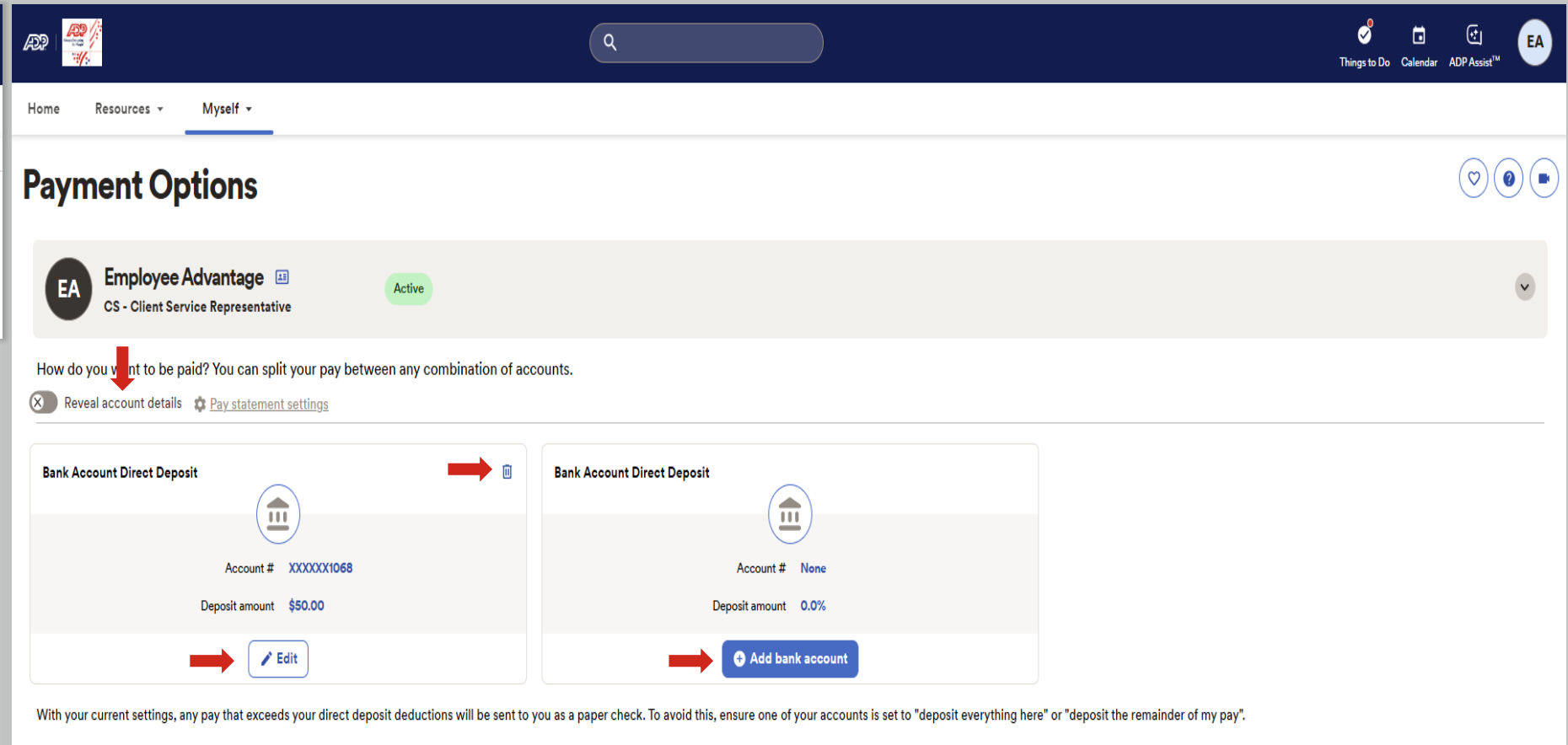
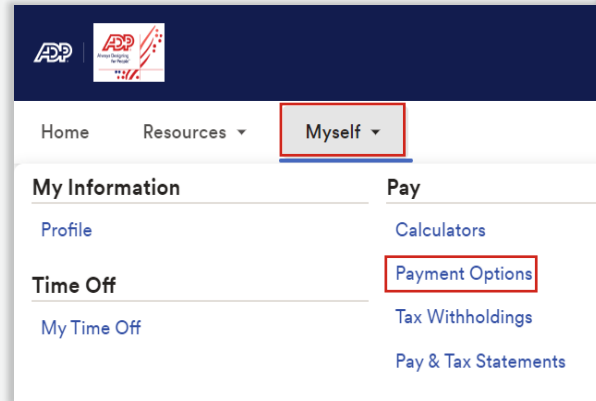
[VIEW SAVED TAX FORMS](#)

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ACCESSING YOUR PAY INFORMATION: PAYMENT OPTIONS



ACCESSING YOUR PAY INFORMATION: PAYMENT OPTIONS - ADDING AN ACCOUNT

Add an Account ?

Routing Number

Account Number

Account Type

Review

First, enter your routing number.



ROUTING NUMBER ACCOUNT NUMBER

Routing Number *

Confirm Routing Number *

Cancel

Next >

Add an Account ?

Routing Number

Account Number

Account Type

Review

Next, enter your account number.



ROUTING NUMBER ACCOUNT NUMBER

Account Number *

Confirm Account Number *

Back

Cancel

Next >

Add an Account ?

Routing Number

Account Number

Account Type

Review

Account Type *

Checking

How much money should be deposited to this account? *

☐ Everything

☐ Specified Amount

☐ Percentage of Pay

☐ Use this account for bonus pay only ?

Back

Cancel

Next >

ACCESSING YOUR PAY INFORMATION: PAYMENT OPTIONS – VERIFYING ACCOUNT

Add an Account ?

Routing Number Account Number Account Type Review

W - Checking Acct

Last step! Check your account information and agree to the [terms and conditions](#).

Routing Number

Account Number

Amount Per Pay Check
\$50.00

☒ I've double checked my account number.

☒ I agree to the [terms and conditions](#) for Direct Deposit

[< Back](#)

[x Cancel](#)[Add](#)

Alert

We verified the account.

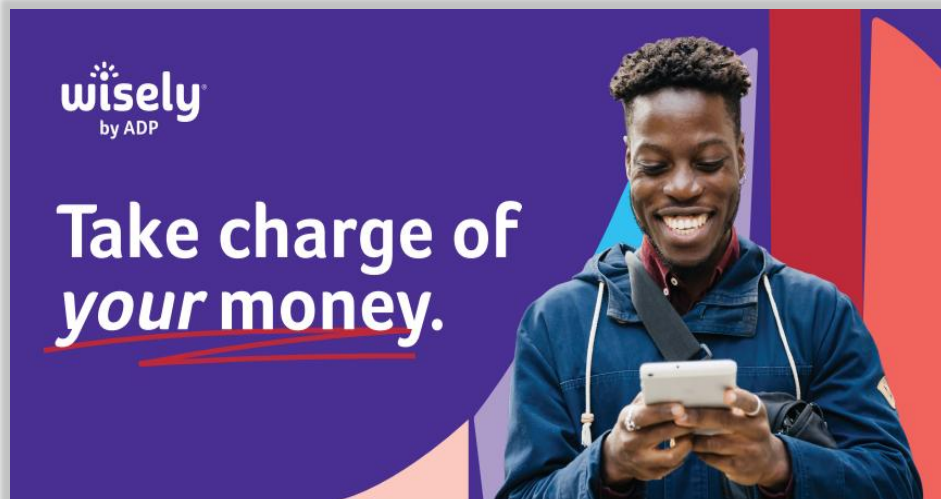
[Close](#)

Account not verified

We added the account. You'll get a check until the account is verified, which generally takes one pay period.

[Close](#)

ACCESSING YOUR PAY: PAYMENT OPTIONS – WISELY DIRECT



wisely
by ADP

Take charge of your money.

Spend, save¹, and plan on your time with the myWisely[®] mobile app².

-  Access your pay up to 2 days early³ — at no cost.⁴
-  Save¹ on your terms with the myWisely mobile app.²
-  Save¹ for emergencies.
-  Use in-app Bill Pay⁵ at no cost.⁴
-  Deposit checks in a snap from your mobile device.⁶
-  Lock/unlock a lost or stolen card.⁷

Download the myWisely mobile app² today!

Put your money in your hands.
Afford yourself every advantage.[™]



Get Wisely today! Visit mywisely.com



ACCESSING MYSELF: PAY - PAY & TAX STATEMENTS



HomeResourcesMyself

My Information

Profile

Time Off

My Time Off

Pay

Calculators

Payment Options

Tax Withholdings

Pay & Tax Statements

My Pay

Year

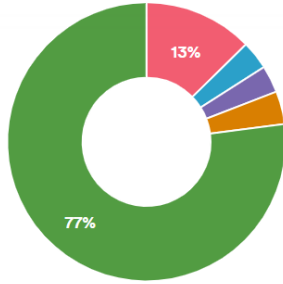
All

Jun 12, 2026	Gross	Take Home	Hours
	\$2,225.83	\$1,714.57	80
May 29, 2026	Gross	Take Home	Hours
	\$2,225.82	\$1,892.03	80
May 15, 2026	Gross	Take Home	Hours
	\$2,225.83	\$1,892.04	80
May 1, 2026	Gross	Take Home	Hours
	\$3,276.04	\$2,801.64	80
Apr 17, 2026	Gross	Take Home	Hours
	\$2,225.82	\$1,892.03	80
Apr 3, 2026	Gross	Take Home	Hours
	\$3,455.31	\$2,930.32	114
Mar 20, 2026	Gross	Take Home	Hours
	\$3,936.49	\$3,420.55	126.5
Mar 6, 2026	Gross	Take Home	Hours
	\$2,146.49	\$1,760.90	80
Feb 20, 2026	Gross	Take Home	Hours
	\$2,146.51	\$1,821.19	80
Feb 6, 2026	Gross	Take Home	Hours
	\$2,146.50	\$1,760.91	80

