

**ADP WORKFORCE NOW CHEAT SHEETS**

**JOB CLASS - required for 403(b) contribution**

People > Employment Profile

Click on Position > on Job Class, select the correct hours the EE works per week

Note: If employee is working in multiple locations, get the total of the actual regular scheduled hours from all sites per PT 100/200, to determine the Job Class code to select.

**Code Description**

17 Priest

19 Ineligible  
20 20 Benefit hrs/wk  
21 21 Benefit hrs/wk  
22 22 Benefit hrs/wk  
23 23 Benefit hrs/wk  
24 24 Benefit hrs/wk  
25 25 Benefit hrs/wk  
26 26 Benefit hrs/wk  
27 27 Benefit hrs/wk  
28 28 Benefit hrs/wk  
29 29 Benefit hrs/wk  
30 30 Benefit hrs/wk  
31 31 Benefit hrs/wk  
32 32 Benefit hrs/wk  
33 33 Benefit hrs/wk  
34 34 Benefit hrs/wk  
35 35 Benefit hrs/wk

For Lay Employee:

50 20 R Benefit hrs/wk  
51 21 R Benefit hrs/wk  
52 22 R Benefit hrs/wk  
53 23 R Benefit hrs/wk  
54 24 R Benefit hrs/wk  
55 25 R Benefit hrs/wk  
56 26 R Benefit hrs/wk  
57 27 R Benefit hrs/wk  
58 28 R Benefit hrs/wk  
59 29 R Benefit hrs/wk  
60 30 R Benefit hrs/wk  
61 31 R Benefit hrs/wk  
62 32 R Benefit hrs/wk  
63 33 R Benefit hrs/wk  
64 34 R Benefit hrs/wk  
65 35 R Benefit hrs/wk  
66 R Benefit Ineligible

For Nuns/Sisters

## **ADP WORKFORCE NOW CHEAT SHEETS**

### **STATUS FLAG**

People > Pay Profile > look for Other Pay Settings

Click on Status Flags, select the correct status of the EE for 403(b) funding and health benefits

*Note: If employee is working in multiple locations, get the total of the actual regular scheduled hours from all sites per PT 100/200, to determine the Status Flag to select*

- "blank field" means **Eligible** ( employees working 20 hours or more per week)
- "I" means **Ineligible** (employees working 19 hours or less per week)
- "E" means **Excludable** ( code for Priests & Religious only)

### **CLOCK & DATA CONTROL - Required for Vacation & Sick accrual calculations**

People > Pay Profile > look for Other Pay Settings

Click on Clock & Data Control, select the correct clock

*Note: The Clock is determined independently for each Site / Federal Id #, based on scheduled hours per FEIN. Do not include hours from other Sites with different FEIN*

For Non-Contract Employees:

<b>19HR</b>	-	19 Hours per wk	must be set up with <b>Date 6</b> & Reset Year for Sick only
<b>40HR</b>	-	40 Hours per wk	must be set up with <b>Seniority Date/Date 8</b> & Reset Year for Vac and Sick
<b>35HR</b>	-	35 Hours per wk	must be set up with <b>Seniority Date/Date 8</b> & Reset Year for Vac and Sick
<b>30HR</b>	-	30 Hours per wk	must be set up with <b>Seniority Date/Date 8</b> & Reset Year for Vac and Sick
<b>25HR</b>	-	25 Hours per wk	must be set up with <b>Seniority Date/Date 8</b> & Reset Year for Vac and Sick
<b>20HR</b>	-	20 Hours per wk	must be set up with <b>Seniority Date/Date 8</b> & Reset Year for Vac and Sick

For Contract Employees, either Hourly or Salaried (principals, teachers, extension directors, TK teachers):

<b>19HR</b>	-	19 Hours per week	---	must be set up with <b>Date 6</b> & Reset Year for Sick only
<b>M</b>	-	40 Hours per week	---	must be set up with Reset Year for Sick only
<b>L</b>	-	37.5 Hours per wk (7.5 hrs/day)	---	must be set up with Reset Year for Sick only
<b>K</b>	-	35 Hours per wk	---	must be set up with Reset Year for Sick only
<b>J</b>	-	32.5 Hours per wk (6.5 hrs/day)	---	must be set up with Reset Year for Sick only

*Note: For contract employees working 20 hours or more but less than 32.5 hrs/week , use J clock .*

*For contract employees who are newly set-up , manually load the sick hours per stated in the contract*

*Remember to adjust the sick hours that ADP loaded on July 15th payroll based on the employee's **actual** scheduled work week, that is, if not exactly 40, 37.5, 35 or 32.5 hours per week.*

### **SENIORITY DATE/DATE 8 - Eligibility Date**

People > Employment Profile > Employment

Click on Employment > on Seniority Date, enter the date the employee is eligible for benefits

### **RESET YEAR - to set up**

People > Pay Profile > click on **ALLOWED & TAKEN**

Click on **Add Allowed & Taken**

Click on **Number-Code**, select the code needed per instruction above

On the **Reset Year** box, enter the first year of the current fiscal year you are entering the information

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**MAPPED & CUSTOM DATES**

People > Pay Profile > look for Other Pay Settings  
Click on Mapped & Custom Dates

<b>Date Field</b>	<b>Description</b>
Date 1	<b>Hire Date (original)</b>
Date 2	<b>Birth Date</b>
Date 3	<b>Termination Date</b>
Date 4	Last Increase Date
Date 5	<b>Current Hire Date</b> - rehire date or date employee started in your site if different from Date 1
Date 6	<b>Start Date for Ineligible employees</b> - must have a corresponding 19HR clock
Date 7	Leave of Absence Date
Date 8	<b>Benefits Eligibility Date</b> - date mapping from Seniority Date
Date 9	Teacher Credential Date
Date 10	<b>Status Change Date (use when changing from Pension eligible to pension ineligible, or vise versa)</b> - if from ineligible <u>to eligible</u> , same as Date 8 (remove Date 6) - if from eligible <u>to ineligible</u> , same as Date 6 (remove Date 8)
Date 11	Start Date of Medical/Family Leave
Date 12	Start Date of PDL
Date 13	
Date 14	Start Date of W/C after MFL (X)