

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.

(Employee Name)

80.00 HRS (May 31 - Jun 13) Straight Time: 72.00 HRS Annual Leave Unscheduled: 8.00 HRS Employee Submitted

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.

	GROUP: ALL HO TIMECARD FOR	ME AND TRANSFERR	ED-IN							NME P	ERIOD	-		_
< PREV	(Employee	Name)			NE	XT >				MAY	/ 31 - JUN 13			~
														_
C Em	ployee approv	ved on JUN 12, 20	20								- 1	A	PROVE TIN	IECARD
											_			
	TOTAL	TIME	w	EEK SUMMARY					PAY CODE	SUM	MARY			
			M	eek 1 AY 31 - JUN 6		40 HRS			HOURS					^
	80.0	00	w	eek 2					Straight	Time	Unschodulod		7	2.00 HRS
	HRS		JU	IN 7 - JUN 13		40 HRS			Annualit		onscheduled			0.00 HR3
Hide	e/Show Sched	lule												
S	UN	MON		TUE		WED			THU		FRI			SAT
31		1	1	2	ø	3	1	4		1	5	1	6	
-	Ð	8.00 HRS		8.00 HRS		8.00 HRS		8	8.00 HRS		8.00 HRS			0
		8.00 HRS		8.00 HRS		8.00 HRS		8.00 H	RS		8.00 HRS			
		Hours Worked		Hours Worked		Hours Worked		Annual L Unscheit	leave duled		Hours Worked			
						HIDE DETAILS								
7		8	1	9	1	10	1	11		/	12	1	13	
	Ð	8.00 HRS		8.00 HRS		8.00 HRS		٤	8.00 HRS		8.00 HRS			0
		8.00 HRS		8.00 HRS		8.00 HRS		8.00 H	RS		8.00 HRS			
		Hours Worked		Hours Worked		Hours Worked		Hours W	lorked		Hours Worked			
						↑ HIDE DETAILS								



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.

Thin	gs To Do	
TASKS (1)		NOTIFICATIONS
C	Time Off Request 1 Pending	>

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.

Request Type: Floating Holiday Jun 29, 2020 / Hours	APPROVE	C REJECT
		m
		64.62 Hours
		0 Hours
		24 Hours
	Request Type: Floating Holiday Jun 29, 2020 / Hours	Request Type: Floating Holiday Jun 29, 2020 / Hours



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".

 Temporarily appoint other employees to
complete your tasks of activities.
You have no current delegations

STEP 2

• Select "I have read and understand these responsibilities." Click "LET'S BEGIN".

Delegate Responsibilities	\times
🛕 Don't Forget Security	
You're about to assign or modify tasks from one employee to another employee. When you delegate a task be mindful of the personal information that may be revealed.	
 When delegating a task, be aware that you may unintentionally reveal personal information of your team members to their co-workers. 	
Limit the duration of a delegation to what's reasonably necessary.	
I have read and understand these responsibilities.	
Don't show this warning again during this session.	
LET'S BEGIN >	



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

		Delegate Responsibilities	×
Step	o 1: Del	legate To	
Lawr			×
3 Re	sults fo	und	
	LG	Lawrence H. Gill Mechanic A - KMD	
•	LM	Lawrence Marinesi Chief Financial Officer	
	LR	Lawrence A. Rigby Retired Operator Normal	
		NEVE	

STEP 4

• Select the responsibilities you want to delegate, and then click "NEXT".

Delegate Responsibilities	×
Step 2: Select Responsibilities	
Delegate to: LM Lawrence Marinesi Chief Financial Officer	
Responsibilities	A
MANAGER ACTIONS WORKFLOW	~
PERSONAL INFORMATION WORKFLOW	~
MANAGER ACTIONS	~
TALENT	~
TIME	~
OTHER TIME FEATURES	~



- 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.

	Delegate Responsibilities	×
Step 3: Choose	Date Range	
Delegate to:	M Lawrence Marinesi Chief Financial Officer	
Delegating: Tea Ap	im Timecards, Team Schedule, Team Time Off, Ti prove/Reject, Team QuickNavs, Team Time Repo	me Off ts
Start Date		
06/22/2020		
End Date		
06/26/2020	•	
Delegate Inc	iofinitely	
0		
	CINEY NEXT >	

STEP 6

• Review the delegation responsibilities, and then click "DONE".

Delegate R	esponsibilities		\times
Step 4: Review and Save			
DELEGATE TO		,	1
LM Lawrence Marinesi Chief Financial Officer			
DELEGATED RESPONSIBILITIES		"	
Team TimecardsTeam ScheduleTeam Time Off	Time Off Approve/Reject Team QuickNavs Team Time Reports		
DATE RANGE		B	
06/22/2020 to 06/26/2020			
< PREV	✓ DONE		



• 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".

Dele	gations	
 	You have (4) delegations awaiting acknowledgement.	VIEW
	VIEW ALL (7)	

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".

Ξ.	This Starts Your Ac	ting /	As Session	×
Y fe tl	Your delegation session ac ollowing tasks. You can sta he delegation expires.	ting on art and	behalf of Cy Young will cover the end sessions for this delegation until	
	Team Timecards		Time Off Approve/Reject	
	Team Schedule	•	Crew Clocking	
	Team Time Off			
	Click "Access Task" to	acces	s these tasks or responsibilities.	
	ACCE	ESS TAS	K GO BACK	



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".

Delegate Responsibilities	×		
Step 2: Select Responsibilities			
Delegate to: LM Lawrence Marinesi Chief Financial Officer			
Responsibilities			
TIME	^		
Team Timecards			
Team Schedule			
✓ Team Time Off			
Time Off Approve/Reject			
OTHER TIME FEATURES	^		
Team QuickNavs			
Team Time Reports			
✓ Team Timecard			



• The manager that you delegated can review the delegation changes by clicking "SEE WHAT'S CHANGED".

	Craig A Accounting > Edited on J DURATION Jun 17, 2020 to Jun RESPONSIBILITIES Team QuickNavs Team Time Reports Team Time cards Team Time off Clicking "Ack sends notice understand to made to this SEE WHATS CH	A uker Manager un 17, 2020 22, 2020 22, 2020 mowledge" that you he changes delegation. ANCED		
Craig Auker				
Accounting manager				
Edited on Jun 17, 2020				
Current		New		
RESPONSIBILITIES		RESPONSIBILITIES		
Team Schedule		Team Schedule- REMOVED		
Time Off Approve/Reject		Time Off Approve/Reject-REMOVED		
Team QuickNavs		Team QuickNavs		
Team Time Reports		Team Time Reports		
Team Timecard		Team Timecard		
or Team Timecards		Team Timecards		
Team Time Off		Team Time Off		
DURATION		DURATION		
Jun 17, 2020 - Jun 22, 2020		Jun 17, 2020 to Jun 22, 2020		

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





• To end the delegation, click "END DELEGATION".

