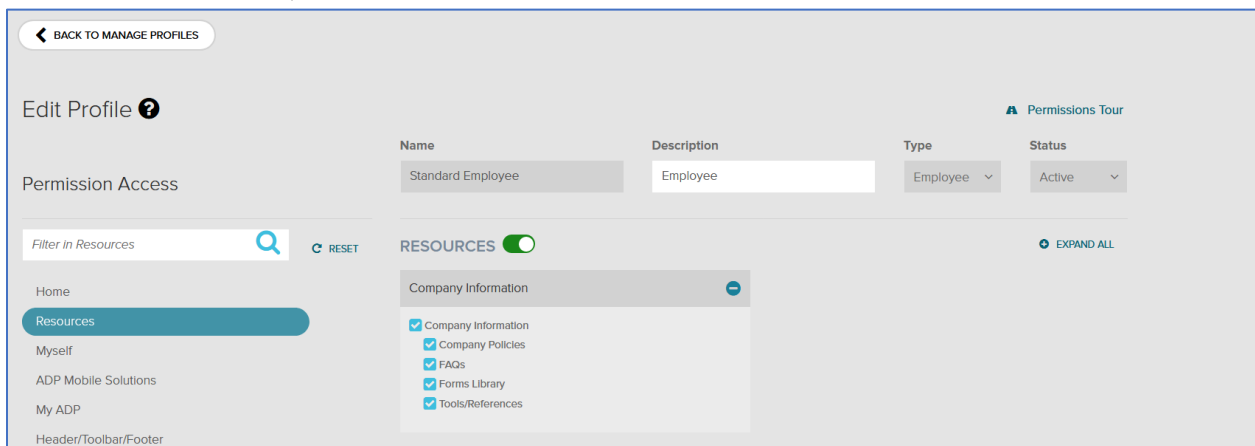


Overview

The following Job Aid will provide you the steps necessary for setting up a company policy and rolling it out to employees. These steps include the options of having a message pop up when they log onto ADP Workforce Now or sending an email to let them know about the new policy.

Setting Up a Policy to Acknowledge

- 1) Check Access Permissions for each profile to ensure that Company Policies is checked. If Company Policies is not checked, check the box and hit SAVE.



- 2) Setup → Tools → Manage Policies

- a. Click Add.
- b. Enter the Policy Name (You can use a single name for multiple policies. However, an employee will have to acknowledge each policy separately).
- c. Enter Version (there is a five-character limit).
- d. Enter Description – this is optional.
- e. Under Policy Content select to either Hyperlink a (URL) or upload a document (.doc, .docx, .pdf) that provides the content for the policy. If you decide to select a document, click the radio button for Document and upload the policy document.
- f. Check the boxes in the Acknowledgements section.
- g. Update the policy acknowledgement message, if desired.
- h. Click Save.
- i. Check the box to the left of the policy name and at the top of the page click on ROLL OUT.
- j. Enter a Start Date for sending out the policy and choose the security profiles for whom the policy should be visible.
- k. Click Publish.

Manage Policies

ADD **A**

CONTENT

Language: English (US) | Policy Name: Enter Policy Name Here **B** | Version: #### **C**

Description: **D**

Policy Content: **E**

Enter the policy acknowledgment message: I certify that I have read the policy **G**

Acknowledgements: **F**

Acknowledgement Required

I agree that my company (not ADP) is responsible for any policies that are uploaded to this ADP application and that ADP does not review, approve or have any liability whatsoever to my company or any third party with respect to such policies.

CANCEL **H** SAVE

Customizing the message employees see if they went directly to the Company Policies page (Optional). There is a default message already set up.

- 1) Click the drop-down arrow to the right of your name at the top right side of the page.
 - a. Select Configuration.
 - b. Under Pages select Company Policy.
 - c. Select Company Policies tab.
 - d. Click Add.
 - e. Enter an Identifier.
 - f. Select the security profiles to whom the message should apply.
 - g. Enter a message in the box.
 - h. Click Done.
 - i. If there are any other "Instructions" that are listed, check the Profiles that are assigned to each otherwise there may be multiple instructions showing to the same Profiles.

