

# ADP Time Reporting and Payroll

Work Force Management (WFM) Training Guide



# First: Payroll Changes

- Semi Monthly (hourly) will move to Bi-Weekly
- Bi-Weekly remain
  - Pay dates remain the same
  - “First Punch” July 18, 2022 (12:00 AM)
- Monthly going away: Semi-Monthly
  - New Pay Dates
    - 15<sup>th</sup> and 30<sup>th</sup> (or Friday before)





# Dates

- First pay in August
- Time captured in ADP WFM (First punch)
  - Bi-Weekly: July 18 – July 31 Pay: August 5
  - Semi-Monthly: August 1 – August 15 Pay: August 15
- October 1
  - Check and DD stubs issued by ADP
  - W-2 2022





# Payroll Changes

- All current Monthly and SemiMonthly employees
- Take this opportunity to review direct deposit and deductions
- Make changes as necessary
  - Direct Deposit form:  
[https://www.rider.edu/sites/default/files/2021-06/202106\\_AccountsPayableACH\\_DirectDepositForAcctsEmailAuthorizationFillablePDF.pdf](https://www.rider.edu/sites/default/files/2021-06/202106_AccountsPayableACH_DirectDepositForAcctsEmailAuthorizationFillablePDF.pdf)
  - W-4:  
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- All changes must be into Disbursements by Friday, **June 24**



# Deductions and Withholdings

## DIRECT DEPOSIT, CONTRIBUTION OR WITHHOLDING OF FLAT DOLLAR AMOUNTS

- As part of the transition to the semimonthly payroll schedule, your per paycheck contribution and/or withholding amounts will remain the same. With the semimonthly paycheck schedule, you will be receiving double the number of paychecks per year, also doubling your contributions and withholdings. To avoid doubling up, you will want to recalculate and take the appropriate action to change the amount deducted from each paycheck.

Current	Total Monthly	New Semimonthly	Per Pay	Total Monthly	New Suggested	Per Pay	Total Monthly
Monthly Earnings	\$5,000	Semimonthly Earnings	\$2,500	\$5,000	Semimonthly Earnings	\$2,500	\$5,000
Flat Contribution Deduction	\$500	Flat Contribution Deduction	\$500	\$1,000	Flat Contribution Deduction	\$250	\$500
Flat Extra Tax Withholding	\$500	Flat Extra Tax Withholding	\$500	\$1,000	Flat Extra Tax Withholding	\$250	\$500



# Time and Attendance

- Workforce Manager (WFM) (ADP): centralized and automated time and attendance system for recording, approving and reporting employee time and attendance.
  - Make the timekeeping process easier for all employees, including supervisors and reduce need for manual time sheets
  - Improve payroll processing efficiency and provide employees and supervisors with up-to-date information about hours worked and available leave balances.
  - Employees will no longer need to fax, email or hand-deliver time cards. Instead, a user-friendly online system is what most of you will use.
- Future (October) ADP online services will also include: Pay stubs and W-2s historical data. Only going forward and not prior data.



# Session and Learning Objectives

During each session a detailed overview will be provided explaining the ADP Workforce Manager Time and Attendance module.

