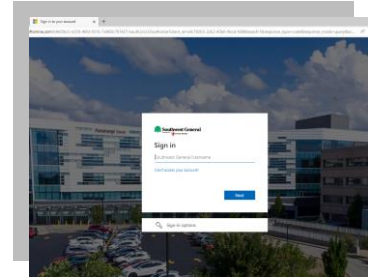


## Getting to Your ADP Workforce Now Website

Welcome to your new ADP Workforce Now website! To get started at <https://bit.ly/45Pa11T>, enter your **Network User ID followed by @swgeneral.com** and **Network Password** into the appropriate fields then click **Sign In**.

**EXAMPLE USERNAME:** C111222@swgeneral.com

\*note – username format before “@swgeneral.com” may vary by employee.



## Navigating Your Website – [watch this video to learn more \(or scan the QR code\)](#)!

Now that you have logged into ADP Workforce Now, finding important activities and information is easy. Use the menus and sub-menus at the top of your screen to access resources and work-related activities. Important messages and events display in sections on your Home page. Your personal information can be found under the Myself menu and sub-menu options.



**Note:** Menus and sub-menus may vary based on your access privileges and company setup


Icons such as **Things To Do**, **Calendar**, **Support**, and **Log Out** provide quick access to common information and tasks. To set preferences or view your profile, click on your initials or avatar and select the link.

Click on a menu to access additional resources and work-related activities.

The screenshot shows the ADP Workforce Now home page. At the top, there is a navigation bar with 'Home', 'Resources', and 'Myself' menus. Below this, the page is organized into several columns of links and cards. The 'Myself' menu is expanded, showing options like 'My Information', 'Personal Information', 'Employment', 'Pay', and 'Time & Attendance'. Below the navigation, there are several informational cards: 'TIMECARD APPROVAL DEADLINE' (Monday September 18, 2023 at 10:00am), 'Helpful Links' (Salary Paycheck Calculator, Hourly Paycheck Calculator, Tax Withholding Estimator), 'Things to Do' (Notifications (0)), 'My Pay' (Compensation summary), 'Employee Resources' (LifeMart Employee Discounts), 'Company News' (Welcome to the ADP Self-Service Portal), 'Holiday Schedule' (Coming Soon), and 'Company Mission' (Our Mission, Coming Soon!).

Your home page displays important information in sections such as “Things to Do” and “Company News”

## Employee Welcome – Frequently Asked Questions

Topic	How do I....?	Answer
Access	How do I get to ADP at work?	Access ADP on the Intranet > EMPLOYEE > EMPLOYEE SELF-SERVICE > ADP WORKFORCE NOW LOGIN
Access	What if I don't know my Network Username?	Contact Human Resources at x8025 or the Help Desk at x8643
Access	What if I don't know my Network Password?	Contact the Help Desk at x8643
Access	How do I access the ADP Mobile app?	Access the App Store and search for ADP Mobile Solutions
Access	What is the link to access ADP from home?	<a href="https://bit.ly/45Pa11T">https://bit.ly/45Pa11T</a>
Access	I am having trouble logging in the mobile app.	You will need your DUO Authentication application/user id set up which you should be prompted to complete during login. If you do not have this setup, you can learn more on the Intranet Quick Links section. Select DUO MFA.
Pay	How do I view my pay?	Employees can follow the steps below to access their pay statements: Go to Myself > Pay > Pay & Tax Statements
Pay	How do I update my direct deposit?	Employees can follow the steps below to access their bank account(s): Go to Myself > Pay > Payment Options > Edit
Pay	How do I add a direct deposit account?	Employees can follow the steps below to access their bank account(s): Go to Myself > Pay > Payment Options > Add Bank Account
Pay	How do I update my tax information?	Employees can follow the steps below to access their tax information: Go to Myself > Pay > Tax Withholdings
Life Event	How do I update my marital status?	<p>Employees can follow the steps below to access personal information: Go to Myself &gt; Personal Information &gt; Dependents &amp; Beneficiaries</p> <p>If you are not married and adding a spouse, select "Add dependent or beneficiary"</p> <p>If you are married and changing your status, go to your current spouse and select this icon:  and then "Report a life event"</p>
Life Event	How do I add or change a dependent?	Employees can follow the steps below to access personal information: Go to Myself > Personal Information > Dependents & Beneficiaries
Life Event	How do I change my name, address or phone number?	Employees can follow the steps below to access personal information: Go to Myself > My Information > Profile
Life Event	How do I update my emergency contact?	Employees can follow the steps below to access personal information: Go to Myself > My Information > Profile then navigate to "Emergency Contacts"
Benefits	How do I view or change my benefits?	Employees can follow the steps below to access benefit information: Go to Myself > Benefits > Enrollments
Benefits	How do I access employee discounts?	Employees can follow the steps below to access benefit information: Go to Myself > Benefits > Employee Discounts - LifeMart
Benefits	How do I view my PAM balance?	To view your PAM balance, you will need to access the timekeeping system, Workforce Manager.