DetailsYTDCompare

Jun 12, 2026

View statement



Take Home
\$1,714.57

Expand All

Gross	80 Units	\$2,225.83
Taxes		-\$281.88
Benefits		-\$74.12
Retirement		-\$70.00
Other		-\$85.26
Take Home		\$1,714.57
Other Benefits and Information		

Tax Statements

Tax year

2025 (2)

W2

View statement

1095-C

View statement

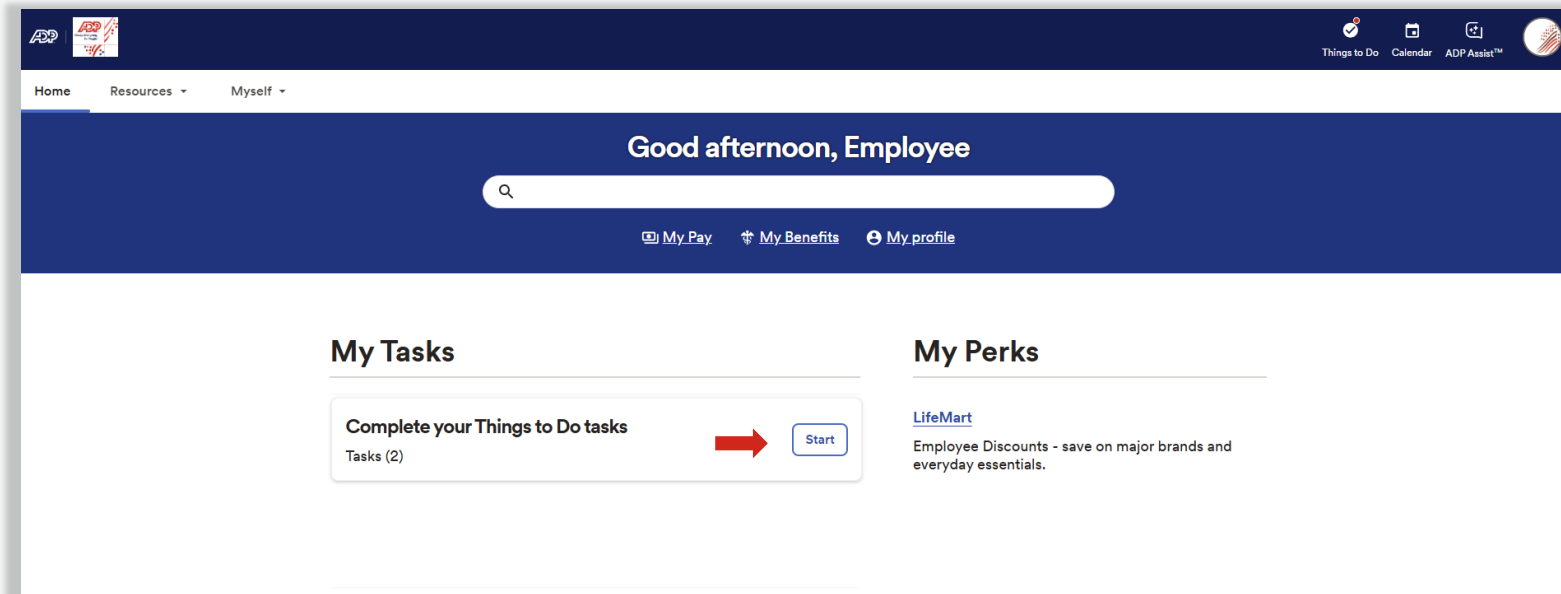
Go Paperless

Save time, trees and clutter!

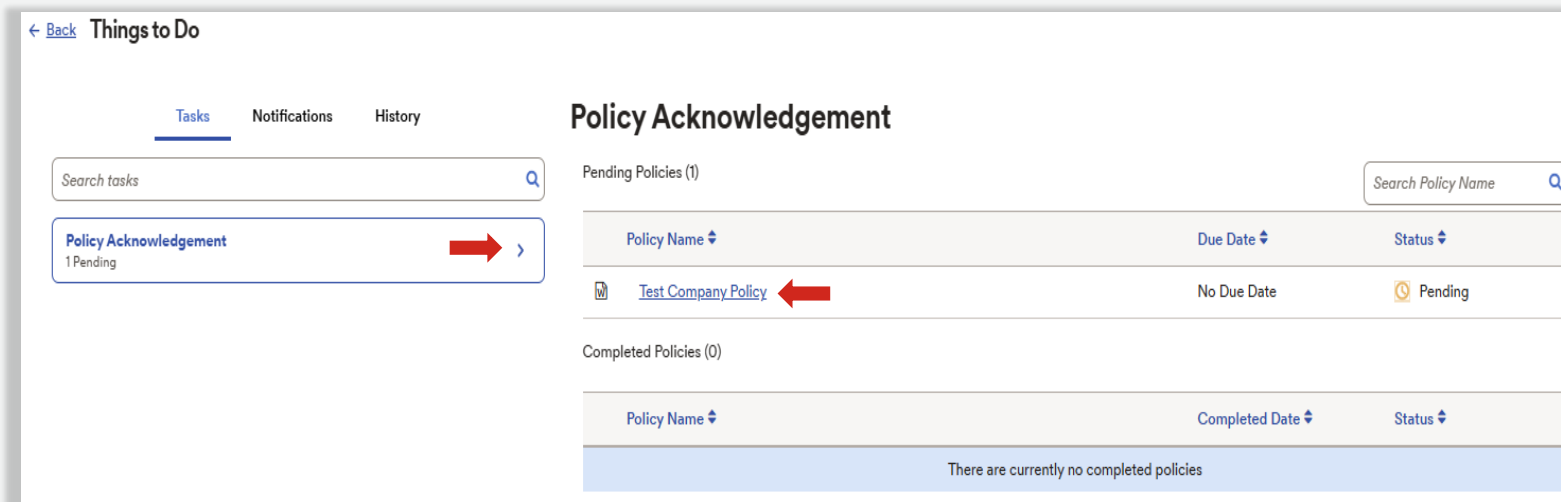
- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

Go paperless

ACCESSING MY INFORMATION: PROFILE – REVIEWING ASSIGNED COMPANY POLICIES

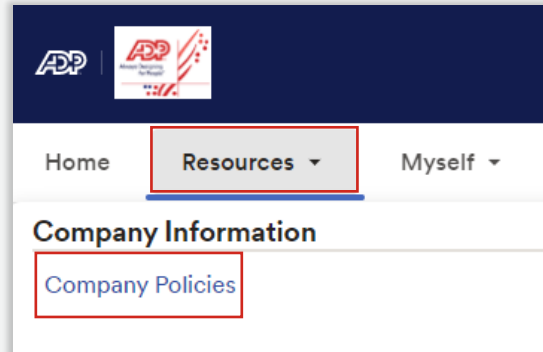


The screenshot shows the ADP employee dashboard. At the top, there's a dark blue header with the ADP logo and navigation links: Home, Resources, and Myself. Below the header, a greeting "Good afternoon, Employee" is displayed. A search bar is present, followed by links to My Pay, My Benefits, and My profile. The main content area is divided into two sections: "My Tasks" and "My Perks". Under "My Tasks", there's a card titled "Complete your Things to Do tasks" with a red arrow pointing to a "Start" button. Under "My Perks", there's a link to "LifeMart" and a description of employee discounts.



The screenshot shows the "Things to Do" section. On the left, there's a sidebar with tabs for Tasks, Notifications, and History. The "Tasks" tab is active, showing a search bar and a list of tasks. One task, "Policy Acknowledgement", is highlighted with a red arrow pointing to a chevron icon. The main content area is titled "Policy Acknowledgement" and shows two sections: "Pending Policies (1)" and "Completed Policies (0)". The "Pending Policies" section contains a table with columns for Policy Name, Due Date, and Status. A row is shown with the policy name "Test Company Policy" (highlighted with a red arrow), a due date of "No Due Date", and a status of "Pending". The "Completed Policies" section is currently empty, with a message stating "There are currently no completed policies".

ACCESSING MY INFORMATION: PROFILE – VIEWING COMPANY POLICIES



Company Policies



Pending Policies (0)

Search Policy Name



Policy Name

Due Date

Status

There are currently no pending policies

Completed Policies (1)

Policy Name

Completed Date

Status



Test company policy

03/28/2023

✓ Acknowledged

ACCESSING MY INFORMATION: MY DOCUMENTS

Upload Documents

Upload Files

A document that must be read, but doesn't need to be signed or completed.

[Drag and drop files or click here to upload.](#)

[Cancel](#) [Next \(0\) →](#)

Upload Documents

Set properties

Assign a category to each document.

[Add files](#)

☒	Display Name	Type	File Size	Status
☒	Advantage Test	docx	11.52 KB	☒

Display Name:

Category/Subcategory:

Effective Date:

Expiration Date:

Tags:

[Cancel](#) [Finish →](#)

ACCESSING MY INFORMATION: REVIEWING MY DOCUMENTS

The screenshot displays the ADP Employee Advantage interface. At the top, there's a dark blue header with the ADP logo, a search bar, and navigation links for 'Things to Do' and 'Calendar'. Below the header, a navigation bar includes 'Home', 'Resources', and 'Myself'. The main section is titled 'My Documents' and features an 'Employee Advantage' banner. Underneath, it says 'Documents (2)'. A toolbar provides options for 'Filters', 'Export as ZIP', 'Export as PDF', and 'Delete', along with an 'Upload' button and a 'Search documents' input field. A table lists the documents:

☐	Name	File Size	Category/Subcategory	Upload Date	Status
☐	Test Document	13.60 KB	Personnel File/Other	01/22/2025	View Edit Properties Notes Download Delete Export as PDF
☐	Federal	77.92 KB	Personnel File/Pay - Tax Withholding	03/21/2023	

A red arrow points to the 'More options' icon (three vertical dots) in the 'Status' column of the 'Test Document' row.

