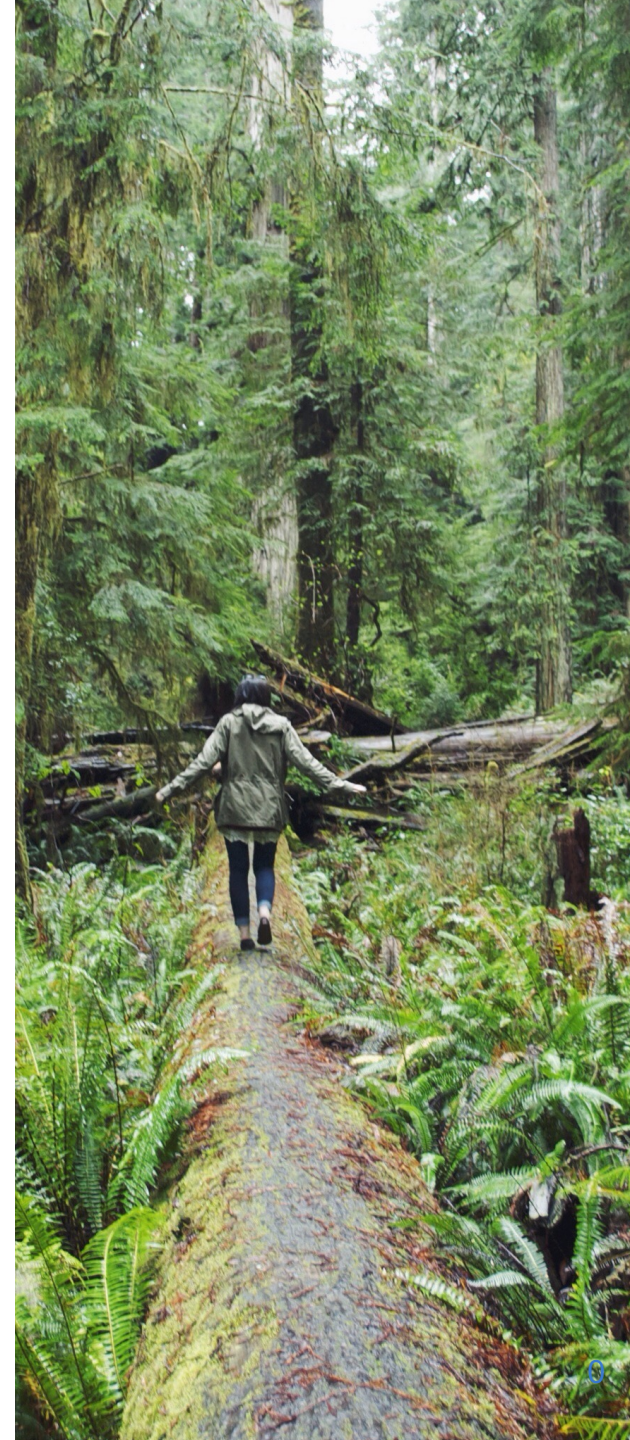




NORTHERN CALIFORNIA CONFERENCE  
OF SEVENTH-DAY ADVENTISTS

# ADP SUPERVISOR GUIDE

STEP BY STEP INSTRUCTIONS





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# ADP USER DEFINITION

Practitioner

Supervisor

Supervisor designee

Employee



# PRACTITIONER

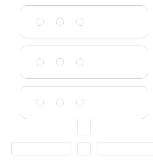


# NEED HELP?

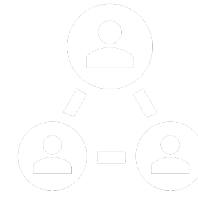
Ask a Practitioner



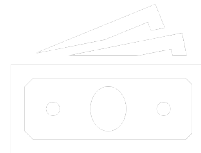
IT



HR



PAYROLL





# SUPERVISOR



ADP User Definition

---

# SUPERVISOR





# SUPERVISOR DESIGNEE





## ADP User Definition

---

# SUPERVISOR DESIGNEE

---

A special group of **paid** employees who the supervisor assigns the function of managing employees. The job function must be in the job description. No volunteer can supervise a paid NCC employee.

---

In special situations, an exception to policy can be made for another paid employee to be the Supervisor designee, responsible for approving timecards.

---

In Education, Principals need to email the Superintendent to seek approval. Pastors need to email the Ministerial Director. Other ministries need to email the Executive Secretary.

---

After approval, expect a long wait time for the identified employee to be set up in ADP as a supervisor designee. And during this wait time, prepare to approve timecards and vacation requests



# EMPLOYEE

A person who receives a paycheck from the Northern California Conference.



Employee

---

YOU



Expense Reports: Every month



ADP Hours: Every week



Vacation Request Overview



Supervisor Responsibilities

Name **Enter Name Here**  
Address

**Your report is incomplete! Please select a short description from the drop-down list for every day of the month. 31 days in the first column are blank.**

**Best way to contact:**

Phone:

Email: *enter email address here*

**\*Mileage cannot be reimbursed without both the location and reason for travel.**

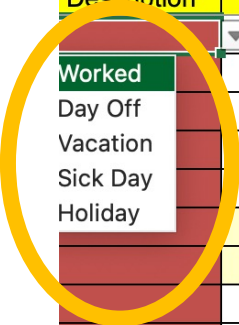
\*\* ADCO must approve Special Mileage.

Employee

# EXPENSE REPORTS

Expense Report are due the 3rd of every month.

Short Description	Mileage Activity and Location* Eg. "Sacramento visit," "Redding school board," etc.	Budgeted Mileage	Date	Special Mileage**	Per Diem	
					Taxable	Non-Taxable
			1 - Mon		Choose Fr	
			2 - Tue		Choose Fr	
			3 - Wed		Choose Fr	
			4 - Thu		Choose Fr	
			5 - Fri		Choose Fr	
			6 - Sat		Choose Fr	
			7 - Sun		Choose Fr	
			8 - Mon		Choose Fr	
			9 - Tue		Choose Fr	
			10 - Wed		Choose Fr	
			11 - Thu		Choose Fr	
			12 - Fri		Choose Fr	
			13 - Sat		Choose Fr	
			14 - Sun		Choose Fr	
			15 - Mon		Choose Fr	
			16 - Tue		Choose Fr	
			17 - Wed		Choose Fr	
			18 - Thu		Choose Fr	



Employee

# ADP TIME KEEPING

To keep your ADP vacation balance accurate, attest to working. Due every Monday by 11 AM.

Employee Timecards

MILLER, KENNETH 20394 1 of 1

Previous Today Next Add New List View Zoom **Approve** Remove Approval Analyze View Moved... Go To

Project	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17
Home							
Home: President's Day							
Daily Total							



Employee

---

Do you have to  
complete the  
report in ADP  
and in Excel?

**Answer: Yes.** You must  
complete both.

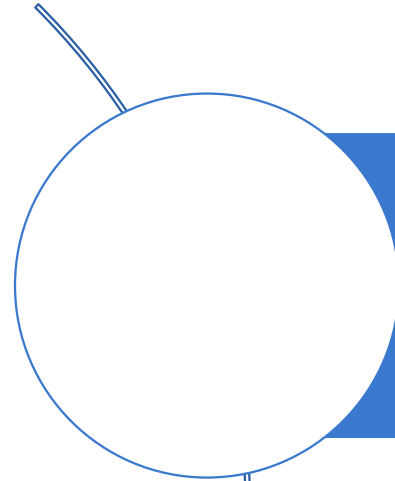




Employee

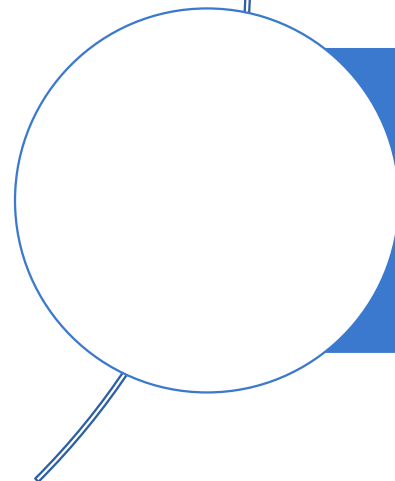
---

# VACATION REQUEST OVERVIEW



Your supervisor will be notified when you request time off.

Your supervisor must approve your request.



Since ADP is an integrated system, if your supervisor does not approve your request, your vacation balance may be negatively affected.



## DESKTOP ADP Home Screen

Configure homepage

### Things to Do

Notifications (2)

ADP Workforce Now® is always evolving. Click [here](#) to learn more about recent enhancements, learning resources, and what is coming soon. [Mark as Read](#)

ACA Offering Management

### Dashboards



### My Pay

Compensation



TAKE HOME  
\$X.XX  
GROSS PAY  
\$X.XX

### Helpful Links

- [Salary Paycheck Calculator](#)
- [Hourly Paycheck Calculator](#)
- [Tax Withholding Estimator](#)
- [Employee Discounts - LifeMart](#)

### My Time Off

Balances as of

03/05/2024



Show Balances

Request time off

### My Benefits

As of 3/5/2024 at 10:26 AM

#### Medical

Ascend to Wholeness Healthcare Plan

#### Employee Life

Voya Financial

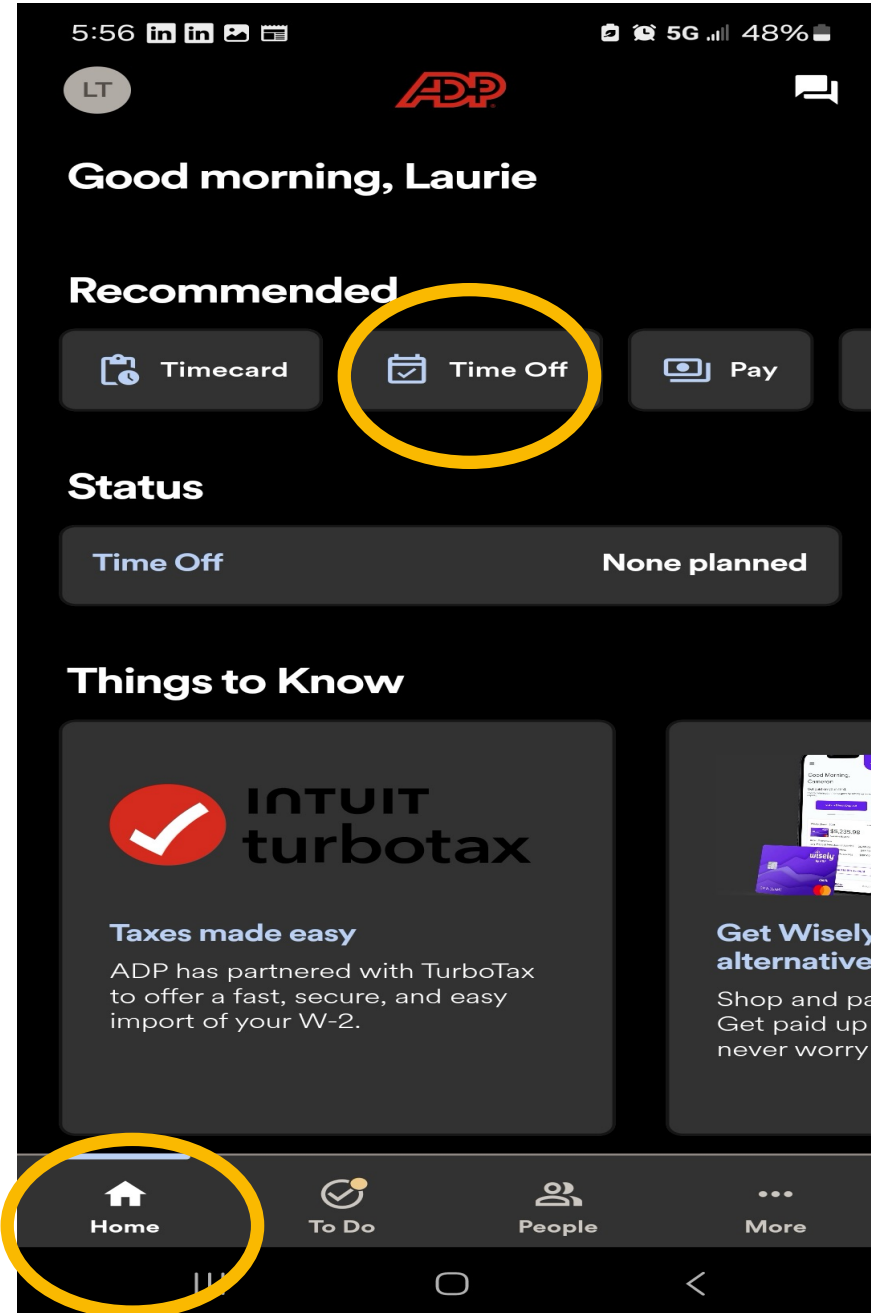


Employee

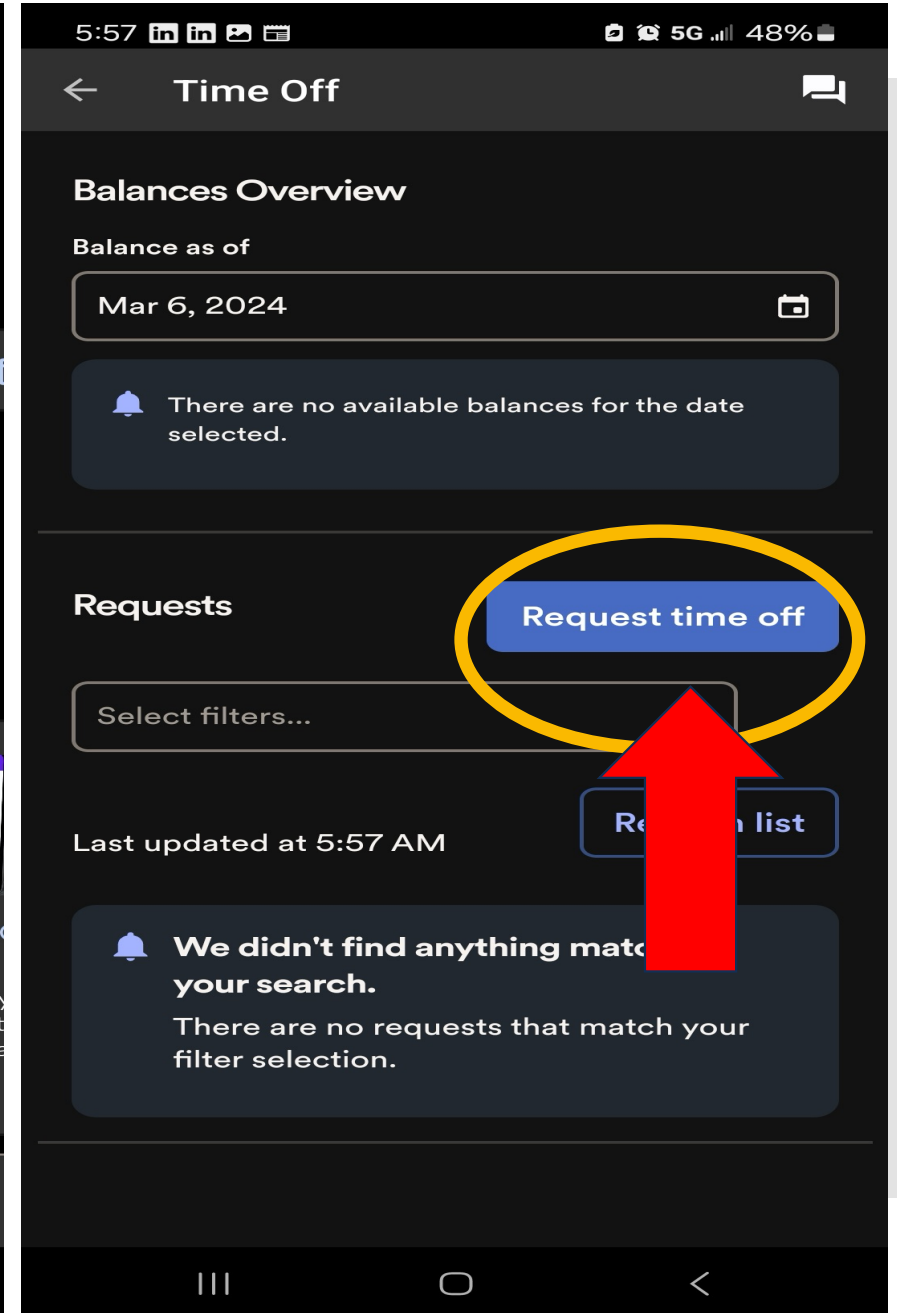
# VACATION REQUEST OVERVIEW

ADP Mobile App View

## Main Menu Look



## Time Off





# SUPERVISOR RESPONSIBILITIES

1

Train employees who you supervise so they can clock in and out for the first-time punch on March 24

2

Ensure all personal and bank information is accurate

3

Understand how to approve timecards



Supervisor

---

## 7 STEPS TO COMPLETE THE FIRST TIME YOU LOGIN

General Overview of Workforce Now

NCC Email Usage

Update and verify personal information

Update and verify banking information

Verify and manage team

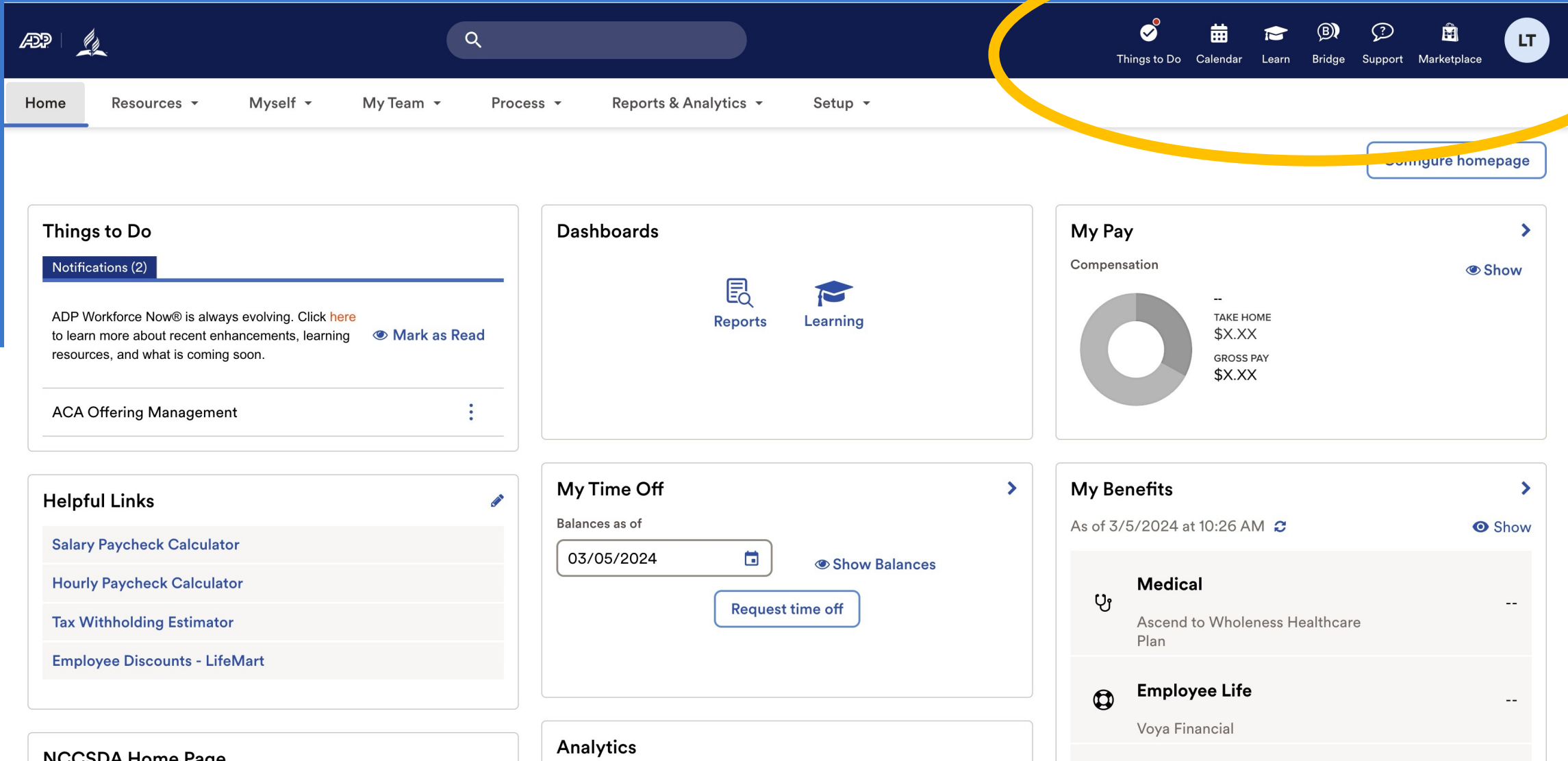
Time keeping for team

ADP Mobile App

# WORKFORCE NOW

Home Screen: Step 1

This is the ADP Desktop Home Page view. Notice how it is laid out: Menu items on the top right side, menu items across the page, and tiles.



