Payroll and Time Overview Training - Agenda

Topic	*Duration*	Additional Learning Resources
Welcome - Introduction		
Time	*40 Mins*	
Overall Landing Page/Links Employee Timecard Entry Practitioner views, updates Manager approval of the Timecard PTO Time Off requests Reports		MyLearning Course: Managing Timecards in ADP Workforce Now Essential Time and Attendance (online) MyLearning Course: Entering Your Payroll in ADP Workforce Now (online) MyLearning Course: Using Time Off for ADP Workforce Now (online)
Payroll	*80 Mins*	
Pay Profile - High Level Review Regular Pay Deductions Direct Deposit Tax Withholdings Federal State	*30 Mins*	The Bridge: Instructions / Links to be provided MyLearning Course: Maintaining Employee Information for ADP Workforce Now (online) MyLearning Course: Using Effective Dating in ADP Workforce Now (online)
Payroll Dashboard Payroll Schedule	*5 Mins* *2 Mins*	MyLearning Course: Entering Your Payroll in ADP Workforce Now (online)
Payroll Routines Quick Calc Manual Checks Check Reversal	*3 Mins*	MyLearning Course: Entering Your Payroll in ADP Workforce Now (online) The Bridge: Instructions / Links to be provided
Manage Payroll Things to Do People Insights Additional Insights Other Payments Worksheets	*20 Mins*	MyLearning Course: Entering Your Payroll in ADP Workforce Now (online)
Preview Payroll / Reports	*20 Mins*	MyLearning Course: Calculating Your Preview Payroll and Previewing Payroll Results in ADP Workforce Now (online) MyLearning Course: Reporting Basics in ADP Workforce Now (online) MyLearning Course: Using Payroll Related Reports in ADP Workforce Now (online)