TIMECARD



YOUR TIME AND ATTENDANCE TASKS: MY TIME ENTRY

ADP

Things to Do Calendar Learn

Home Resources ▾ Myself ▾

Good afternoon, Employee

🔍

[My Pay](#) [My Time Off](#) [My Benefits](#) [My Time](#) [My profile](#)

My Tasks

Clock

Current Time: 5:55 PM

Ended Work (00:00:00) · [Recent punches](#)

Recent Punches

DATE	TIME STAMP	ACTION
Oct 1, 2025	4:30 PM	End work
Oct 1, 2025	7:30 AM	Start work

Close

[Start work](#) [End work](#) [Take meal](#) [End meal](#)

- Start work & comments
- End work & comments
- Change work
- Take meal & comments
- End meal & comments

My Perks

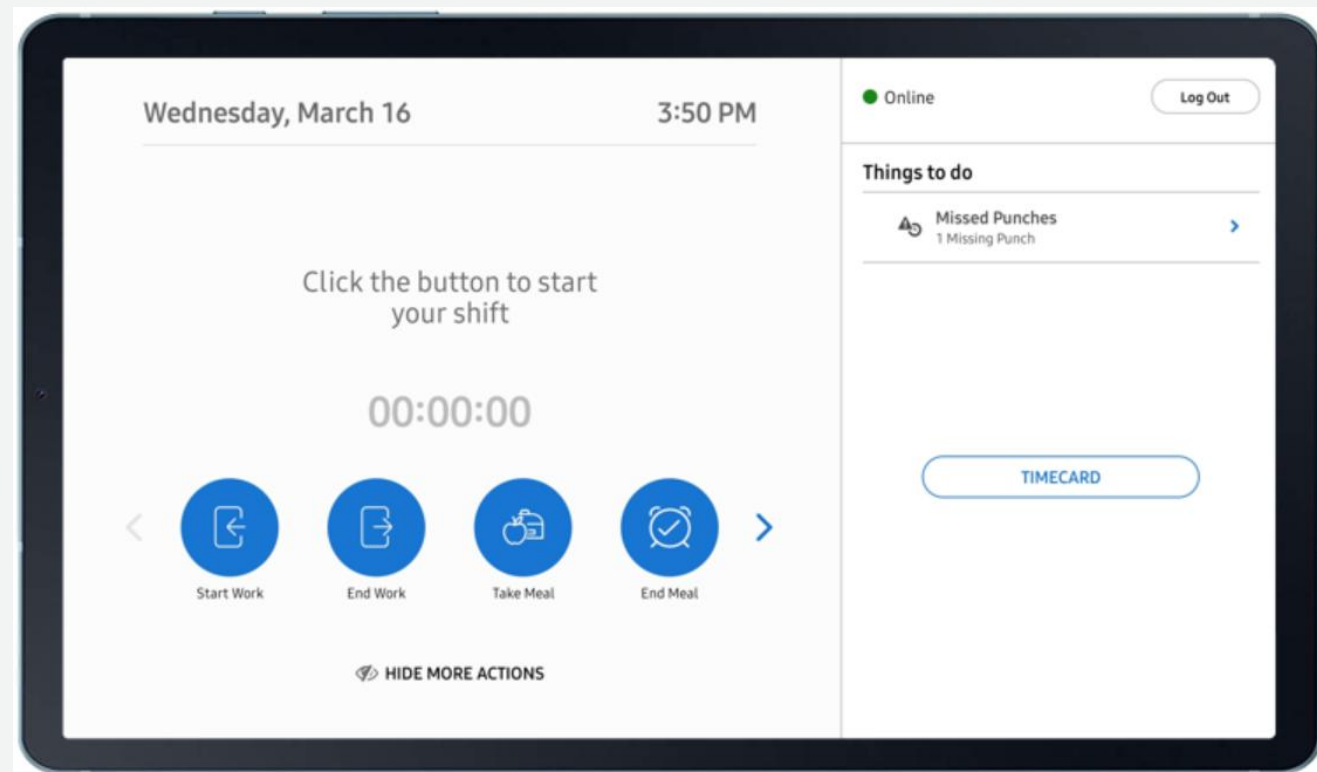
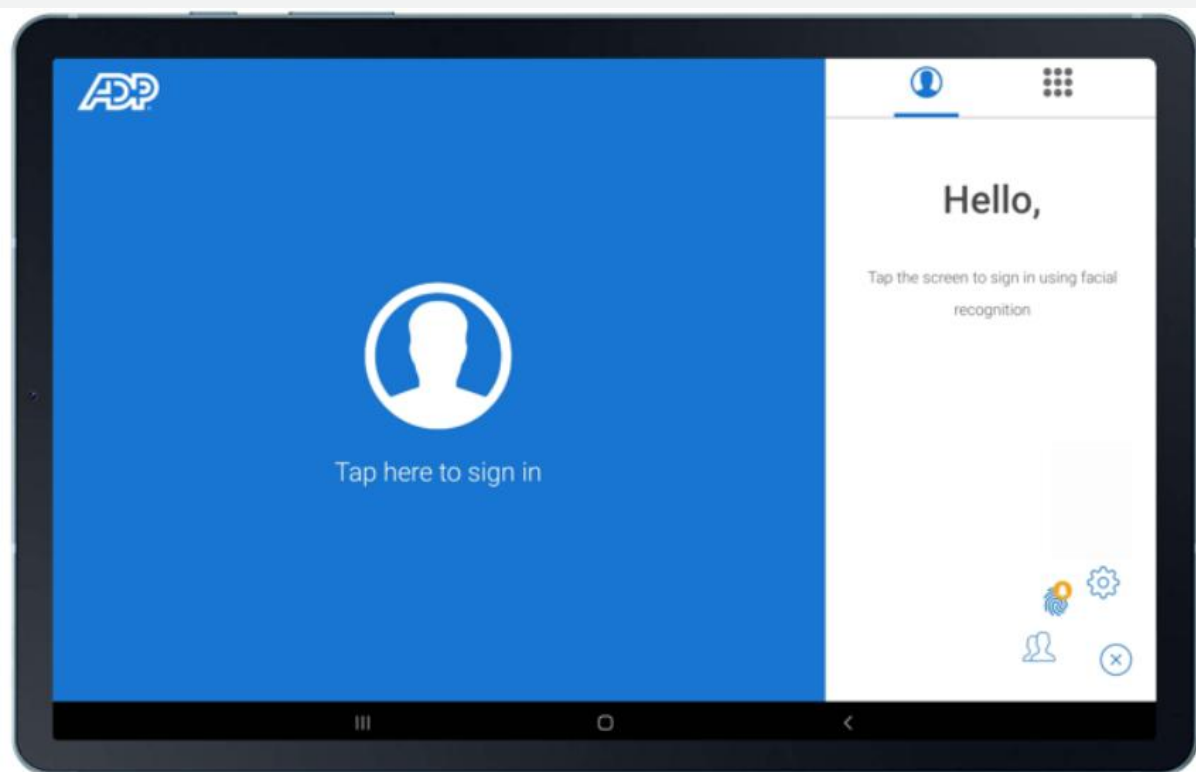
[Wisely](#)
Get your pay on a Wisely card - spend, plan and save with confidence.

[LifeMart](#)
Employee Discounts - save on major brands and everyday essentials.

Recognition

[View all recognitions](#)
Sending a recognition to someone can have a lasting impact on them. It can help define working relationships and keep morale high.

YOUR TIME AND ATTENDANCE TASKS: MY TIME ENTRY



YOUR TIME AND ATTENDANCE TASKS: VIEWING MY TIMECARD

The screenshot displays the ADP My Timecard interface. At the top, there's a navigation bar with 'Home', 'Resources', and 'Myself' tabs. Below this, the 'My Timecard' section is active. It shows the user's profile as 'Employee Advantage' (CLIENT S - Client Service Representative) with an 'Active' status. A 'Pay Period' dropdown is set to 'Open Pay Period, 01/20/2025 - 01/26/2025'. A red arrow points to this dropdown. The interface is divided into four main sections: 'Pay Period Summary', 'Weekly Summary', 'Pay Summary', and 'Day Summary'. The 'Pay Period Summary' shows '35:13 Total Hours' for the period '01/20/2025 - 01/26/2025'. The 'Weekly Summary' shows 'Week 1 (01/20/2025 - 01/26/2025)' with a total of 32:00 HRS Regular, 2:28 HRS Overtime, and 0:45 HRS Overtime - SHIFT2. The 'Pay Summary' shows 'Gross Pay \$XX.XX', 'Deductions \$XX.XX', 'Taxes \$XX.XX', and 'Net Pay \$XX.XX'. A red arrow points to the 'Show Pay' toggle. The 'Day Summary' shows a calendar view for the week of January 20th to 26th. A red arrow points to the 'Show breakdown' toggle. The calendar shows hours for each day: Monday (8:30 Hours), Tuesday (8:30 Hours), Wednesday (8:43 Hours), Thursday (9:30 Hours), Friday (+), Saturday (+), and Sunday (+). The Thursday entry is highlighted in blue. Below the calendar, a table shows the breakdown of hours for each day, including Regular and Overtime hours.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
20	21	22	23	24	25	26
8:30 Hours	8:30 Hours	8:43 Hours	9:30 Hours	+	+	+
08:00 AM - 04:30 PM Regular (8:00 HRS) Overtime (0:30 HRS)	08:30 AM - 05:00 PM Regular (8:00 HRS) Overtime (0:30 HRS)	08:32 AM - 05:15 PM Regular (8:00 HRS) Overtime (0:28 HRS) Overtime - SHIFT2 (0:15 HRS)	08:00 AM - 05:30 PM Regular (8:00 HRS) Overtime (1:00 HRS) Overtime - SHIFT2 (0:30 HRS)			

TIME OFF



YOUR TIME OFF TASK: HOMEPAGE - REQUESTING TIME OFF



HomeRes

My Time Off



Balances[View balance details](#)

Position : CS - Client Service Representative -
Status : Active

Balances as of *

02/11/2026

Personal

40.00 hours

Sick

40.00 hours

Vacation

122.66 hours

Jury Duty

as required

Balances do not include pending requests

Request time off

Time Off Requests**Balance Carryover Requests**[Calendar view >](#)

Filters

Request DateTime Off PolicyStatus

Last 30 Days + Upcoming Requests

All (4)

All (4)

Apply

Results (1)

Policy ↕	Request Period ↓	Submitted on ↕	Status ↕	Actions
Vacation V	02/02/2026 - 02/02/2026 (8.00 hours)	02/09/2026	Pending	→ ...

