

## Adding a New Employee to ADP® Time & Attendance

Note: Complete the employee setup in RUN Powered by ADP® before proceeding.

1. In RUN, from the Employees tab, select Directory.

номе 🗸	EMPLOYEES ~	COMPANY ~ REPORTS ~	TAXES ~		📄 Notes
	Employees DIRECTORY ADD EMPLOYEE	ADD CONTRACTOR	Ħ	TO DO Set up Employee	
	Run Payroll	HR411	Doc Vault	Set up Employee Set up Employee Set up Employee	
	9	\$ <sub>3</sub> +		Complete Bill Night Set up Employee	
т	ime Management	Import Time and Pay	Certificates of Insurance		

2. In the Find field, type the first or last name of the employee.

номе у ем	PLOYEES 🗸	COMPANY 🗸	REPORTS 🗸	TAXES 🗸
Employees (W	/2)	All		
Find:				>
Status	Name		▲ Addre	ess

3. Click the employee's Name.

1

Employees (W	2) All		
Find: ste	ven		
Status	Name		Address
Active	Smith, Steven	> @ ~	71 Hanover Rd
Page 1 of 1:	1		



4. From the Payroll tab, select Payroll Info.



5. From the Send to ADP Time & Attendance list, select Yes.

Pay type:*	Hourly	~	
Pay frequency: *	Biweekly		~
Employment type:	Full time	~	
Standard hours per pay period:		0	
Seasonal employee:*	No	~	
Send to ADP® Time & Attendance:	No		~ 0
<	Yes		$\rightarrow$
	No		

## 6. Click Save.

Pay type:*	Hourly	~		Pay rate: *	20.0000	*Added on 02/05/2015
Pay frequency:*	Biweekly		~	Pay rate 2:		
Employment type:	Full time	~		Pay rate 3:		
Standard hours per pay period:		0		Pay rate 4:		
Seasonal employee:*	No	~		Pay rate 5:		
Send to ADP® Time & Attendance:	No		~ <b>0</b>		6	Save Cancel
						Save

7. From the Payroll tab, click ADP Time & Attendance.

Р	ayroll
	Tax Info
	Payroll Info
<	ADP® Time & Attenda
	Earnings Deductions
	Direct Deposit
	Pay Stubs



## 8. Complete the Pay Class, Badge, TimeZone, and Supervisor fields. Note: Complete any other fields as needed.

, ,	
Employee Information	
First Name: Steven Associate ID: SSmith	Last Name: Smith Hire Date: 1/1/20XX  US Social Security Number (SSN) * XXX-XX-XXXX 3
Position Information Addition	al Settings Contact Information
	Status
Position ID: * 6	Employee is Active.
HOURLY	
Badge: 123456789	
TimeZone:* EST	
Supervisor	Payroll Information
This is a supervisor position.	Transfer Hours/Earnings to ADP Payroll
🜔 Yes 🌑 No	Yes No
supervisor:	Payroll ID 6
	Company Code: RXXXX
Labor Charge Fields	
Access	
Department:	
SAVE CANCEL	

9. Click Submit. This employee appears in ADP Time & Attendance lookups when complete.

Labor Charge Fields			
Access Value:	Q		
Department:			

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