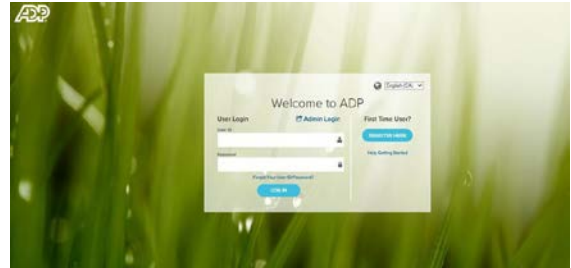


Payroll - Tips to Navigate ADP Payroll System

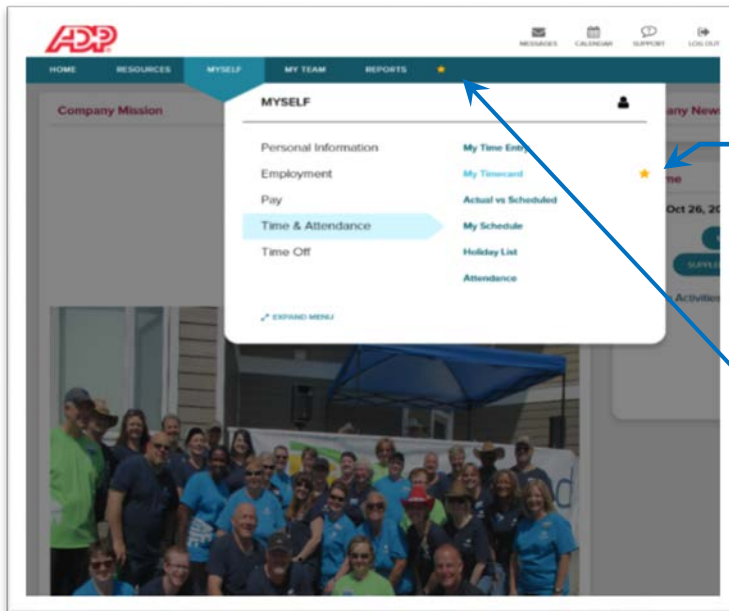
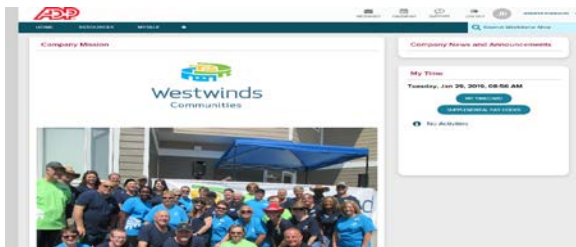
How Do I Log On The System?

- Website: <https://workforcenow.adp.com/workforcenow/login.html>
- From the home page enter> YOUR USER ID AND PASSWORD
- Click on LOG-IN
- To logout, press the arrow exiting a door key in the upper mid right corner.



How Do I Review Westwinds Announcements?

Click on HOME page, you will see COMPANY NEWS AND ANNOUNCEMENT



ADP has recently undergone an upgrade that incorporates short cuts – learn how!

To create a time card short cut:


1. Click “Myself”
2. Click “Time & Attendance”
3. Scroll over “My Timecard” and press the star. The star will turn gold indicating creation of a short cut.

Where to access your completed short cuts – just click the star and you are at “My Timecard”

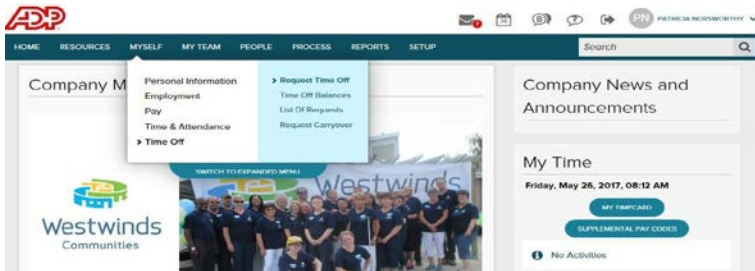
How Do I Create Shortcuts?