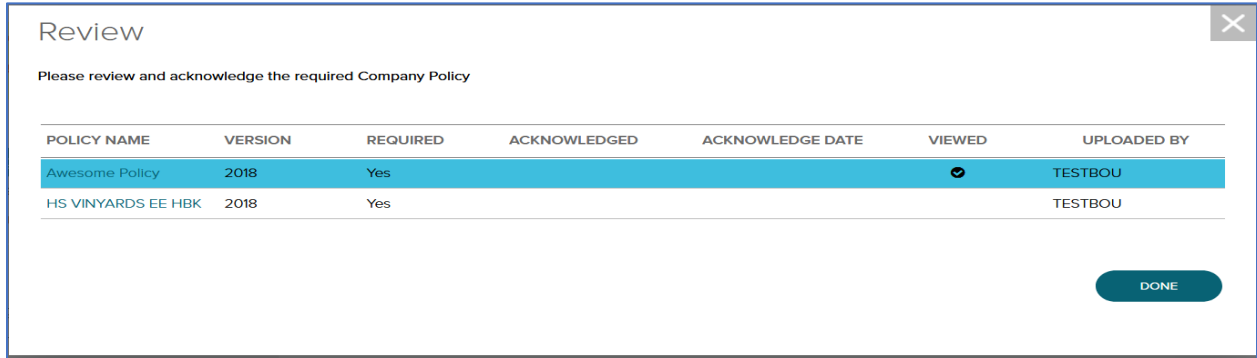
The Employee Experience

- 1) Upon logging into ADP, the employee will be taken to the message center if there is an active policy to complete.

The Employee needs to click on the ... to review the policy.

RECEIVED DATE ▾ DESCENDING ▾			
Today JUL 12 2018			
Jeffreys, Melvin	Policy Acknowledgement	In Progress	11:23 AM
			⋮
			REVIEW
Older			

2) The Employee will be taken to the Company Policy page (**Resources→Company Information→Company Policies**). Click on the name of the policy that the Employee wants to review.



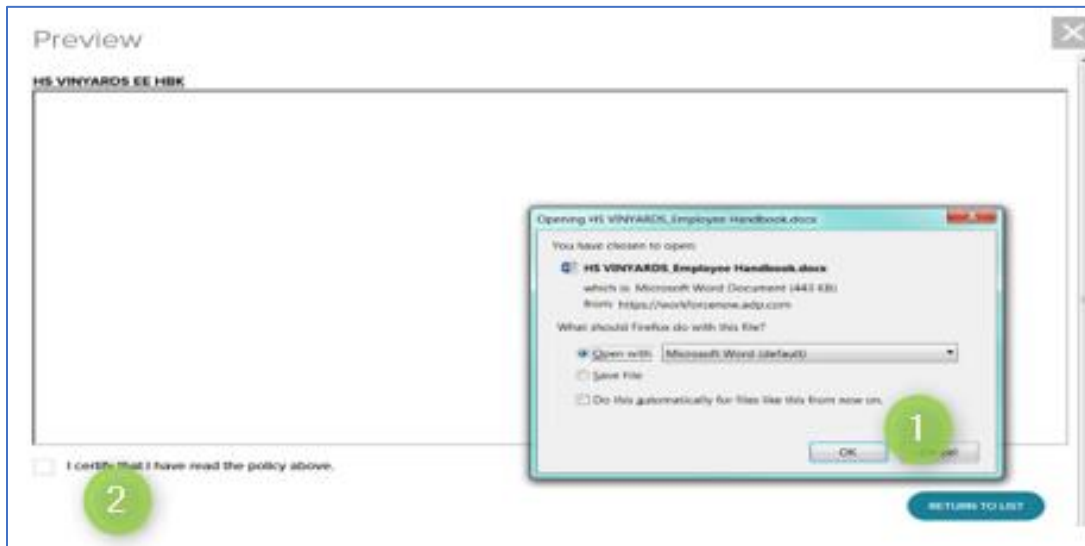
Review

Please review and acknowledge the required Company Policy

POLICY NAME	VERSION	REQUIRED	ACKNOWLEDGED	ACKNOWLEDGE DATE	VIEWED	UPLOADED BY
Awesome Policy	2018	Yes			<input checked="" type="checkbox"/>	TESTBOU
HS VINYARDS EE HBK	2018	Yes				TESTBOU

DONE

3) Click OK and the document will download. Click the check box for "I certify that I have read the policy above." The following confirmation box will display, click YES to acknowledge the policy.



Preview

HS VINYARDS EE HBK

I certify that I have read the policy above.

Opening HS VINYARDS_Employee Handbook.docx

You have chosen to open:

- HS VINYARDS_Employee Handbook.docx which is Microsoft Word Document (443 KB) from: https://workforceenow.adp.com

What should Firefox do with this file?

