**ADP Information & FAQ**

**02/21/20**

This is the link to the web site for ADP-

<https://workforcenow.adp.com>

**If employees are going to work at different stores they would use the Transfer & Punch and then select the correct department they are at (the department is our location number with 000 in front of it). They would clock out like normal.**

**All time adjustments must be noted with the reason it is being adjusted.**

**You can remove and reenroll your employees in biometrics if they are having trouble getting clocked in. Try to have them use the iPad in the same location – some managers have reported that different lighting makes a difference.**

**Managers can now complete terminations in ADP.**