



ADP Payroll and Time

Employee User Instructions

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Registering for ADP Vantage

This must be done by all employees so they can punch via the website, manage their PTO, personal data, tax information etc.

1. Go to URL - https://my.adp.com/static/redbox/?utm_source=Vantage
2. Click "Register Now" at the bottom of the pop up box
3. Enter Registration Code: EDAFF-ADP (not case sensitive)
4. Follow the prompts and complete each page of the registration
 - a. Where it requests an email address, make sure you use your work email address. If you do not yet know your work email address, contact your campus HR or PR Administrator
5. Be sure to save the ADP site in your favorites!

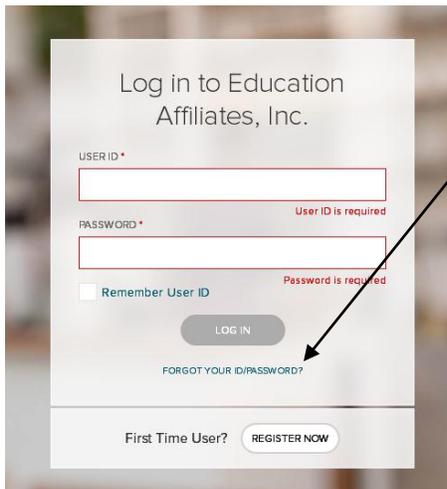
Logging into ADP Vantage

1. Open your Internet browser and type https://my.adp.com/static/redbox/?utm_source=Vantage in the address bar
2. Enter your User ID and Password
3. Click Log In
 - a. You are now logged in to the system and will see the Vantage homepage

Resetting your Password in Vantage

Local Practitioners, Campus Presidents, Regional VPs and Executives must contact Corporate Human Resources for assistance with resetting their password. Please email your request to humanresources@edaff.com. All other employees can follow the steps below

1. Open your internet browser and type https://my.adp.com/static/redbox/?utm_source=Vantage in the address bar
2. Select Forgot Your Password



Basic Payroll Review

This reviews basic payroll information that is of importance for employees to be aware.

1. Pay dates are the 15th and last day of the month. If these days fall on a weekend or banking holiday, the pay date is the prior business day.
2. Hourly employees are paid the following periods
 - a. 23rd to 7th paid mid-month
 - b. 8th to 22nd paid at month end
3. Salary employees are paid the following periods
 - a. 1st to 15th paid mid month
 - b. 16th to the last day of the month paid at month end
4. If you change Pay Type (hourly vs salary) you will also change pay cycles. Be aware this will have a large effect on your pay check for the cycle where the change occurs.
 - a. If you are unsure how this change will affect you, please reach out to your campus payroll practitioner.
5. Cut off dates for employee changes are as follows. All changes effective by these dates will be included with the corresponding payroll
 - a. 7th – for change to be included in the mid month pay
 - b. 22nd – for change to be included in the month end pay
 - c. This is important for employees to understand if they are making changes to their record. For example: If you change your tax withholding on the 11th, it will NOT be in the mid month pay, it will be included in the month end pay.
6. Overtime is paid on all hours worked over 40 in the pay week which is Sunday to Saturday. Only non-exempt employees are eligible for overtime pay.

Recording Time

All employees are required to record their own time in the ADP system time card

Timeclock

1. Your Local Practitioner should give you your employee ID. This 6 digit number is your badge number for the time clock
2. At the timeclock, type in your badge number, click enter.
 - a. This records a punch
 - b. Be sure to punch IN and OUT every day, if you miss a punch, notify your supervisor immediately.

Timestamp

3. Log in to ADP Vantage
4. On the Dashboard, click the Clock In button on the Your Time tile

Timecard Edit (access based on campus policy)

5. Log in to ADP Vantage
6. Go to the Timecard page

7. Enter your time on the desired day
 - a. Time can be entered as such (if there is no designation of AM or PM, it assumes AM)
 - i. 8:00am can be entered as
 1. 8
 - ii. 8:15am can be entered as
 1. 815
 - iii. 5:00pm can be entered as
 1. 5p
 2. 500p (if you don't enter a "p" or "pm" it will assume "am")
 3. 17 (military time)
 4. 1700
 - iv. 5:15pm can be entered as
 1. 515p
 2. 1715
8. Save and Close

Mobile App (all employees can download the App, however using it to record time is per campus policy)