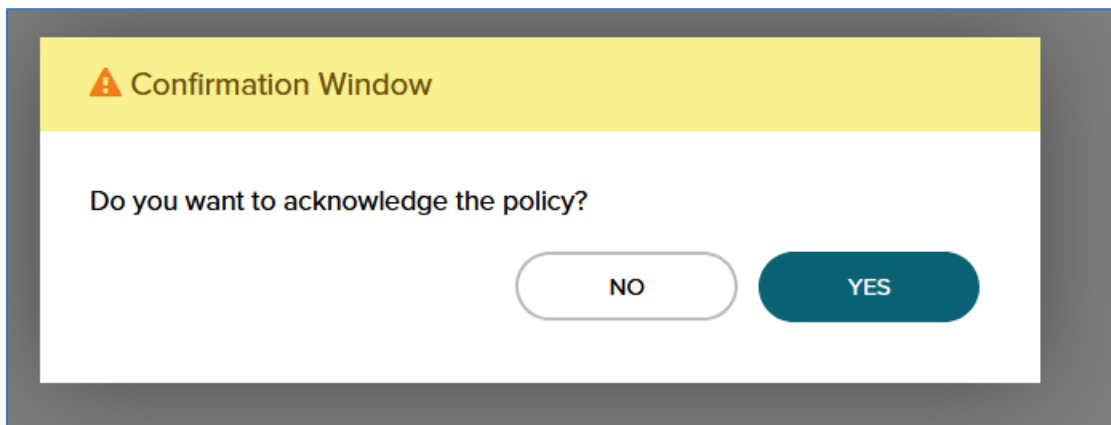
- Open with: Microsoft Word (default)
- Save File
- Do this automatically for files like this from now on.

OK

1

2

RETURN TO LIST

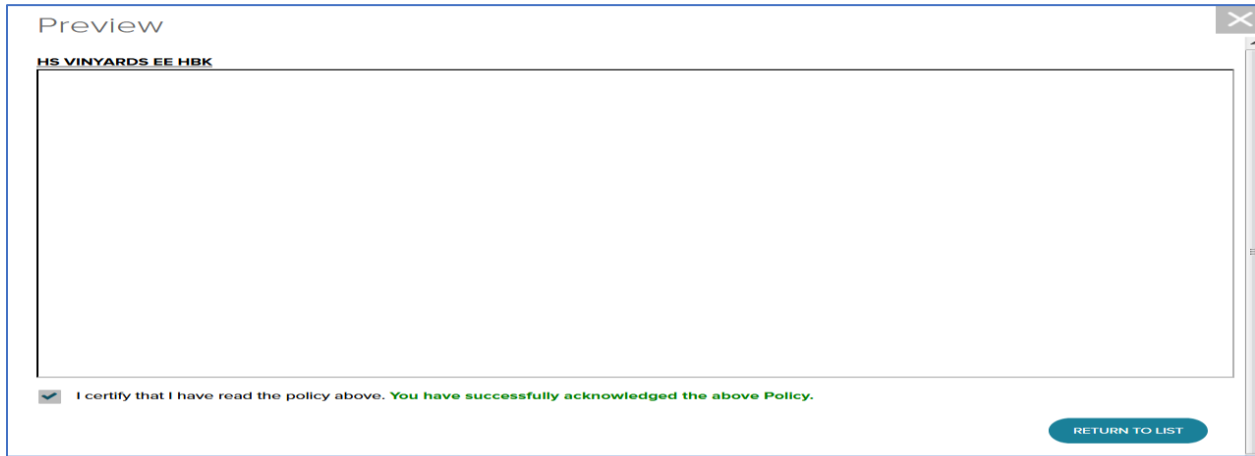


Confirmation Window

Do you want to acknowledge the policy?

NO YES

- 4) The screen changes to let the employee know that the policy acknowledgement is successful.



- 5) Click RETURN TO LIST and the employee will be taken back to the list of policies that have been rolled out to them. If there are no other policies to review, click DONE.
- 6) The employee will be taken back to the message center and if the Employee clicks on completed tasks they will see information for the policy acknowledged. From here the employee can click on the file box to archive the task, click on the ... to review it again, or do nothing and the task will archive with the settings enabled for auto archiving.

**Should you have any questions please contact your
HR Works Technology Consultant!**