

Manager Permissions in MyADP - ADP Vantage

SECTION 1: APPROVING ELECTRONIC TIMECARDS

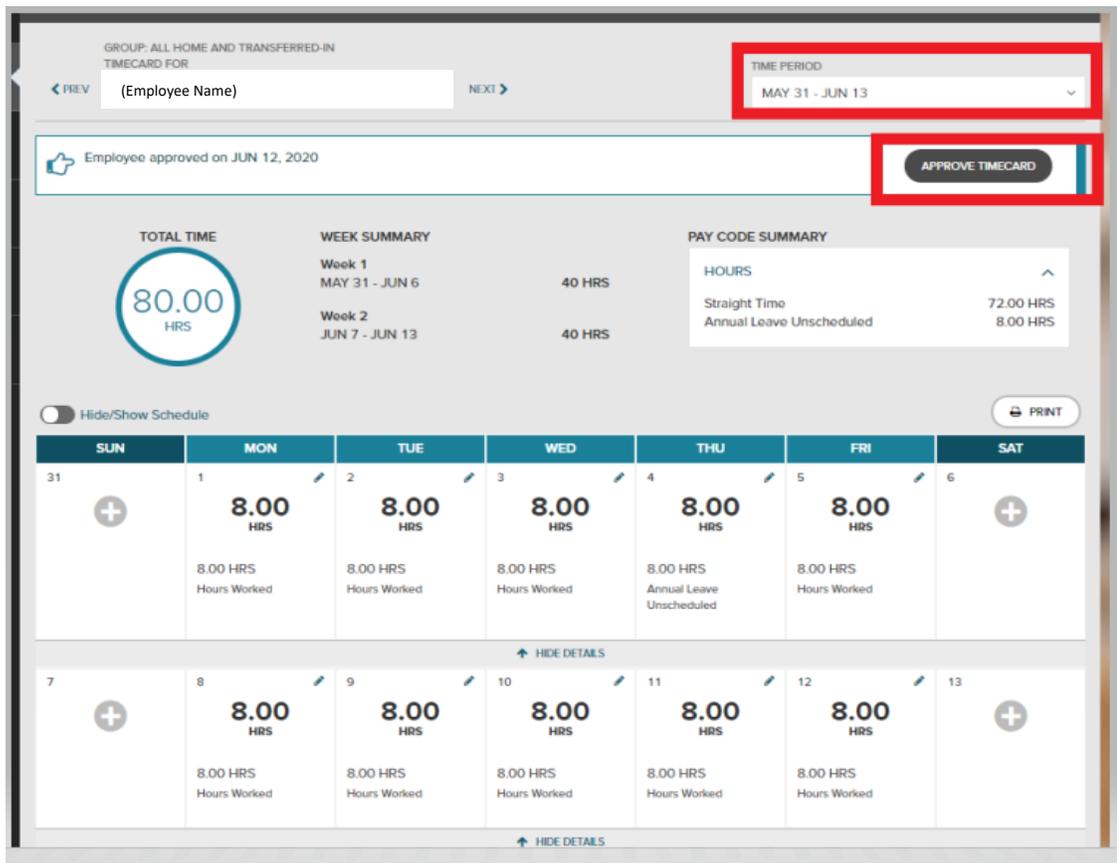
STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm> and login.
- On the left navigation bar, click “Team”.
- On the “Team” page, select “Team Timecards” and click the arrow to review the employee’s timecard.



STEP 2

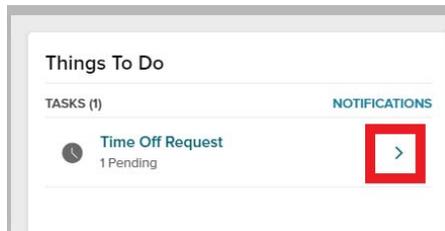
- After confirming the hours are correct, click “APPROVE TIMECARD”. If the hours are not correct, please contact your employee immediately to have them change their hours. There is not an option to reject the time card. All time cards must be correct and approved by 9:00am on the Monday following the pay period end date.
- Note: Use the “TIME PERIOD” field to select the previous, current, or next pay period.



