

# ADP TotalSource Client Training Curriculum



**ADP TotalSource** clients can access training by simply **clicking** on a topic. Topics are listed in **alphabetical order**. **First**, in ADP TotalSource log into **iLearn**. **Then**, as soon as you **click** on a topic, you will be directed to **iLearn** to launch the online training curriculum. **Training** is only **one** click away.

**A**

Adding Dependents and Beneficiaries.

Adding or Changing a Beneficiary or Dependent.

Adding Missed Punches and Deleting Extra Punches.

**B**

Basic and Custom Reporting for ADP TotalSource.

Benefit Enrollments for Worksite Employees.

**C**

Changing Status: FT to PT.

Creating a Custom-User Defined Field.

Completing Section 1 of the I-9 (Employee).

Completing Section 2 of the I-9 (Manager).



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E

Editing ATS Settings.

Enhanced Messaging Center in ADP TotalSource.

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F

From Offer to New Hire.

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G

Generic Email Messages.

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H

How to Create and Post Questions.

How to Process an Address Change – Learning Burst.

How to Process an Address Change.

How to Request a Workers Compensation Code.

How to Set Up a Career Center.



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I

Introduction to ATS.

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L

Leave of Absence FAQ.

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M

Maintaining Timecards: Adding Missed Punches and Deleting Extra Punches.

Maintaining Timecards: Editing Hours and Correcting Department Transfers.

Maintaining Timecards: Printing an Employee's Timecard.

Maintaining Timecards: Timecard Exceptions.

Manager Basics: Ending the Pay Period.

Manager Basics: Locating Employee Information.

Manager Basics: Running Reports.

Manager Basics: Scheduling Employees.

Manager Basics: Using Additional Features.



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N

New Hire Quick Guide Infographic.

Navigation and Search Features in ADP TotalSource.

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P

Performing a Change to Marital Status.

Performing a Name Change.

Preview And Calculate Payroll Results in ADP TotalSource.

Processing a Leave of Absence.

Performing a Name Change.

Processing a New Hire.

Processing a New Hire with Time.

Processing Payroll.

Processing a Rate of Pay Change.

Processing a Termination.



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# ADP TotalSource Client Training Curriculum

S

Setting Up Time Off Policies.

Setting Up and Tracking Company Property and Worksite Employee Certifications.

Supervisor Timecard Basics.

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T

Taxes Made Easy eLearning.

Taxes Made Easy Infographic.

Time and Attendance Workflow.

Time Off Reports.

Time Off Request Process.

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U

Understanding the PEO Relationship.

Understanding the Time Off Dataflow.



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