

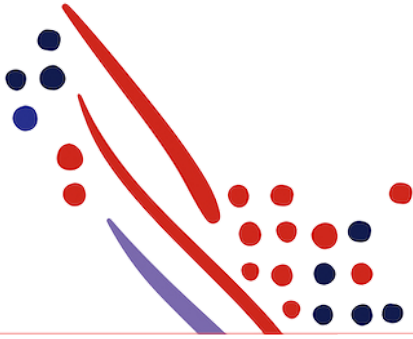
## Chapter 1

# Steps to grant permission

from Practitioner - User access permission for ADP  
Workforce Now® Guide

Published on  
Jul 12, 2021 12:57PM

Last modified  
Aug 03, 2021 1:07PM



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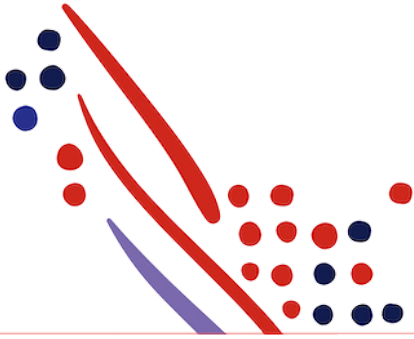
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**Overview**

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## Overview

When a new practitioner user is created in the ADP Workforce Now® sandbox, in order to see employees in the UI you must grant yourself the appropriate permissions.

## Steps to grant permission

- Access <https://workforcenow.adp.com>. You may need to use incognito mode.
- Log in to Workforce Now® using your test instance credentials.
- Once you are logged in to Workforce Now® navigate to:
  - Setup --> Security --> Access Permission --> Payroll and People Access
- Lookup your name by providing your first and last name in the search field and press filter.
- Click on your name from the filter results. User access permission screen will be loaded.
- Click on **People Access**, change access to **View & Edit Access to all People**
- Click on **Payroll Processing Access** tab
- Select **All company codes - View & Edit** then click on Save
- You are now able to view and edit all employees and access payroll menu items.