SECTION 2: APPROVING TIME OFF REQUESTS

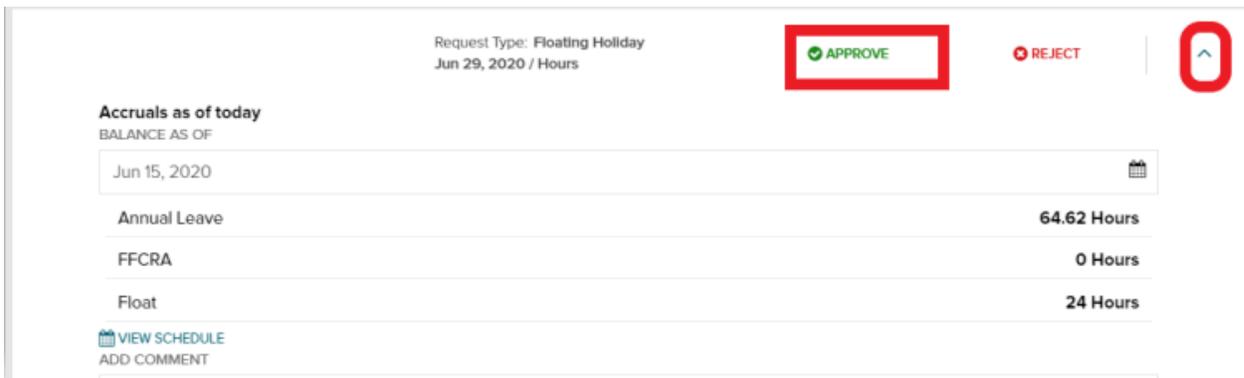
STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm> and login.
- On the left navigation bar, click “Team”.
- On the “Team” page, select “Time Off Request’ from the “Things To Do” tile.



STEP 2

- Click the arrow to review the employee’s time off request. For full details click on the arrow.
- If the time off is approved, select “APPROVE”. Your employee will receive a notification when you approve or reject their time off.

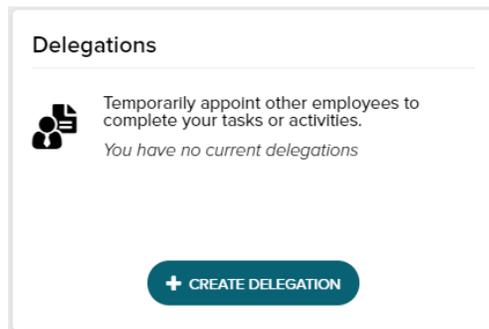


SECTION 3: MANAGER DELEGATION

If you are out of the office, you will need to delegate responsibility to another manager to approve time cards and time off requests. ****Please note, we are currently experiencing intermittent issues with this feature. If you receive an error, you should be able to start over and it will work.**

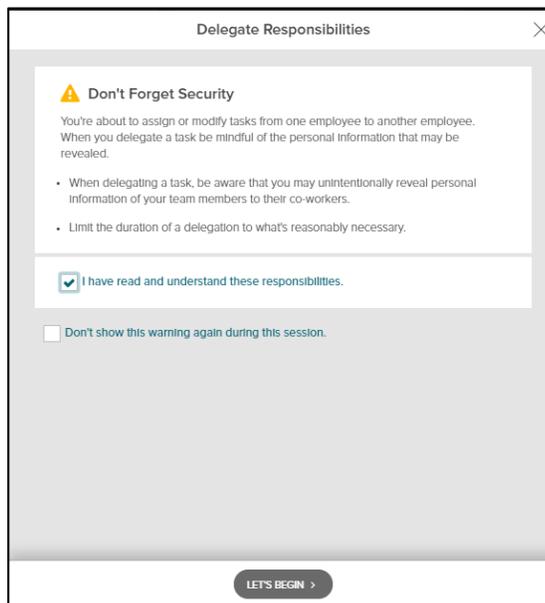
STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm> and login.
- On the Dashboard, navigate to the “Delegations” tile. Click “CREATE DELEGATION”.



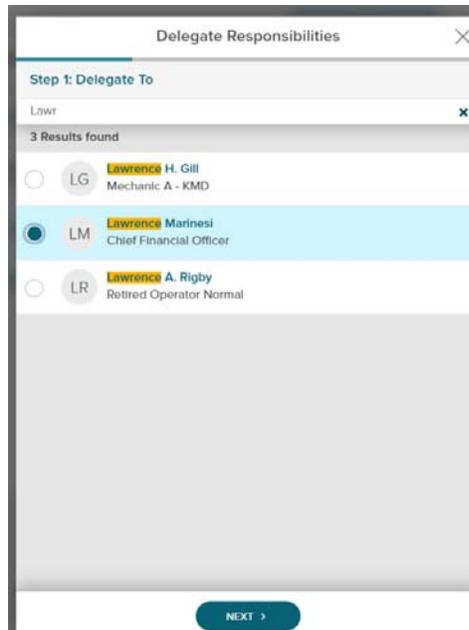
STEP 2

- Select “I have read and understand these responsibilities.” Click “LET’S BEGIN”.