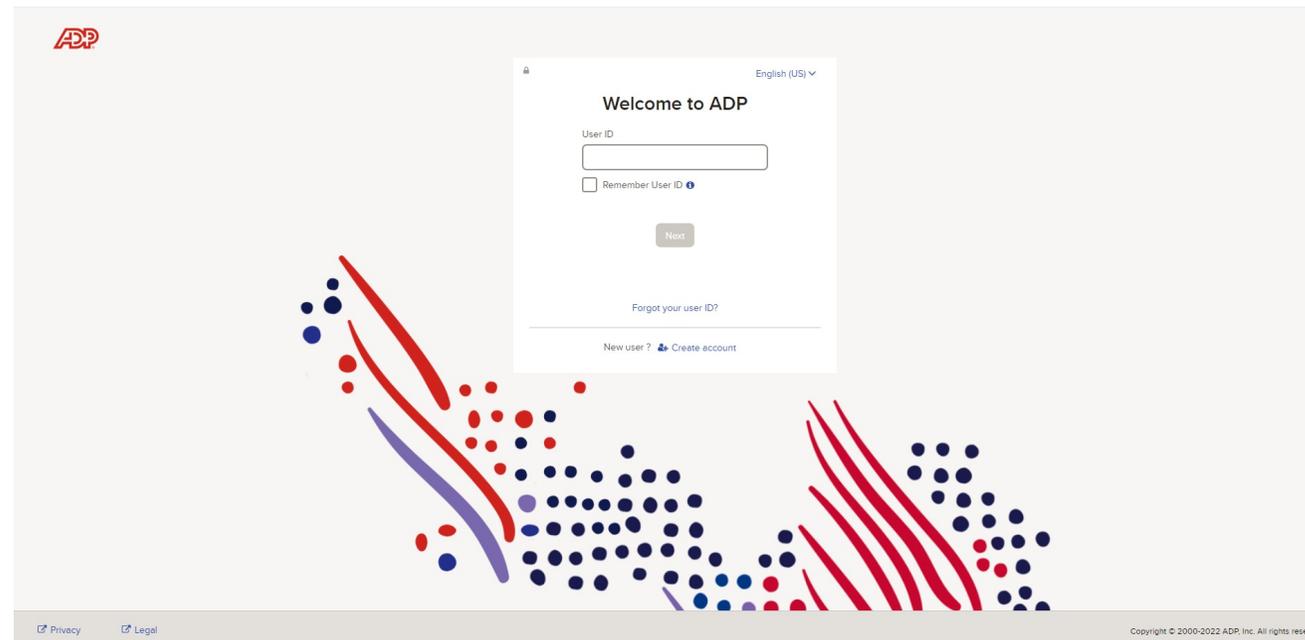
## Learning Objectives:

- Learn how to log into WFM on a computer
  - Note: App available to download
- Accurately record time in and out on a daily basis in real time for hourly employees
- Employees will be able to request time off in advance, such as vacation time, and how to record time off not requested in advance, such as sick time
- Supervisors will learn how to approve time off requests
- Employees will know how (and when) to submit time sheets and supervisors to approve those time sheets
  - Date driven
    - Monday morning



# Register with ADP

- Link will be available on MyRider in the Employee tab under Disbursements/Payroll



Look for email sent 7/11 (biweekly) and 8/1 (semimonthly) for login instructions.





# Bi-weekly Home Page

The screenshot displays the 'Home' page of the Rider University system. The header includes the university logo, a home icon, the text 'Home', and utility icons for refresh, settings, help, and notifications. The main content area is divided into several sections:

- Punch:** A 'Transfer' dropdown menu and a blue 'Punch' button. Below, it shows 'Last Punch 1:35 PM' on 5/18/2022 (GMT -05:00 Eastern Time).
- My Timecard:** Shows '0 Exceptions' with the note 'No data to display.' and a link to 'My Timecard'.
- My Profile:** Features a profile picture placeholder and an 'Edit Profile' button.
- My Notifications:** Lists '0 My Requests' and '0 Timekeeping' notifications.
- Manage Timecards:** Shows 'Previous Pay Period' and a 'Clean Timecards' section with '1 Timecards with no exceptions' and an 'Approve All' button.
- My Accruals:** Displays 'Balance as of Today' for 'Personal' at 4.10. It also shows 'Floating Hol...' and 'Sick' accruals, and a table for 'Current Vested Balance' (4.10) and 'Planned Takings' (0.00).



# Semi-monthly Home Page

The screenshot displays the Rider University Home Page dashboard. The header includes the Rider University logo, the word "Home", and navigation icons. The main content area is divided into several sections:

- Manage Timecards:** Shows "Previous Pay Period" and a "Clean Timecards" section with a count of 6 and an "Approve All" button. A link for "All Timecards" is at the bottom.
- My Notifications:** Lists zero notifications for Tasks, Employee Requests, My Requests, Timekeeping, System Messages, and Timekeeping Requests.
- My Profile:** Features a profile picture placeholder and an "Edit Profile" button.
- My Accruals:** Shows "Balance as of Today" and a "Personal" section with tabs for Floating Hol..., Hour, and Sick. It lists "Current Vested Balance" and "Planned Takings", with a "Time-Off Request" link at the bottom.
- My Timecard:** Shows zero exceptions and a "No data to display" message, with a "My Timecard" link at the bottom.