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YOUR TIME OFF TASK: REQUESTING TIME OFF

←

Time Off Request

Start Date *

02/02/2026

📅

End Date *

02/02/2026

📅

Time Off Policy *

Vacation

▼

Reason Code *

V

▼

Duration Type

Hours

☐ Make Recurring ?

Start Time *

08:00 AM

🕒

Hours Per Day *

8.00

+ Add more time off

Review

←

←

Time Off Request

Vacation (8.00 hours)

Reason Code : V

Mon Feb 2, 2026 - Mon Feb 2, 2026

➡️ ✎️ 🗑️

+ Add more time off

Approve By Date

MM/DD/YYYY

📅

←

Comment (Optional)

0/250

Submit

←

✓ Success

×

Your request was submitted successfully.

Close

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YOUR TIME OFF TASK: CALENDAR - REQUESTING TIME OFF

Calendar

My Calendar | My Peers

February 2026 [Month] [Week] [Day]

[Filter] Time Off - Email Calendar Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Feb 1	2 Time off : 8 hrs	3	4	5	6 	7
8	9	10	11	12	13	14
15	16 Presidents Day	17	18	19	20 	21
22	23	24	25	26	27	28

Current Position
CS - Client Service Representative Active

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

Request time off

Time Off Balances

Balances as of 02/09/2026 ?

Time Off Policy	Balance
Personal	40.00 hours
Sick	40.00 hours
Vacation	122.66 hours
Jury Duty	As required

Legend

BENEFITS



ACCESSING YOUR BENEFITS: ENROLLMENTS – VIEW YOUR ENROLLMENTS

The screenshot displays the ADP Benefits Enrollment portal. The main navigation bar includes 'Home', 'Resources', and 'Myself'. The 'Myself' dropdown menu is open, showing 'My Information' (Profile) and 'Benefits' (Enrollments). The 'Enrollments' page features a large 'Enrollments' heading, a search bar, and a 'View benefits' button. A red arrow points to the 'View benefits' button. Below the heading, there are sections for 'All Benefits', 'Manage Personal Information', 'Manage Dependents and Beneficiaries', and 'View Documents'. A modal titled 'All Benefits' is open, showing a date selector (09/30/2025), a table of costs, and a list of enrolled plans. The table shows 'Employer Cost Per Paycheck' as \$0.00 and 'Your Cost Per Paycheck' as \$20.77. The list of plans includes 'Critical Illness Plan' with a cost of \$20.77 and 'Critical Illness Plan' with a cost of \$30,000.00. The footer includes links for Privacy, Legal, Requirements, Product Feedback, About, and Accessibility, along with the ADP logo and copyright notice.

Enrollments

All Benefits
Review previous, current, and future benefits.

[View benefits](#)

Items to Review Annually
[Retirement Account](#)
After you finish your enrollment, update your retirement allocations.

Manage Personal Information
Review and update information such as physical or email addresses.

Manage Dependents and Beneficiaries
Review and update information for dependents and beneficiaries.

View Documents
View documents for your benefits.

All Benefits

Select a Date
09/30/2025

This information is your coverage as of the date selected.

Employer Cost Per Paycheck	Your Cost Per Paycheck
\$0.00	\$20.77

Enrollment Summary [Download](#)

You are enrolled in the following plans.

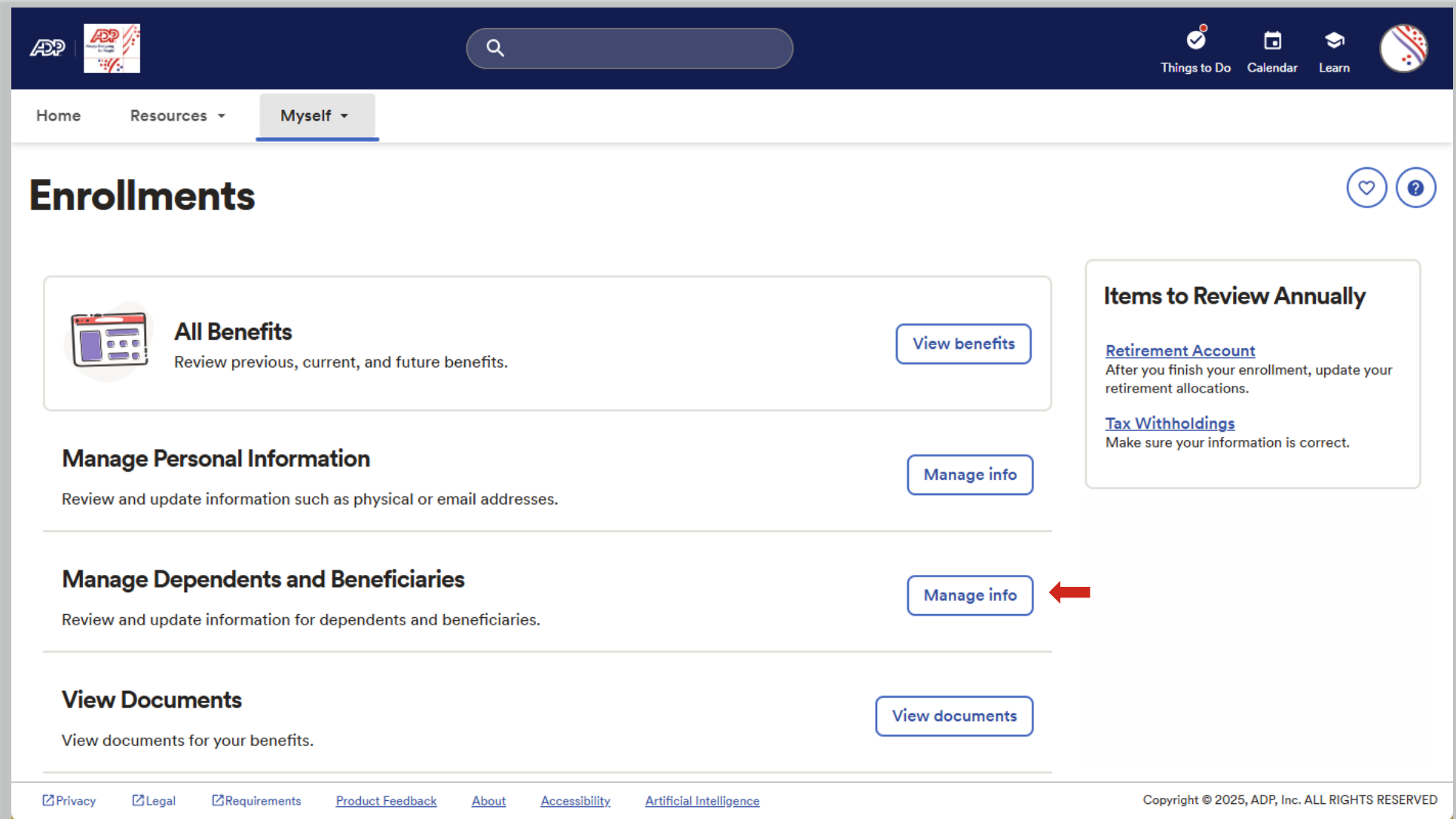
Critical Illness

Critical Illness Plan
Effective: December 5, 2024

Employee Coverage	Who is Covered?	Your Cost
\$30,000.00	You and Test Domestic	\$20.77
Spouse Coverage		Cost details
\$30,000.00		

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ACCESSING YOUR BENEFITS: ENROLLMENTS – ADDING A DEPENDENT



The screenshot shows the ADP Enrollments page. At the top, there is a dark blue header with the ADP logo, a search bar, and navigation links for 'Things to Do', 'Calendar', 'Learn', and a help icon. Below the header, a navigation bar includes 'Home', 'Resources', and 'Myself' (which is selected). The main content area is titled 'Enrollments' and features four primary sections: 'All Benefits' (with a 'View benefits' button), 'Manage Personal Information' (with a 'Manage info' button), 'Manage Dependents and Beneficiaries' (with a 'Manage info' button highlighted by a red arrow), and 'View Documents' (with a 'View documents' button). To the right of these sections is a box titled 'Items to Review Annually' containing links for 'Retirement Account' and 'Tax Withholdings'. The footer contains various legal and policy links and a copyright notice for ADP, Inc. 2025.

Enrollments

All Benefits
Review previous, current, and future benefits.
[View benefits](#)

Manage Personal Information
Review and update information such as physical or email addresses.
[Manage info](#)

Manage Dependents and Beneficiaries
Review and update information for dependents and beneficiaries.
[Manage info](#)

View Documents
View documents for your benefits.
[View documents](#)

Items to Review Annually

[Retirement Account](#)
After you finish your enrollment, update your retirement allocations.

[Tax Withholdings](#)
Make sure your information is correct.

[Privacy](#) [Legal](#) [Requirements](#) [Product Feedback](#) [About](#) [Accessibility](#) [Artificial Intelligence](#)

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ACCESSING YOUR BENEFITS: ENROLLMENTS – ADDING A DEPENDENT SCREEN

Add Dependents and Beneficiaries

Recipient

Who are you adding?

☐ Person

☐ Organization or Trust

[Cancel](#)

Add Dependents and Beneficiaries

Recipient

Who are you adding?

☒ Person

☐ Organization or Trust

Will this person need coverage?

☒ Yes

☐ No

Personal Information

First Name *

Child

Middle Name

Middle Name

Last Name *

Advantage

Generation Suffix

Select one...

Professional Suffix

Select one...

Date of Birth *

09/01/2025

Gender and Relationship

Gender *

Female

Relationship *

Child

Child Classification

Biological child

[Cancel](#)

Save

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ADP MOBILE



ADP MOBILE

ADP Mobile is available for employees/managers to view their information To download the application, visit the app store on your phone!