ADP

Search

Things to Do Calendar Learn Bridge Support Marketplace LT

Home Resources Myself My Team Process Reports & Analytics Setup

Configure homepage

### Things to Do

Notifications (2)

ADP Workforce Now® is always evolving. Click [here](#) to learn more about recent enhancements, learning resources, and what is coming soon. [Mark as Read](#)

ACA Offering Management

### Dashboards

Reports Learning

### My Pay

Compensation

TAKE HOME \$X.XX  
GROSS PAY \$X.XX

### My Time Off

Balances as of 03/05/2024 Show Balances

Request time off

### My Benefits

As of 3/5/2024 at 10:26 AM Show

Medical  
Ascend to Wholeness Healthcare Plan

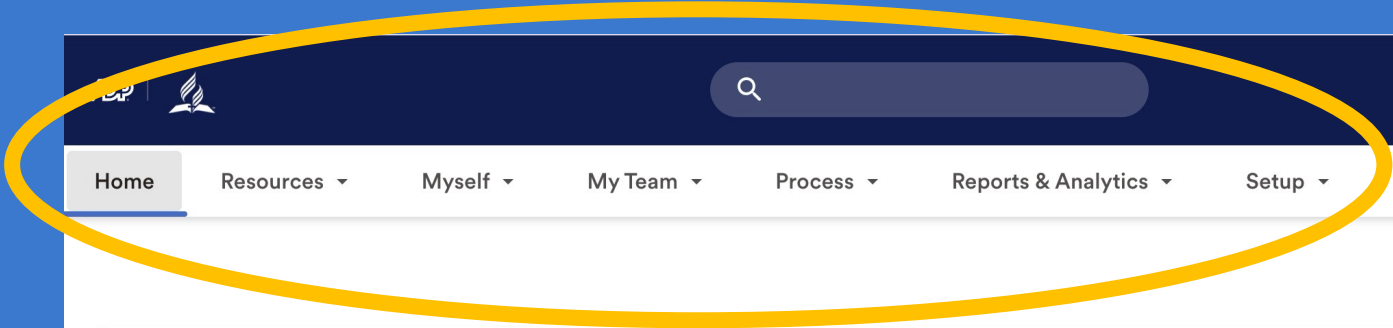
Employee Life  
Voya Financial

### Helpful Links

Salary Paycheck Calculator  
Hourly Paycheck Calculator  
Tax Withholding Estimator  
Employee Discounts - LifeMart

NCCSDA Home Page

Analytics



- Home
- Resources
- Myself
- My Team
- Process
- Reports & Analytics
- Setup

Configure homepage

### Things to Do

Notifications (2)

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ACA Offering Management

### Dashboards

Reports Learning

### My Pay

Compensation

TAKE HOME \$X.XX  
GROSS PAY \$X.XX

Show

### Helpful Links

- Salary Paycheck Calculator
- Hourly Paycheck Calculator
- Tax Withholding Estimator
- Employee Discounts - LifeMart

### My Time Off

Balances as of

03/05/2024 Show Balances

Request time off

### My Benefits

As of 3/5/2024 at 10:26 AM Show

- Medical: Ascend to Wholeness Healthcare Plan
- Employee Life: Voya Financial

NCCSDA Home Page

Analytics



- Things to Do
- Calendar
- Learn
- Bridge
- Support
- Marketplace
- LT

- Home
- Resources
- Myself
- My Team
- Process
- Reports & Analytics
- Setup

Configure homepage

### Things to Do

Notifications (2)

ADP Workforce Now® is always evolving. Click [here](#) to learn more about recent enhancements, learning resources, and what is coming soon. [Mark as Read](#)

ACA Offering Management

### Dashboards

Reports Learning

### My Pay

Compensation

TAKE HOME \$X.XX  
GROSS PAY \$X.XX

### Helpful Links

- Salary Paycheck Calculator
- Hourly Paycheck Calculator
- Tax Withholding Estimator
- Employee Discounts - LifeMart

### My Time Off

Balances as of 03/05/2024

Request time off

### My Benefits

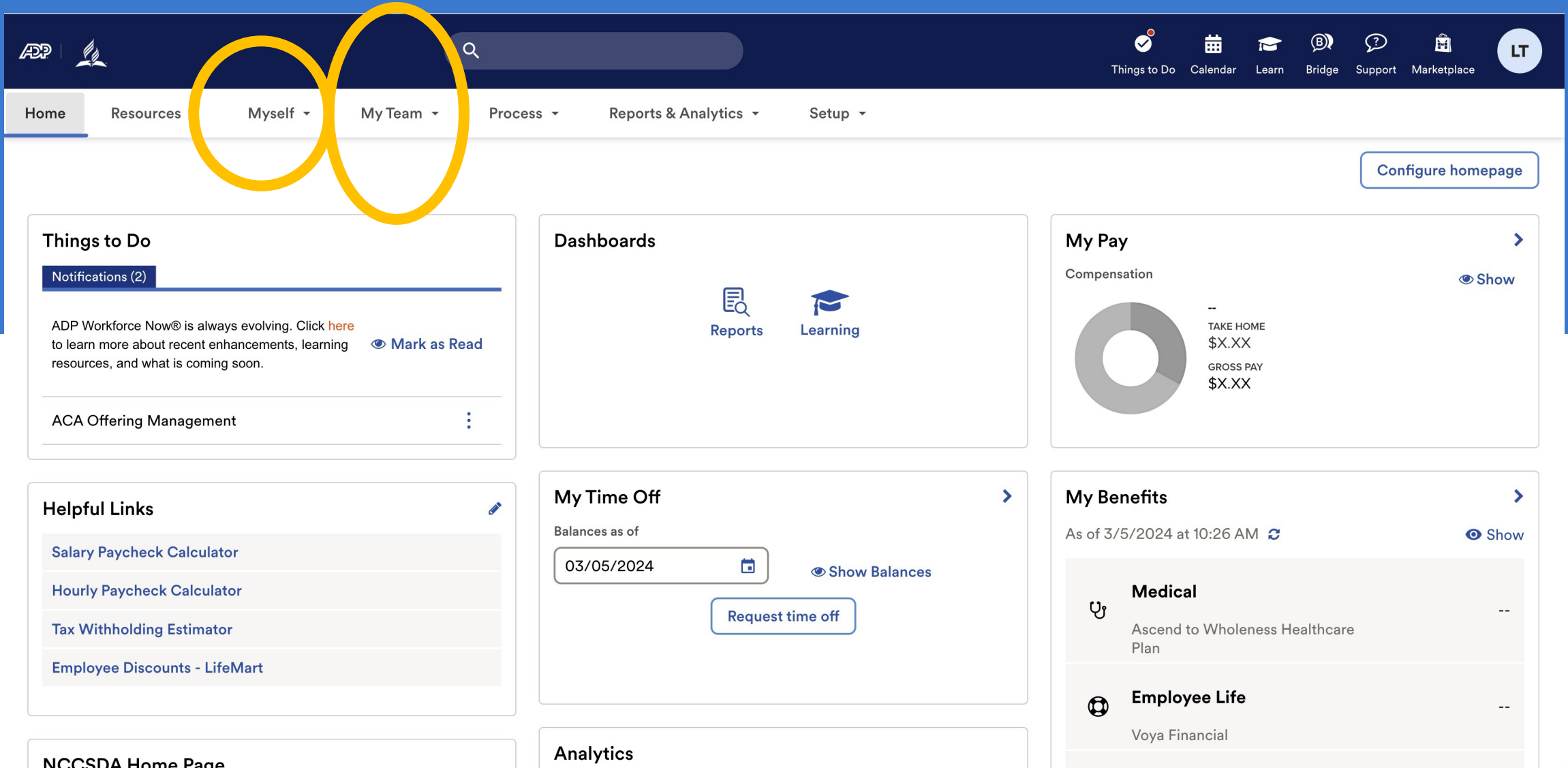
As of 3/5/2024 at 10:26 AM

- Medical: Ascend to Wholeness Healthcare Plan
- Employee Life: Voya Financial

NCCSDA Home Page

Analytics

The two areas we will focus on are **Myself** and **My Team**. The goal is to feel comfortable and prepared to train those you manage in updating personal information, banking information, and tracking work hours.



The screenshot shows the ADP Workforce Now dashboard. The top navigation bar includes the ADP logo, a search bar, and several utility icons: Things to Do, Calendar, Learn, Bridge, Support, Marketplace, and a user profile icon labeled 'LT'. Below the navigation bar is a main menu with the following items: Home, Resources, **Myself**, **My Team**, Process, Reports & Analytics, and Setup. The 'Myself' and 'My Team' items are circled in yellow. The dashboard content is organized into several sections:

- Things to Do:** Includes a 'Notifications (2)' section with a message about ADP Workforce Now updates and a 'Mark as Read' link. Below it is a link for 'ACA Offering Management'.
- Dashboards:** Features two icons: 'Reports' and 'Learning'.
- My Pay:** Displays a donut chart for 'Compensation' with labels for 'TAKE HOME \$X.XX' and 'GROSS PAY \$X.XX'. A 'Show' link is visible.
- My Time Off:** Shows 'Balances as of 03/05/2024' and a 'Request time off' button. A 'Show Balances' link is also present.
- My Benefits:** Lists 'Medical' (Ascend to Wholeness Healthcare Plan) and 'Employee Life' (Voya Financial). A 'Show' link is visible.
- Helpful Links:** Contains links for 'Salary Paycheck Calculator', 'Hourly Paycheck Calculator', 'Tax Withholding Estimator', and 'Employee Discounts - LifeMart'.
- NCCSDA Home Page:** A link located at the bottom left of the dashboard.
- Analytics:** A section at the bottom of the dashboard.





# NCC EMAIL


**Step 2: ADP Logins will be sent to your NCC email address.** After you click the link sent to you by Richard Bankhead, for your first login, you will need to use your NCC email address and password. After that it will just be a link.

Please make sure every employee you supervise is accessing their NCC email address so there are no complications with getting paid.

RB Richard Bankhead  
To: Laurie Trujillo

Supervisor link

<https://mobifed.adp.com/oauth/client/v2/f5eb52cff98208b78e33e3a4af84902b197f817f67cb3a4524c8db3bc7cd8941?run=true&adpwf=true&appid=ADMWFN>



SEVENTH-DAY  
ADVENTIST CHURCH

Richard Bankhead  
Director Information Technology  
Northern California Conference of Seventh-day Adventists  
2100 Douglas Blvd  
Roseville, CA 95661  
(916) 886-5634  
Richard.Bankhead@nccsda.com

Click Here



# PERSONAL INFORMATION

## Step 3: Update & Verify Personal Information.

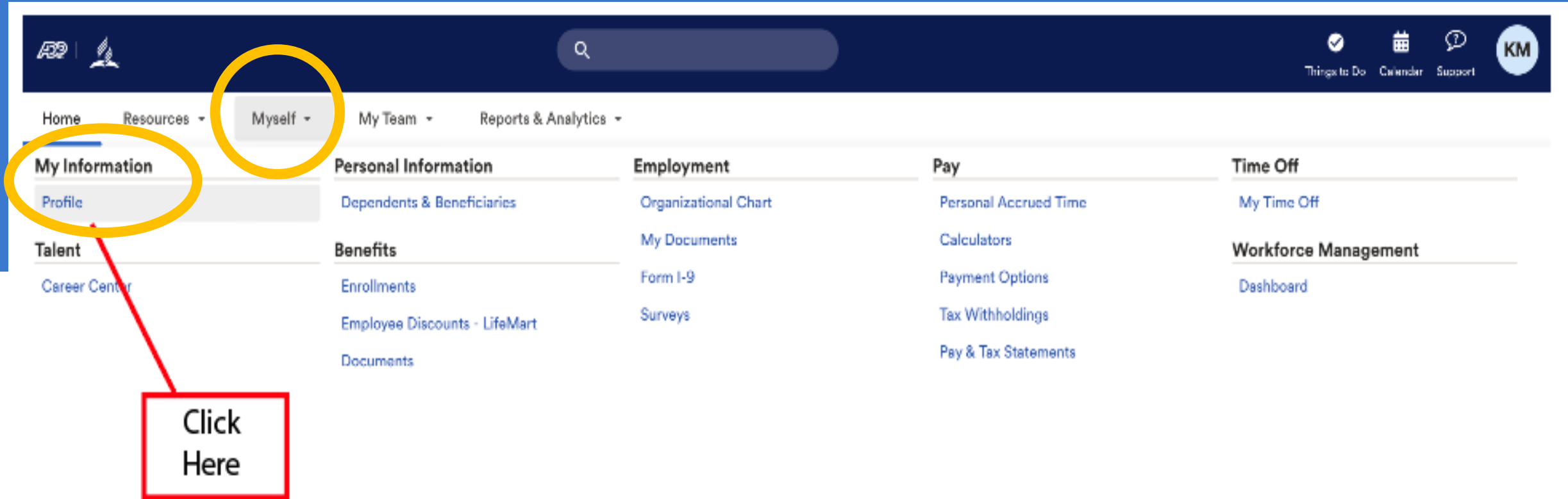
The email link will take you to the ADP WorkforceNow Home page where you can verify and update all personal and professional information.

Click the drop-down menu under Myself.

The screenshot shows the ADP employee portal interface. At the top, there is a navigation bar with the ADP logo, a search bar, and utility icons for 'Things to Do', 'Calendar', 'Support', and a user profile icon labeled 'KM'. Below the navigation bar, there are menu items: 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. The 'Myself' menu item is circled in yellow, and a red arrow points from this circle to a red-bordered box containing the text 'Click Here'. The main content area is divided into several sections:

- My Pay:** A section titled 'Compensation' with a 'Show' button. It displays a donut chart and two values: 'TAKE HOME \$X.XX' and 'GROSS PAY \$X.XX'.
- My Time Off:** A section titled 'Balances as of' with a date input field set to '03/05/2024' and a 'Show Balances' button. Below this is a 'Request time off' button.
- My Benefits:** A section titled 'As of 3/5/2024 at 11:02 AM' with a 'Show' button. It lists two benefits: 'Employee Life' and 'Long Term Disability', both provided by 'Voya Financial'.
- Helpful Links:** A section with four links: 'Salary Paycheck Calculator', 'Hourly Paycheck Calculator', 'Tax Withholding Estimator', and 'Employee Discounts - LifeMart'.
- Things to Do:** A section with a 'Congratulations' message: 'You've completed all of your Things to Do tasks'.
- Analytics:** A section titled 'Metrics Watchlist' with a message: 'You are not watching any metrics yet. Keep an eye on the metrics you care about the most. Just click 'Add to watchlist' within any metric detail page, and we'll show it here.' Below this is a 'BROWSE METRICS' button.
- NCCSDA Home Page:** A section with the NCCSDA logo and the text 'NCCSDA Home Page'.

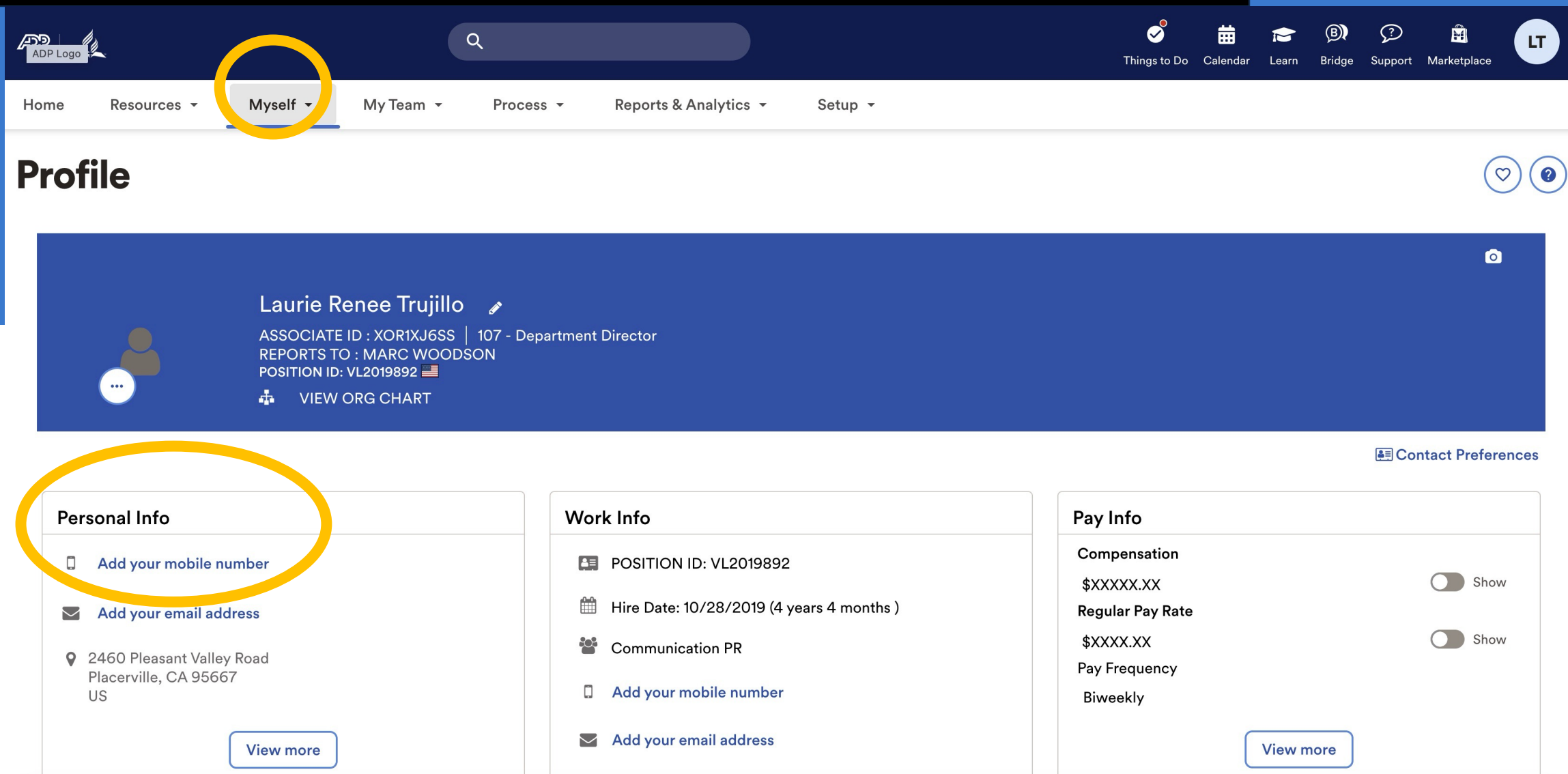
Under My Information, click Profile.



The screenshot shows the ADP HR portal interface. At the top, there is a navigation bar with the ADP logo, a search bar, and utility icons for 'Things to Do', 'Calendar', 'Support', and a user profile icon labeled 'KM'. Below the navigation bar, there are tabs for 'Home', 'Resources', 'Myself', 'My Team', and 'Reports & Analytics'. The 'Myself' tab is highlighted with a yellow circle. Underneath, there are several sections: 'My Information' (with 'Profile' highlighted by a yellow circle), 'Talent' (with 'Career Center' below it), 'Personal Information' (with 'Dependents & Beneficiaries' below it), 'Benefits' (with 'Enrollments', 'Employee Discounts - LifeMart', and 'Documents' below it), 'Employment' (with 'Organizational Chart', 'My Documents', 'Form I-9', and 'Surveys' below it), 'Pay' (with 'Personal Accrued Time', 'Calculators', 'Payment Options', 'Tax Withholdings', and 'Pay & Tax Statements' below it), 'Time Off' (with 'My Time Off' below it), and 'Workforce Management' (with 'Dashboard' below it). A red box with the text 'Click Here' is connected by a red line to the 'Profile' link in the 'My Information' section.

Verify and update your personal information. DO NOT Change your work email address, otherwise you will not be able to login into ADP.

Remember, your employees need to do the same but they have to do it through their account. You, as the supervisor, cannot do it for them.



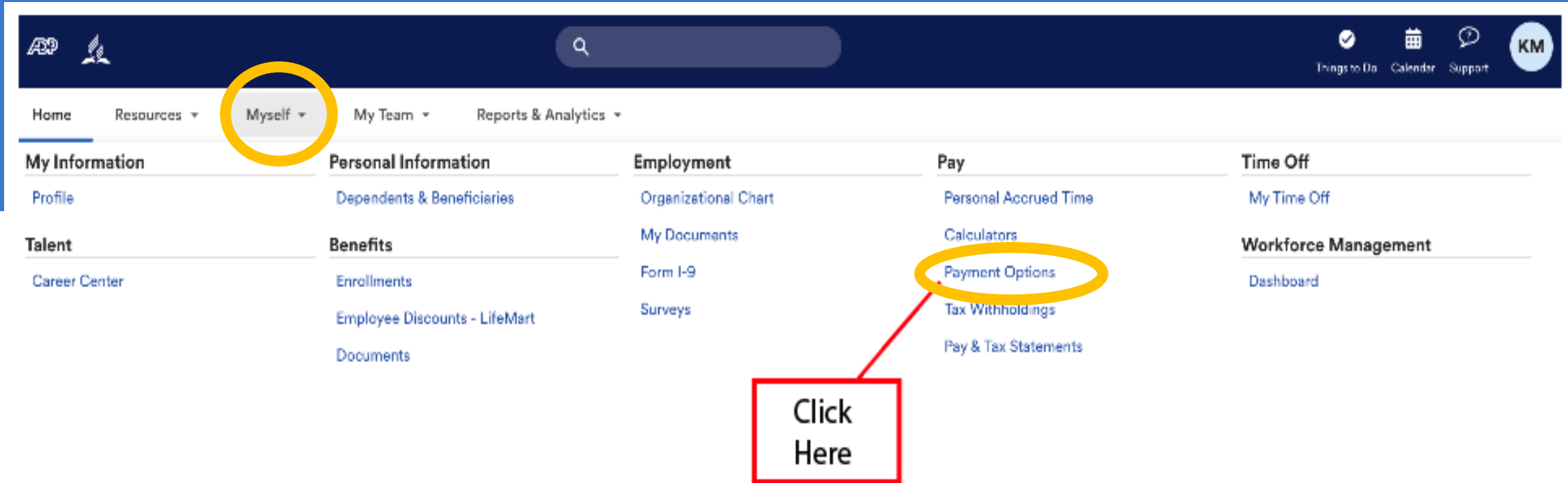
The screenshot shows the ADP 'Myself' profile page. The 'Myself' menu item in the top navigation bar is circled in yellow. The profile header for Laurie Renee Trujillo is shown, including her name, title (Department Director), and reporting manager (MARC WOODSON). Below the header are three main sections: 'Personal Info', 'Work Info', and 'Pay Info'. The 'Personal Info' section is circled in yellow and contains links to 'Add your mobile number' and 'Add your email address', along with a physical address in Placerville, CA. The 'Work Info' section lists 'POSITION ID: VL2019892', 'Hire Date: 10/28/2019 (4 years 4 months)', and 'Communication PR'. The 'Pay Info' section shows 'Compensation' and 'Regular Pay Rate' both set to '\$XXXXX.XX' with 'Show' toggles, and 'Pay Frequency' set to 'Biweekly'. A 'Contact Preferences' link is visible in the top right of the profile area. A 'View more' button is present at the bottom of each section.



# BANKING INFORMATION

Step 4: Update & Verify Banking Information

Click the Myself drop down menu and click on Payment Option under the Pay menu.



The screenshot displays a user interface with a dark blue header. On the left, there are navigation tabs: Home, Resources, Myself (circled in yellow), My Team, and Reports & Analytics. Below these are several menu sections: My Information (Profile), Talent (Career Center), Personal Information (Dependents & Beneficiaries), Benefits (Enrollments, Employee Discounts - LifeMart, Documents), Employment (Organizational Chart, My Documents, Form I-9, Surveys), Pay (Personal Accrued Time, Calculators, Payment Options (circled in yellow), Tax Withholdings, Pay & Tax Statements), Time Off (My Time Off), and Workforce Management (Dashboard). A red box labeled 'Click Here' has a red arrow pointing to the 'Payment Options' link.



This is your banking information. Check for accuracy and update as necessary. Remember, your employees need to do the same but they have to do it through their account. You, as the supervisor, cannot do it for them.

ADP

Home Resources **Myself** My Team Reports & Analytics

# Payment Options

**KM** MILLER, KENNETH WAYNE  
109 - Assistant Dept Director  
001994 - Communication PR (Department)

Tax ID: XXX-XX-9215  
Position ID: VL2020394

How do you want to be paid? You can split your pay between any combination of accounts.

Reveal account details  Pay statement settings

Bank Account Direct Deposit

Account # XXXXXX9907  
Deposit amount Everything

Bank Account Direct Deposit

Account # None  
Deposit amount 0.0%

+ Add bank account

With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check. To avoid this, ensure one of your accounts is set to "deposit everything here" or "deposit the remainder of my pay".

Check Info For Accuracy




# VIEW & MANAGE TEAMS

Step 5: View and verify team members

Click the drop-down menu under My Team.

The screenshot shows a web application interface with a dark blue header and a white main content area. The header contains the ADP logo, a search bar, and several utility icons: Things to Do, Calendar, Learn, Bridge, Support, Marketplace, and a user profile icon labeled 'LT'. Below the header is a navigation bar with tabs: Home, Resources, Myself, My Team, Process, Reports & Analytics, and Setup. The 'My Team' tab is circled in yellow. Below the navigation bar are five main sections: Team Information, Employment, Time Off, Personal Information, and Talent. The 'My Team' link in the Team Information section is highlighted in grey. A red arrow points from the 'My Team' tab in the navigation bar to a red-bordered box containing the text 'Click Here'.

ADP | 

Things to Do Calendar Learn Bridge Support Marketplace LT

Home Resources Myself **My Team** Process Reports & Analytics Setup

**Team Information**

- My Team**
- Delegated Activities
- Organizational Chart
- Company Policy Status
- Team Calendar
- Manage New Hire Onboarding

**Employment**

- Employment Profile
- Employee Documents
- Company Property
- EI-9 Management

**Time Off**

- Request Time Off
- Time Off Balances
- List Of Requests

**Personal Information**

- Personal Profile
- Employee Profile Report
- Employee Notes
- Talent Profile

**Talent**

- Recruitment
- Learning Management

**Workforce Management**

- Dashboard

Click Here

Under the Team Information, click the My Team.

The screenshot displays a web application interface with a dark blue header and a white main content area. The header contains the ADP logo, a search bar, and several utility icons (Things to Do, Calendar, Learn, Bridge, Support, Marketplace) along with a user profile icon labeled 'LT'. Below the header is a navigation bar with tabs: Home, Resources, Myself, My Team, Process, Reports & Analytics, and Setup. The 'My Team' tab is circled in yellow. A dropdown menu is open under 'My Team', with the 'My Team' option highlighted in grey and circled in yellow. A red arrow points from a red-bordered box containing the text 'Click Here' to the highlighted 'My Team' option. The main content area is divided into five columns: Team Information, Employment, Time Off, Personal Information, and Talent. The 'Team Information' column lists: My Team, Delegated Activities, Organizational Chart, Company Policy Status, Team Calendar, and Manage New Hire Onboarding. The 'Employment' column lists: Employment Profile, Employee Documents, Company Property, and EI-9 Management. The 'Time Off' column lists: Request Time Off, Time Off Balances, List Of Requests, and Request Carryover. The 'Personal Information' column lists: Personal Profile, Employee Profile Report, Employee Notes, and Talent Profile. The 'Talent' column lists: Recruitment, Learning Management, and Workforce Management (with a sub-item Dashboard).