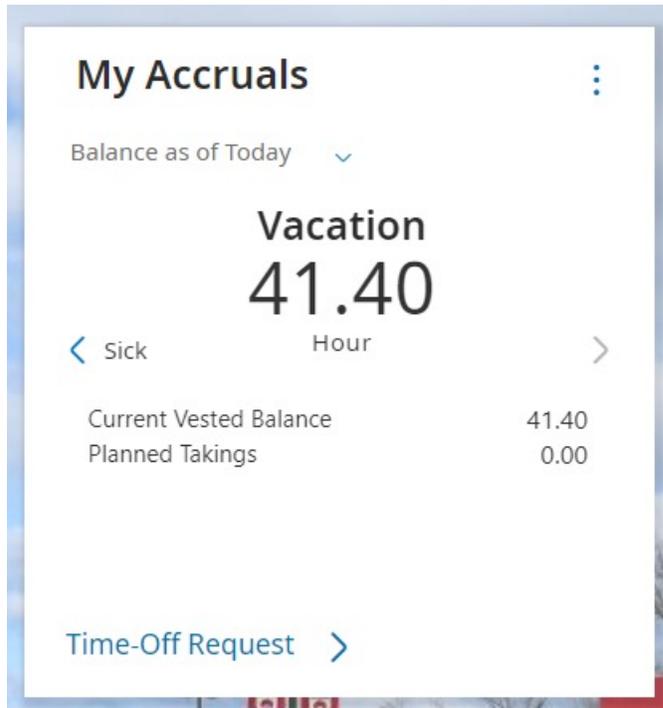


# Home Screen and Tiles

- Message section
- Help section has tutorials as well
- Three bars upper left for navigation
- Punch Tile – Works like time clock
- Time Card – Hourly (Employees paid bi-weekly)
  - Must enter beginning and ending time (i.e. 8:30 am and 5:00pm) 7.5 hours – No longer exception reporting like manual time sheets
    - Various punch in and punch out so OT is calculated by WFM
    - Meal break of 60 minutes automatically deducts – can edit
  - Additional pay codes reviewed
  - Calculate totals to show how edits have accumulated time
  - SAVE! (If do not save edits will be lost and wiped clean)



# Request Time Off



- Go to My Accruals
- Click Time-Off Request >
- Enter start hours such as 8:30 am
- Enter # of hours under Duration
- Select time Accrual type such as Vacation
- Click Review
- Ability to enter note under comment
- Submit
- Back to Home Screen will see 1 request under notifications
- Click to review





# Cancel Time off Request

- On Home Page click Main Menu (3 bars next to Home icon)
- Click My Information and then My Calendar
- On the right are events and requests
- Click requests then click the 3 dots on the request to cancel
- Click Cancel Request trash can
- If request was never approved then all is complete
- If request was approved then manager must approve cancellation



# Approve Time Off Request

Managers can approve time off requests in advance to help manage process

- When an employee requests time off this will show under My Notifications on the Manager's home screen
- Click Requests for Approval
- From Control Center Click Each Request Box on left of request & then Approve Check Mark on upper left of screen

The screenshot shows the 'Control Center' interface. At the top, there is a 'Control Center' header. Below it, there are navigation icons: 'My Actions' (a checkmark in a box), 'Mark Read' (a checkmark), 'Approve' (a checkmark), 'Refuse' (an X), and 'Add Comments' (a speech bubble). Below these icons, there is a filter bar with the text 'Filter : No Status, Cancel Su...' and several icons for filtering. The main content area shows a list of requests. The first request is highlighted with a blue border and contains the following information:

<input checked="" type="checkbox"/>		<b>Request</b>	<b>Time off Request</b>
		Employee	Losnedahl, Phyllis
		Created On	5/31/2022 8:35 AM
		Requested Periods	6/01/2022 - 6/01/2022
		Submitted by	Losnedahl, Phyllis
		Request Status	Submitted



# Key Reminders

- Enter Punch In and Punch Out for days worked, including add'l hours
- Various closing pay codes only for Facilities and Public Safety staff – No longer need to track for all other employees
- Use time off requests to help track your available balances
- Add pay code and # of hours when taking time off
- Review messages and correct errors, such as missed punches
- **SUBMIT TIME CARDS**
  - **BIWEEKLY**
    - **Must submit to manager by Monday morning**
    - **Manager to Disbursements by noon on Monday**
  - **SEMIMONTHLY**
    - **Four business days prior to pay period**
- **SAVE, SAVE, SAVE** your edits