myADP Onboarding
Quick Start Guide for New Hires

Overview

Once you complete the ADP Workforce Now registration process, you can elect to proceed to myADP to begin the onboarding process.

Using the myADP Onboarding feature in ADP Workforce Now, you can complete many of your new-hire related tasks prior to your first day on the job. .

Where You'll Access myADP Onboarding

| If you are logging into ADPWorkforce Now after you completed your registration as a first time user:	Then you will be directed to:
Prior to your hire date	The Onboarding experience
Hire date or hire date + 6 days	ADP Workforce Now Home page banner, where you can click on Go to New Hire Onboarding to access the Onboarding experience. ⓘ **Welcome. Your new hire tasks are available. Your tasks will expire in 7 day(s).** GO TO NEW HIRE ONBOARDING ❯

Working with myADP Onboarding

Follow the steps below to proceed through the myADP Onboarding experience.

Welcome

You will be presented with a welcome message that may be personalized by your manager.

The welcome message indicates what is covered in your onboarding experience.

Note: This is an example of the onboarding experience. Depending on the onboarding experience created for you, your experience may look different.
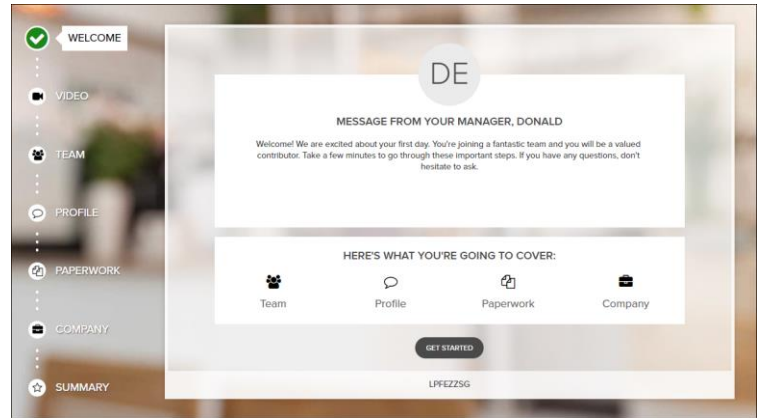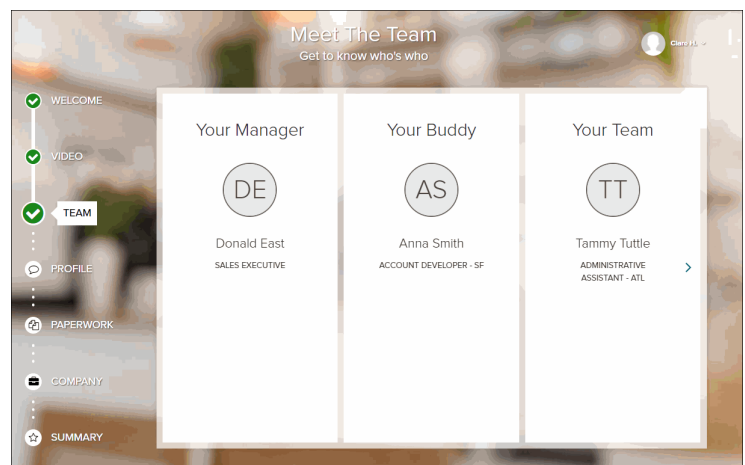

Welcome Video

Your organization may choose to share a video with you introducing the organization and its culture.
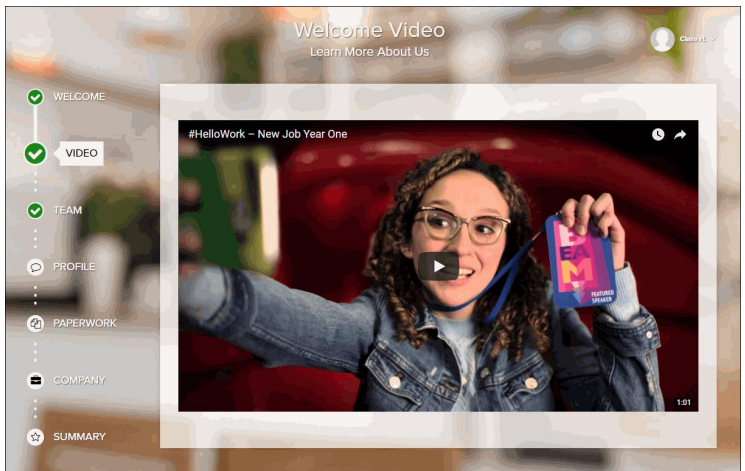
Team

