

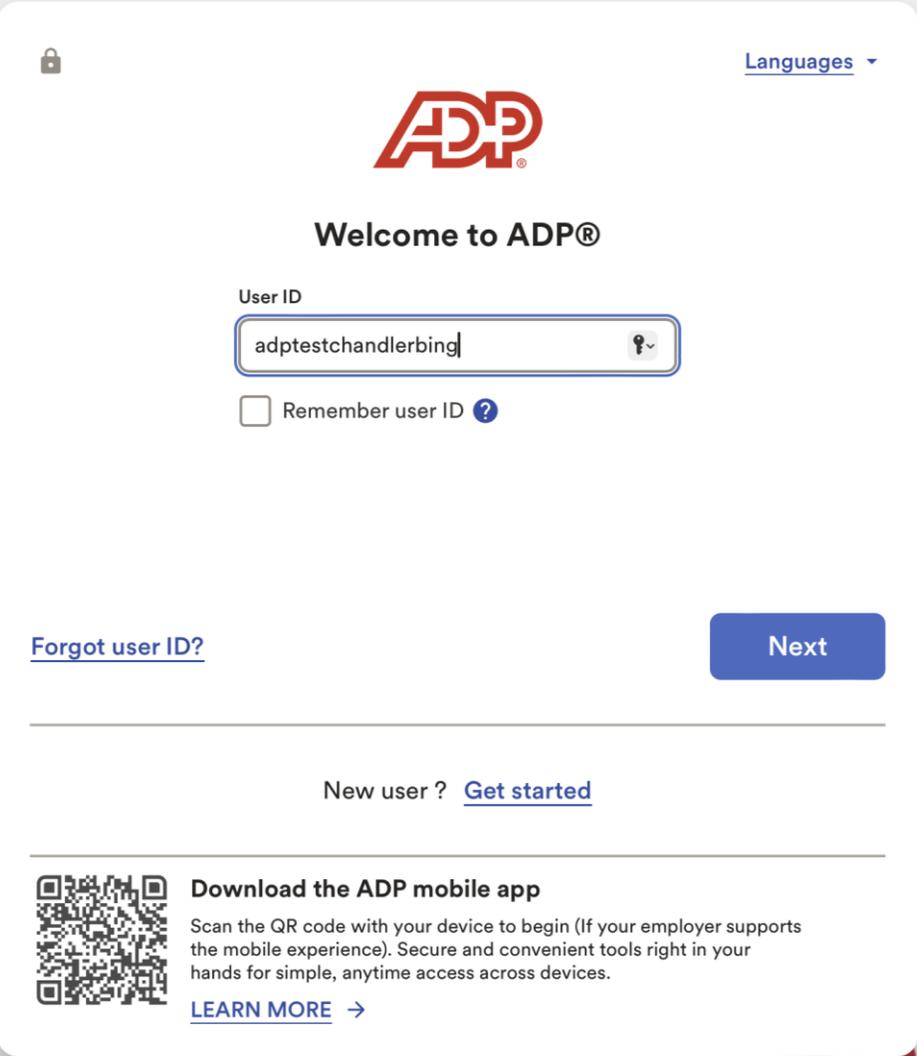
Accessing Workforce
Manager

Workforce Manager
Dashboard Overview

Northwest Kidney
Centers
Employee
Timecard Training

How to sign into ADP Workforce Manager

- ◆ You will be able to access ADP Workforce Manager from your NKC Computer.
- ◆ User ID: Unique for each person
- ◆ Click the blue next button
- ◆ Password: Please keep your password private and do not share your password.



 [Languages](#) ▾

ADP

Welcome to ADP®

User ID



Remember user ID 

[Forgot user ID?](#) [Next](#)

New user ? [Get started](#)

 **Download the ADP mobile app**
Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.
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Access ADP Workforce Manager Timecards

When you first log into your ADP Account you will need to navigate from your ADP Workforce Now to WorkForce Manager.