#1 HCM App

in the Apple App Store

Free Business App Category



4.7/5.0 User Rating

from Apple App Store (iOS)

from over **1.3 million reviews!**



4.6/5.0 User Rating

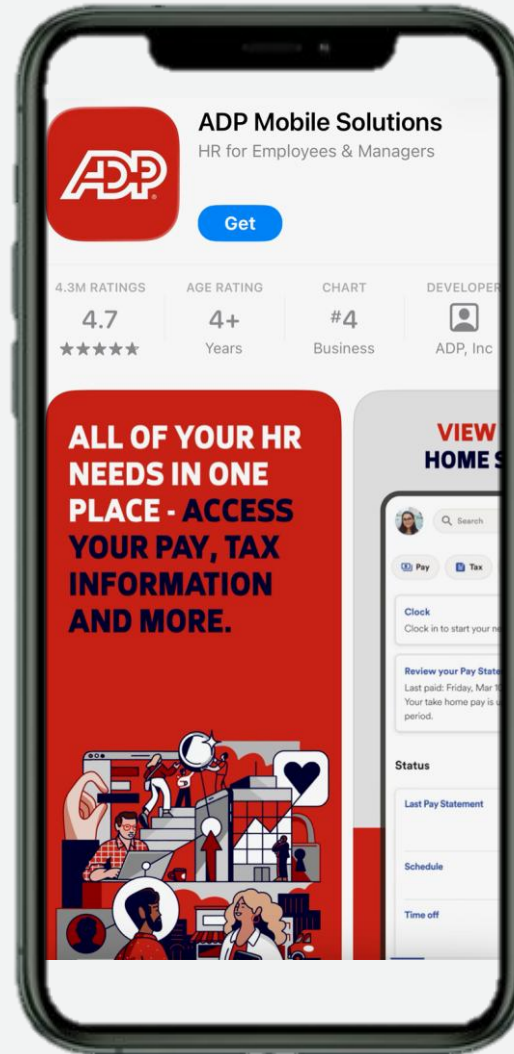
from Google Play (Android)



Available in 28 languages



Compatible with Apple Watch and iPad



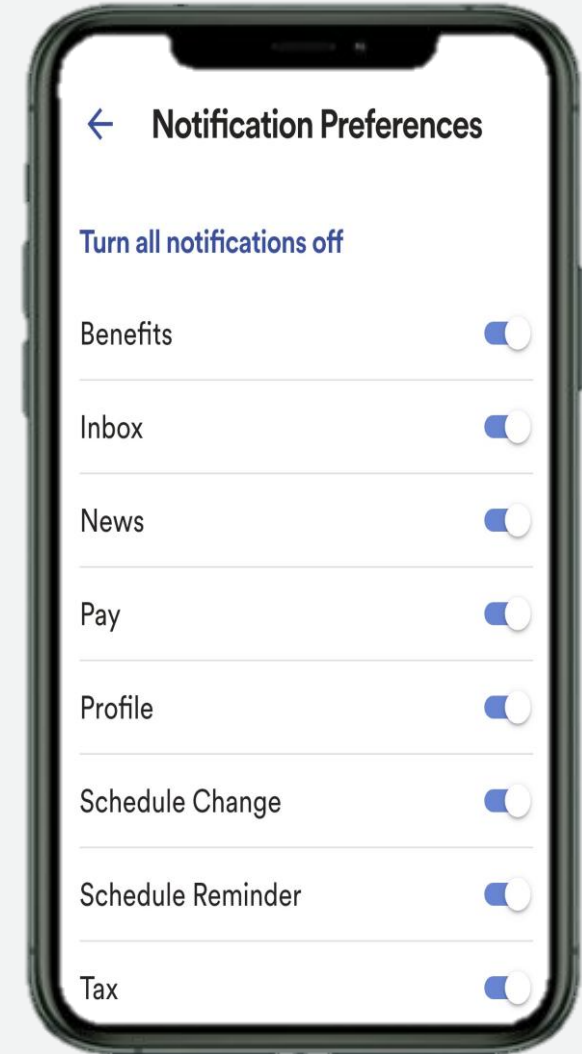
Download:



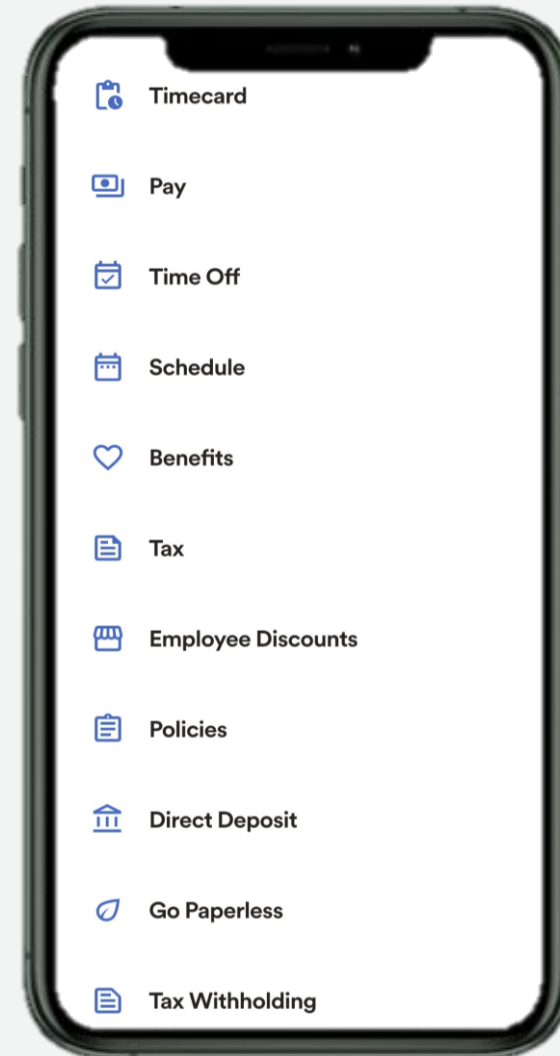
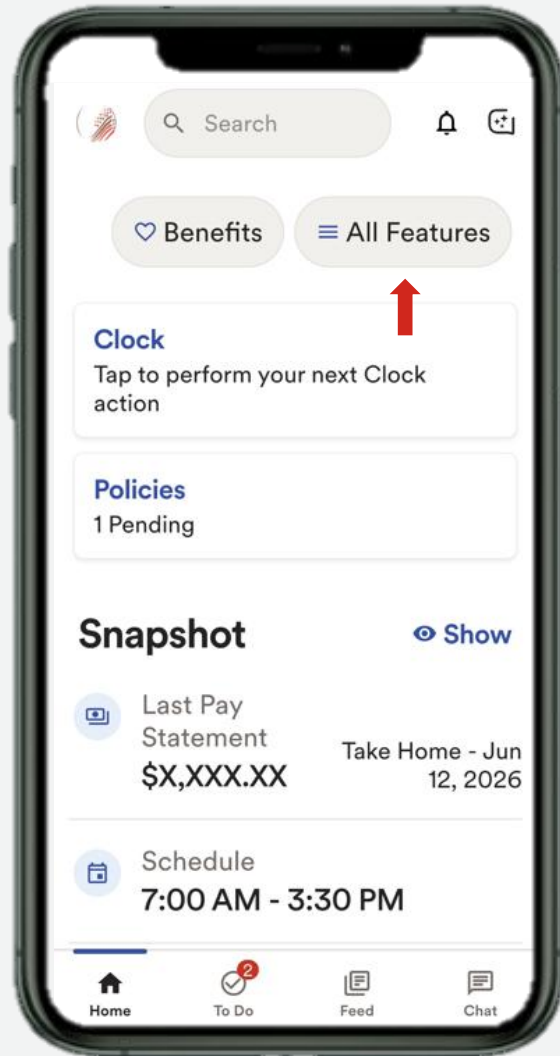
ADP MOBILE - NOTIFICATIONS

Receiving Alerts – Pay & Inbox

- Mobile inbox can display notifications, alerts, reminders and tasks
- You can receive important company news and communications
- You can receive push notifications for important company alerts