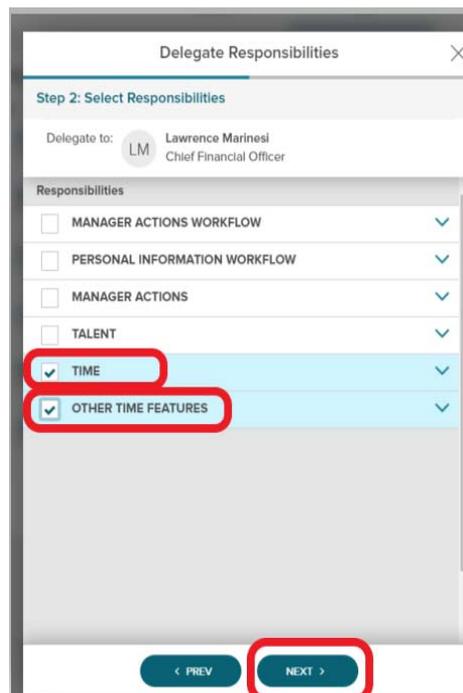
STEP 3

- Enter the name of the manager you wish to delegate and select him or her from the list, and then click “NEXT”.



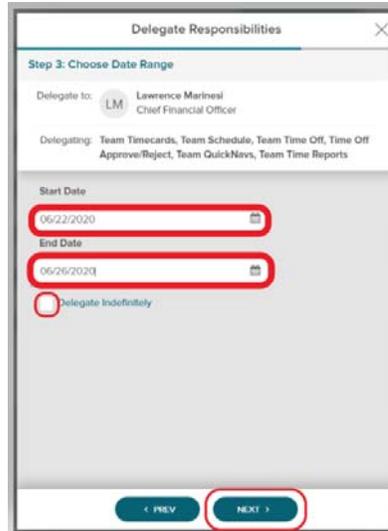
STEP 4

- Select the responsibilities you want to delegate, and then click “NEXT”.



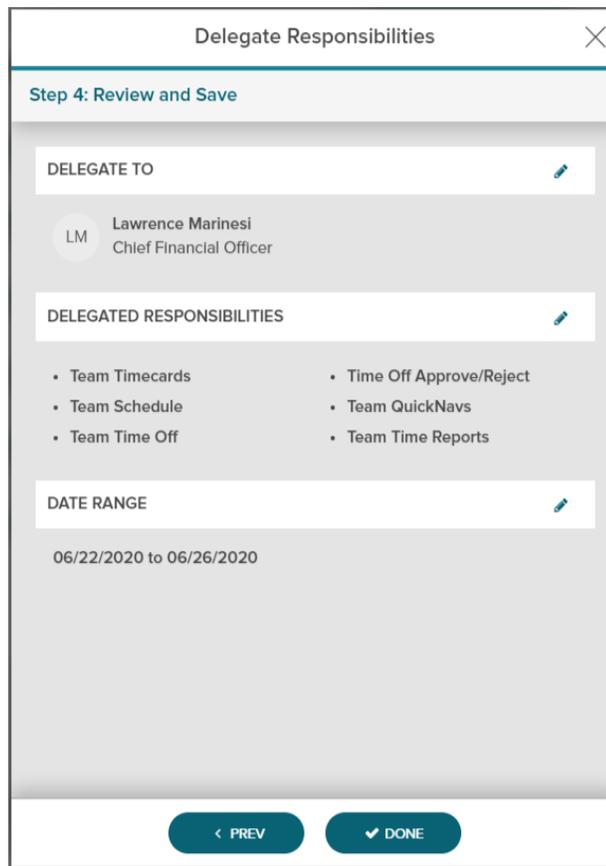
STEP 5

- Enter the “Start Date” and “End Date” of the delegation, and then click “NEXT”.
- Optionally, you can select “Delegate Indefinitely” if you want the delegation to continue with no end date.



STEP 6

- Review the delegation responsibilities, and then click “DONE”.