Verify your team member list. If there are errors, contact HR@nccsda.com immediately.

ADP | Search

Things to Do Calendar Learn Bridge Support Marketplace LT

Home Resources ▾ Myself ▾ **My Team ▾** Process ▾ Reports & Analytics ▾ Setup ▾

# My Team

Find a team member

Employee Name	Status	Job Title	Position ID	
<b>KM MILLER, KENNETH</b>	Active	109 - Assistant Dept Direc	VL2020394	

## Things to Do

You're all caught up.

## Actions

[Hire someone](#)

## Helpful Links

- [Organizational Chart](#)
- [Manage New Hire Onboarding](#)
- [Team Calendar](#)

Review each team member's profile to ensure all personal information is there. If information is incomplete, work with your employee to update their profile.

**Profiles**

Name	Position ID	Hire Date	Status
<b>MILLER, KENNETH WAYNE</b> 109 - Assistant Dept Director 001894 - Communication PR (Department)	XXX-XX-XXXX	06/25/2022	Active

Search for employees 1 of 1 Filter: <status is active>

### Details

Personal Employment Talent

Name	Contact	Demographics
<p>Legal Name KENNETH WAYNE MILLER Preferred or Chosen Name -- Professional Suffix</p> <p>Payroll Name MILLER, KENNETH WAYNE</p>	<p>Personal Email Work Email</p> <p>Home Phone Work Phone</p> <p>Personal Mobile Work Mobile</p> <p>Personal Fax Work Fax</p> <p>Personal pager Work Pager</p>	<p>Birth Date XX/XX/XXXX Age XX Years XX Months Show more</p>

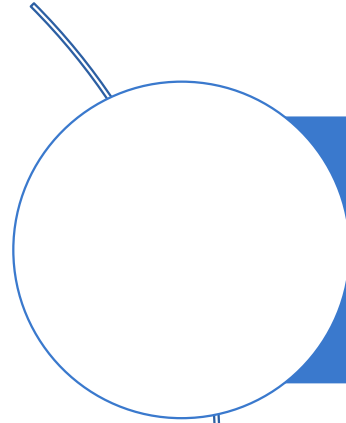
Addresses	Emergency Contacts
<p>Primary Address 17545 Mt Elizabeth Dr Sonora, CA 95370 United States</p> <p>Secondary address</p>	<p>Contact</p>



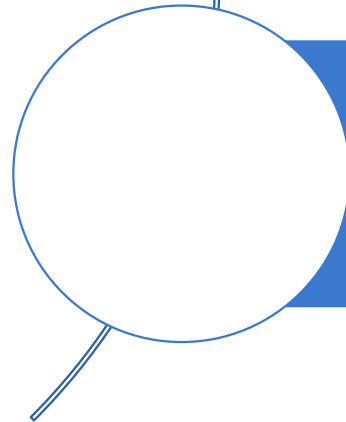
View & Manage Teams

---

Ensure  
information  
is complete



Employee is responsible  
for ensuring accuracy.



Supervisor is responsible  
for complete information

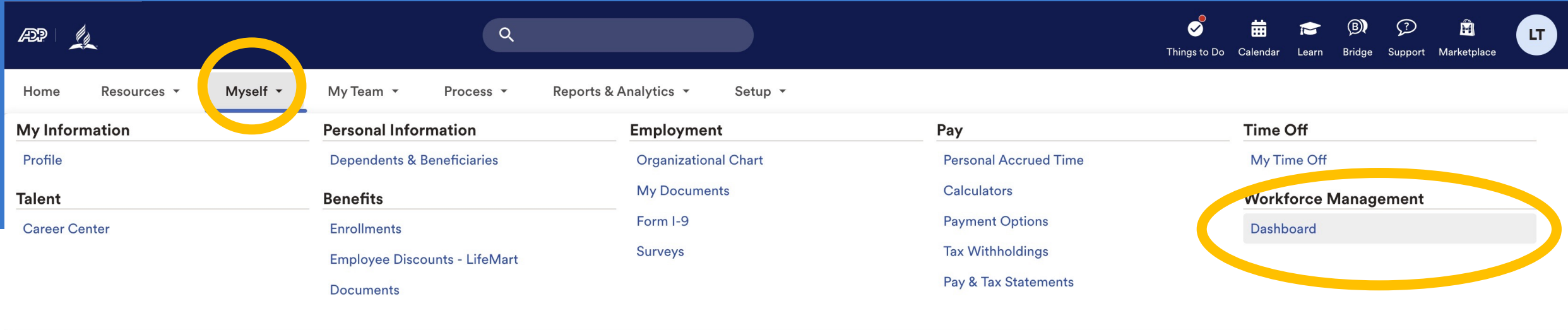


# TEAM TIME KEEPING

**Step 6: If you are unsure about our policies,** refer to the NCC Employee handbook or reach out to HR. For approving timecards, refer to the NCC Payroll Schedule.



As a supervisor, click on the **Myself** drop-down menu. Click on Dashboard under the Workforce Management title to find all the information on your team.



The screenshot shows the ADP HR system interface. At the top left, there are logos for ADP and the Northern California Conference of Seventh-Day Adventists. A search bar is located in the top center. On the right side of the top navigation bar, there are icons for Things to Do, Calendar, Learn, Bridge, Support, and Marketplace, along with a user profile icon labeled 'LT'. Below the top navigation bar, there is a main navigation menu with options: Home, Resources, Myself (circled in yellow), My Team, Process, Reports & Analytics, and Setup. The main content area is divided into five columns: My Information, Personal Information, Employment, Pay, and Time Off. Under My Information, there is a link for Profile. Under Personal Information, there is a link for Dependents & Beneficiaries. Under Employment, there are links for Organizational Chart, My Documents, Form I-9, and Surveys. Under Pay, there are links for Personal Accrued Time, Calculators, Payment Options, Tax Withholdings, and Pay & Tax Statements. Under Time Off, there is a link for My Time Off. In the Workforce Management section, the Dashboard link is highlighted and circled in yellow.

As a supervisor, you will see tiles. Note the My Notification tile. There you will find your employee's time off requests as well as other communication. Click on the blue area to expand your view.

LT Welcome back, Laurie

### Manage Schedule

3/05/2024 • Last Update 11:48 AM

Starting	0	>
Missing	0	>
On Break	0	>
Leaving	0	>

### My Notifications

Tasks	0	>
Employee Requests	0	>
My Requests	0	>
Timekeeping	0	>
System Messages	0	>
Timekeeping Requests	0	>
Notices	0	>

### My Time Off

\*Reason  
Please Select Below

\*Dates  
3/05/2024

\*Daily Amount  
Hours

\*Start Time

\*Duration hh:...

Advanced Options >

Submit

### My Timecard

#### Exceptions

0

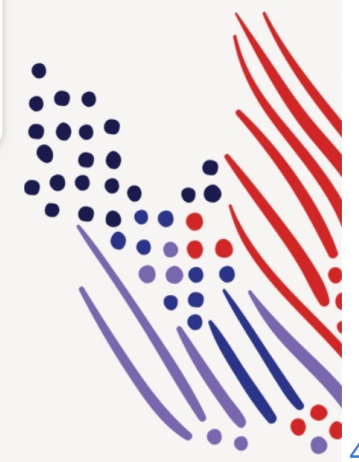
No data to display.

### Manage Timecards

Previous Pay Period

**1** Clean Timecards  
Timecards with no exceptions

Approve All



Under the **Manage Timecards**, you will find a list of all your employee's timecards that need approval. To view, click on the blue area to expand your view.



LT Welcome back, Laurie

### Manage Schedule

3/05/2024 • Last Update 11:48 AM

Starting	0	>
Missing	0	>
On Break	0	>
Leaving	0	>

### My Notifications

Tasks	0	>
Employee Requests	0	>
My Requests	0	>
Timekeeping	0	>
System Messages	0	>
Timekeeping Requests	0	>
Notices	0	>

### My Time Off

\*Reason  
Please Select Below

\*Dates  
3/05/2024

\*Daily Amount  
Hours

\*Start Time

\*Duration hh...

Advanced Options >

Submit

### My Timecard

#### Exceptions

0

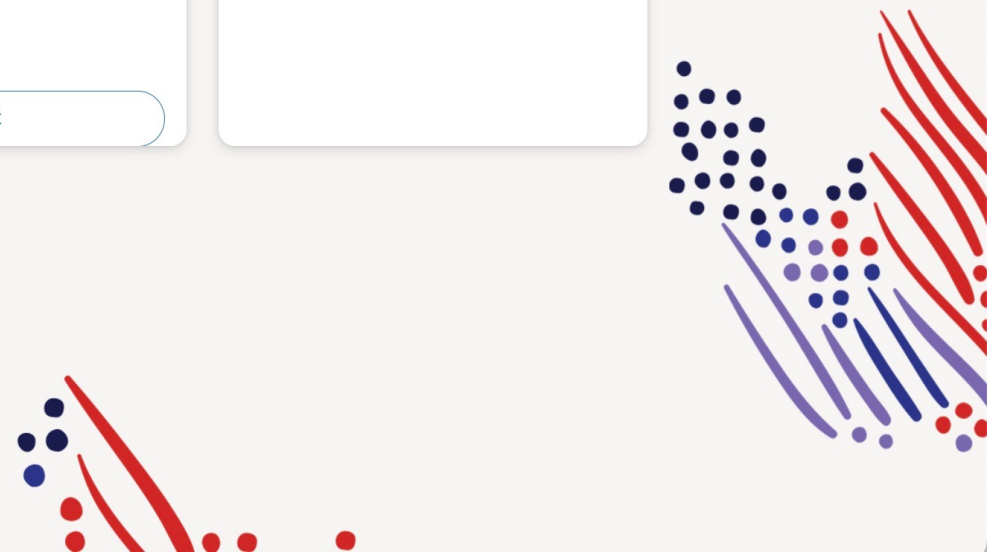
No data to display.

### Manage Timecards

Previous Pay Period

**1** Clean Timecards  
Timecards with no exceptions

Approve All



# Hourly Timecard View

List View Zoom Approve Remove Approval Remove All Approval Sign-Off Remove Sign-Off Analyze View Moved... Remove Lunches Accrual Actions Go to
Share View Pending Calculate Totals Save

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	⊖	Wed 2/28			7:45 AM		12:30 PM	1:00 PM	Accountant Conference;;;	4:00 PM					
+	⊖				4:00 PM	Accounting Clerk Conference;;;	7:00 PM						10.75	10.75	31.27
+	⊖	Thu 2/29													31.27
+	⊖	Fri 3/01			8:00 AM		12:30 PM	1:30 PM	Accountant Conference;;;	4:00 PM			7.00	7.00	38.27
+	⊖	Sat 3/02			8:00 AM		12:30 PM						4.50	4.50	42.77
+	⊖	Sun 3/03													42.77
+	⊖	Mon 3/04													42.77

Daily All **Totals Details For Wed 2/28/2024**
= ⌵ ✕

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
(x)NCC/ANPI11/Administrative Staff	(x)Accountant Conference		VL2,	Regular	3.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	CA Meal Penalty 2	1.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Overtime	0.75	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Regular	7.00	

# Hourly Timecard View

<span>List View</span> <span>Zoom</span> <span>Approve</span> <span>Remove Approval</span> <span>Remove All Approval</span> <span>Sign-Off</span> <span>Remove Sign-Off</span> <span>Analyze</span> <span>View Moved...</span> <span>Rounded Punches</span> <span>Accrual Actions</span> <span>Go To</span> <span style="float: right;">Share</span> <span style="float: right;">View Pending</span> <span style="float: right;">Totals</span> <span style="float: right;">Save</span>															
		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	-	Wed 2/28			7:45 AM		12:30 PM	1:00 PM	...tant Conference;;;	4:00 PM					
+	-				4:00 PM	...Jerk Conference;;;	7:00 PM						10.75	10.75	31.27
+	-	Thu 2/29													31.27
+	-	Fri 3/01			8:00 AM		12:30 PM	1:30 PM	...tant Conference;;;	4:00 PM			7.00	7.00	38.27
+	-	Sat 3/02			8:00 AM		12:30 PM						4.50	4.50	42.77
+	-	Sun 3/03													42.77
+	-	Mon 3/04													42.77

Daily All Totals Details For Wed 2/28/2024

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
(x)NCC/ANPI11/Administrative Staff	(x)Accountant Conference		VL2,	Regular	3.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	CA Meal Penalty 2	1.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Overtime	0.75	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Regular	7.00	

Check the Pay Code, taking special note of the CA Meal Penalty and Overtime. Following the NCC policy, these fields populate automatically and are based on when your employee clocked in and clocked out. If you are unsure of the NCC policy, refer to the NCC Employee Handbook or reach out to HR@nccsda.com

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	⊖	Wed 2/28			7:45 AM		12:30 PM	1:00 PM	...ant Conference;;; /	4:00 PM					
+	⊖				4:00 PM	...lark Conference;;;;	7:00 PM						10.75	10.75	31.27
+	⊖	Thu 2/29													31.27
+	⊖	Fri 3/01			8:00 AM		12:30 PM	1:30 PM	...ant Conference;;;;	4:00 PM			7.00	7.00	38.27
+	⊖	Sat 3/02			8:00 AM		12:30 PM						4.50	4.50	42.77
+	⊖	Sun 3/03													42.77
+	⊖	Mon 3/04													42.77

Daily All Totals Details For Wed 2/28/2024

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
(x)NCC/ANPI11/Administrative Staff	(x)Accountant Conference		VL2,	Regular	3.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	CA Meal Penalty 2	1.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Overtime	0.75	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Regular	7.00	

Click the blue check mark to approve and submit the timecard.

List View
Zoom
**Approve**
Remove Approval
Remove All Approval
Sign-Off
Remove Sign-Off
Analyze
View Moved...
Rounded Punches
Accrual Actions
Go To
Share
View Pending
Calculate Totals
Save

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	⊖	Wed 2/28			7:45 AM		12:30 PM	1:00 PM	Accountant Conference;;;	4:00 PM					
+	⊖				4:00 PM	Accounting Clerk Conference;;;	7:00 PM						10.75	10.75	31.27
+	⊖	Thu 2/29													31.27
+	⊖	Fri 3/01			8:00 AM		12:30 PM	1:30 PM	Accountant Conference;;;	4:00 PM			7.00	7.00	38.27
+	⊖	Sat 3/02			8:00 AM		12:30 PM						4.50	4.50	42.77
+	⊖	Sun 3/03													42.77
+	⊖	Mon 3/04													42.77

Daily
All
Totals Details For Wed 2/28/2024
≡
⌵
✕

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
(x)NCC/ANPI11/Administrative Staff	(x)Accountant Conference		VL2,	Regular	3.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	CA Meal Penalty 2	1.00	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Overtime	0.75	
NCC/ANPI11/Administrative Staff	Accounting Clerk Conference		VL2,	Regular	7.00	

Click the blue arrow to review the next employee's time card

ADP Employee Timecards

MILLER, KENNETH 20394 1 of 1

Previous Today **Next** Add New List View Zoom Approve Remove Approval Analyze View Moved... Go To

Previous Pay Period 1 Employee(s) Selected Loaded: 11:50 AM

Share View Pending Calculate Totals Save

Project	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Week	Timeframe
Home									
Home: President's Day									8:00
Daily Total									8:00



# ADP MOBILE APP

SHOWCASE OF FEATURES AND SETTINGS

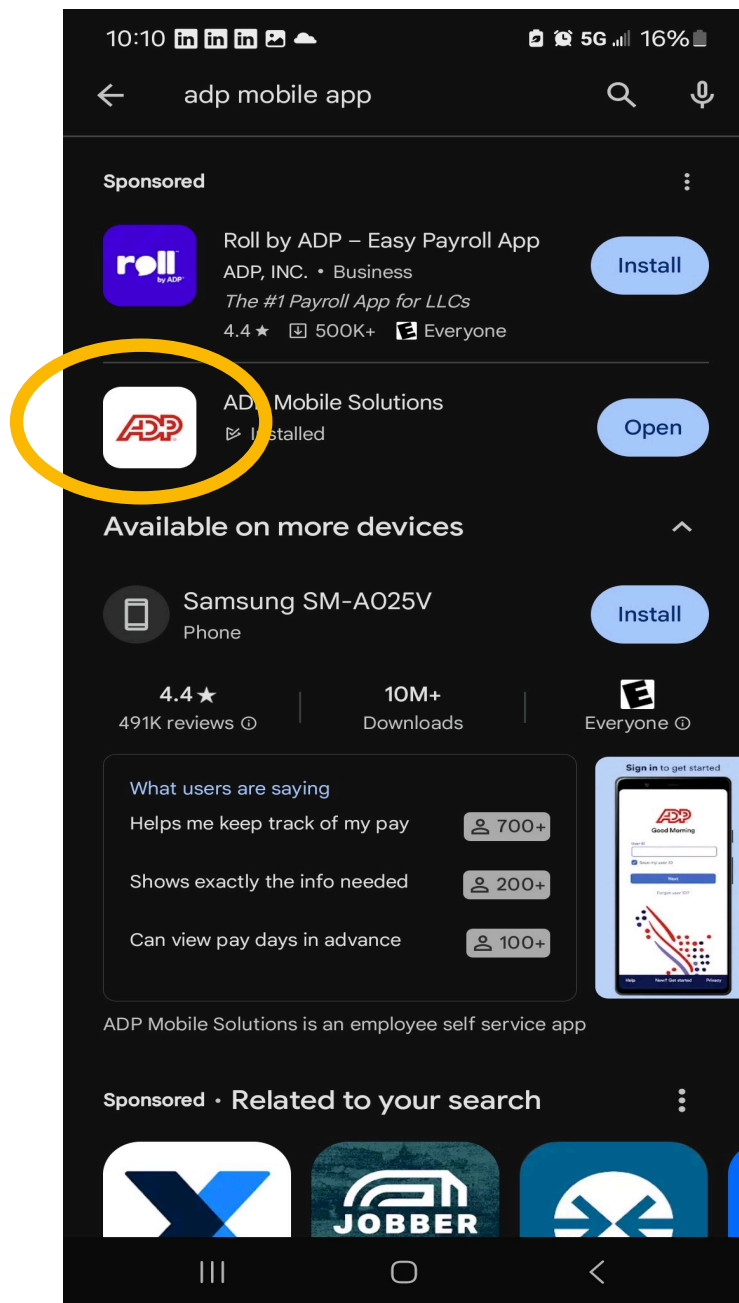




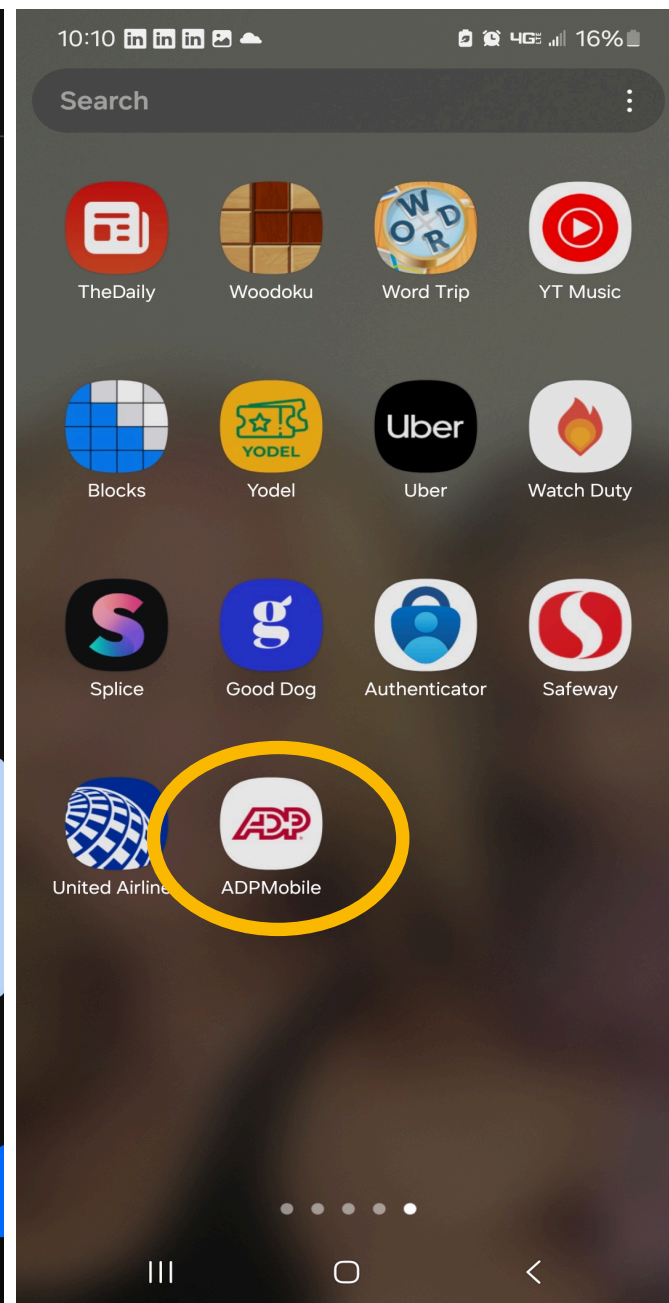
# ADP MOBILE APP

Download the ADP App.  
Make sure it show this logo.