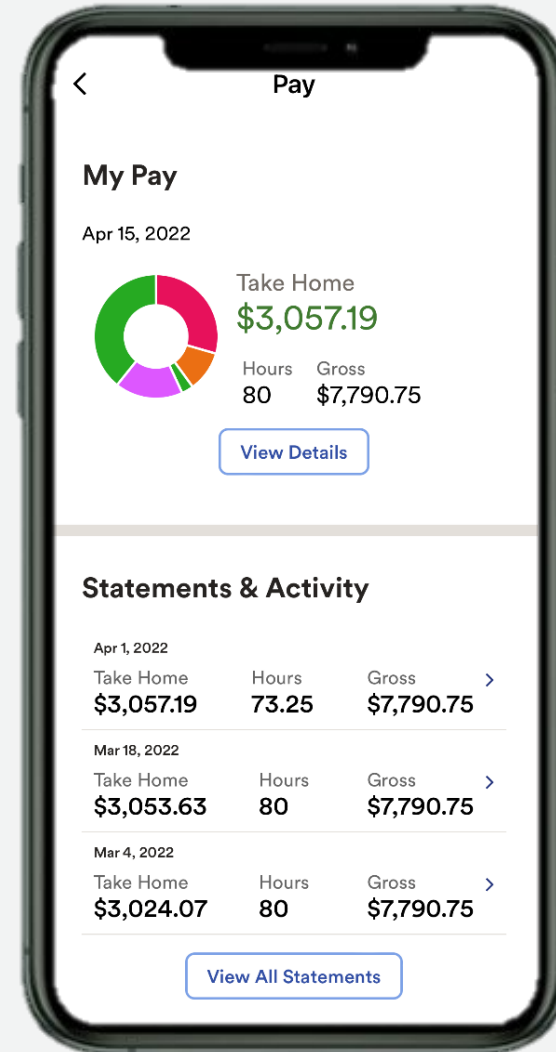


ADP MOBILE - DASHBOARD

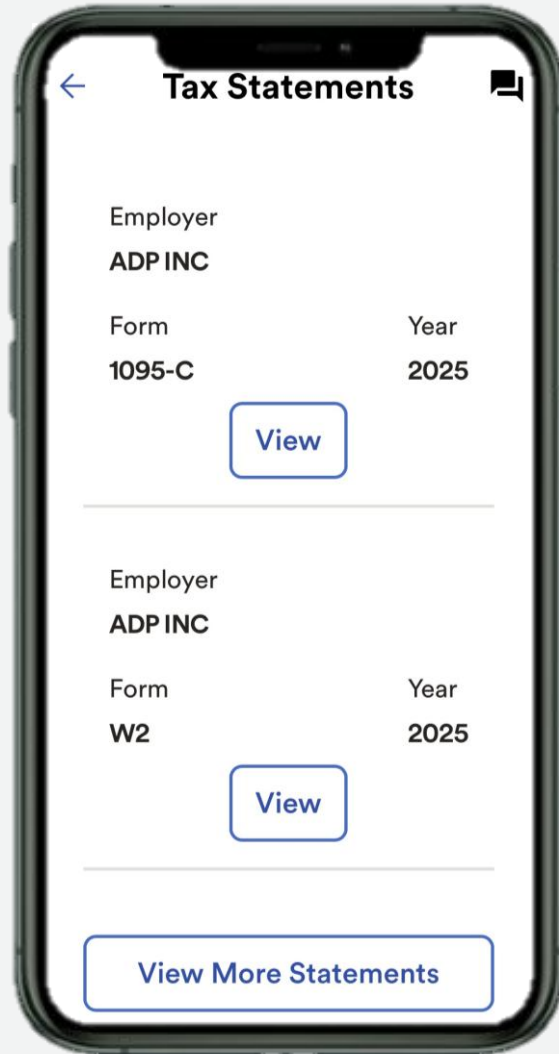


ADP MOBILE – PAY SCREENS

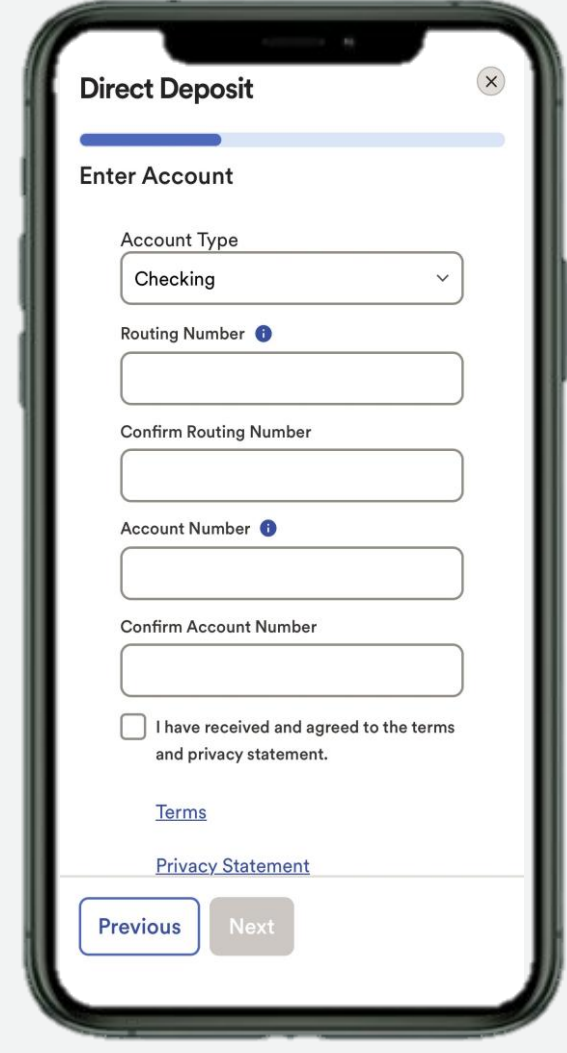
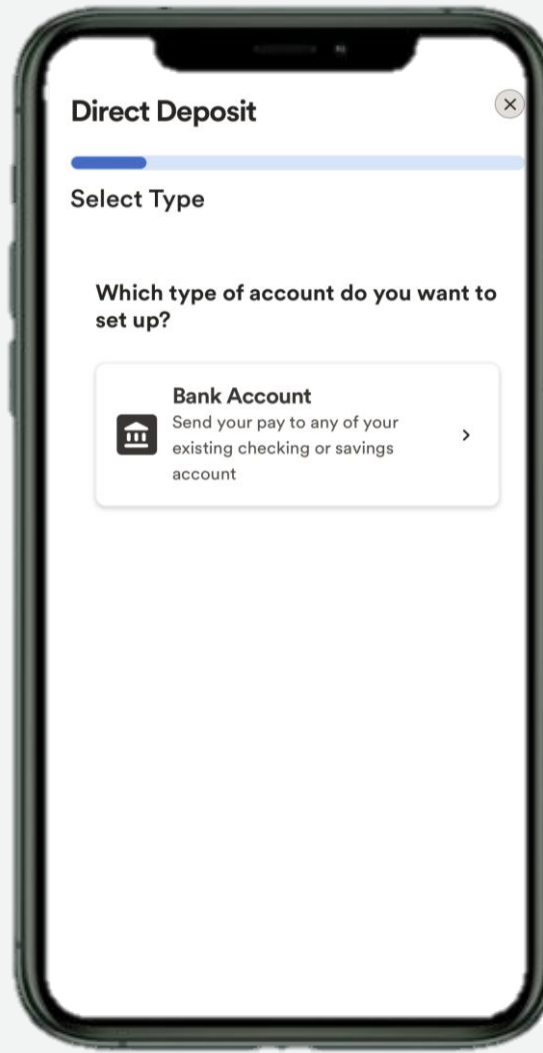
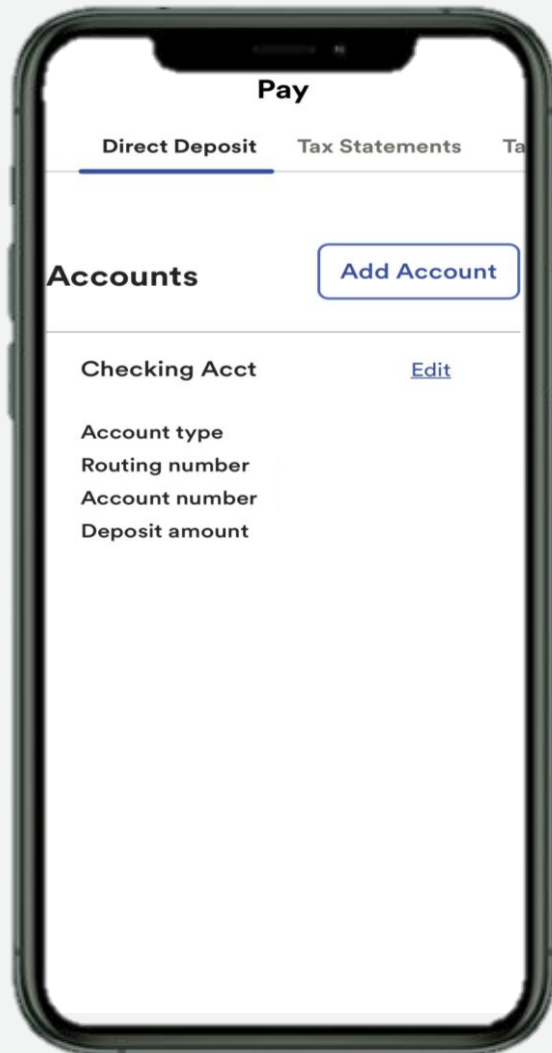
- The Pay screen gives you the option to view your current and historical pay statements.
- When selecting **View Details**, it will display your gross wages earned along with the breakdown of pay details.
- You can also compare pay statements across multiple pay periods, along with viewing year-to-date earnings and deductions.
- You have the option to view your statement and print a copy.



