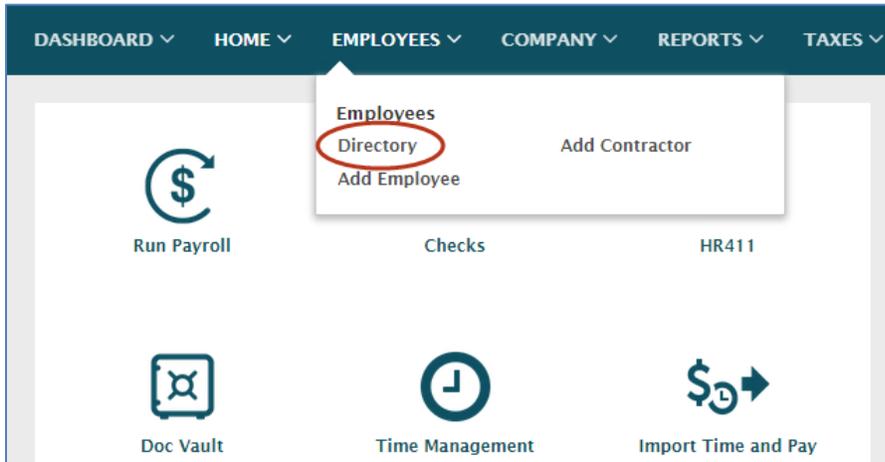


Granting an Employee Access to ADP Time & Attendance with RUN Powered by ADP

Tip: To view an employee's registration status, from the **Dashboard** tab, select **Identity Services**. From the **User Type** list, select **Practitioner** or **Employee/1099**.

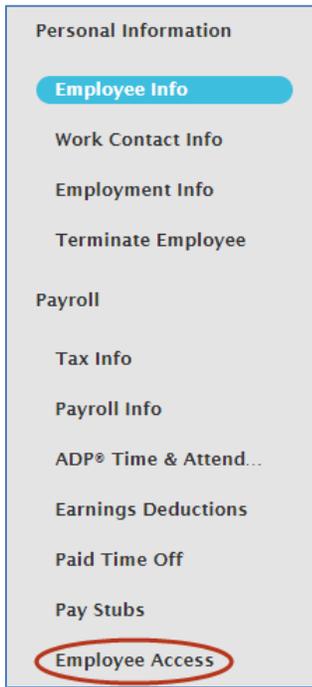
1. In RUN, from the **Employees** tab, select **Directory**.



2. Click to select the employee who you want to grant access.

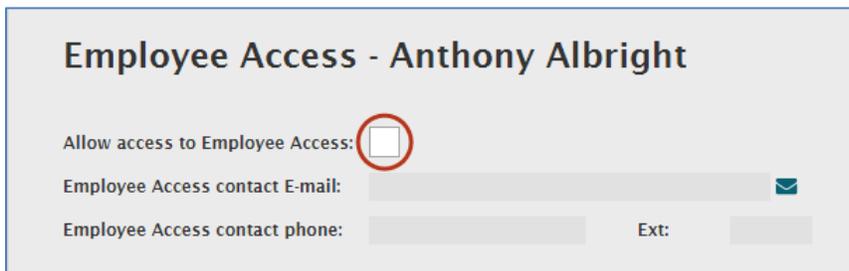
Employees (W2)		All
Status	Name	Address
Active	Albright, Anthony	71 Hanover Rd
Active	Alexander, Jason	Costanza RD

3. Click **Employee Access**.



A vertical menu with the following items: Personal Information, Employee Info (highlighted in blue), Work Contact Info, Employment Info, Terminate Employee, Payroll, Tax Info, Payroll Info, ADP® Time & Attend..., Earnings Deductions, Paid Time Off, Pay Stubs, and Employee Access (circled in red).

4. Click to select Allow access to Employee access.



Employee Access - Anthony Albright

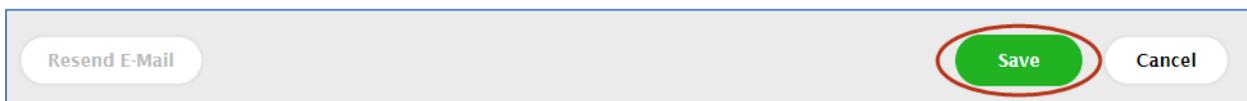
Allow access to Employee Access: (checkbox circled in red)

Employee Access contact E-mail: 

Employee Access contact phone: Ext:

5. Click **Save**.

Note: To email the employee a registration hyperlink, in the **Employee Access contact E-mail** field, enter the employee's email address, click **Save**, and then click **Resend E-mail**.



Resend E-Mail Cancel