## Play Store Search



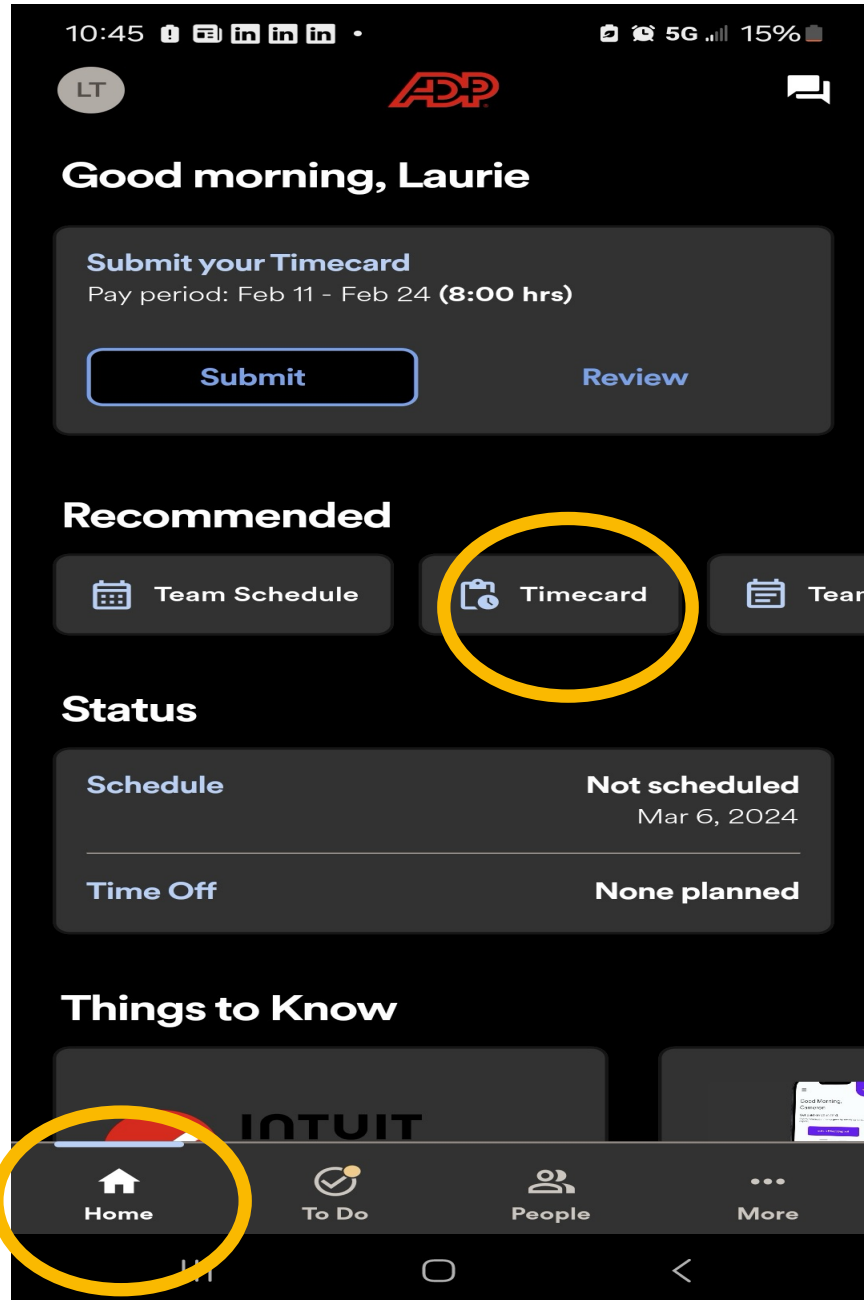
## ADP App on Mobile Device



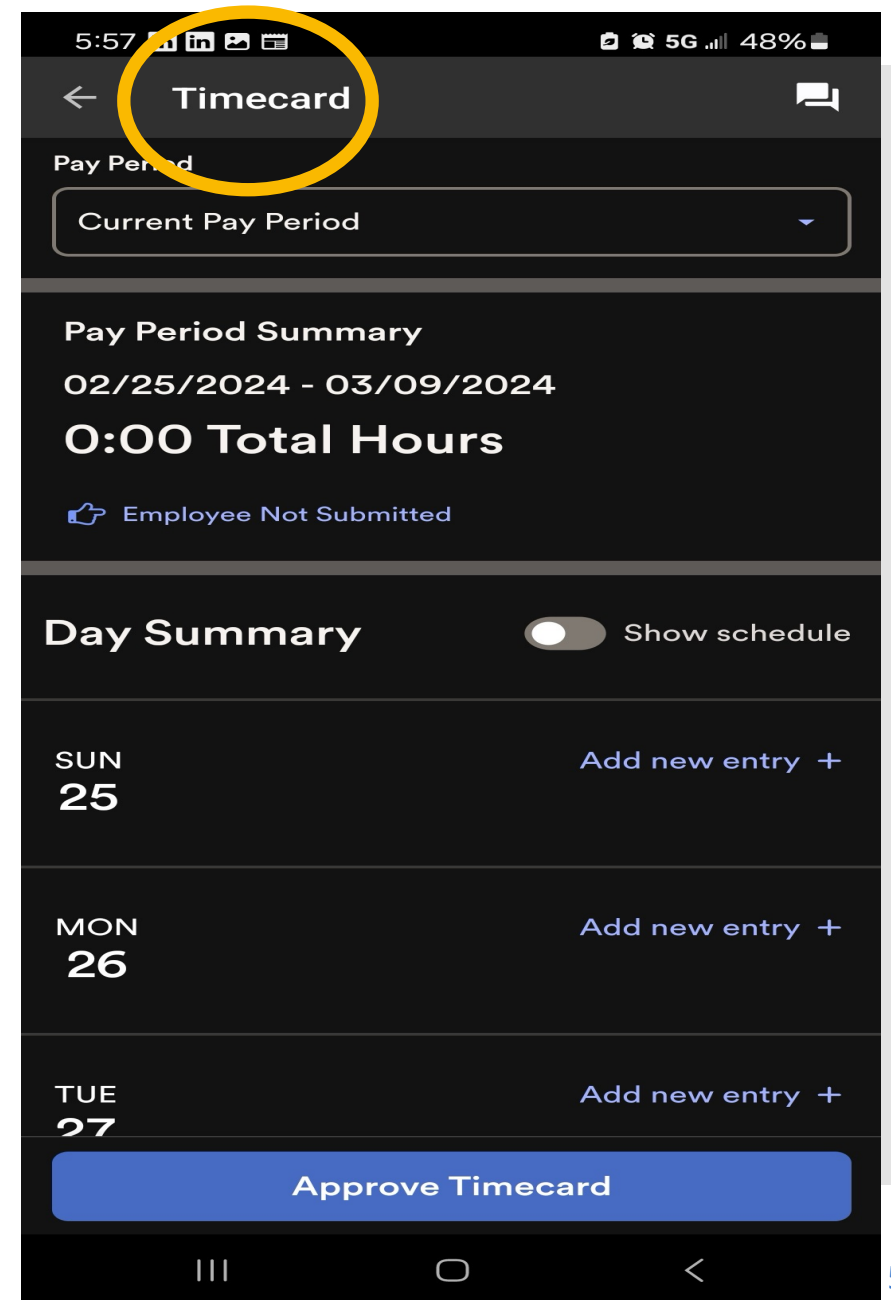
# ADP MOBILE APP

Although your home screen will look a little different, this is what the timecard looks like on the ADP app for an exempt employee. For an hourly employee, there would be more fields to fill out.

## HOME Main Menu Look



## Exempt Employee Time card

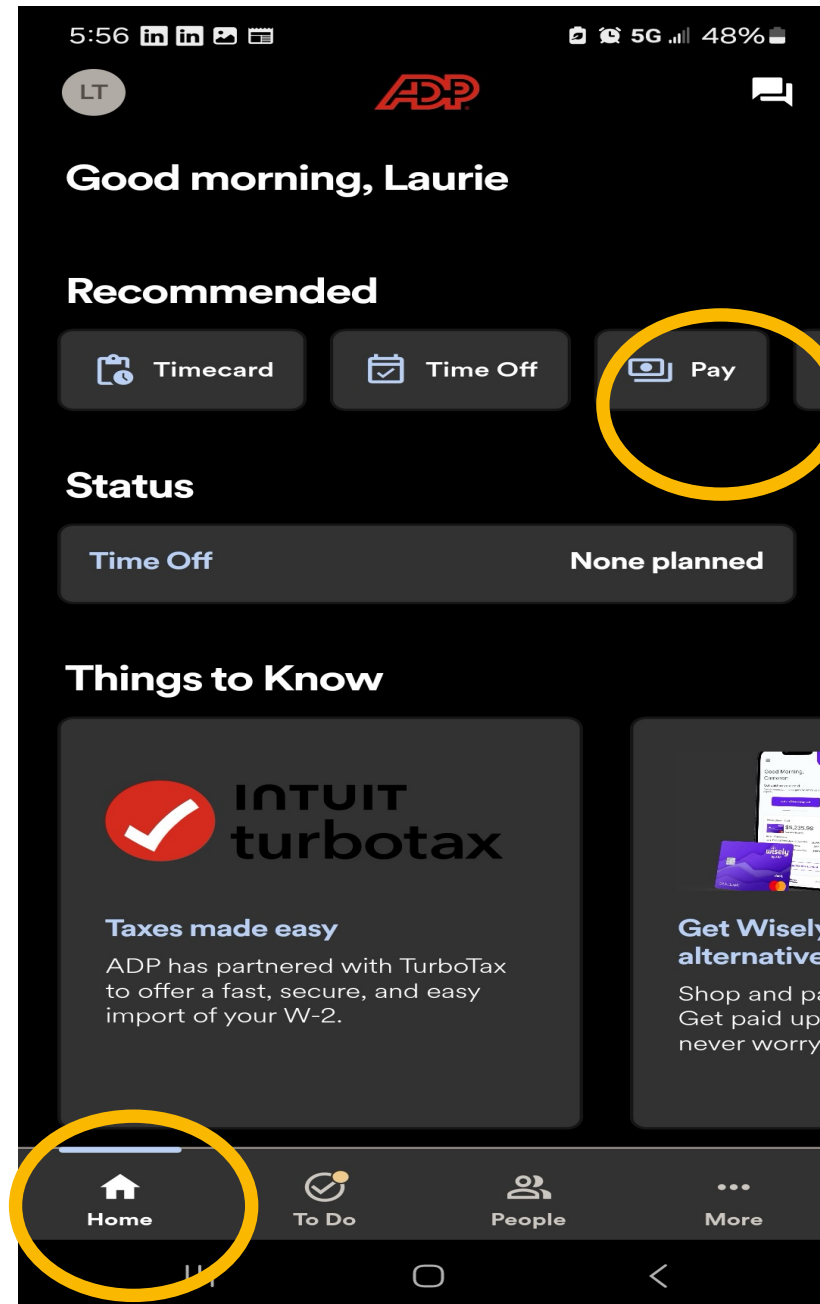




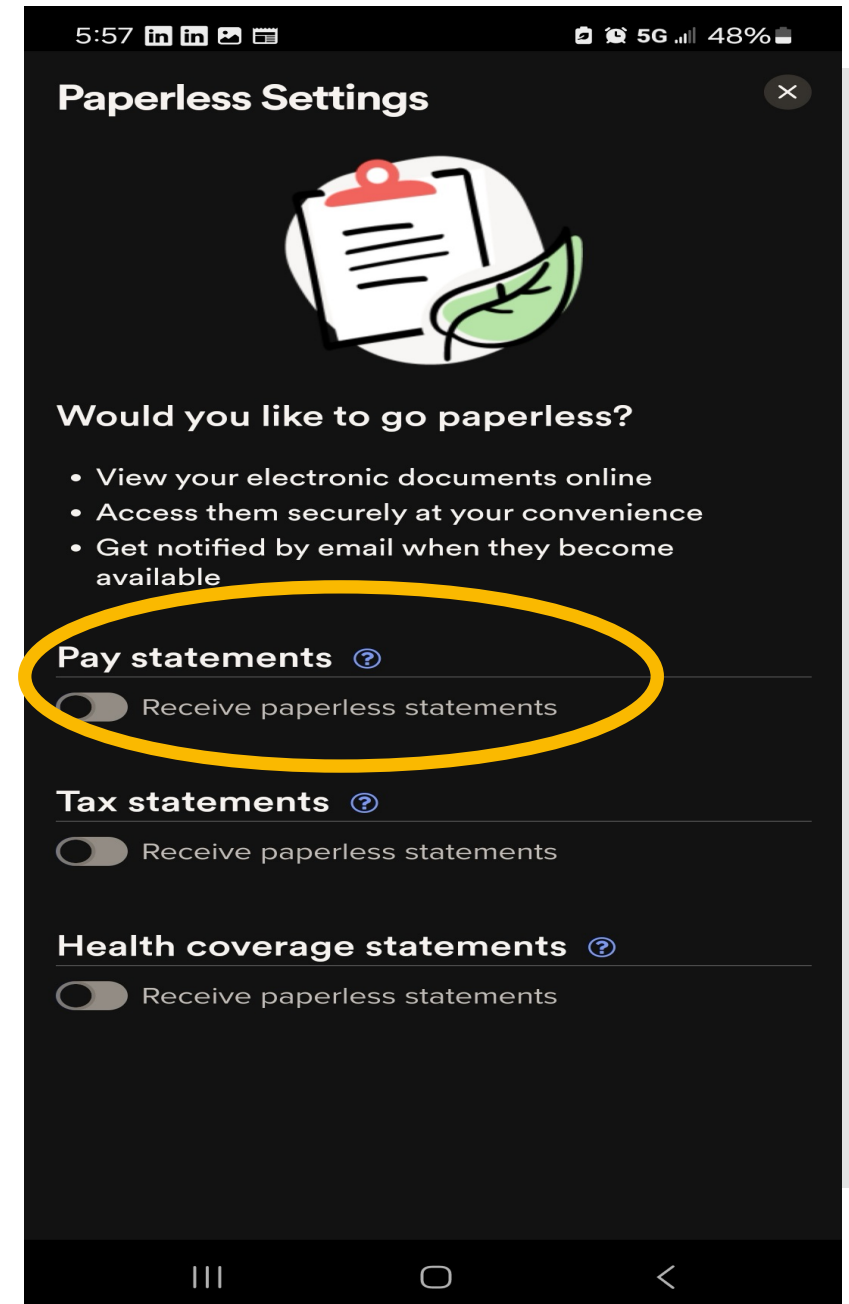
# ADP MOBILE APP

This is where you would update your bank information. Please note on the first login, you will need to choose "go paperless" to see your bank information on the app.

## Main Menu Look

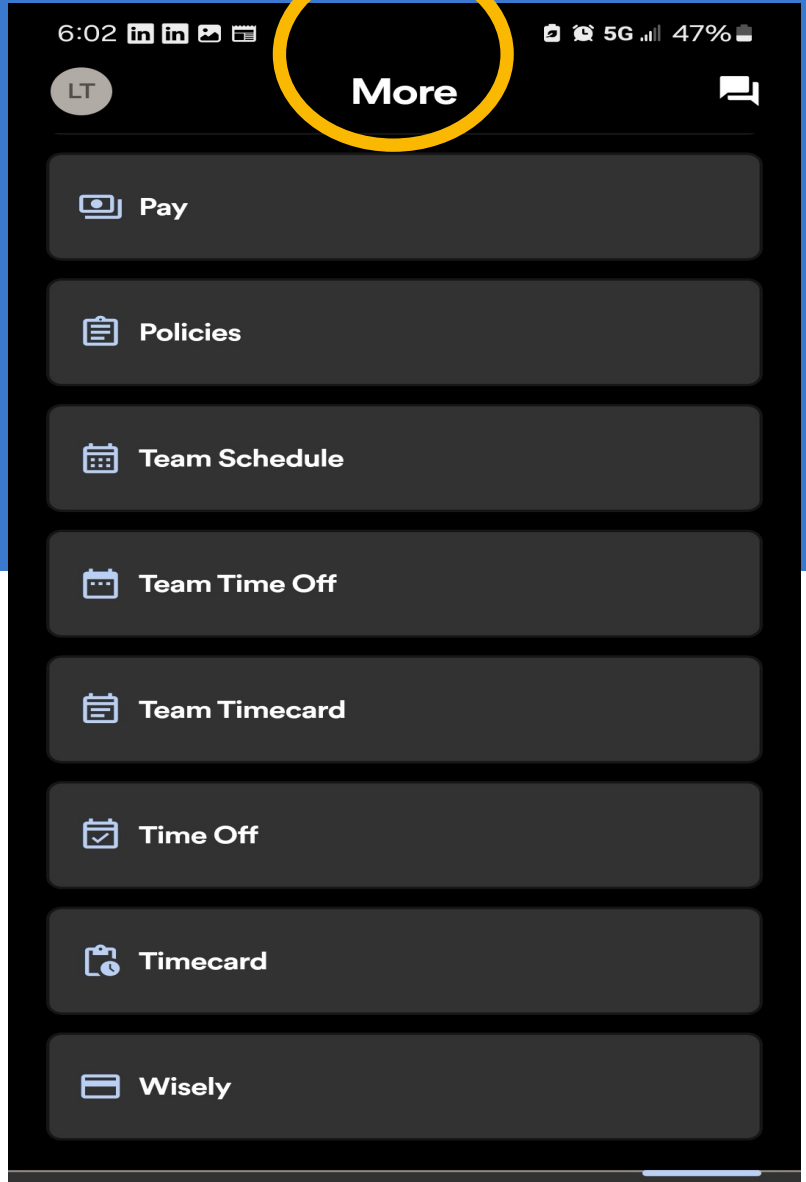
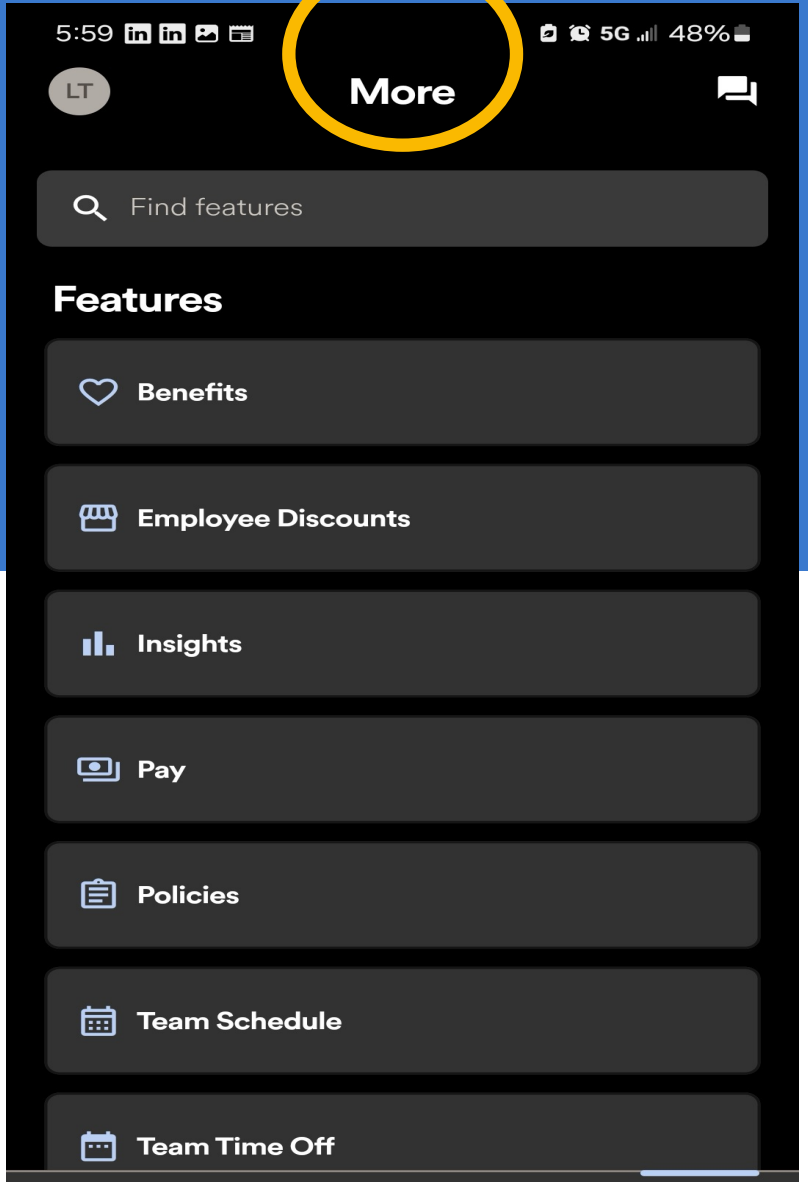
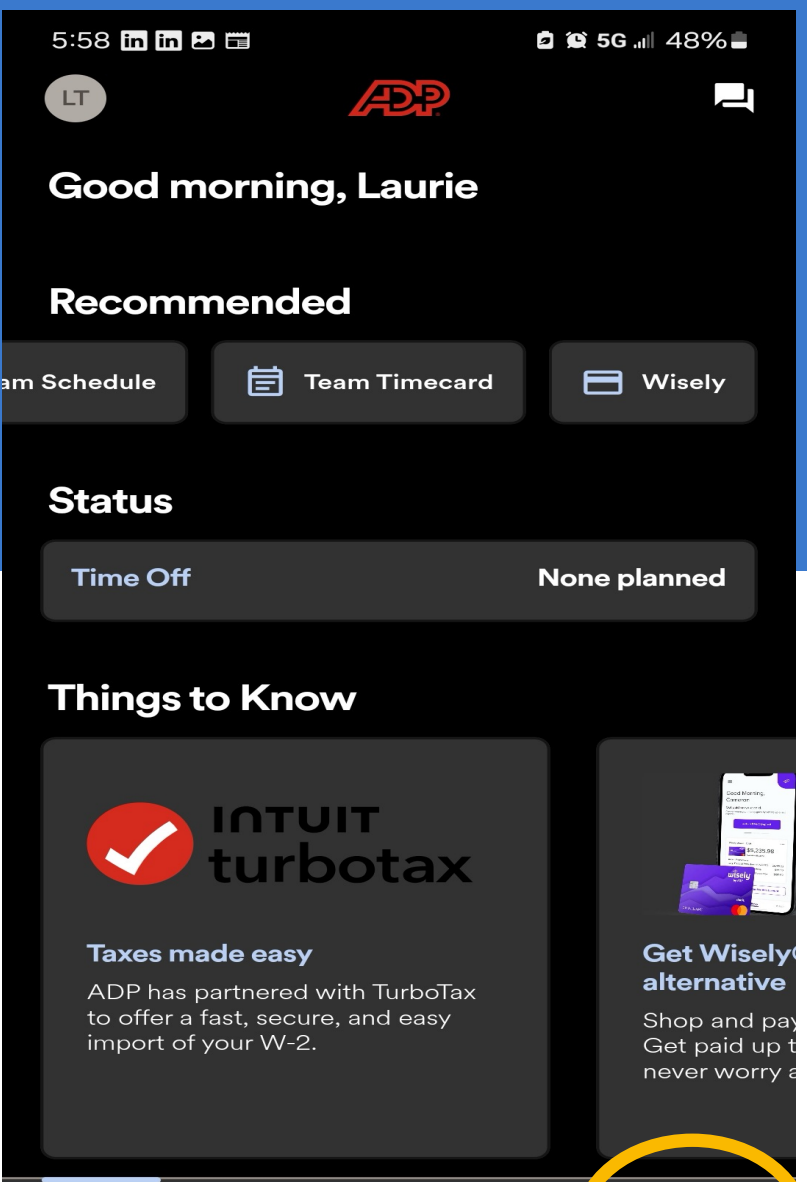


## First Log will ask these question

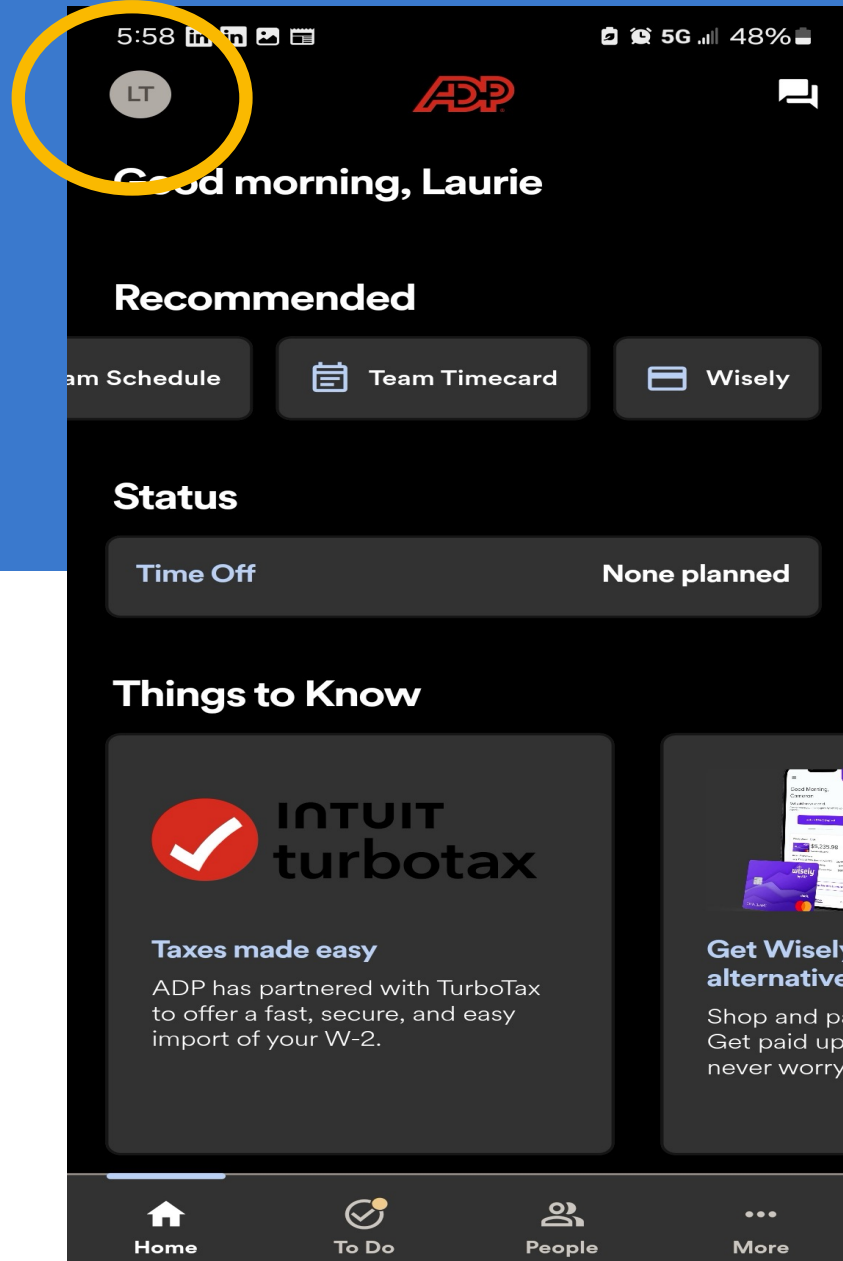


This is where you find another way to navigate the application.

