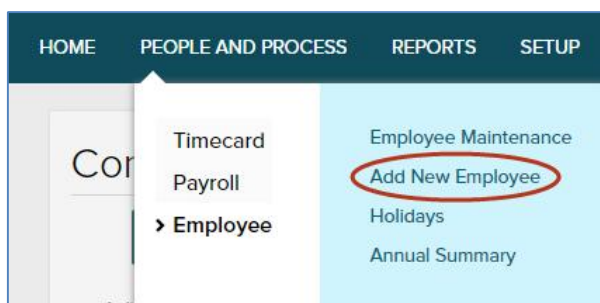


Adding a New Employee in ADP® Time & Attendance

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



2. In the Employee Information section, click Change.

The screenshot shows the 'Employee Information' form. The 'Change...' button next to the 'US Social Security Number (SSN) * Not Set' field is circled in red.

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

The screenshot shows the 'Unique National Identifier' dialog box. The 'ADP Generated Identifier' option is selected in the dropdown menu and circled in red.

4. Click Done.

The screenshot shows the 'Unique National Identifier' dialog box. The 'DONE' button is circled in red.



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:

E-mail: US Social Security Number (SSN) XXX-XX-XXXX [Change...](#)

Administrator Yes No

Position Information | Additional Settings | Contact Information

Position ID: *

Pay Class: *

Badge:

TimeZone: *

Status

Employee is Active

Employee is Inactive

Employee Scheduled for Termination

Supervisor

This is a supervisor position.

Yes No

Supervisor:

Payroll Information

Transfer Hours/Earnings to ADP Payroll

Yes No

Payroll ID:

Company Code:

Labor Charge Fields

Department:

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

Labor Charge Fields

Department:

SAVE **CANCEL**

2