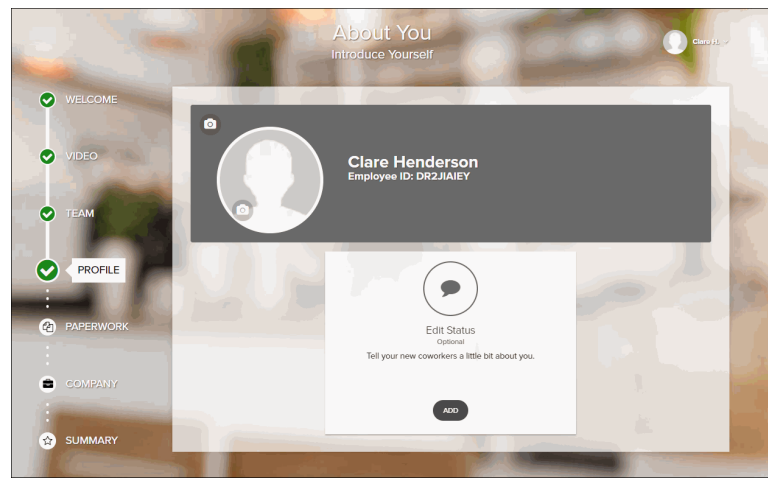You may see profile information about your manager, your assigned buddy, and your team.
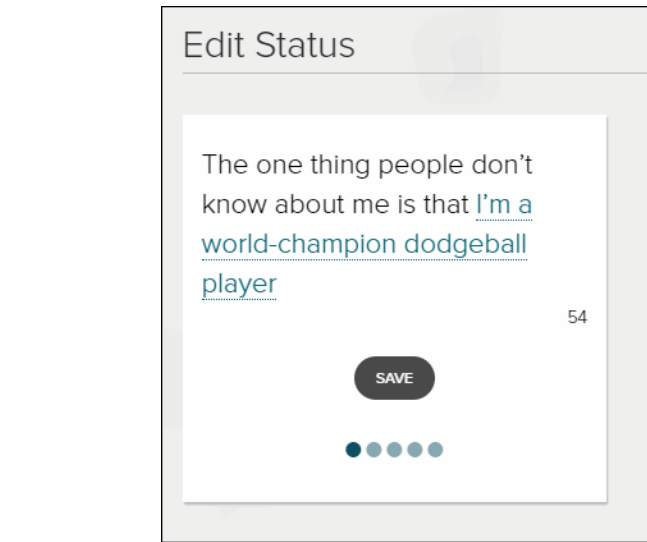
Profile

You may be able to edit your profile status, including:

- Uploading your picture
- Completing one of five profile statements

This content is only visible to other new hires, hired around the same time as you.

When you click the Add button, the Edit Status window is displayed. You can update one of the five profile statements.
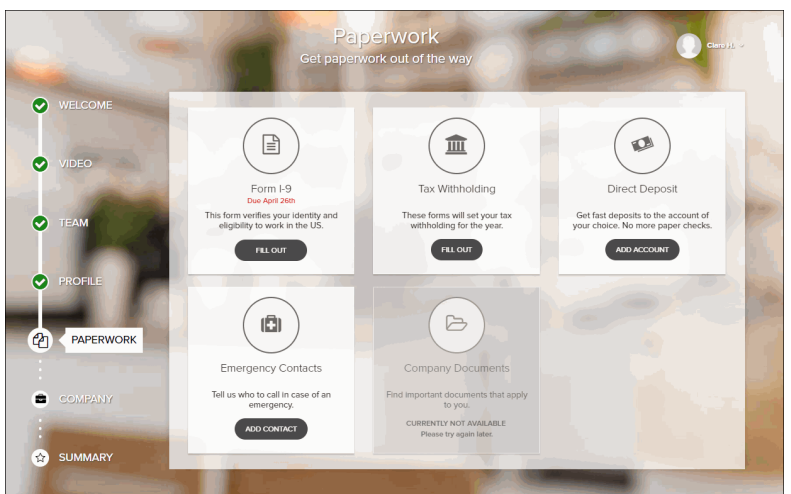

