

Notes:



STEP BY STEP
For
Managers & Account Monitors

ABAC ADP Team

Patsy Hembree
Debbie McComas
Bam Pirkle
Shirley Wilson
Joy Godin

Bertha Williams
Jane Thompson
Brenda Doss
Vickie Wilson
Linda Truman

The ABAC Hire/Rehire Processes

A. New Hire

1. Complete and submit "Request to Hire" form **by email**. Form is on HR Forms webpage.
2. Notify Human Resources (HR) of intention to hire.
3. HR will contact you when the Request to Hire has been approved.
4. Direct new employee to orientation website: www.abac.edu/hr/hrorientation for employment forms
5. Send employee to HR with completed orientation documents.
6. Obtain a copy of: application, social security card and driver's license. Use these documents to enter new employee into ADP system.
7. When the employee appears on your ADP Manager tab, s/he can register for a personal ADP account.

B. Rehires

1. Inform HR of your intention to rehire.
2. Enter employee in ADP, confirming that all personal information remains the same or is updated.
3. Send any new or corrected information to HR.

C. Student Hires

Revised hiring processes for student workers has been sent to Account Monitors recently. Please follow those instructions.

Change in Employment Status

Items with red arrows [▶] are required.

Termination

1. Login ADP at <https://portal.adp.com> ; Select User Login
2. Select the Manager tab
3. In the subcategories on the left select Managing Work Events
4. Click the square **Next** to Change Employment Status
5. Click square in front of employee's name: **Submit**
6. Select Terminate from pull down bar. (the system takes you to the next screen.)
7. Fill out the information on this page. Termination date must be at least one day after the last day worked; **Next**
8. Review Work Events Summary page. Worksheet Identifier should show Change Employment Status and part of the employee's name.
9. Click **Submit** at the bottom of the page.
10. You will see a message that shows you where the information goes; **Next**.

Leave of Absence (paid or unpaid)

1. Login ADP at <https://portal.adp.com> ; Select User Login
2. Select the Manager tab
3. In the subcategories on the left select Managing Work Events
4. Click the square **Next** to Change Employment Status
5. Click square in front of employee's name: **Submit**
6. Select Leave of Absence from pull down bar. (the system takes you to the next screen.)
7. Fill out the information on this page. Leave of absence date must be a least one day after the last day worked; **Next**



Step by Step for Managers and Account Monitors

Changes in Job or Salary Information

Items with red arrows [▶] are required

Promotion/Demotion

1. Enter the portal at <https://portal.adp.com>
2. Select User Login
3. Log in using your user ID and password
4. Select the Manager tab
5. In the subcategories on the left select Managing Work Events
6. Click Change Job & Salary Information
7. Click on employee's name; **Submit**
8. From the from the Change Job & Salary Info drop down list, select Promotion or Demotion
9. Enter Effective Date
10. Select Reason
11. Select Position
12. If applicable, enter new Business Title
13. Change Salary amount, if applicable: **Next Submit**

Lateral Change

1. Select Manager tab
2. In the subcategories on the left select Managing Work Events
3. Click Change Job & Salary Information
4. Click on employee's name; **Submit**
5. Select Lateral Change
6. Effective Date
7. Select reason from drop down menu
8. Select position number
9. Business Title: **Next Submit**

Salary Change Only

1. Select Manager tab
2. In the subcategories on the left select Managing Work Events
3. Click Change Job & Salary Information; **Submit**
4. Change Job & Salary Information on the pull down bar

Entering New Personnel

Before entering a new employee or making any change that requires creating a new position, you will have to obtain a Position Number from Donna King in the Fiscal Affairs office. Donna will need the following things in order to issue that Position Number:

1. Job Code – Title
2. Full or Part-time
3. Temporary or regular
4. Specific budget # of account to be paid from
5. Supervisor for this person
6. Who s/he will report to, if different
7. Salary amount
8. Hourly or monthly
9. Start date

To enter a new employee, you will also need the following documents to get the information needed to complete the process:

1. Social Security card (use that name)
2. Employee Application
3. Driver's License or picture ID (date of birth needed)

Entering a New Employee

Items with red arrows [▶] are required.