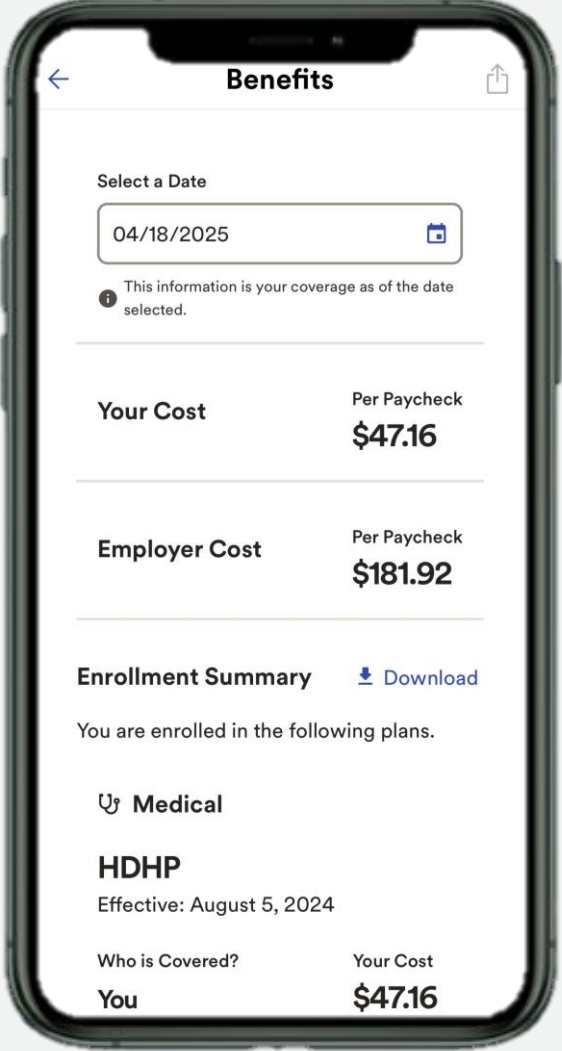
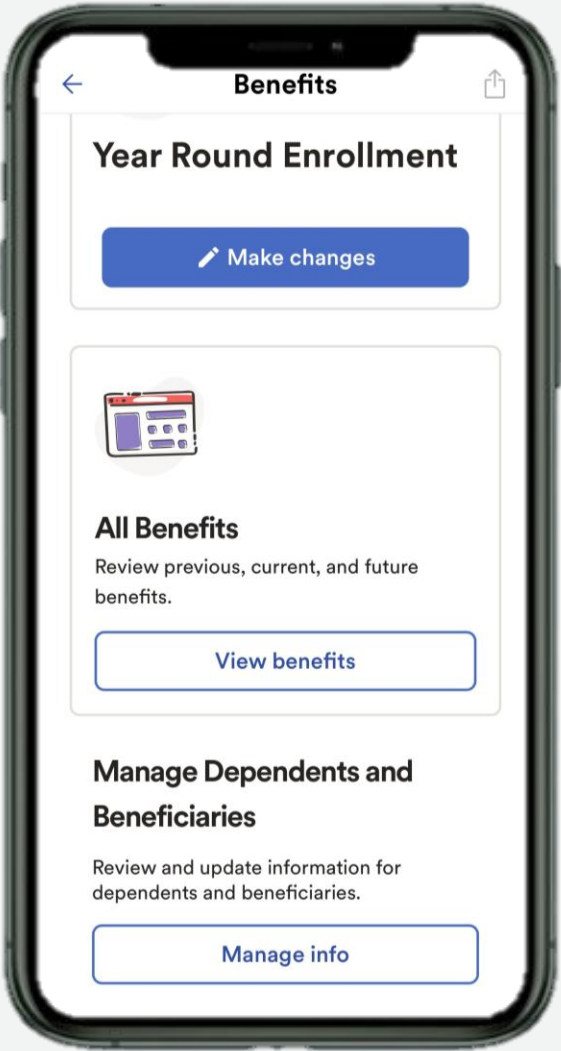
ADP MOBILE – TAX SCREENS



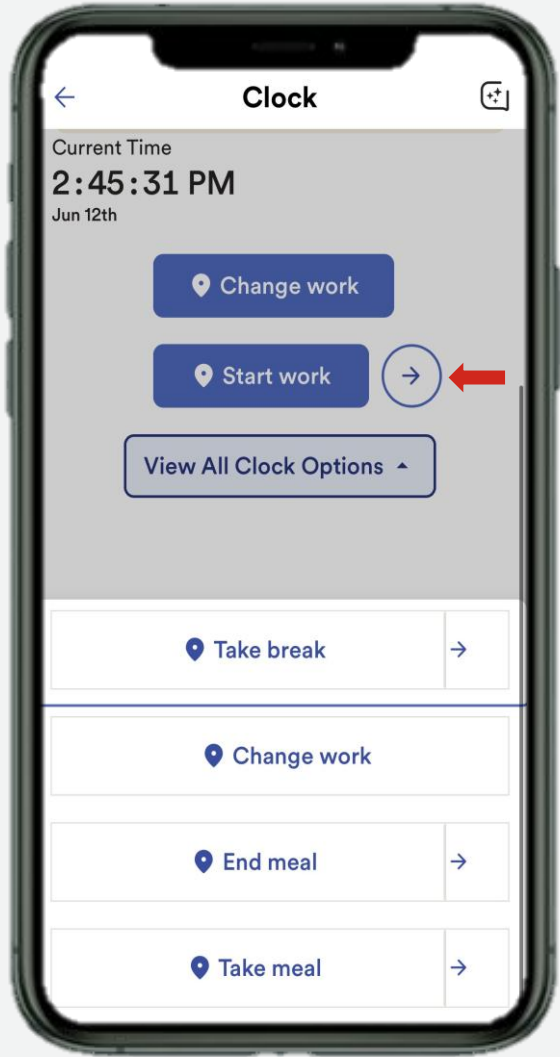
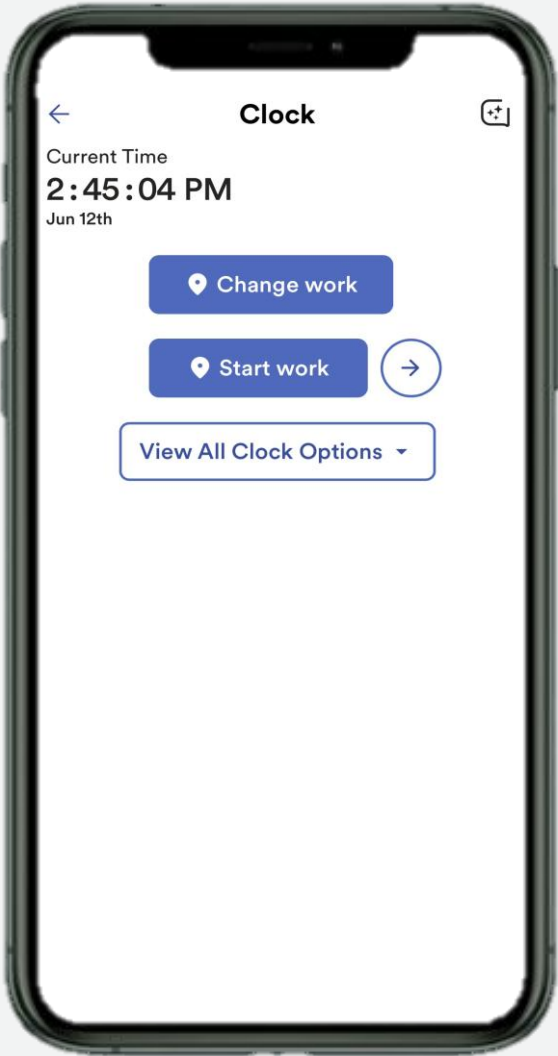
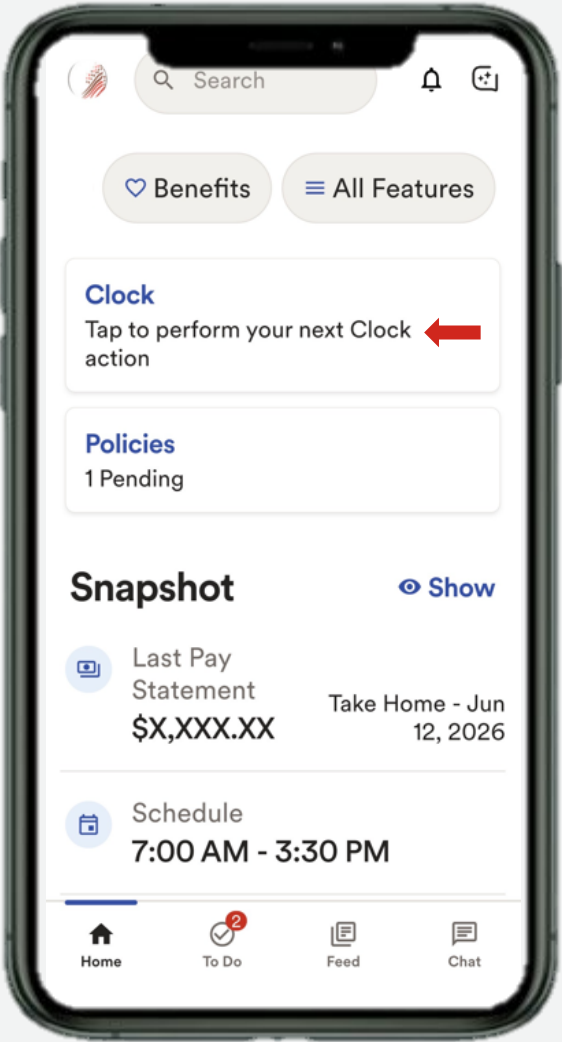
ADP MOBILE – DIRECT DEPOSIT