### Main Menu Look



To update your personal information, click on your initials in the left corner.



Click Profile and this will pull up your profile information. Click on Professional to update your experience and other information.

5:59 [Icons]

**Laurie Trujillo**  
Department Director

**Profile**

Feedback

Settings

10:45 [Icons] 5G 15%

Profile

**Laurie Trujillo**  
Department Director  
Employee ID: XOR1XJ6SS  
Time with Company: 4 Years 4 Months  
Edit status

**Professional** Personal Compensation & B>

**Work Information**

Status: Active

Department  
Communication PR

Business Unit  
Northern California Conference

**Skills**

Share the skills that make you a valued member of the organization

**Education**

Share where you went to school and the degrees that you've achieved.

Add Education

**Licenses**

Share any professional licenses that you've acquired.

Add a License

**Certifications**

Share the certifications that you've earned.

Add a Certification

**Job History**

Share your previous job history.

**Awards**

Share any awards that you've achieved.

Add an Award

**Languages**

Are you multilingual? What languages can you read, write, or speak?

Add a Language

**Memberships**

Add the organizations and groups that you've joined.

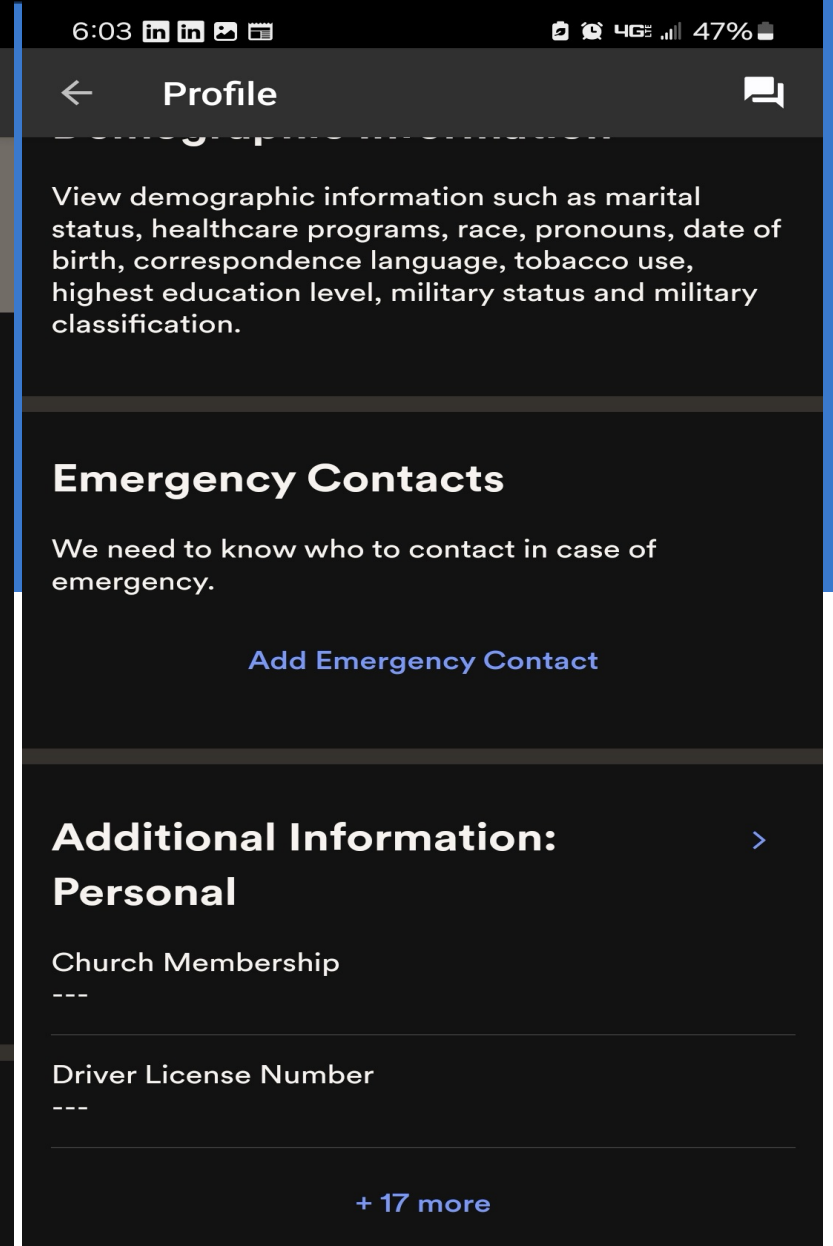
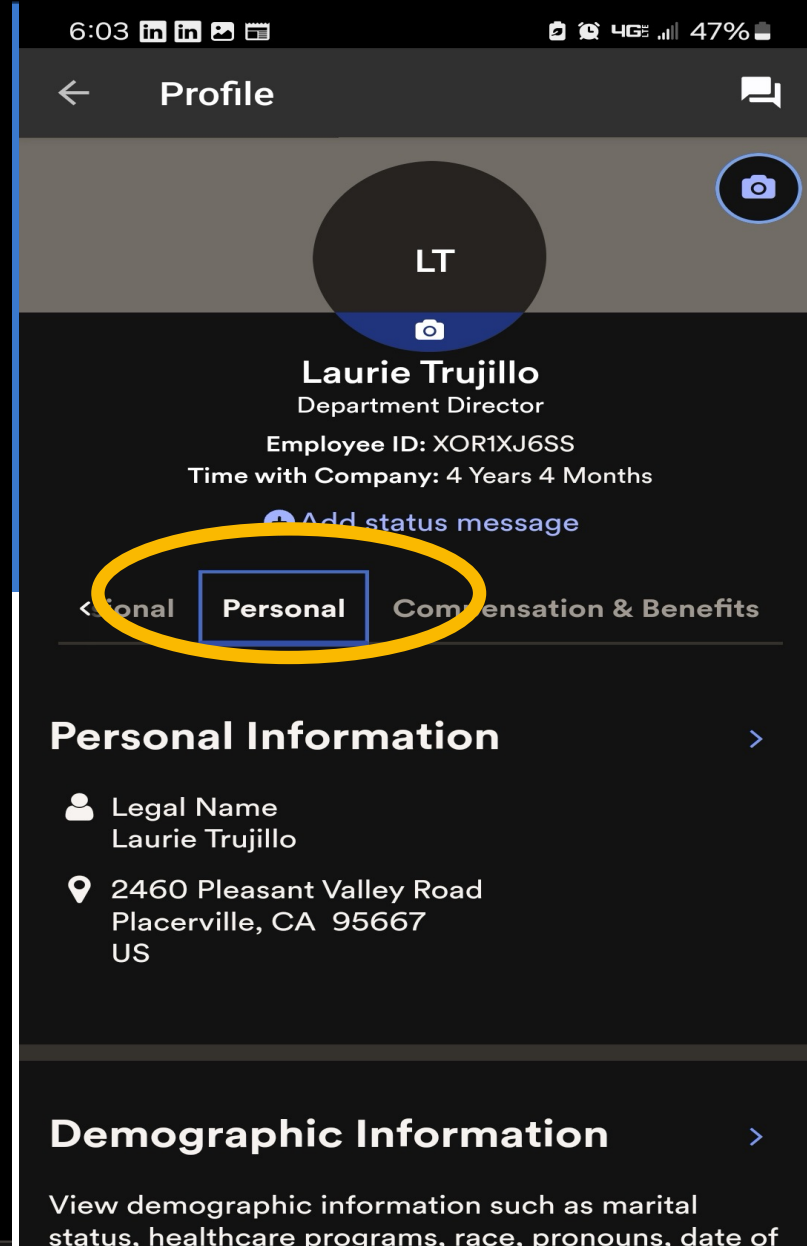
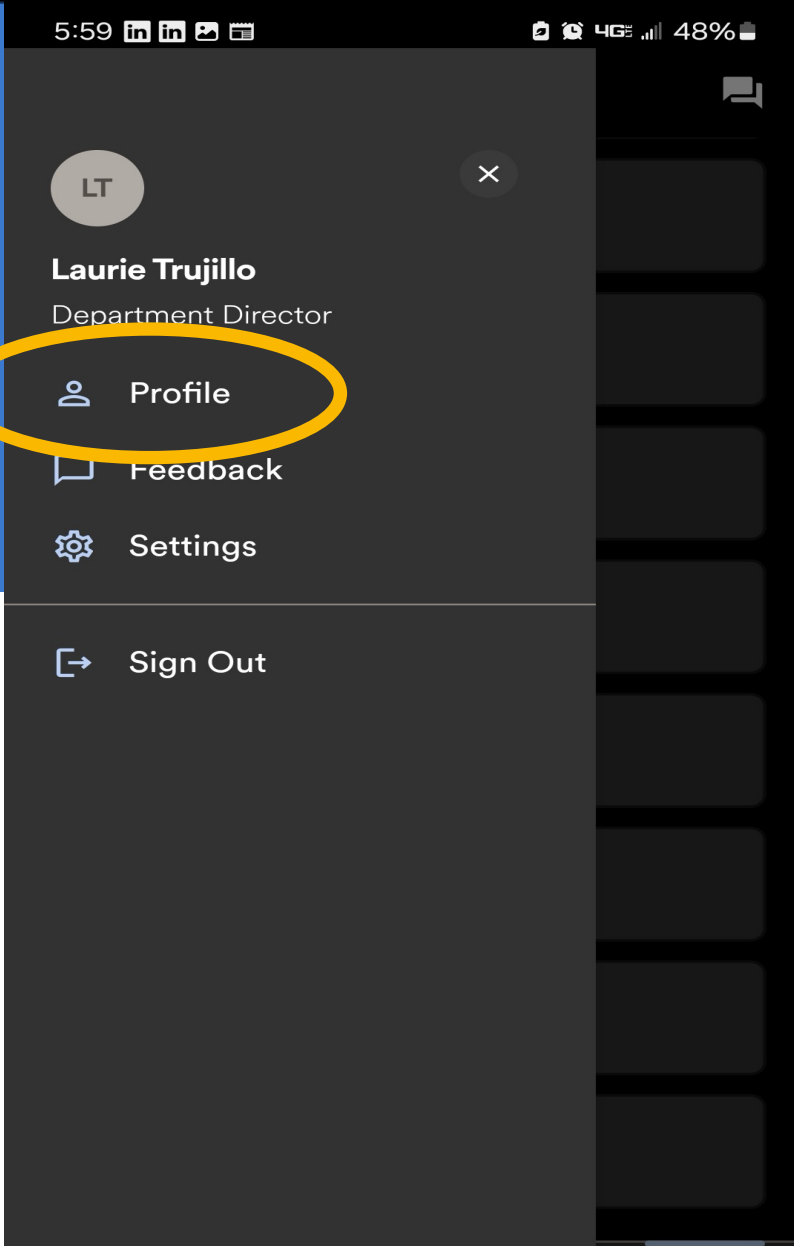
Add a Membership

**Company Property**

Property  
No Property Added

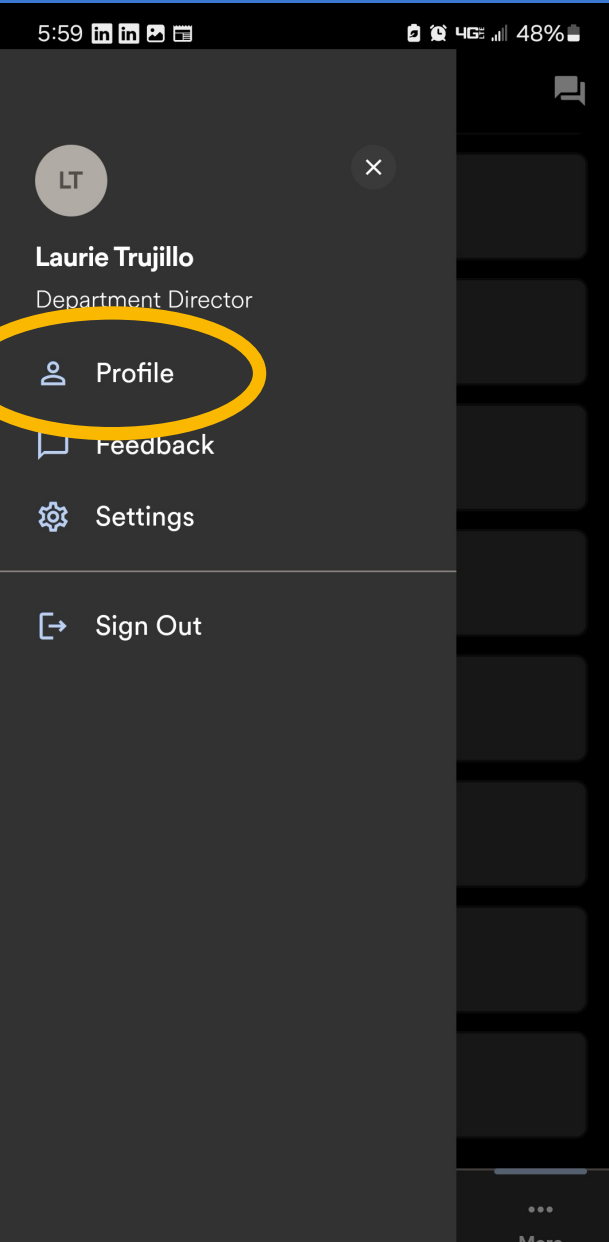
+ Add

Click Profile and this will pull up your profile information. Click on Personal to update your information.

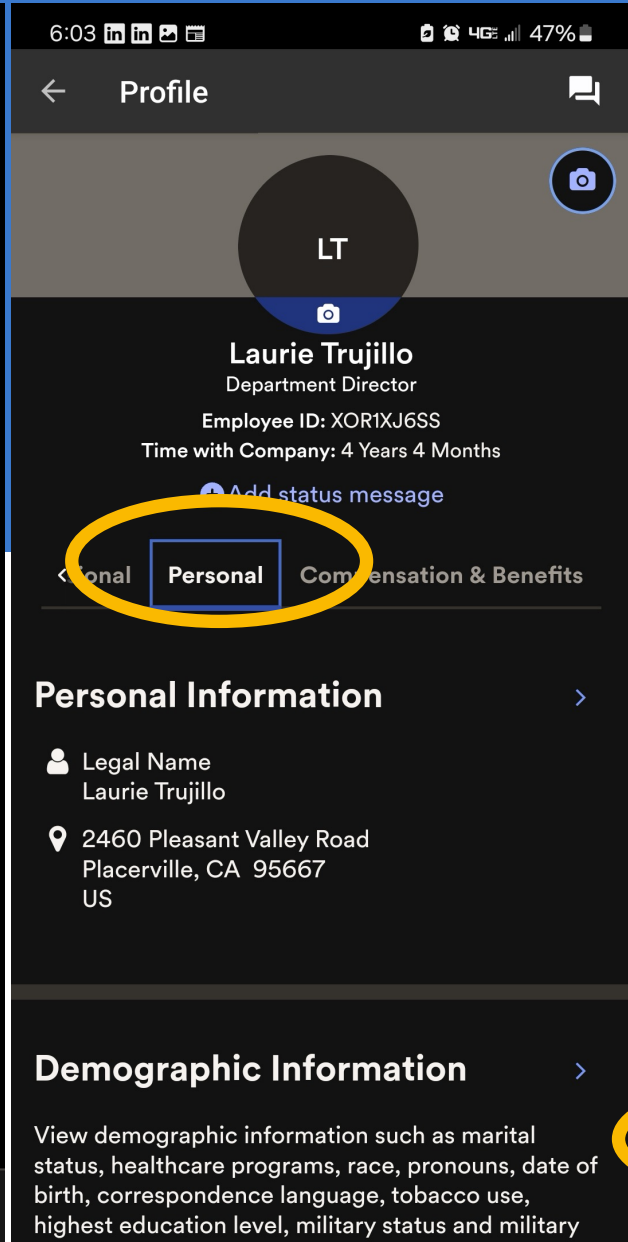




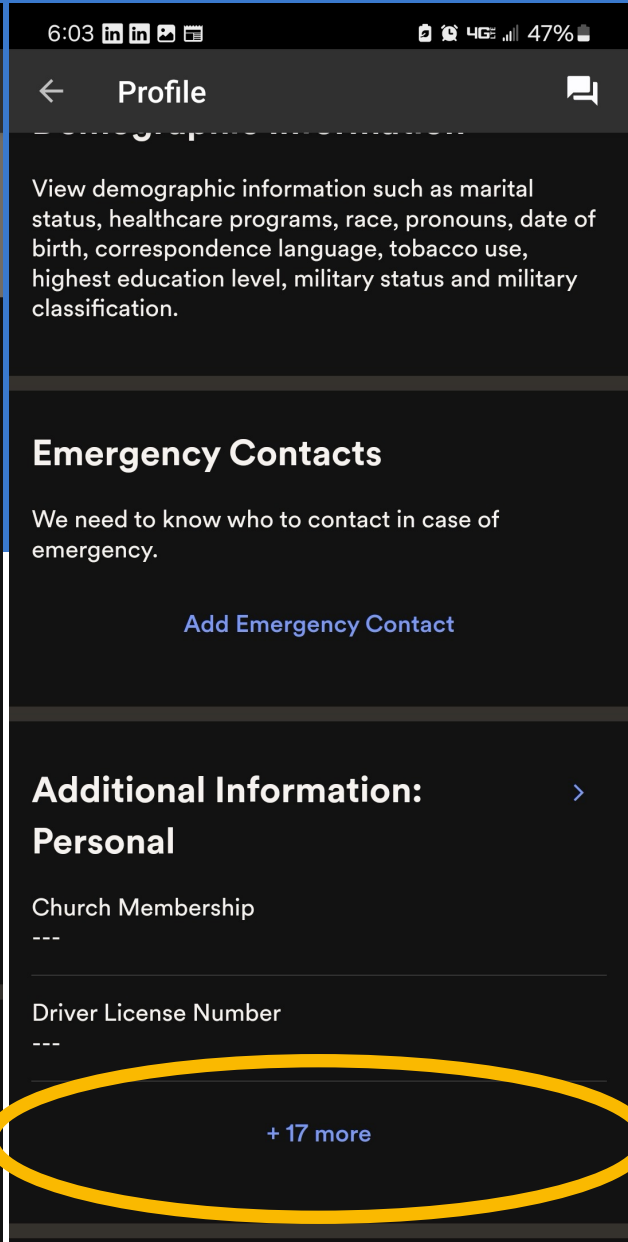
Under the Personal tab notice the +17 more. Click on this link. Notice what kind of information is contained there, including all your Child Safety background check and trainings.



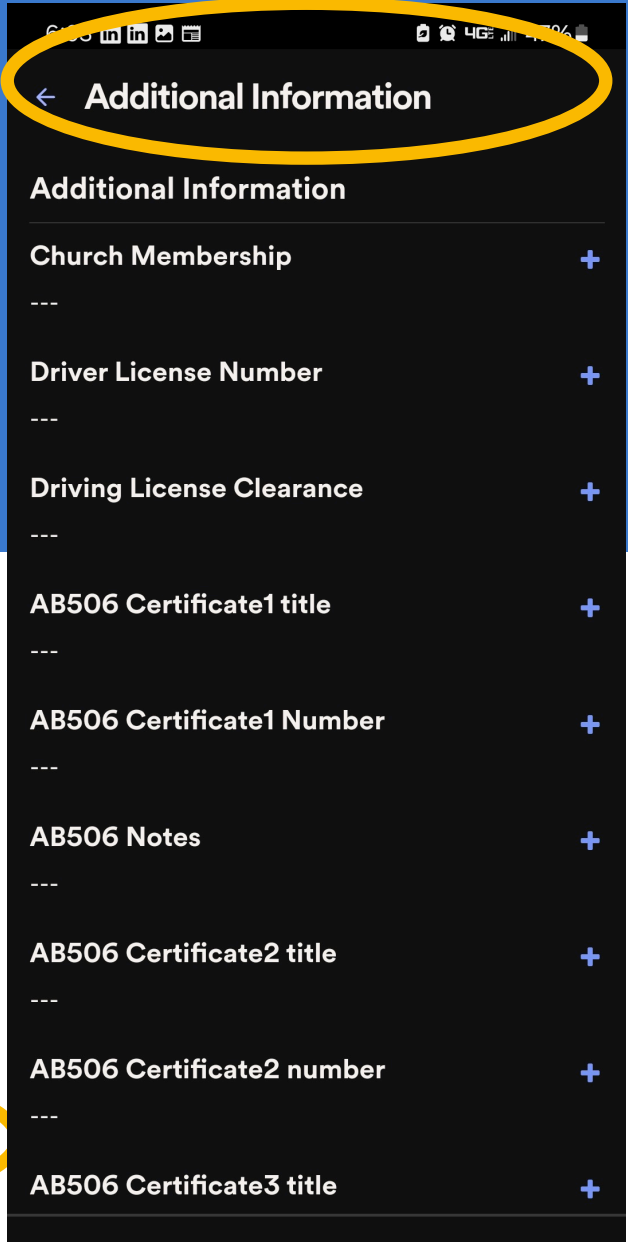
5:59 48%  
LT  
Laurie Trujillo  
Department Director  
Profile  
Feedback  
Settings  
Sign Out



6:03 47%  
Profile  
LT  
Laurie Trujillo  
Department Director  
Employee ID: XORIXJ6SS  
Time with Company: 4 Years 4 Months  
Add status message  
Personal Personal Compensation & Benefits  
Personal Information  
Legal Name  
Laurie Trujillo  
2460 Pleasant Valley Road  
Placerville, CA 95667  
US  
Demographic Information  
View demographic information such as marital status, healthcare programs, race, pronouns, date of birth, correspondence language, tobacco use, highest education level, military status and military classification.