9. Download the free ADP Mobile app from iStore or PlayStore
 - a. <http://www.adp.com/solutions/mobile-solutions/download.aspx>.
10. Log on to the app with the same log in and password as ADP Vantage
11. Click the Clock icon to record your punch

eTime Phone Dial In Punch Option (access based on campus policy)

12. Dial 866-248-1575
13. Press #
14. Enter Badge number and press the # key.
 - a. The badge number is 6 digits
15. Enter 4 digit Passcode number and press the # key
 - a. Employee will be prompted to create a passcode the 1st time they use the system
16. Press 1 for labor level transfer
 - a. Labor Level 4 (Department) – If you are staying at your default department, press #. Otherwise press the transfer department as you have been assigned
 - b. Labor Level 7 (Job) – If you are staying at your default department, press #. Otherwise press the transfer department as you have been assigned
17. You must call in using the phone number you gave to your supervisor in order to use eTime Phone The system will **NOT** recognize any other phone number
18. The eTime Phone system will populate your ADP timesheet with your punch by 5am the following morning
19. Please keep your passcode in a safe place. If you lose your passcode, please reach out to your campus Payroll Practitioner or Corporate Payroll.

Transferring Hours

This is completed by the employee to transfer hours to a different department or job

Each employee is defaulted to their home job/department at the beginning of each day.

- An employee will remain in a transferred job/department until one of the following occur
 - the employee transfers back to the home job/dept, or another job/dept.
 - The employee punches out and a new day begins.

At the Timeclock

1. Select the Labor Transfer button
2. Choose Job or Department
3. Select the Job or Department code on the right
 - a. If you don't see the job or depart you need, please see your local payroll practitioner
4. Click Ok
5. Record your time stamp

At the website Time Stamp

6. Log on to ADP Vantage
7. Click on the three vertical dots on the Your Time tile
8. Select Transfer
9. Select the Department or Job you are transferring to
 - a. If the option you want is not listed, click Search
 - b. Fill in the appropriate Department OR Job that you want to transfer to
 - c. Click Ok
10. Click Transfer at the bottom to record a punch
11. To clock out for the day, just click Clock Out, you don't have to transfer if you are recording an Out punch OR To transfer to a different department or job, follow the steps above.

On the Timecard

12. To record time or transfer at the timecard you must first have the access granted by your Local Practitioner if it's available
13. Log in to ADP Vantage
14. Open the Timecard page
15. Click on the plus sign for the day, use the vertical three dots to transfer
 - a. Select Edit
16. Select the Department or Job you are transferring to
 - a. If the option you want is not listed, click Account/Work Rule Transfer
 - b. Select the appropriate Department OR Job that you want to transfer to
17. Click Save and Close

On the Mobile App (must have App access granted, according to each campus policy)

18. Log on to the App, Click the Clock icon

19. Click Transfer, Select the Department or Job
20. Click Confirm
21. This will clock you IN if you are not yet on the clock, or it will create a transfer time if you are already on the clock
22. To transfer out to a different department, complete the same steps.
23. To clock out for the day, click Clock Out and Confirm

From eTimePhone

24. Please see the eTime Phone instructions on Page 5

PTO – Requesting Time Off

1. Log in to ADP Vantage
2. On the Dashboard, in the Time Off tile click Request Time Off
3. Fill in the fields
4. Click Review to review your entry
5. Click Send for Approval or Cancel to edit or discard
 - a. Once you Send for Approval your manager will be notified of your request via email

PTO - Your PTO Balance

1. To see your PTO balance, log in to ADP Vantage
2. The balance is located on the Dashboard page, in the Time Off tile
 - a. You can change the Balance As Of date
 - b. This balance includes PTO that has been Approved as of the date selected
 - c. It does not include PTO requested that has not yet been Approved

Direct Deposit

Employees are responsible for setting up and managing their own direct deposit accounts on the Pay page in ADP.

IMPORTANT INFORMATION:

- The cut off dates for changes are the 7th for the mid-month pay, and the 22nd for the month end pay.
- If you close your bank accounts, you must delete your bank information by the cut off dates to stop your direct deposit for the corresponding pay date.
- If your direct deposit is sent to a closed bank account, you will be reissued the funds only if your bank returns the funds Education Affiliates. If this occurs, the funds are reissued to you on the next scheduled payroll after the funds are returned.