ADP MOBILE – BENEFITS SCREENS

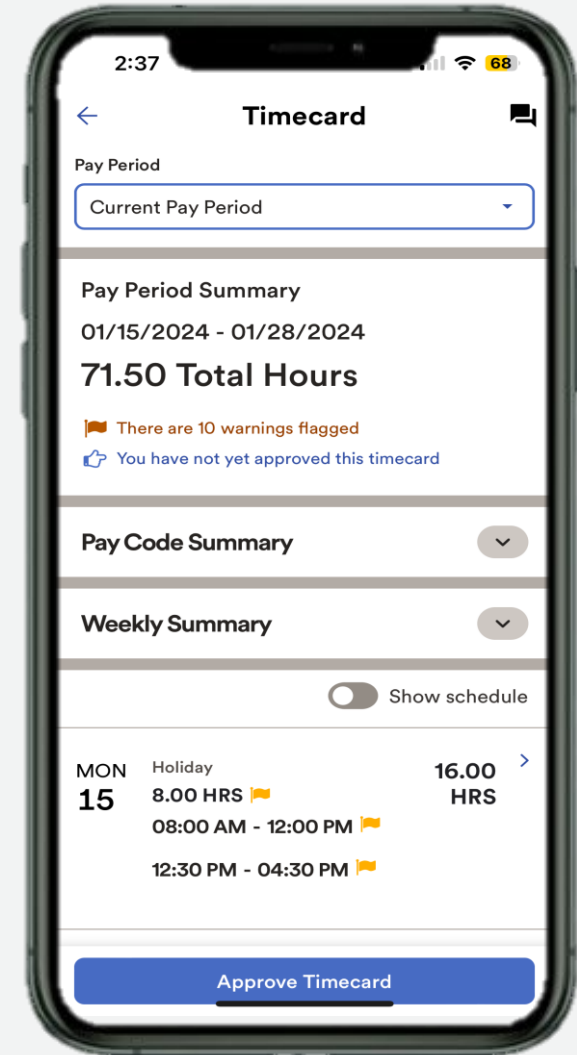


ADP MOBILE – MOBILE CLOCKING

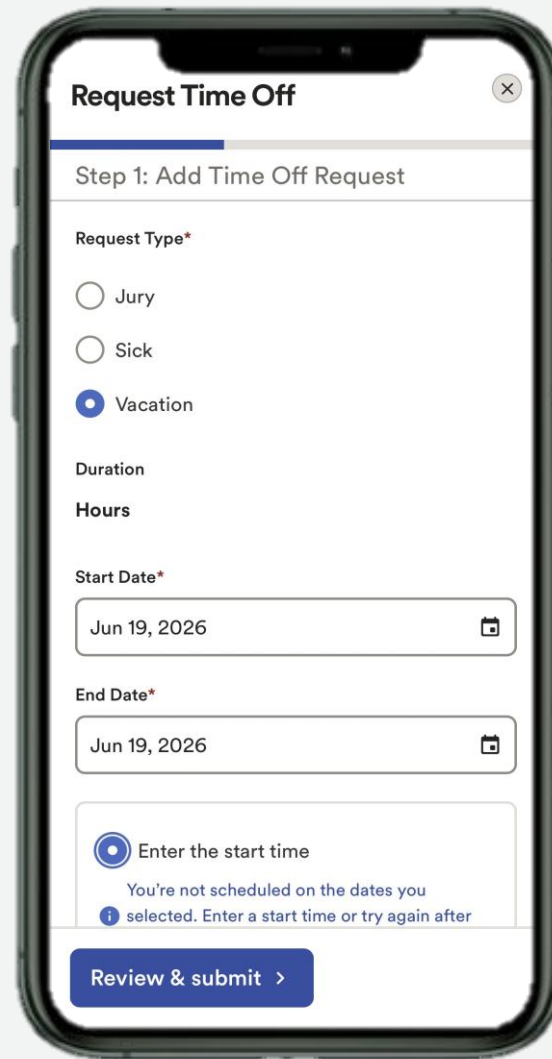
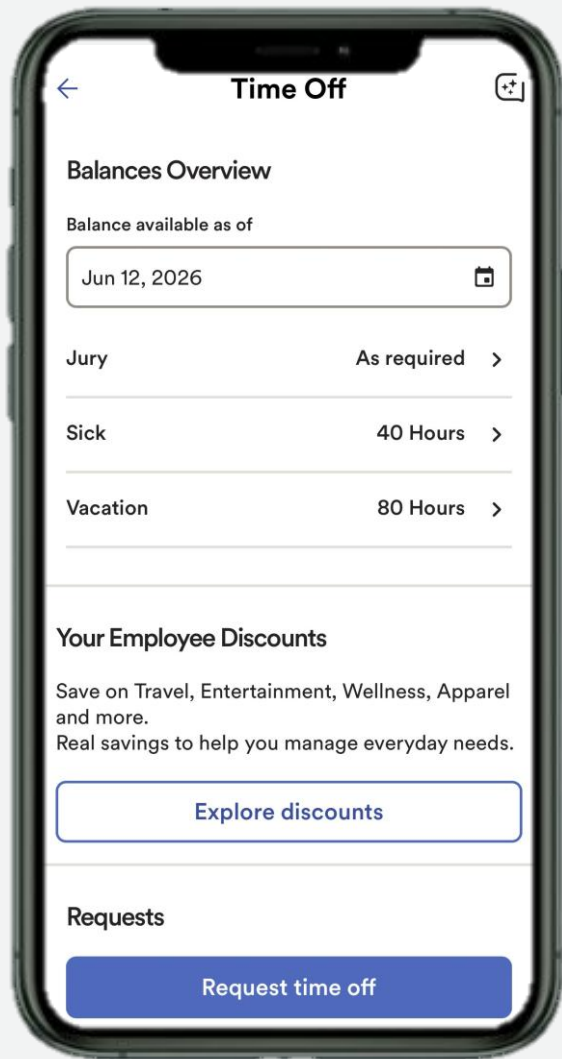


ADP MOBILE – APPROVE TIMECARD

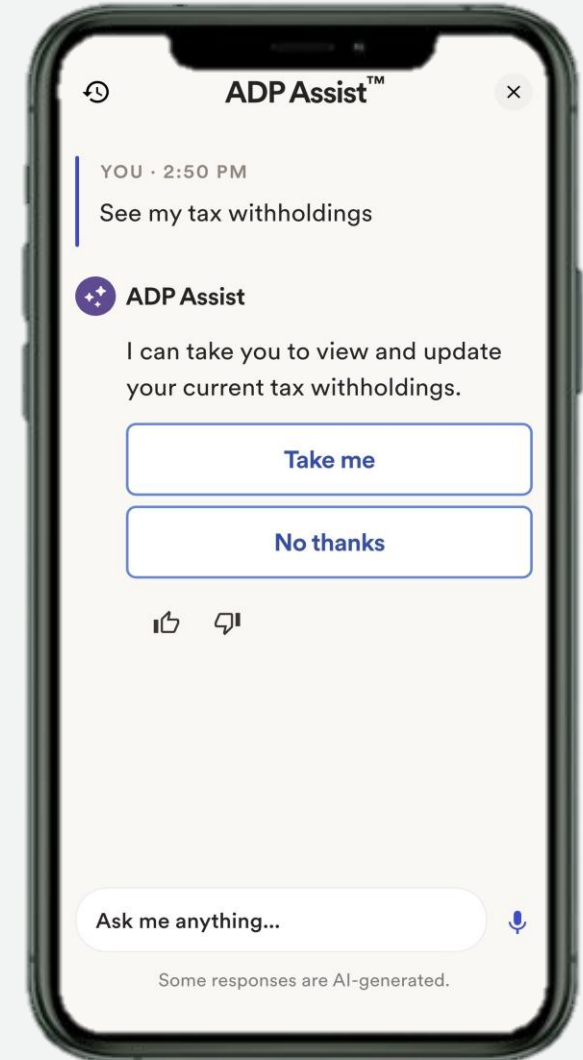
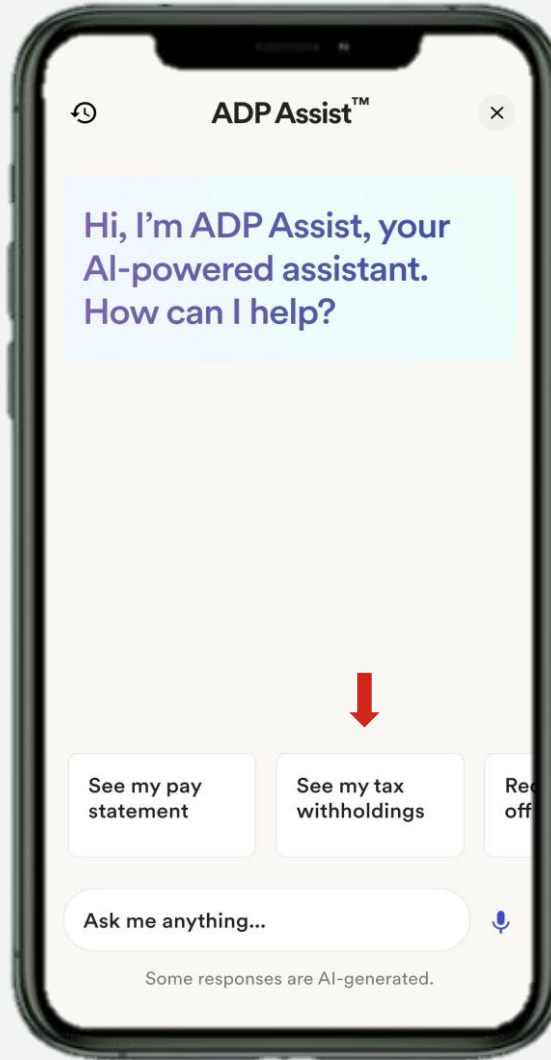
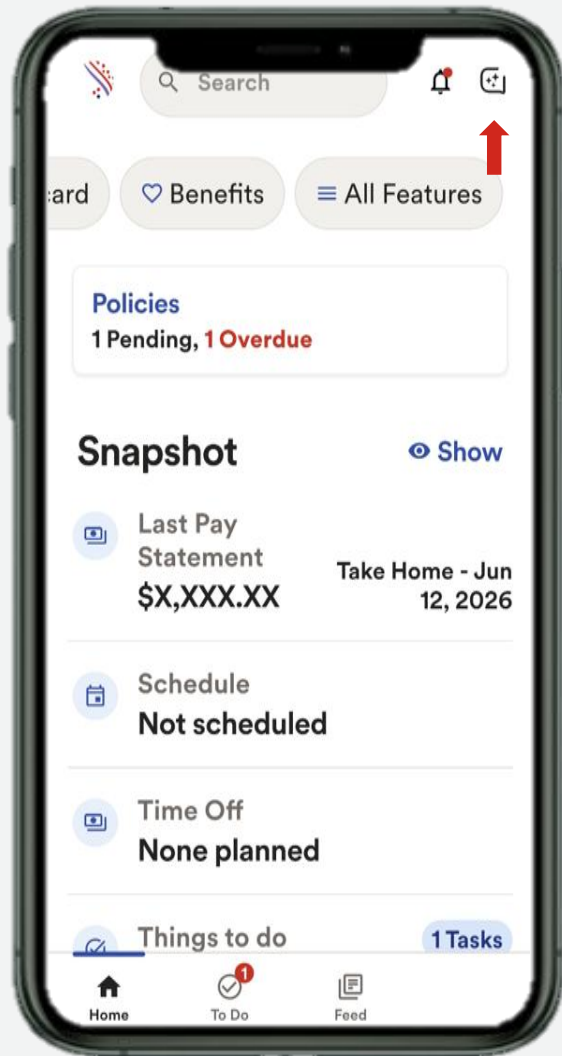
- You can view current and previous timecards - and approve from the mobile device



ADP MOBILE – TIME OFF



ADP MOBILE – ADP ASSIST



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Electronics



Entertainment



Hotels



Home



Groceries



Restaurants



Auto



Travel



Pets

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LifeMart® Discounts

Myself > Benefits > Employee Discounts > LifeMart

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QUESTIONS?



THANK YOU!