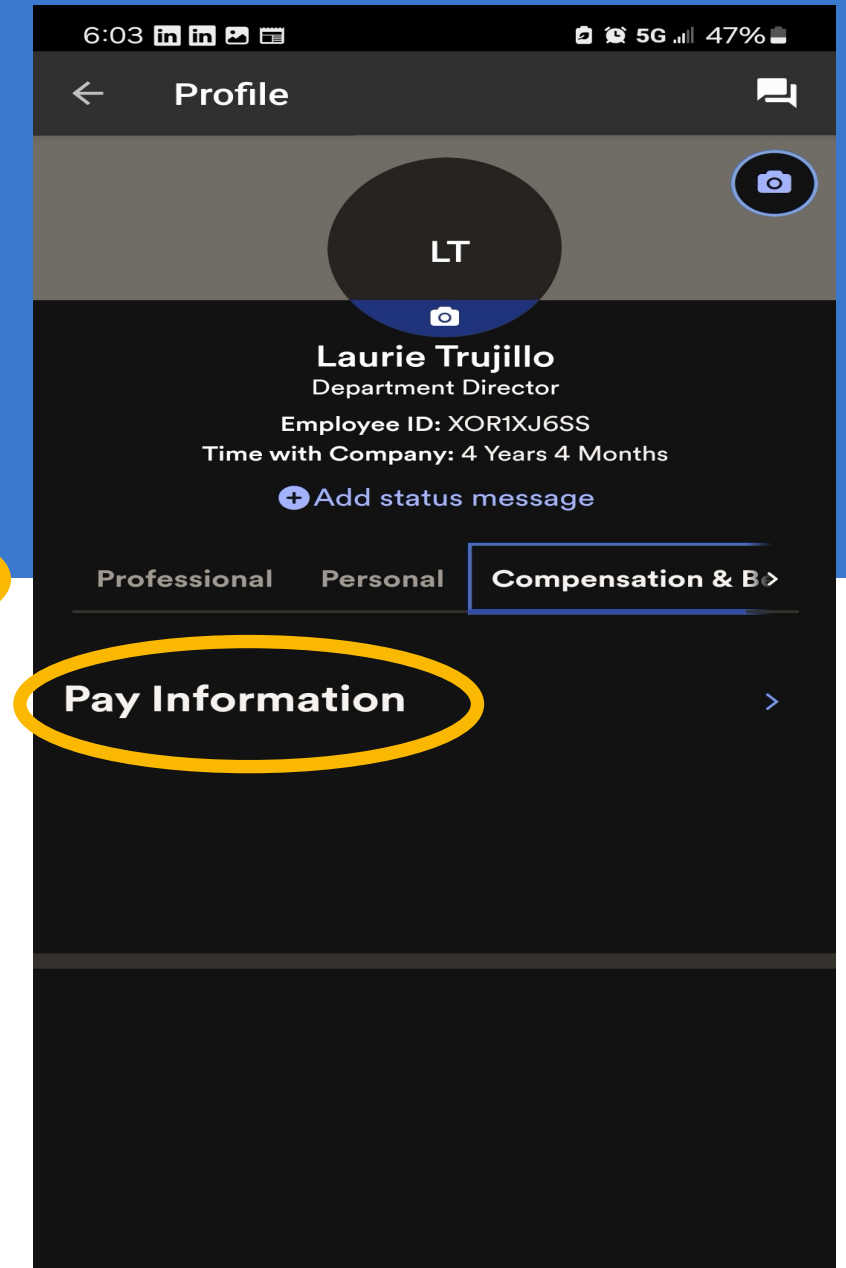
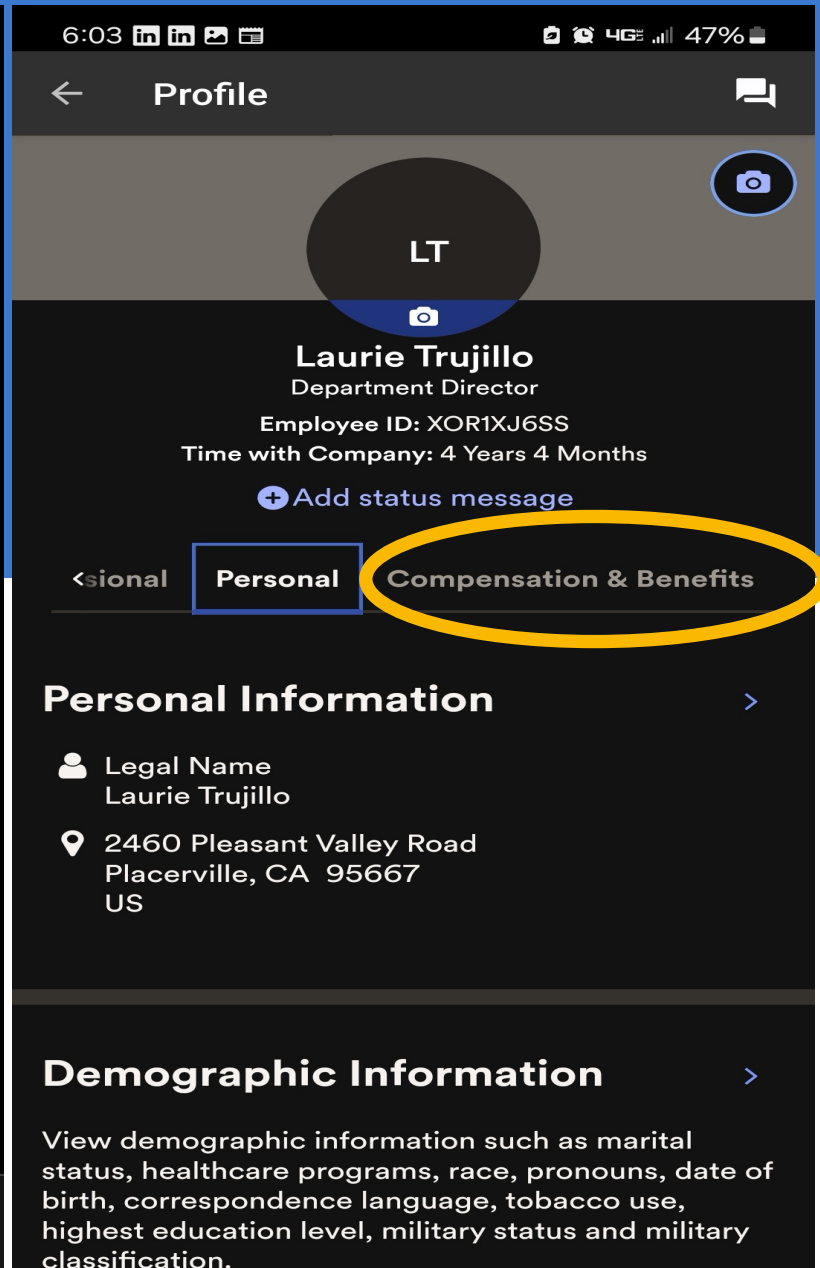
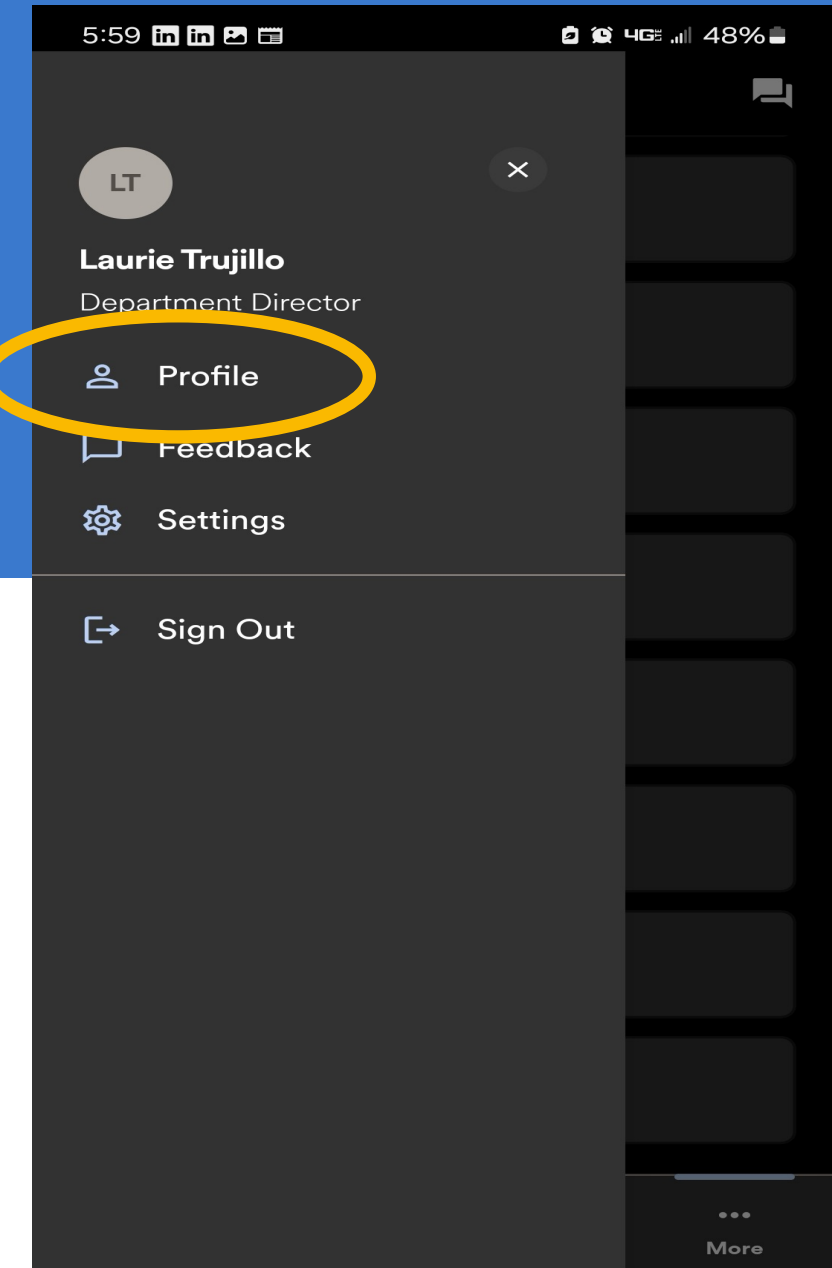


6:03 47%  
Profile  
View demographic information such as marital status, healthcare programs, race, pronouns, date of birth, correspondence language, tobacco use, highest education level, military status and military classification.  
Emergency Contacts  
We need to know who to contact in case of emergency.  
Add Emergency Contact  
Additional Information:  
Personal  
Church Membership  
Driver License Number  
+ 17 more



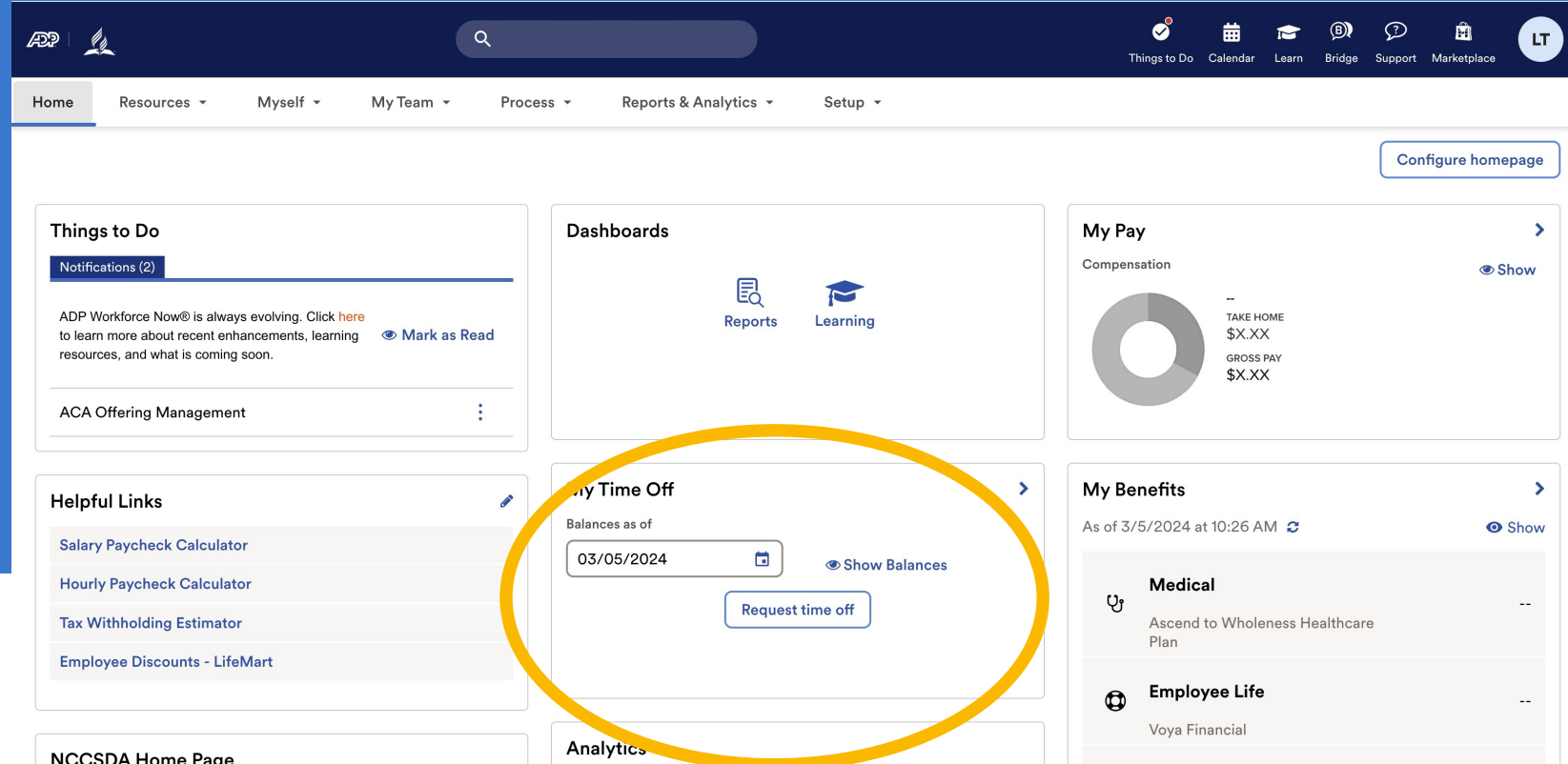
6:03 47%  
Additional Information  
Additional Information  
Church Membership  
Driver License Number  
Driving License Clearance  
AB506 Certificate1 title  
AB506 Certificate1 Number  
AB506 Notes  
AB506 Certificate2 title  
AB506 Certificate2 number  
AB506 Certificate3 title

Under the **Compensation & Benefits** tab, you would update your banking information as well as find out all other information related to this tab.

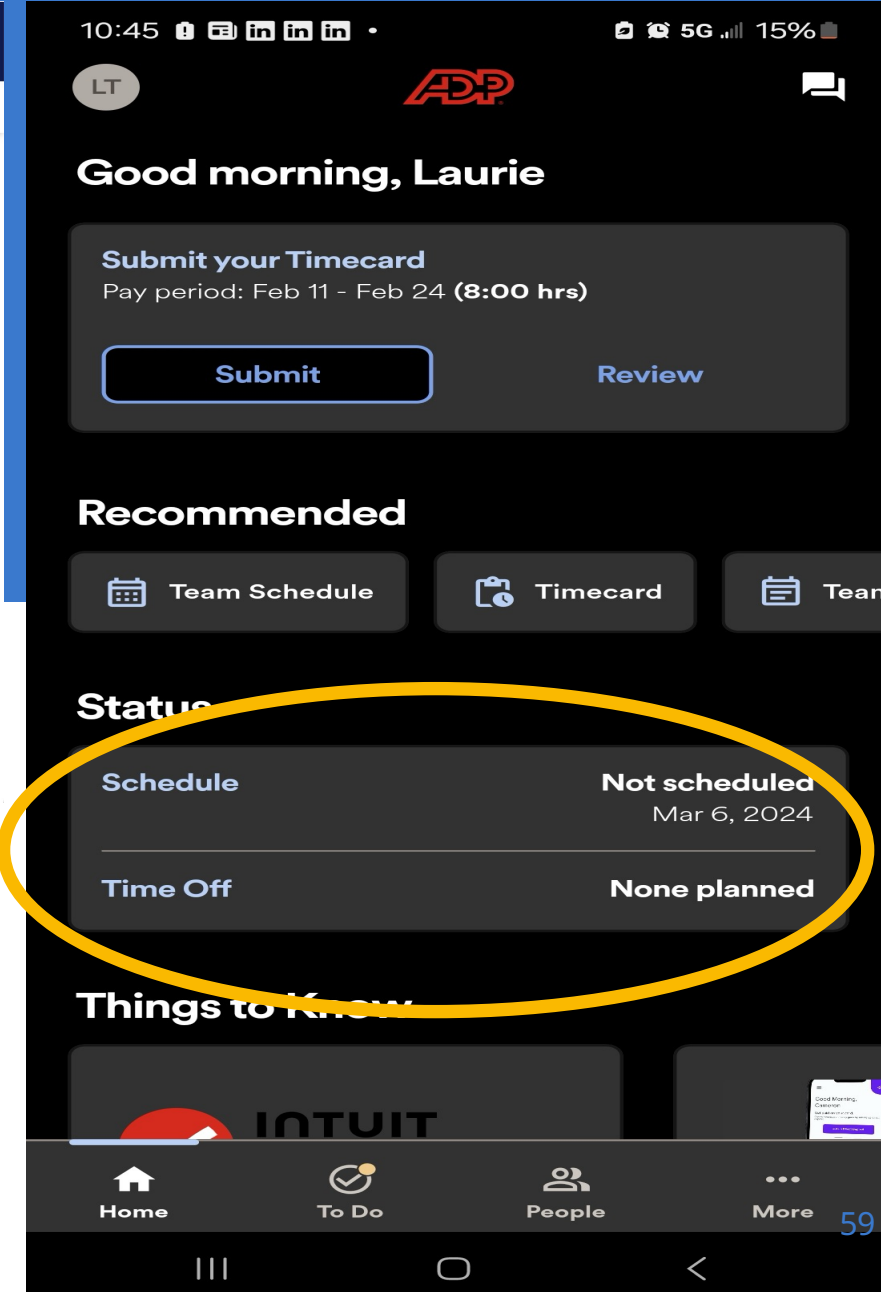




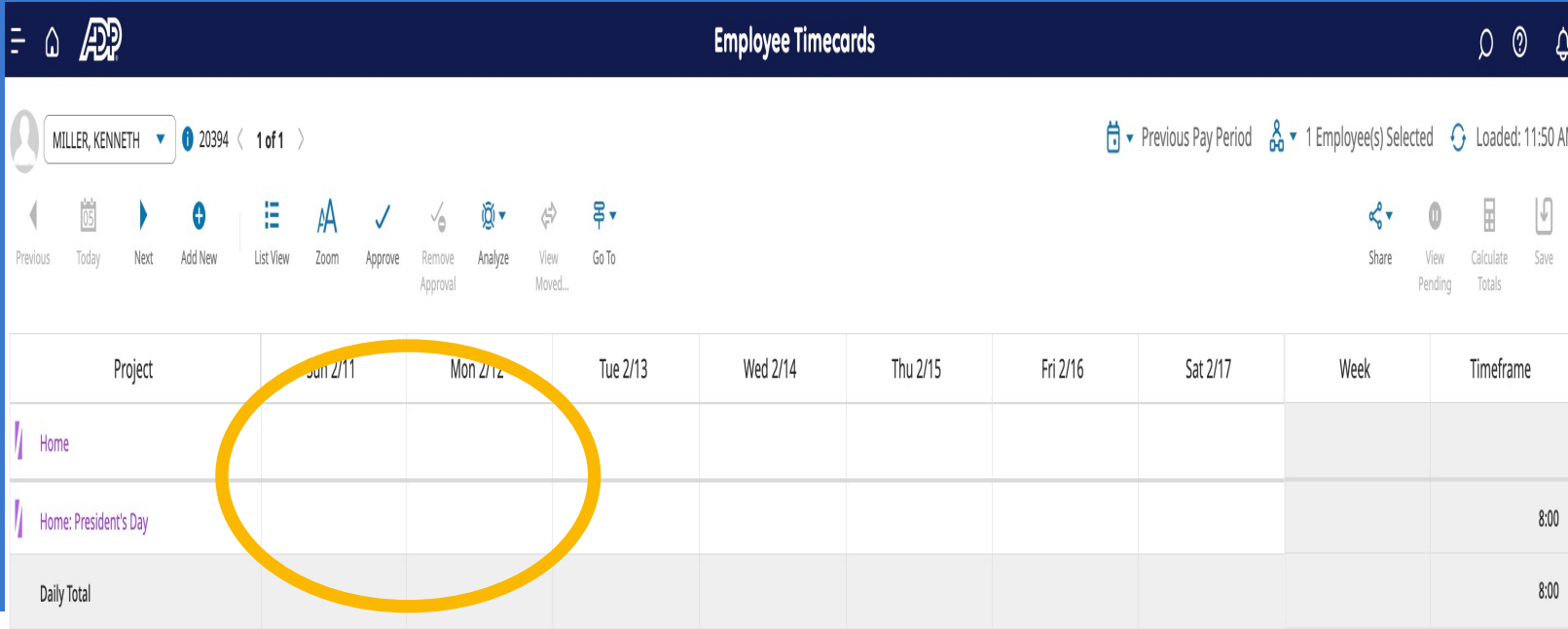
# COMPARISON SCREENS



The desktop screenshot shows the ADP Workforce Now interface. The top navigation bar includes 'Home', 'Resources', 'Myself', 'My Team', 'Process', 'Reports & Analytics', and 'Setup'. A search bar is located in the top right. The main content area is divided into several sections: 'Things to Do' with a 'Notifications (2)' section; 'Dashboards' with 'Reports' and 'Learning' icons; 'My Pay' showing a donut chart and compensation details; 'My Time Off' with a date selector (03/05/2024) and a 'Request time off' button; 'My Benefits' listing 'Medical' and 'Employee Life'; 'Helpful Links' with 'Salary Paycheck Calculator', 'Hourly Paycheck Calculator', 'Tax Withholding Estimator', and 'Employee Discounts - LifeMart'; and 'NCCSDA Home Page' and 'Analytics' sections. A yellow circle highlights the 'My Time Off' section.



The mobile screenshot shows the ADP Workforce Now interface on a smartphone. The top status bar displays the time (10:45), signal strength (5G), and battery level (15%). The ADP logo is in the top right. The main content area includes: 'Good morning, Laurie' greeting; 'Submit your Timecard' section with 'Pay period: Feb 11 - Feb 24 (8:00 hrs)' and 'Submit' and 'Review' buttons; 'Recommended' section with 'Team Schedule', 'Timecard', and 'Team' buttons; 'Status' section with 'Schedule' and 'Time Off' buttons, and 'Not scheduled Mar 6, 2024' and 'None planned' text; and 'Things to Know' section with an 'INTUIT' logo. A yellow circle highlights the 'Status' section.



