

Adding a New Employee in ADP® Time & Attendance

1. Select People and Process > Employee > Add New Employee.



2. In the Employee Information section, click Change.

Employee Information	
First Name: *	Last Name:*
Associate ID: *	Hire Date: mm/dd/yyyy 🛗
E-mail:	US Social Security Number (SSN) * Not Set Change
Administrator O Yes No O	

3. From the Unique National Identifier list, select ADP Generated Identifier.

Unique National Identifier			
Stored Unique Nat security reasons. T National Identifier	ional Identifier numbers are not displayed for o change the stored value re-enter your Unique number.		
Unique National Identifier: Applied For Value: Confirm Value:	US Social Security Number (SSN) US Social Security Number (SSN) US Employer Identification Number (EIN) US Individual Tax Identifier ADP Generated Identifier		
DONE	© CANCEL		

4. Click Done.

1

Unique Natio	nal Identifier	
Unique National Identifier:	ADP Generated Identifier 🗸	
DONE	CANCEL	

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5. Complete all fields as necessary.

Important: To allow an employee to log in to ADP Time & Attendance, complete the E-mail field. A registration email will be sent to them.

Employee Information		
First Name: *		Last Name: *
Associate ID: *		Hire Date: mm/dd/yyyy 🛗
E-mail:		US Social Security Number XXX-XX-XXXX Change () (SSN)
Administrator O Yes	No 😧	
Position Information	Additional Settings	Contact Information
D W ID	St	atus
Position ID:		Employee is Active
Pay Class: *) Employee is Inactive
Badge:) Employee Scheduled for Termination
TimeZone: *	Q	
Supervisor	Pa	yroll Information
This is a supervisor positi	on. Tr	ansfer Hours/Earnings to ADP Payroll
🔿 Yes 🌑 No	C) Yes No
Supervisor.	Q Pay	vroll ID
	Co	mpany Code:
Labor Charge Fields		
Department		

6. Click Submit. An "Operation Successful" message displays when complete.

Labor Charge Fields			
Department	Q		
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