STEP 7

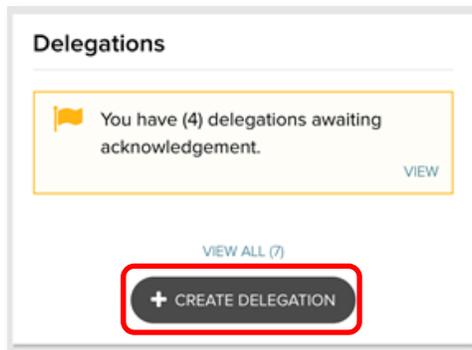
- A window is displayed providing details of the delegation. To exit the window, click “CLOSE”.



SECTION 4: ALERTS AND MANAGER ACKNOWLEDGEMENT

STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm> and login.
- If you have pending delegations, navigate to the “Delegations” tile and click “VIEW ALL”.



STEP 2

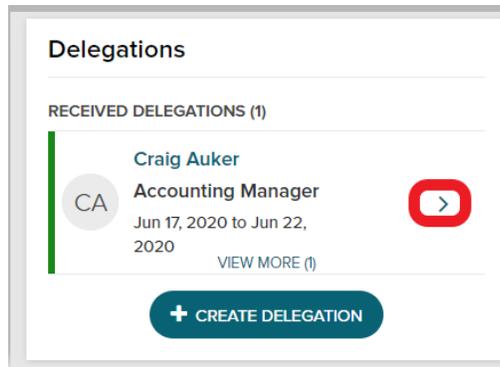
- Review the delegation and click “ACKNOWLEDGE”. Once you acknowledge the delegation and the delegation period begins, the various manager tasks can be accessed until the delegation period ends.



SECTION 5: ACCESS AND USE DELEGATED TASKS

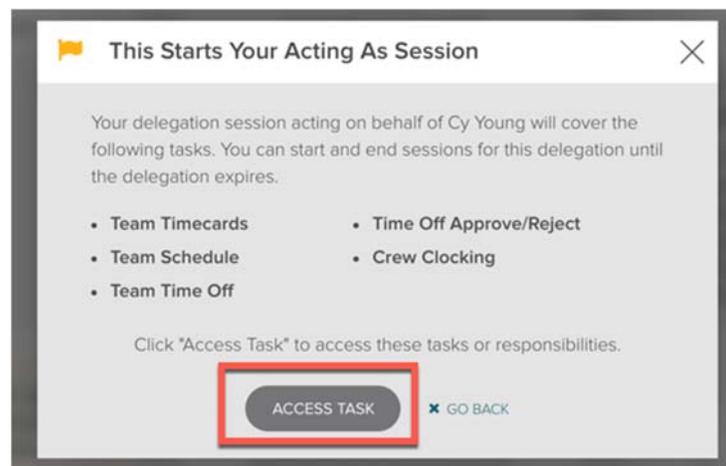
STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm> and login.
- To access your delegation, navigate to the “Delegations” tile and click “RECEIVED DELEGATIONS”, then click the arrow.



STEP 2

- To begin your delegation, click “ACCESS TASK”.

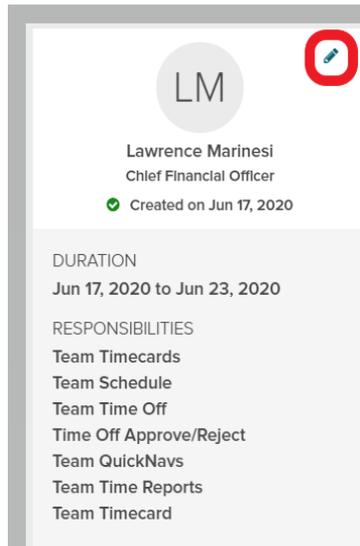


SECTION 6: EDIT A DELEGATION

*Note: A manager can edit their delegation at any time.

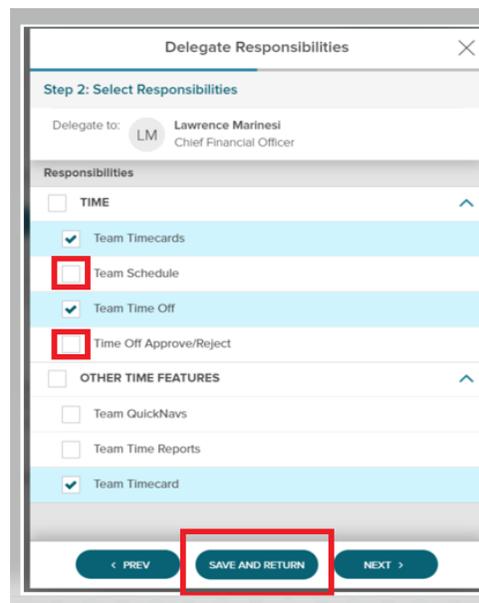
STEP 1

- Go to <https://adpvantage.adp.com/public/index.htm> and login.
- On the Dashboard, navigate to the “Delegations” tile and click on the tile to open it.
- Click the pencil icon to edit the delegation.



