

## MEMORANDUM

Date: June 18, 2020

To: All Employees

From: Erin Dunn, Controller  
Brendan R. Shannon, Director of Human Resources


Re: Signing In to ADP Vantage – New Payroll and Human Resources Software

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MTS is transitioning from our current Payroll and HR software to a more robust software called ADP Vantage (“Vantage”), which includes a new employee self-service portal (“MyADP”). This update will allow us to streamline and automate many of our current processes. After the implementation is complete, employees will be able to handle many Payroll and HR transactions (that formerly required paper forms) from any computer or mobile device through the MyADP employee self-service portal. For example, employees will be able to change their tax withholdings and make changes to their benefits, such as medical insurance. Additionally, employees who formerly filled out paper timecards will enter their hours electronically in MyADP, which will shorten the review/approval process.

**In order to facilitate this transition, all employees must create a Vantage login, sign on to Vantage, which will take you to the MyADP employee self-service portal, and update their Emergency Contacts (detailed instructions attached). Additionally, employees who formerly filled out paper timecards need to familiarize themselves with the process for MyADP time entry (applicable dates and details below). Video tutorials are also available at <https://www.sdmts.com/adp-vantage>.**

### **Employee Checklist:**

- ☐ Create a Vantage login (detailed instructions attached)
  - Use the link below (or google ADP Vantage) to access the Vantage portal:  
<https://adpvantage.adp.com/public/index.htm>
  - The registration code to create a login is: **SDMTS1-register**
  - Follow the prompts to create a profile and log in
  - If you don’t see your Dashboard after you login, click the “Go to New Design” icon at the top of the window:  
 Go to New Design
- ☐ Enter emergency contacts (detailed instructions attached)
  - Click the arrow next to your name at the top right of the screen and click “Profile” or scroll click on the “Profile” tile from your Dashboard
  - Scroll down to the “Emergency Contacts” tile and click “add”
  - Follow the prompts to enter at least one emergency contact
- ☐ Information regarding your employee profile:
  - Feel free to explore other parts of your employee profile, but please note that the Payroll and HR teams are in the process of entering all employment-related changes that occurred on or after April 15, 2020. **If there was a change for you in the last**

**two months (e.g., title, pay rate), it may not be reflected in your profile until June 26, 2020.**

- **Paid time off (PTO) accrual balances are not currently loaded in Vantage. They will be available on your MyADP Dashboard in early July.**
- Enter worked time and PTO (only employees who currently submit paper timecards)
  - Starting with the pay periods listed below, employees will enter their time in MyADP. Employees paid by MTS Bus who formerly submitted paper timecards may begin entering their time in MyADP beginning this Sunday (6/21/2020). MTS and MTS Rail employees should complete the paper time card they recently received for the pay period beginning 6/14/2020 and ending 6/27/2020.
    - MTS Bus (management) – pink paper timecards: 6/21/2020 – 7/4/2020
      - The deadline for submission AND approval of timecards for this pay period is 7/5/2020 at 9:00 a.m.
      - Please submit your time on your last working day of the pay period. For Monday-Friday schedules, this is end of day on 7/2/2020 because 7/3/2020 is a holiday.
    - MTS Rail (and management) – green paper timecards: 6/28/2020 – 7/11/2020
      - The deadline for submission AND approval of timecards for this pay period is 7/12/2020 at 9:00 a.m.
      - Please submit your time on your last working day of the pay period. For Monday-Friday schedules, this is end of day on 7/10/2020.
    - MTS (management) – blue paper timecards: 6/28/2020 – 7/11/2020
      - The deadline for submission AND approval of timecards for this pay period is 7/12/2020 at 9:00 a.m.
      - Please submit your time on your last working day of the pay period. For Monday-Friday schedules, this is end of day on 7/10/2020.
  - Please familiarize yourself with the attached guides for entering worked time and requesting scheduled paid time off (e.g., annual leave, vacation).

### **Next Steps:**

As we complete the conversion to Vantage, we will distribute more guides and video tutorials designed to introduce employees to Vantage functionality. All guides and tutorials are available on the MTS website at <https://www.sdmts.com/adp-vantage>. Until the data conversion from our current system is complete, some employee-self-service functionality must be restricted. Payroll and HR will continue to accept paper forms to facilitate changes until full implementation of employee self-service is announced.

**If you have any questions about Vantage or MyADP, or require assistance, please contact your direct supervisor. If your supervisor is unable to resolve the issue, please call the Human Resources Department at 619-557-4594.**

### **Attachments:**

1. [How to Register in MyADP](#)
2. [Updating Emergency Contacts in MyADP](#)
3. [Entering Time in MyADP](#)
4. [Time Off Requests in MyADP](#)

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