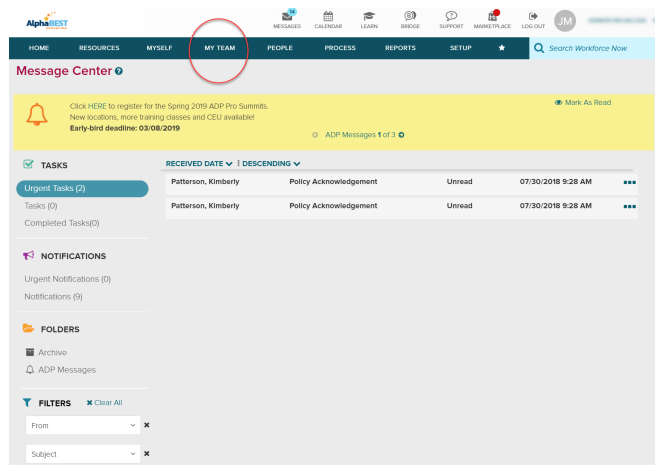


Initiating a Term in ADP

1. Go to <https://workforcenow.adp.com/workforcenow/login.html> and sign in as an Administrator

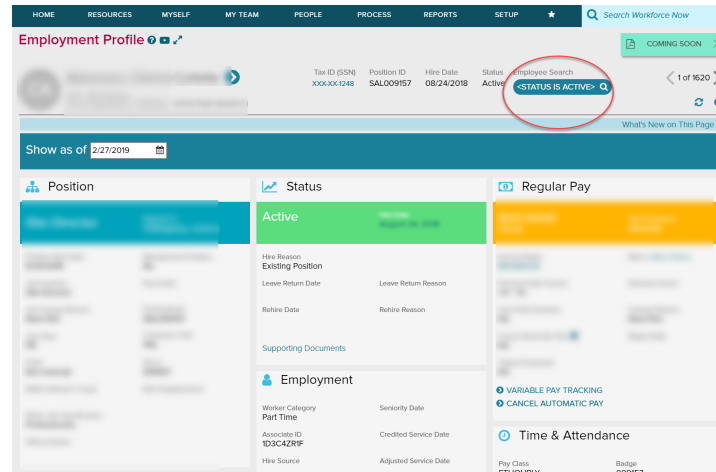


2. Once you are logged in, choose MY TEAM (Note: your login screen may look different from what is shown)

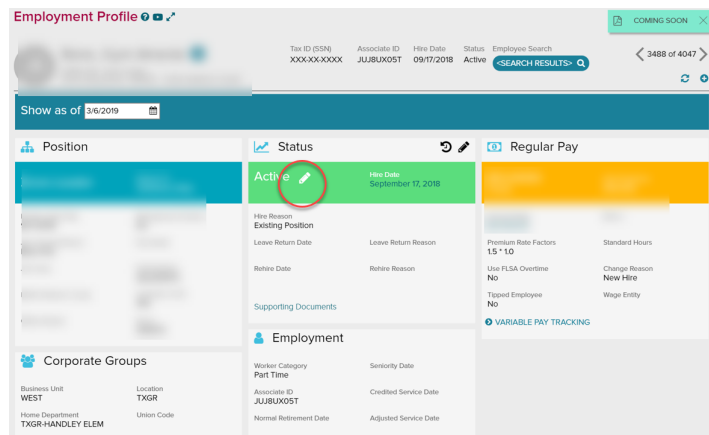


3. From the MY TEAM dropdown, choose Employment Profile under *EMPLOYMENT*

- This will open up the employment profiles for all of your team members. Use the search bar to find the person you'd like to initiate a term for. You can do this by looking through the search list or typing in part of the name.



- Once on the appropriate team member's employment profile, click on the pencil next to the word ACTIVE under Status. The pencil will appear when you hover the mouse over the green box.



- This will open up a box with a dropdown menu.

Change Status

Current Status
Active

Select a New Status *

Enter all applicable information needed to start the process for this employee, then click Submit Request to send a message to all users who are able to perform the process.

Comment

CANCEL

SUBMIT REQUEST

7. Choose “Terminated” from the dropdown menu. This will open a window for additional information to be entered:

- Termination Date - *This should be the last day worked plus one day. For example, if the last day worked was 2/27/19, the termination date would be 2/28/19.*
- Termination Reason – Choose a reason from the dropdown menu
- Comments – Enter any comments or additional information needed *PLUS whether or not this individual is rehirable*

Change Status

Current Status
Active

Select a New Status *

Terminated

Enter all applicable information needed to start the process for this employee, then click Submit Request to send a message to all users who are able to perform the process.

Termination Date *

2/28/2019

Termination Reason

N - Resignation - Family/Marriage/

Comment

Transportation was an issue, found a new job in walking distance; rehirable

CANCEL SUBMIT REQUEST

8. Once all information has been added, hit “Submit Request”. This will bring you back to the Employment Profile page. You’ll notice a message letting you know you’ve started the termination process.

Employment Profile

COMING SOON

Tax ID (SSN) XXX-XX-XXXX Associate ID JUBUX05T Hire Date 09/17/2018 Status Active Employee Search < 3488 of 4047 >

Show as of 3/6/2019

Status: The termination process has started and the practitioner has been notified to start the termination.

Position Status Regular Pay

Active New Date September 17, 2018

Hire Reason Existing Position Leave Return Date Leave Return Reason Retire Date Retire Reason Supporting Documents

Corporate Groups

Business Unit Location Work Category Part Time Seniority Date Associate ID Credited Service Date