Chapter 1
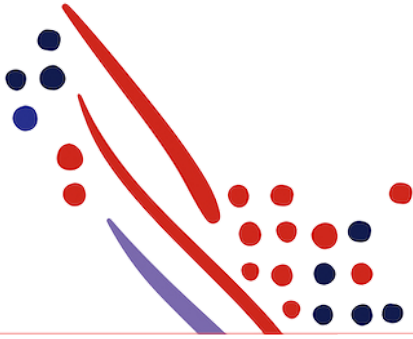
Steps to grant permission

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

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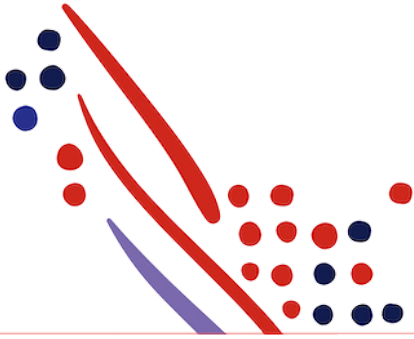Windows is a registered trademark of the Microsoft Corporation.

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Chapter Contents

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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.