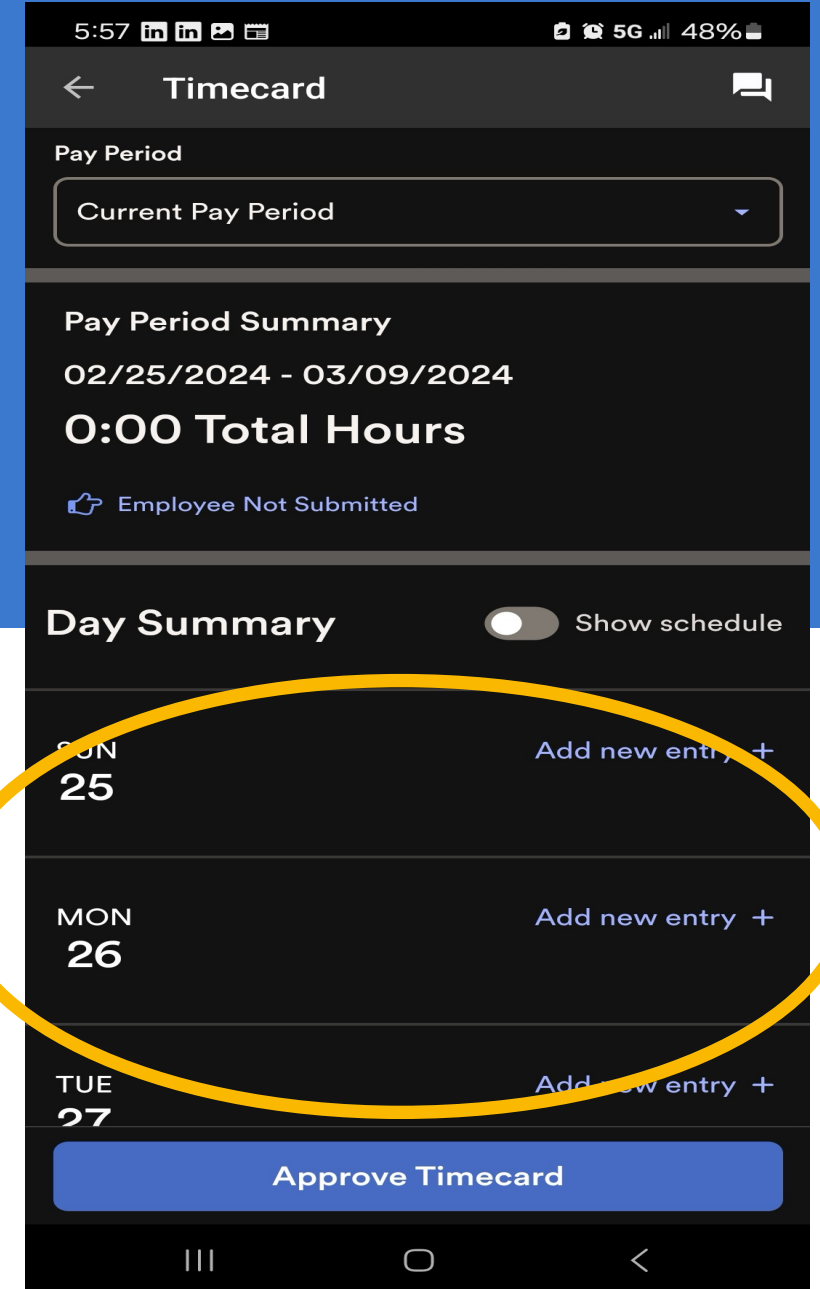
Employee Timecards

MILLER, KENNETH 20394 1 of 1

Previous Pay Period 1 Employee(s) Selected Loaded: 11:50 AM

Previous Today Next Add New List View Zoom Approve Remove Approval Analyze View Moved... Share View Pending Calculate Totals Save

Project	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Week	Timeframe
Home									
Home: President's Day									8:00
Daily Total									8:00



5:57 5G 48%

← Timecard

Pay Period

Current Pay Period

Pay Period Summary

02/25/2024 - 03/09/2024

0:00 Total Hours

Employee Not Submitted

Day Summary Show schedule

SUN 25 Add new entry +

MON 26 Add new entry +

TUE 27 Add new entry +

Approve Timecard

# ADP MOBILE APP

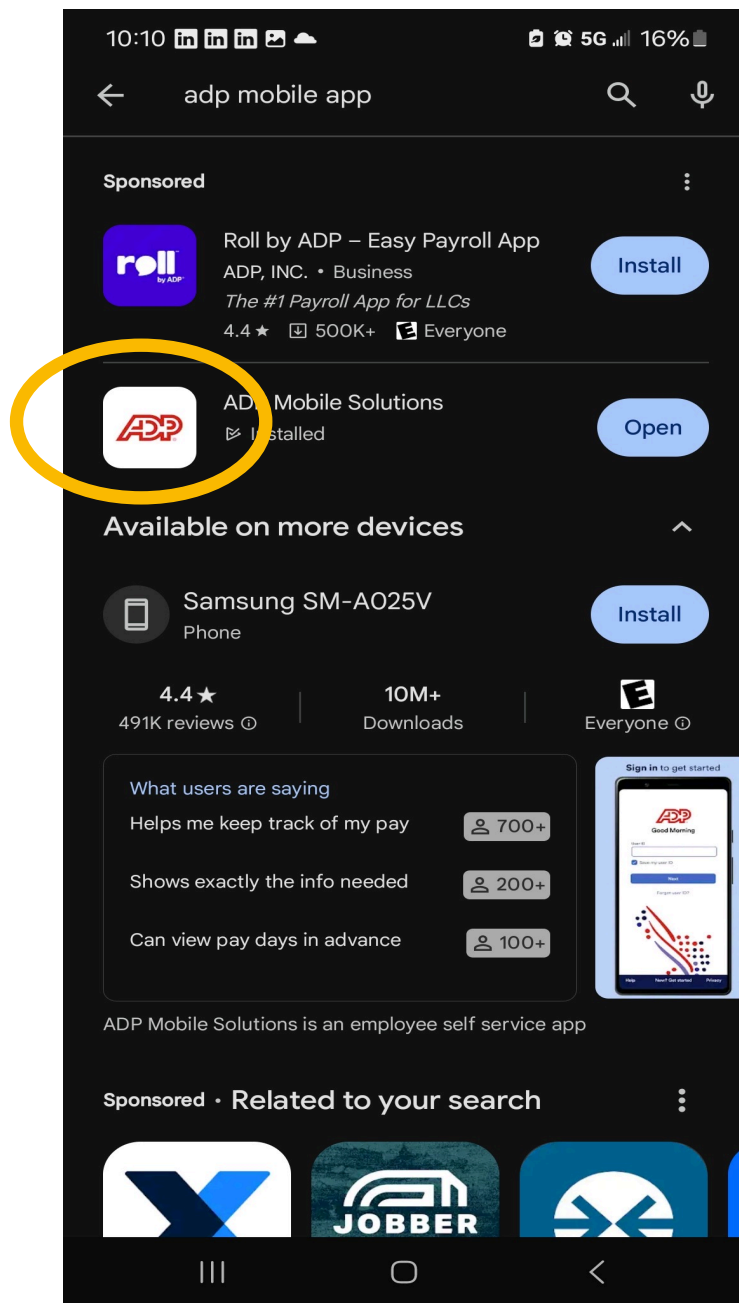
How to login using the ADP App



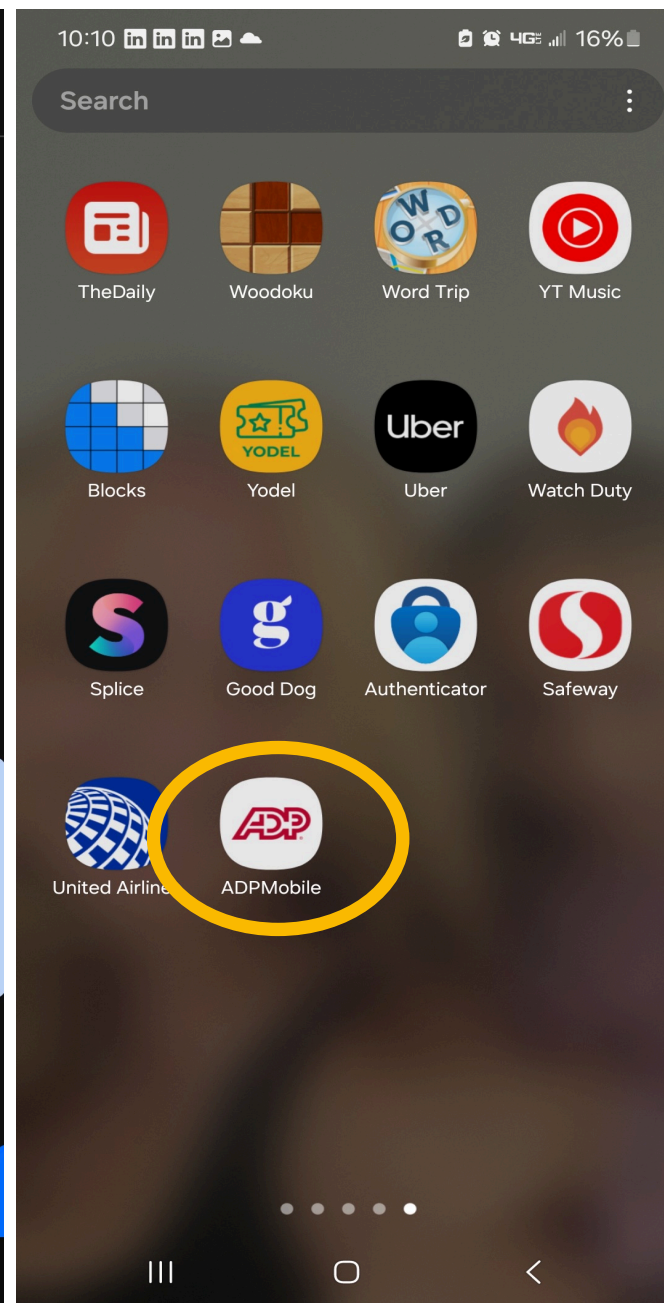
# STEP 1

Download the ADP  
Mobile app from the  
appropriate app store

## Play Store Search



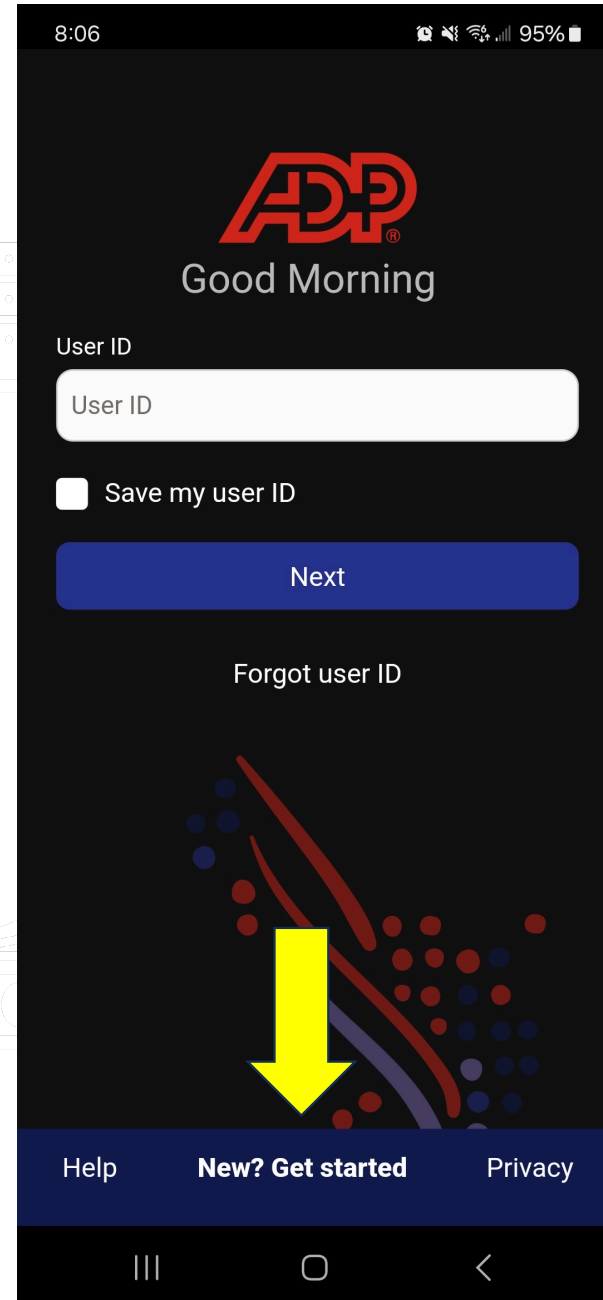
## ADP App on Mobile Device





## STEP 2

Open the app, it will look like this, select the "New, Get Started" at the bottom of the screen

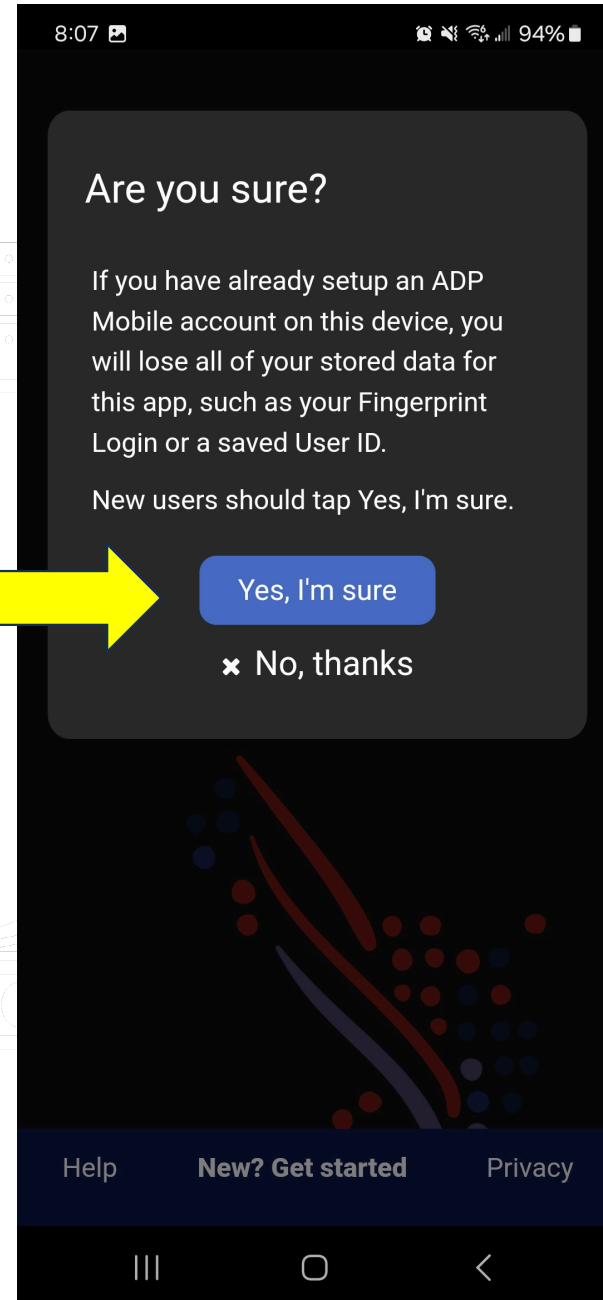






## STEP 3

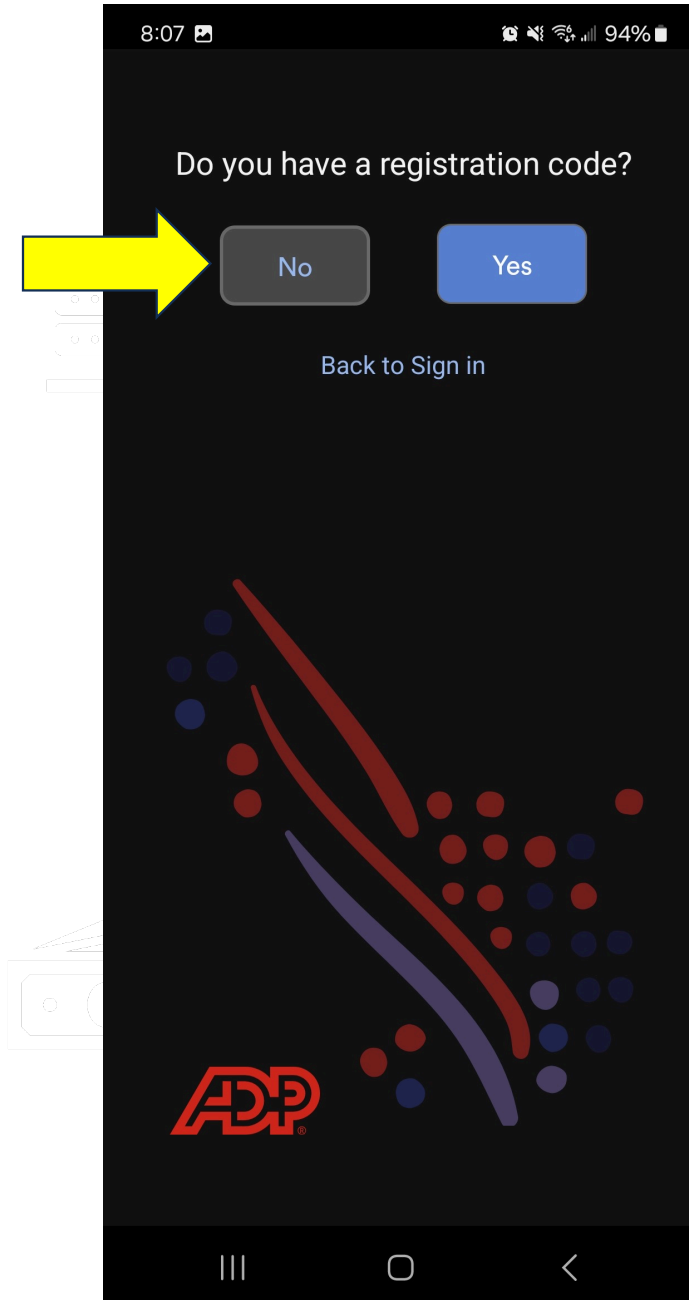
Respond with "Yes, I'm sure" to the verification prompt





## STEP 4

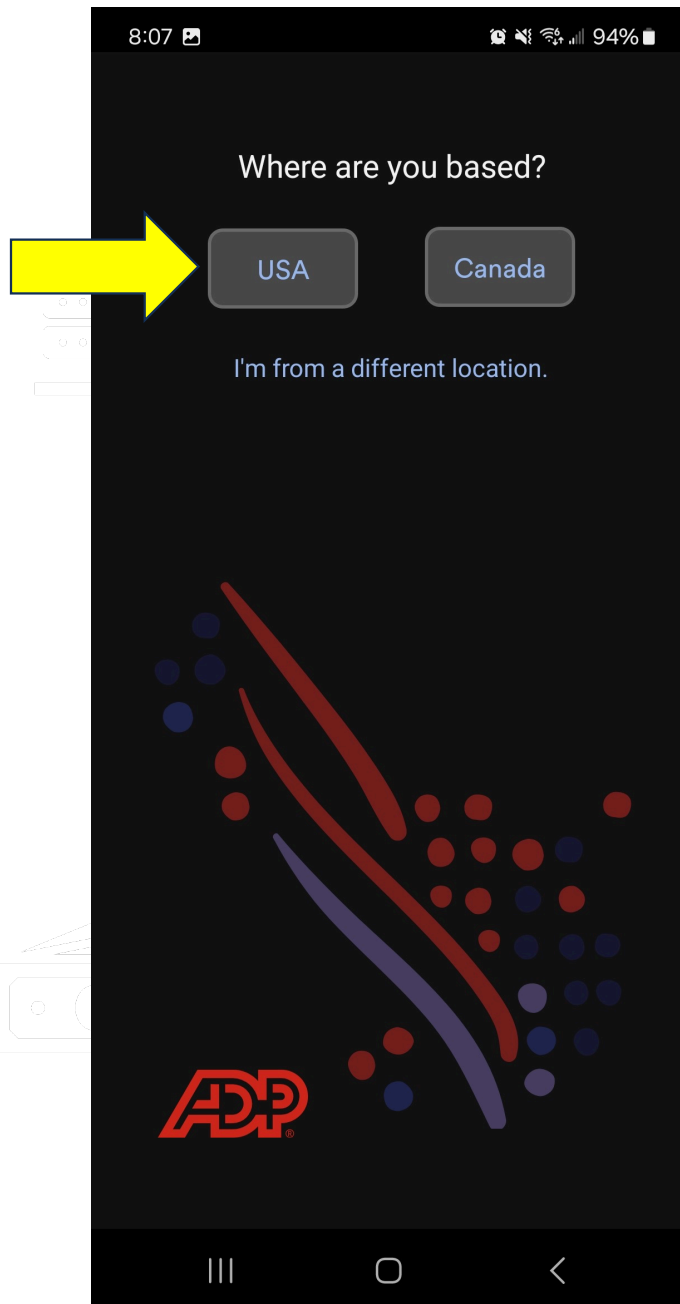
A prompt will appear asking if you have a registration code. Answer "No"





## STEP 5

It will ask if you are based  
in USA or Canada.  
Choose USA





## STEP 6

it will prompt for you to  
enter your first and last  
name

8:07 94%

**What is your name?**

Enter exactly as it is in your company's records.

First name

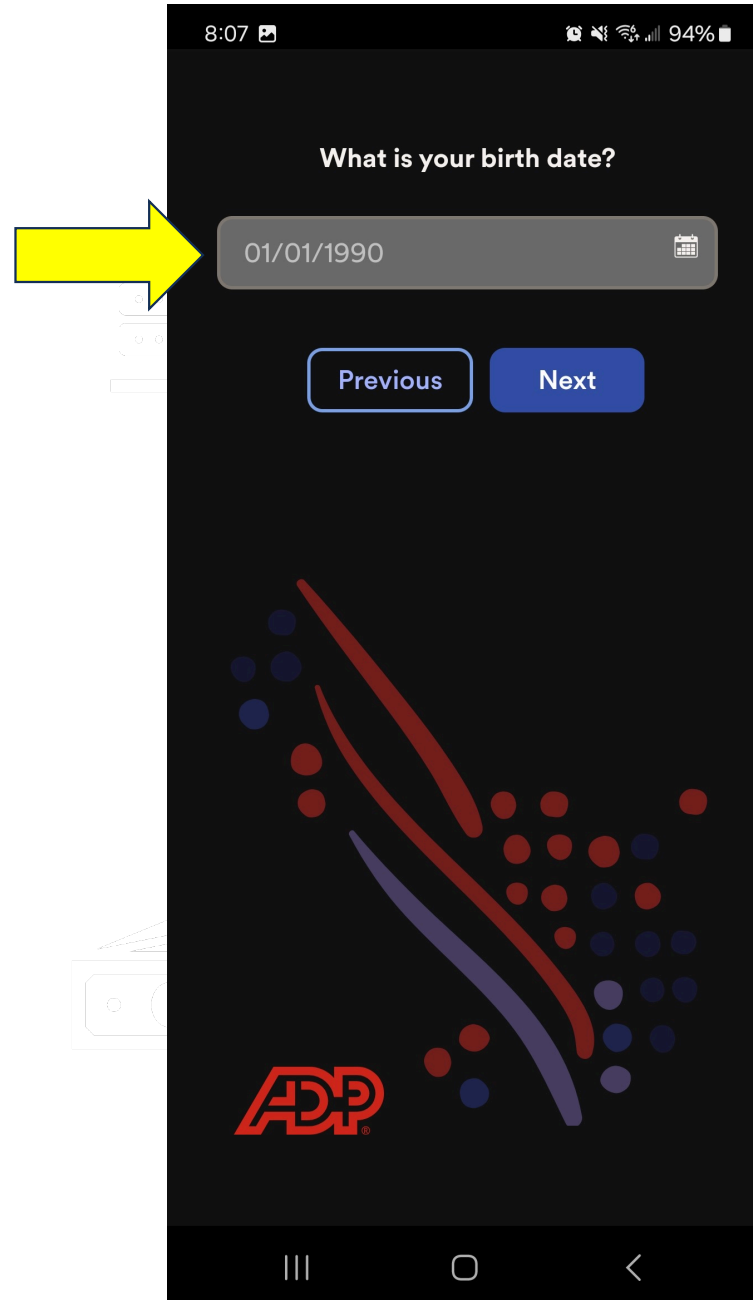
Last name

Previous Next

ADP

# STEP 7

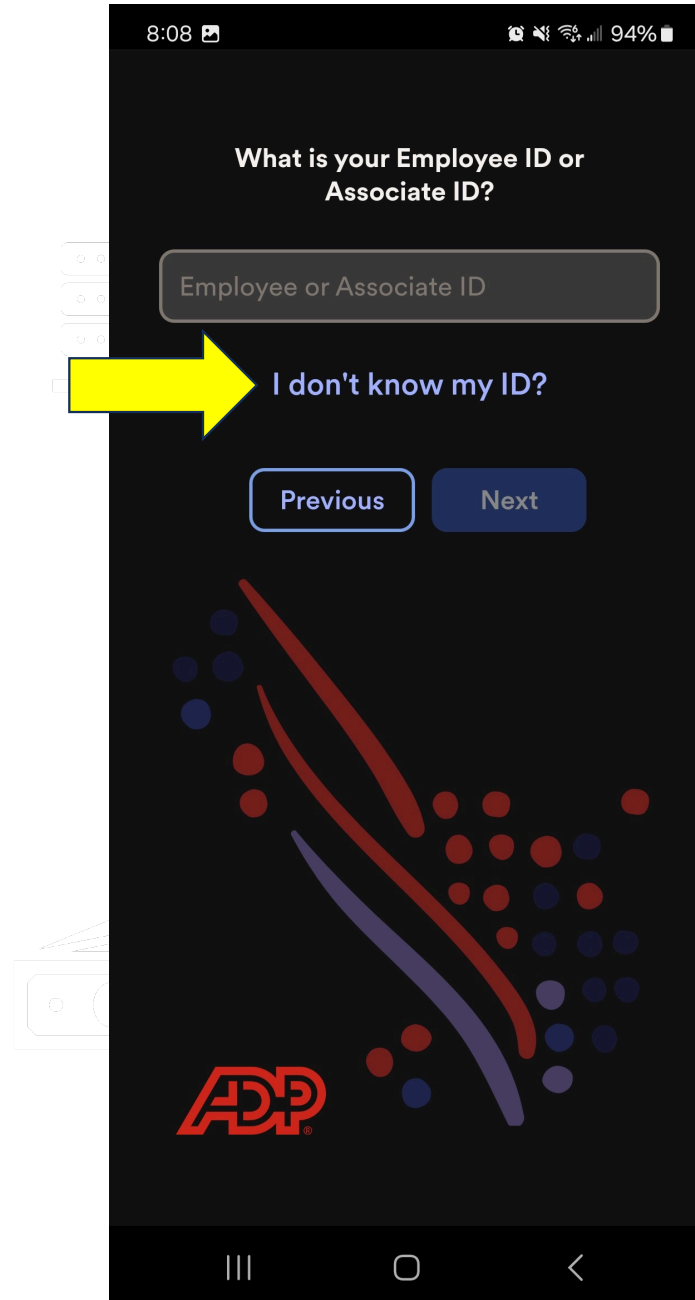
It will prompt for your date of birth





## STEP 8

It will prompt for your employee ID or associate ID. Choose "I don't know my ID?"