- Go to MYSELF>TIME AND ATTENDANCE>MY TIMECARD. Click on the ★
- Go to MYSELF>TIME OFF>REQUEST TIME OFF. Click on the ★
- Go to MYSELF>TIME AND ATTENDANCE> MY SCHEDULE. Click on the ★
- Go to MYSELF>PAY>PAY STATEMENTS. Click on the ★
- Go to MYSELF>PERSONAL INFORMATION> PERSONAL PROFILE. Click on the ★
- Go to MYSELF>TIME OFF>TIME OFF BALANCES. Click on the ★

How Do I Create A Time Off Request? (For Vacation, Sick, Bereavement, Jury)

- Go to  REQUEST TIME OFF;
- Click below the START DAY and END DAY cell for the day you want to create a time off request;
- Click on the circular reference to generate type of time off available;
- Click on TIME OFF POLICY, AMOUNT and START TIME. Add comments if needed.
- Click on SUBMIT.

Tips: enter one week at a time



DATE	TIME OFF POLICY	AMOUNT	START TIME
There are currently no records. Select the start and end dates.			
Total:			

Time Off Policy	Balance
Sick/SSB	774.45 hrs
Stat Bank	0.00 hrs
Vacation Accrual Hrs	138.58 hrs
Bereavement	— hrs
Jury Duty	— hrs

How Do I View My Schedule – if I am part-time or full-time?

Go to  MY SCHEDULE



How do I View My Pay Cheque Statement and Pay Rates?

Go to  PAY STATEMENTS

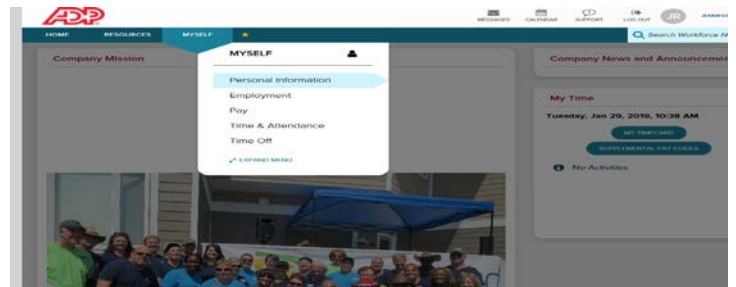
- Click on the cheque stub to select the pay period statement you want to view




How Do I Change Contact Information: Address and Emergency Contact?

Go to  PERSONAL PROFILE

- Add or change your personal information, as appropriate. Click >SAVE.
- Any changes to your tax withholding information must be requested through Human Resources at the Corporate Office.



How Do I View My Time Off Balances?

Go to  TIME OFF BALANCES

If you want to view the balance for a date other than today's date, enter the "BALANCES AS OF". Then, review your balances.



How Do I Verify My Time Sheet?

From the home page, click  MY TIMECARD.

- Click on SCHEDULE.
- Verify the TIME IN and TIME OUT columns on the row for the appropriate day, enter any altered worked dates.
- Enter times for different departments that are assigned (you will be notified)
- To assign your hours to a specific DEPARTMENT or JOB, click the LOOKUP button in the relevant columns and select the appropriate codes. Check hours for each pay period week. Click > SAVE.

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances				
	WEEK 1	IN - OUT		PAY CODE	HOURS	DEPARTMENT	JOB	LOCATION	DAILY TOTALS
Wed	05-06	08:00 AM	- 11:00 AM		3.00	750	105	MTP	
	05-06	11:00 AM	- 02:00 PM	EMERGENCY REGULAR	2.50	730	104	MTP	
	05-06	02:00 PM	- 04:00 PM		2.00	750	105	MTP	7.50

Overtime

Non-management employees are entitled to overtime pay, or time-off in lieu in accordance with the Alberta Employment Standards Code. Overtime is paid when an employee is requested and/or required to work more than 8.00 hours during one work shift or more than 40 hours in 1 work week. The hours of entitlement and rate of overtime paid shall be in accordance with the Alberta Employment Standards Code.

General Holidays - Westwinds recognizes the following general holidays:

- New Year's Day
- Alberta Family Day
- Good Friday
- Victoria Day
- Canada Day (As per Alberta Labour Standards, some exceptions)
- Heritage Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day