Paperwork

Prior to being able to complete any paperwork, you'll be asked to confirm your personal information.
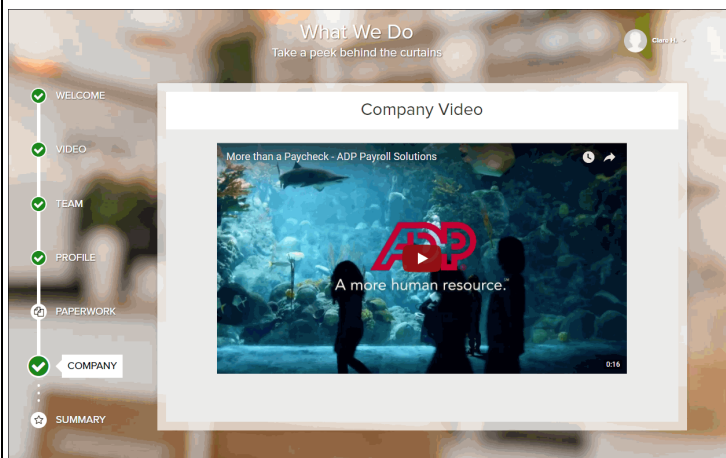
During this step, you may:

- Complete Form I-9
- Complete tax withholding
- Acknowledge company policies
- Enroll in direct deposit
- Providing emergency contact informaiton
- Review company documents that do not require acknowledgments

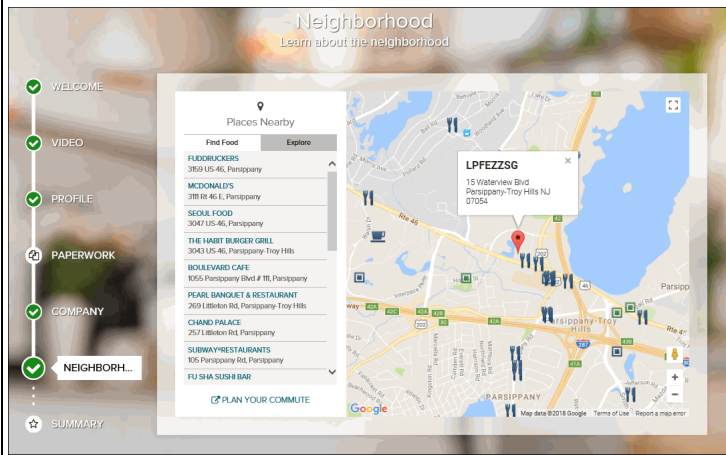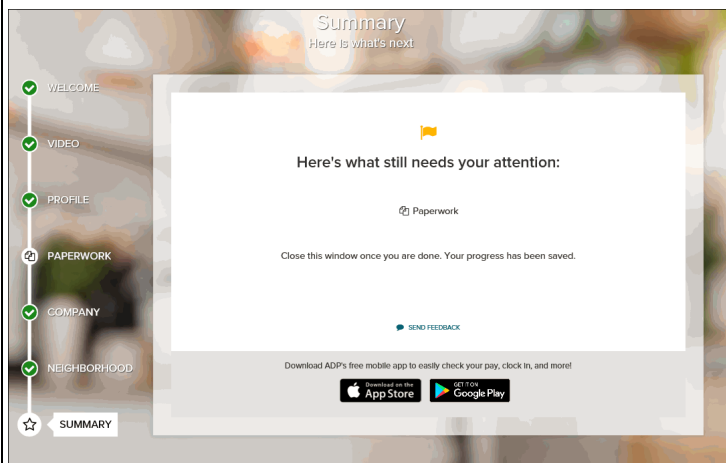|	
Company You may see information about your organization, such as: • Company bio • News articles • Videos	
Neighborhood You may see an interactive map of your work neighborhood. This map provides points of interest, like restaurants in the area, and help you plan your commute.	
Summary This step summarizes what you completed or still have to complete as a result of the actions you took during this onboarding experience.	

Enterprise LEARNING