Feeling like a Forms Library Detective?

We heard it was complicated to find what you were looking for in the ADP TotalSource Forms Library. To answer the call, we've moved some things around to make them easier to find! Read on for some helpful tips when searching in the Forms Library.

Tip #1: Check out our new categories!

We added a few new categories in order to better classify documents.

- Have an employee needing to take a Leave? Check out our new category specifically for **Leave of Absence!**
- Need some forms for candidates? They can be found in the category **Pre-Employment**.

Tip #2: State forms = State Appendix

All state-specific documentation can be found in the category **State Appendix**.

- All state forms have been standardized to contain the name of the state at the beginning of the document title. No state abbreviations!
- We removed all hyphens from the form title to improve your search experience.
- Best practice is to always look in a topic category such as Onboarding or Termination **as well as** the State Appendix for those forms specifically designated by a state. This way you cover all your bases!

Tip #3: Wondering what's in Onboarding?

The Onboarding category houses documents common to a **New Hire**.

*This excludes documents for a New Hire that are state-specific. Those will be in **State Appendix!**

Tip #4: Caution while typing!

The **Search** in Forms Library is looking for an exact match, not something close to what you key in.

- Make sure you have the proper spelling when using the Search box.
- This includes the states when searching - search on the state name, not the abbreviation!

Tip #5: When in doubt, don't limit where you look!

Categories are a great way to hone in on what you are looking for, but will limit the scope of your search. As mentioned in **Tip #2**, the document might not be where you think!

To widen your search parameters, don't select a category filter. Simply use the **Search** box in order to search the entire Forms Library.