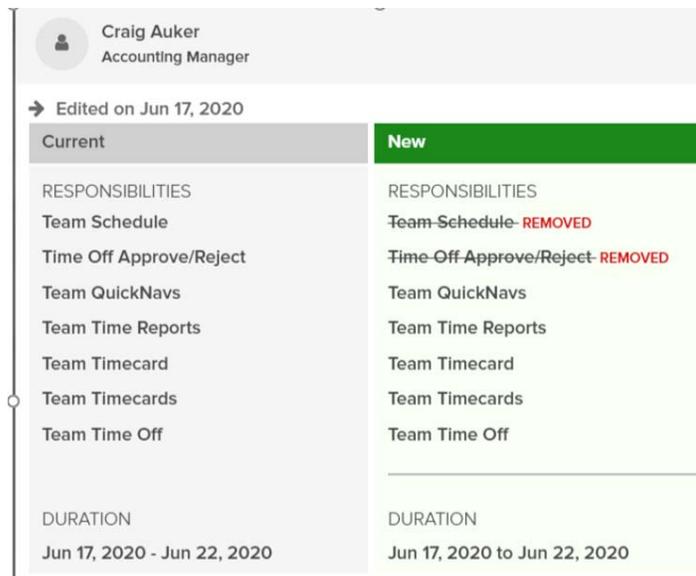
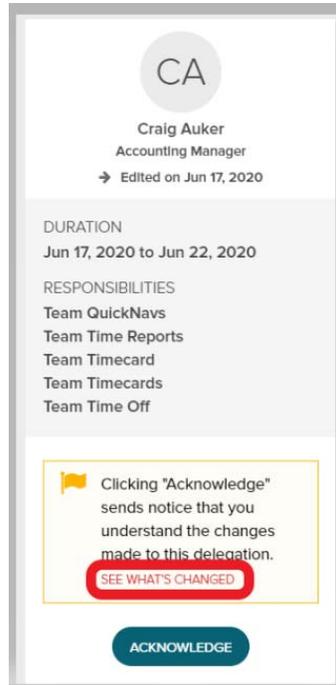
STEP 2

- In “Delegate Responsibilities”, click the responsibilities you wish to add or remove. In this example, “Team Schedule” and “Time Off Approve/Reject” were removed.
- If no other changes are needed, click “SAVE AND RETURN”.



STEP 3

- The manager that you delegated can review the delegation changes by clicking “SEE WHAT’S CHANGED”.

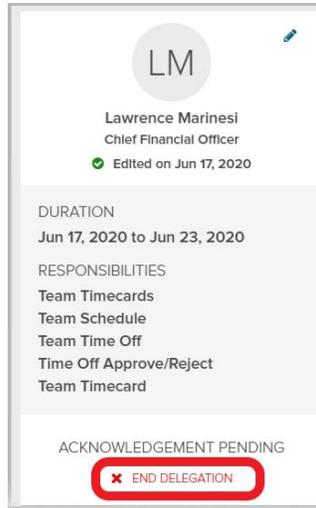


- Once the manager reviews the changes and clicks “ACKNOWLEDGE”, the delegation will be in place for the time period that was identified.



STEP 4

- To end the delegation, click “END DELEGATION”.



The screenshot shows a delegation card for Lawrence Marinesi, Chief Financial Officer. The card includes a profile picture placeholder with the initials 'LM', a pencil icon for editing, and a green checkmark indicating the delegation was edited on Jun 17, 2020. The card is divided into sections: 'DURATION' (Jun 17, 2020 to Jun 23, 2020), 'RESPONSIBILITIES' (Team Timecards, Team Schedule, Team Time Off, Time Off Approve/Reject, Team Timecard), and 'ACKNOWLEDGEMENT PENDING'. At the bottom, there is a red button with a white 'x' icon and the text 'END DELEGATION'.