## STEP 9

It will prompt "Enter your Social Security Number..."

8:08 94%

Enter your Social Security Number (SSN), EIN or ITIN.

SSN or ITIN

Previous Next

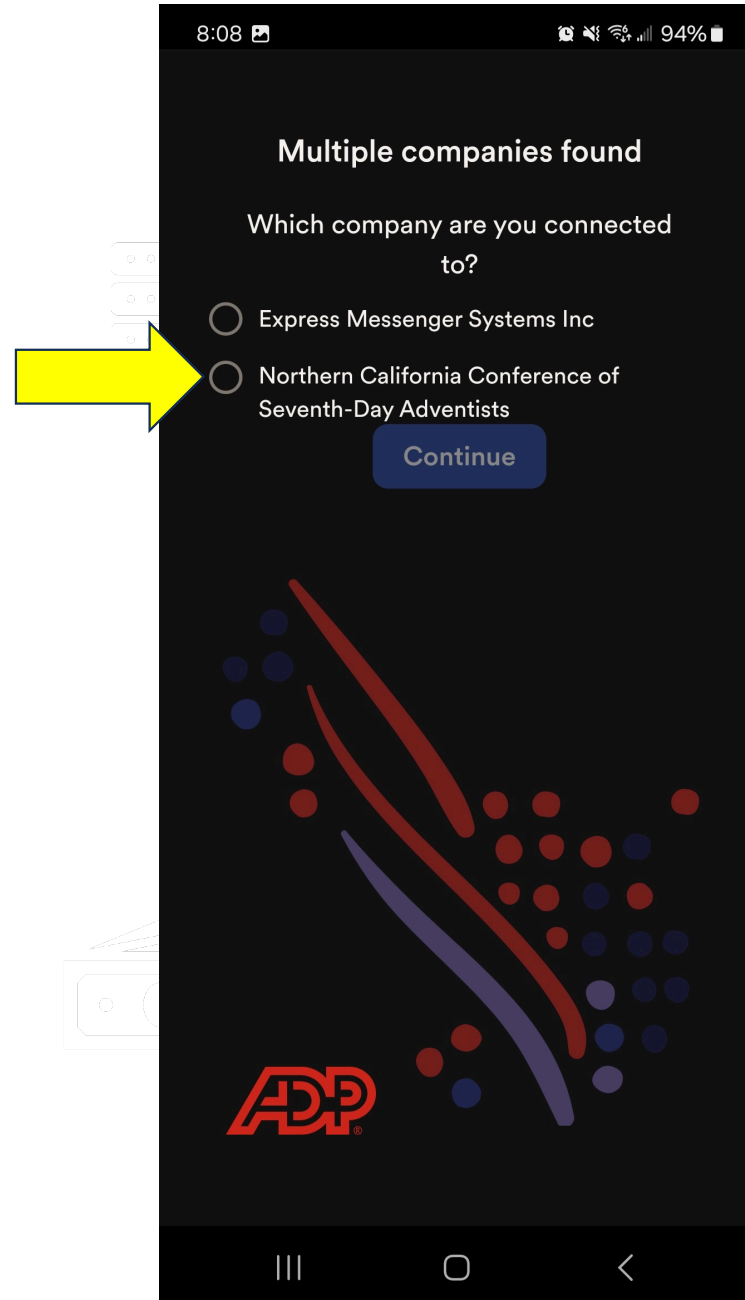
ADP

The screenshot shows a mobile application interface on a dark background. At the top, the status bar displays the time as 8:08 and the battery level at 94%. The main heading reads "Enter your Social Security Number (SSN), EIN or ITIN." Below this is a text input field with the placeholder text "SSN or ITIN". A yellow arrow points to the right side of this input field. Underneath the input field are two buttons: "Previous" and "Next". At the bottom of the screen, the ADP logo is visible, along with a decorative graphic of red and blue dots and lines. The bottom navigation bar of the phone is also visible.



# STEP 10

Choose "Northern California Conference of Seventh-day Adventists" as the company you are associated with.







# STEP 11

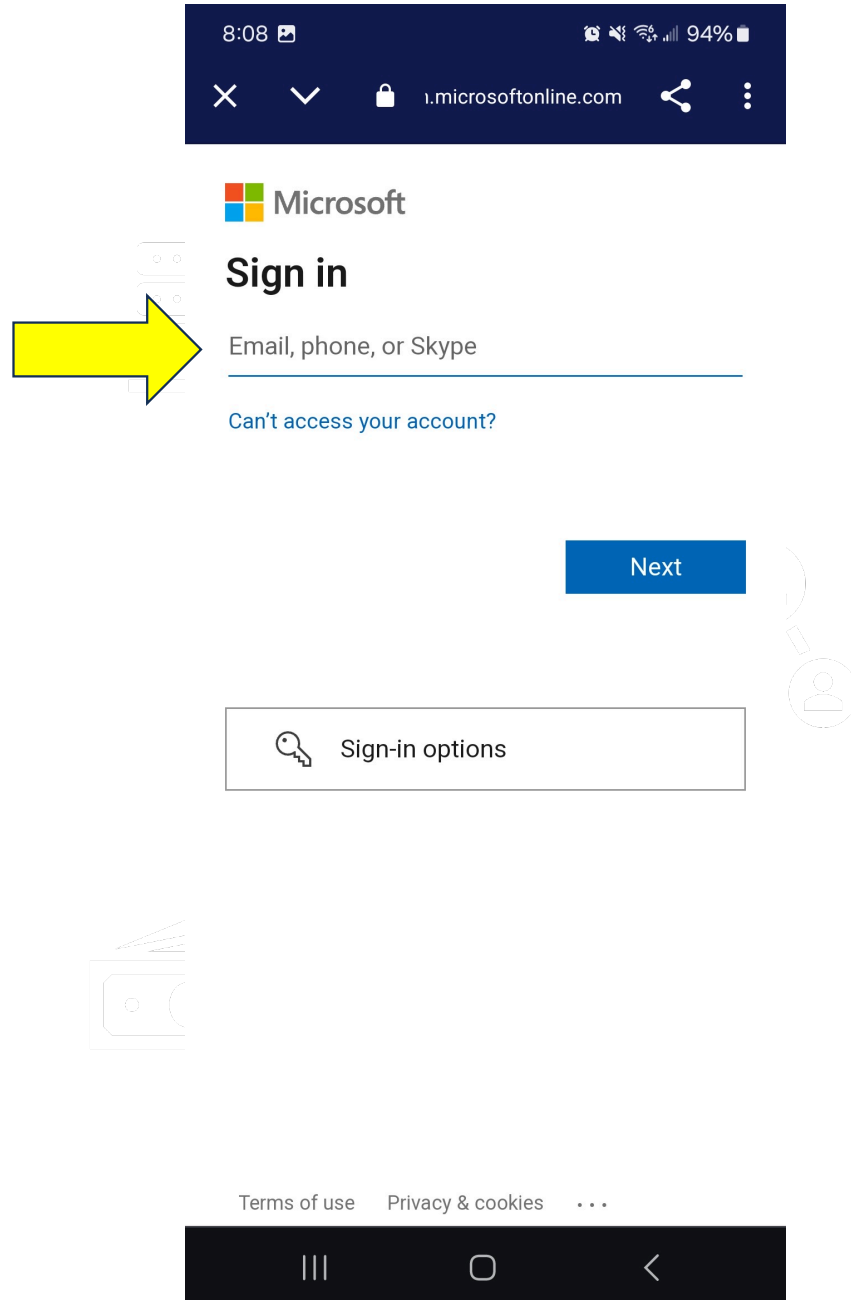
You will get the message  
"Good News..."  
Select "I got it"  
then select "Login"



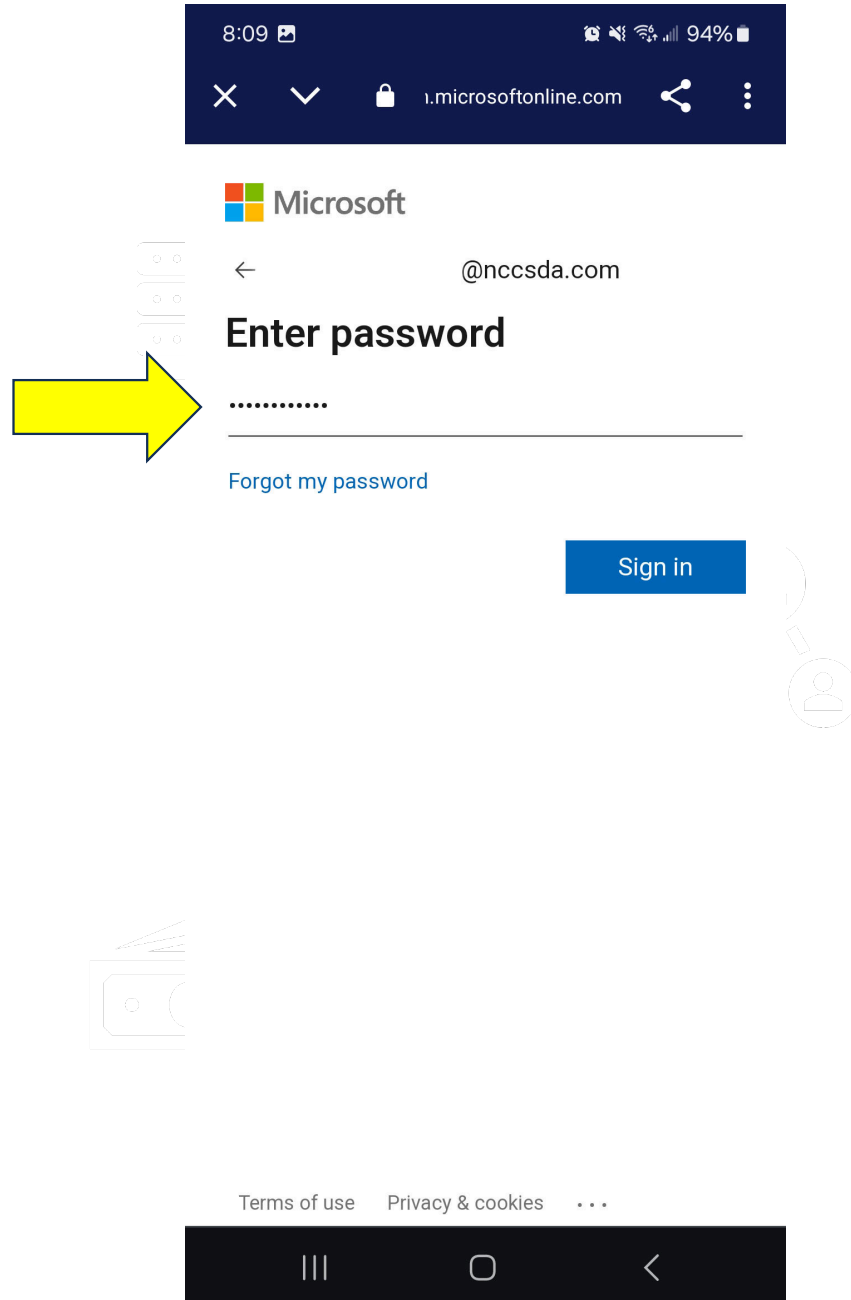


# STEP 12

You will get a prompt to  
login with your NCC email



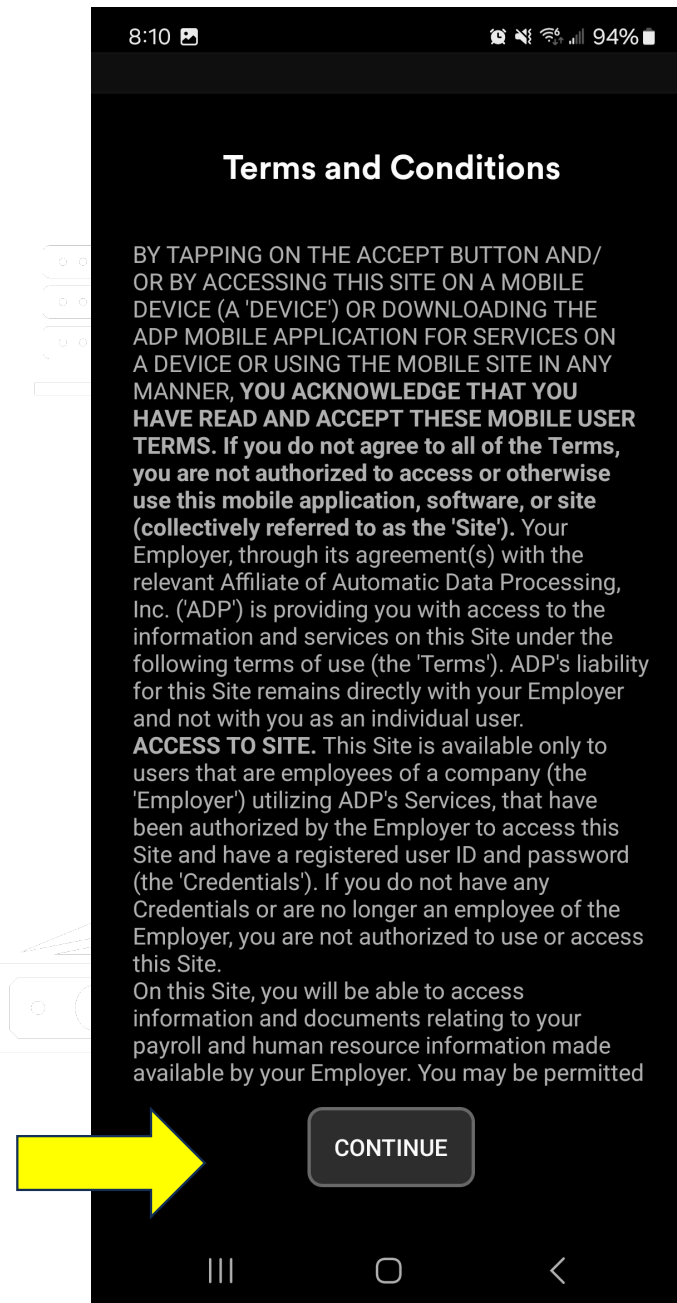
Enter password





# STEP 13

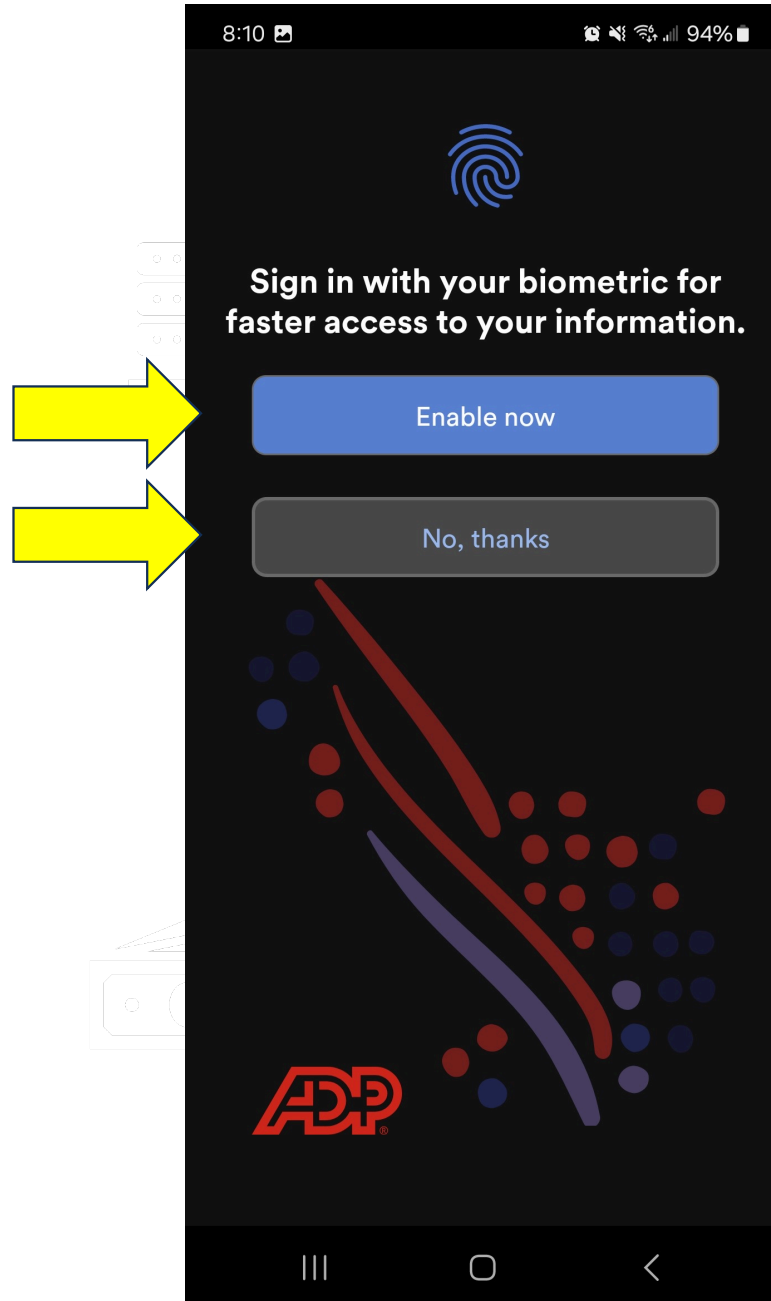
Terms and Conditions  
will appear, scroll to the  
bottom. Select "Accept"  
then "Continue"





## STEP 14

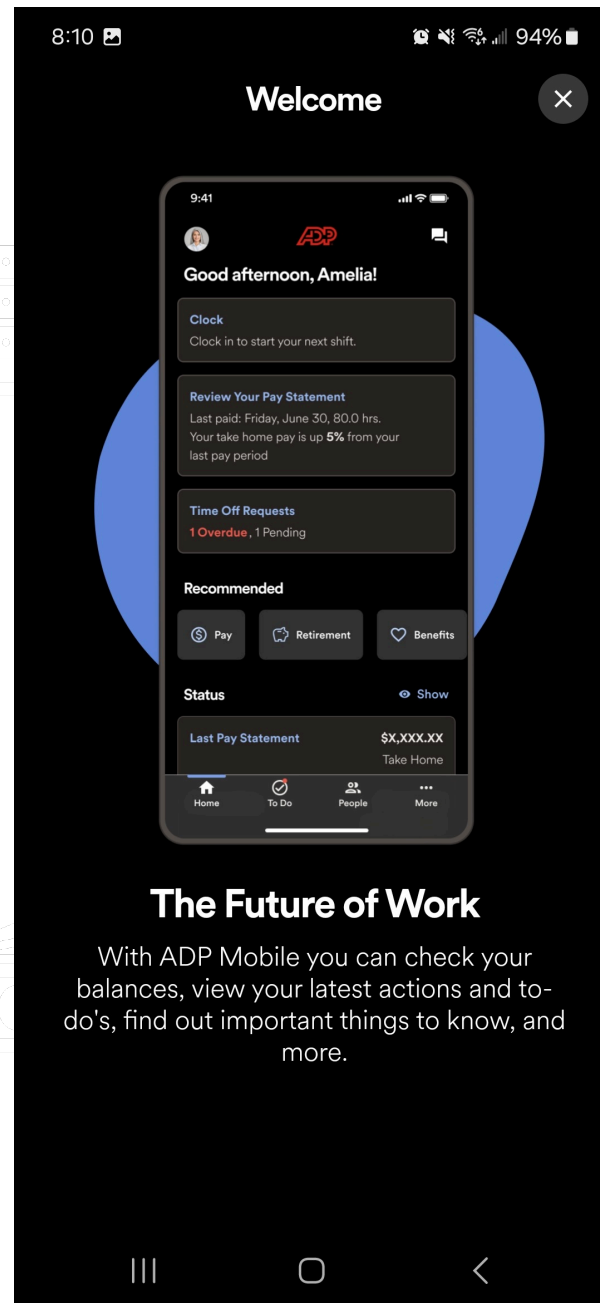
You will be asked if you want to enable biometric sign in (You can choose either option)





# STEP 15

a Welcome popup will appear. Just close it



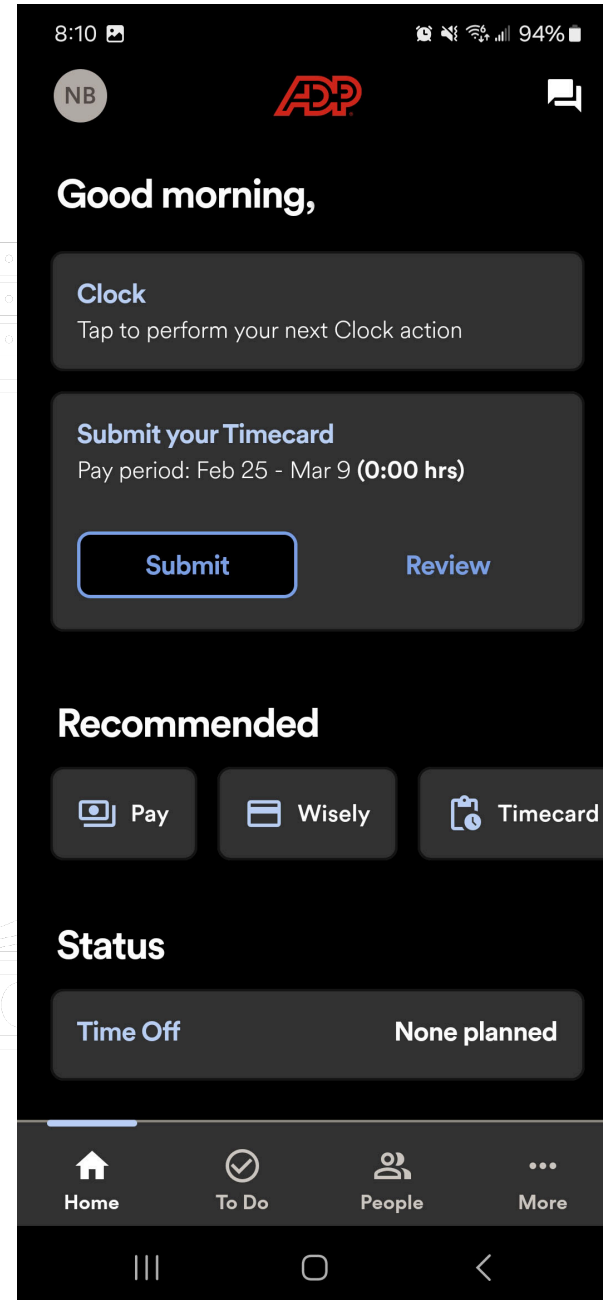
## The Future of Work

With ADP Mobile you can check your balances, view your latest actions and to-do's, find out important things to know, and more.



# STEP 16

you will be taken to the final screen. You are now logged in!



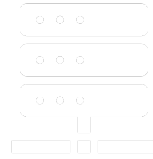


# NEED HELP?

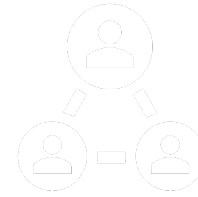
Ask a Practitioner



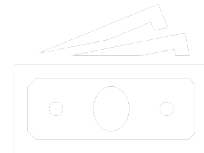
IT



HR



PAYROLL







# REVIEW



# REVIEW

**Goal: Feel comfortable and prepared to train those you manage in updating personal information, banking information, and tracking work hours.**

Every interaction and ability to log into ADP is connected to using your NCC email address.

March 24 is the first timecard punch.

We are counting on you to ensure supervised employees get paid.

Focus on personal data accuracy and filling out timecards.

When reviewing timecards, check for lunch penalties and overtime

Later, you can showcase other features like benefits, vacation requests, etc.