Step 1: Click or hover over “Myself” and the drop-down menu will be displayed

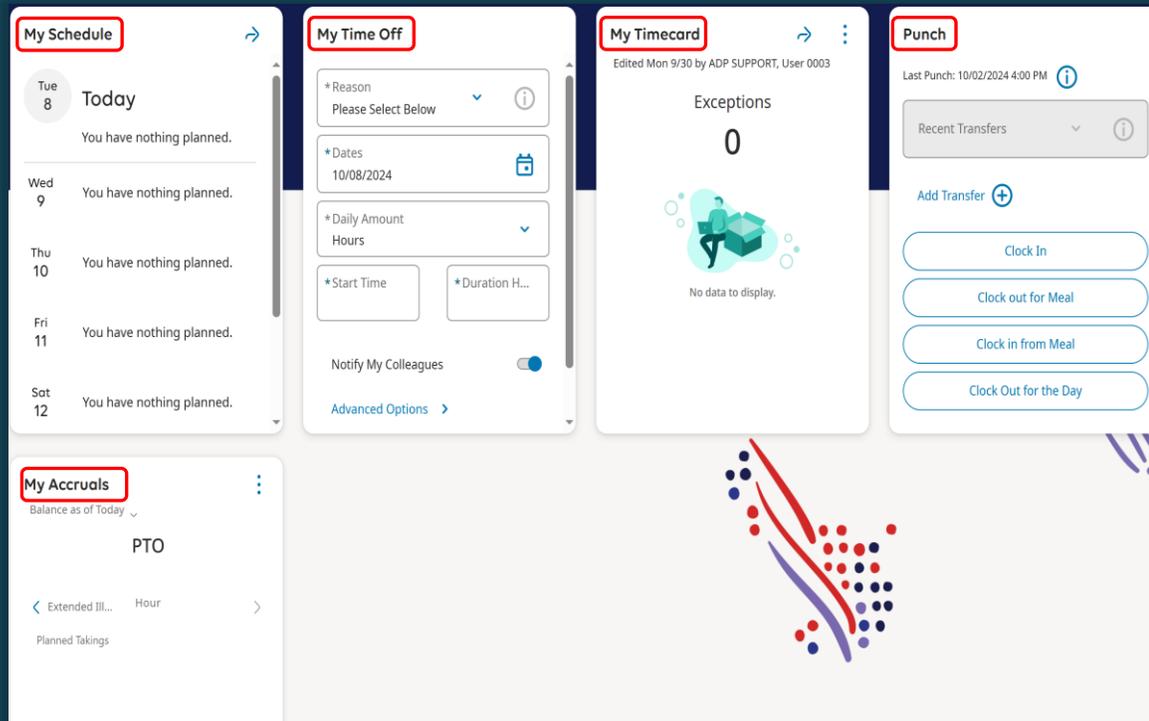
Step 2: Click on “Dashboard” under Workforce Management

The screenshot shows the ADP Workforce Manager dashboard. At the top, there is a navigation bar with 'Home', 'Resources', and 'Myself' (with a dropdown arrow). Below this, the dashboard is organized into several sections:

- My Information:** Profile
- Benefits:** Enrollments, Employee Discounts - LifeMart, Documents
- Personal Information:** Dependents & Beneficiaries
- Workforce Management:** Dashboard (highlighted by a yellow arrow labeled 'Step 2')
- Employment:** Organizational Chart, My Documents, Surveys
- Pay:** Calculators, Payment Options, Tax Withholdings, Total Rewards, Pay & Tax Statements
- Talent:** Performance Dashboard, Performance Goals, Compensation Notices, Career Center, My Learning

Additional sections include 'Benefit Forms & Information' with helpful links and paper forms, 'Company Mission' with the Northwest Kidney Centers logo, and 'My Pay' with a right-pointing arrow.

Navigation Tiles from Dashboard



ADP Tiles on Dashboard:

My Schedule: This is a basic calendar, it is not linked to current scheduling system

My Time Off: Manages time out of office (i.e PTO)

My Timecard: Supports time entry management, displays clock punches by pay period

Punch: Desktop/mobile version of the ADP clock

My Accruals: Displays up to date time off balance