1. Enter the portal at <https://portal.adp.com>
2. Select User Login
3. Log in using your user ID and password
4. Select the Manager tab
5. In the subcategories on the left select Managing Work Events
6. Click on Hire New Employee; click Submit at bottom of page
7. Complete the information on this page; (always use the name on the Social Security Card), click on position # at bottom of the page; type in position # or select from pull-down menu; **Next**
8. Complete pages 1 through 8 as follows:
 - A. **Personal Data, Part A**; complete items; **Next**
 - B. **Personal Data, Part B**
 1. Race/Ethnicity:(pull down menu) select "Non-Hispanic Latino"
 2. Ethnic Group: (pull down menu) "See Race Group box for values." [HR will complete the correct race/ethnicity.]
 3. Gender
 4. Marital status
 5. Education Level
 6. Birth date
 7. Leave the bottom of the page blank unless you know the information: **Next**

3. **Job Data, Part A**
 - A. Select Regular or Temporary.
 - B. Select Full-time or Part-time. (This may be populated from the position #); **Next**
4. **Job Data, Part B**
 - A. Reason is New Hire
 - B. Classification is: classified staff, faculty, etc.
 - C. Referral Source – DO NOT CHANGE
 - D. Bus. Title – DO NOT CHANGE OR ADD; **Next**
5. **Pay Information**
(May be populated from position number)
 - A. Compensation
 1. Salaried employee indicate annual amount and check year
 2. Hourly employee indicate hourly amount and check hour
 3. If part-time faculty, enter total amount for the semester and indicate year.
 - B. Pay Group
 - C. Employment Type
 - D. Leave the rest blank or do not change; **Next**
6. **Citizenship**, do not change or add information; **Next**
7. **Additional Hire Information**, do not change or add; **Next**
8. Ready to Submit
 - A. Verify information
 - B. Submit
9. System will assign to a manager or to Sr. Accounting Assistant (blue note top left)

11. **Job Data, Part A**
 - A. NO CHANGES; **Next**
12. **Job Data, Part B**
 - A. Select Reason for action
 - B. Select Classification is: classified staff, faculty, etc; **Next**
13. **Pay Information**
 - A. Compensation
 1. Salaried employee indicate annual amount and year
 2. Hourly employee indicate hourly amount and hour
 3. If part-time faculty, enter amount for the semester and indicate year.
 4. **Do not change # of hours from 19.**
14. Citizenship: NO CHANGES; **Next**
15. Additional Rehire Information: NO CHANGES; **Next**
16. Ready to Submit: check information and **Submit**
17. System will assign to a manager or to Sr. Accounting Assistant (blue note top left)

Rehiring an Employee

[Must have the position number plus SS# or ADP Emp ID#.]

Items with red arrows [▶] are required.

1. Enter the portal at <https://portal.adp.com>
2. Select User Login
3. Log in using your user ID and password
4. Select the Manager tab
5. In the subcategories on the left select Managing Work Events
6. Click on Rehire Employee; click **Submit** at bottom of page
7. Enter Social Security # or Employee ID#; **Next**.
8. Employee info will come up; make sure it is correct
9. Enter Start date
10. Click Position # tab; pull down menu, select the correct position #; **Next**
 - A. **Personal Data, Part A:** check address info and update as needed
 - B. **Personal Data, Part B:**
 1. Race/Ethnicity: (pull down menu) select “non-Hispanic Latino”. If Hispanic, choose accordingly.
 2. Ethnic Group (pull down menu) select “See Race Group box for values”
 3. Gender
 4. Marital status
 5. Education Level; **Next**

Transferring Personnel

Items with red arrows [▶] are required.

(A transfer must be initiated by the employee’s present manager.)

1. Get the Position Number for the new position from the Sr. Accounting Assistant in the Fiscal Affairs office.
2. Login ADP at <https://portal.adp.com>;
3. Select User Login
4. Log in using your user ID and password
5. Select the Manager tab
6. In the subcategories on the left select Managing Work Events
7. Click **Transfer Employee**
8. Click on the employee to be transferred: **Submit**
9. Pull Down Menu– manager
 - A.. Type of Transfer = Manager
 - B. Transfer date
 - C. Reason
 - D. Reports to (new manager); click on drop down menu and select manager
 - E. Position Number (type in or select from pull down menu)
 - F. Dept and Location should populate from position number; **Next**
 - G. Worksheet identifier should show transfer and employee’s name.
9. **Submit**
10. System will assign to a manager or to Donna King (blue note top left)