

ADP System Instructions & Explanations

This job aid will outline how to add your 2022 goals and their weightings.

1. Sign into ADP Workforce Now

1.1 Enter in your User ID and Password to sign into your ADP Account.

Welcome to ADP®

User ID
dbraden5@

Remember User ID ⓘ

Password
.....

Sign in

[Forgot your password?](#)

2. Navigate to the "Myself" Screen

2.1 While on the homepage navigate to the "Myself" tab to be presented with a list of options.

2.2 Then follow these steps to reach the Performance Goals sections: Myself> Talent> Performance Dashboard

My Information	Personal Information	Employment	Pay	Time & Attendance
Profile	Dependents & Beneficiaries	Organizational Chart	Calculators	My Time Entry
Time Off	Talent	My Documents	Payment Options	My Timecard
My Time Off	Performance Dashboard	Form I-9	Tax Withholdings	Actual vs Scheduled
Benefits	Performance Goals	Surveys	Total Rewards	My Schedule
Enrollments	Compensation Notices		Pay & Tax Statements	Holiday List
Employee Discounts - LifeMart	Career Center			Attendance
Documents				

☒ COLLAPSE MENU

3. Navigate to the current annual review

3.1 Click the blue arrow next to "Start Now"

The screenshot shows a 'Performance Dashboard' with a 'Reviews' section containing the number '1'. Below this, there is a 'Self Evaluation' section for 'TEST ENA AR 2022' reviewed by 'Beth Arnott'. A 'Start Now' button with a blue arrow is circled in yellow, indicating the next step.

4. This will take you to the screen where you will begin working on your annual review.

4.1 Click the goals section on the review form.

The screenshot displays the review form for 'Braden, Debra', an HRGEN-HR Generalist. The 'GOALS' section is highlighted in blue, and a red arrow points to the 'GOAL 1' radio button. The goal description is '2022 Organizational Goal: Embraces ENA's Core Values and demonstrates key attributes outlined in the Culture Statement.' The progress is at 0%, and there is an 'UPDATE PROGRESS' button. The 'Your Response' section is empty, and there is an 'ADD ATTACHMENTS' button. The 'Comments' section has a rich text editor with various formatting options.

4.2 Click the “actions” button to be provided with a drop down then select “Manage Goals.”

Braden, Debra

HRGEN-HR Generalist Employee Assessment
View job description Not started

Review Period
1/1/2022 - 12/31/2022

2022 Organizational Goal: Embraces ENA's Core Values and demonstrates key attributes outlined in the Culture Statement.
Weighted at 0% | Organizational Goal
[VIEW GOAL DESCRIPTION](#)

ACTIONS ▾

- Download form
- Manage goals**
- View talent profile
- View historical review

0% UPDATE
COMMENTS | RE

GOALS

- INTRODUCTION
- GOALS
- INSTRUCTIONS
- GOAL 1**
- GOAL 2
- GOAL 3
- GOAL 4
- GOAL 5

Your Response Mark to do it later [+ ADD ATTACHMENT](#)

Comments *

PREVIOUS CANCEL SAVE **NEXT**

4.3 Click the arrow located next to “Attach Goals.” Next – click on the “+” next to “Create Goal”.

DB **Braden, Debra**
HRGEN-HR Generalist (399010658)

TEST ENA AR 2022
01/01/2022 - 12/31/2022
⚠ 0% Total Weightings

TEST ENA AR 2022
01/01/2022 - 12/31/2022

Attach Goals

+ CREATE GOAL

FILTERS (2)

Showing goals from last year by default. Goals that are pending creation approval, or that have already been attached will not be surfaced here.

GOAL	GOAL LEVEL	START DATE DUE DATE	ATTACHED...
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5. You will then be able to complete your performance review.

5.1 You will be asked to provide a rating and comment for each goal and competency.

The screenshot displays a performance review interface. On the left is a vertical navigation menu with the following items: Introduction, Rating Scale, Goals (50%), Instructions, Goal 1 (highlighted), Competencies (50%), Overall Comments, and Summary. The main content area is titled "2022 Organizational Goal: Embraces ENA's Core Values and demonstrates key attributes outlined in the Culture Statement." Below the title, it indicates "Weighted at 0% | Organizational Goal" and includes a "View Goal Description" link. A progress indicator shows "0% Update Progress" and "Comments included in the review". The "Your Response" section includes a "Mark to do it later" option and an "Add attachment" button. The "Rating" section has a "View rating description" link and a dropdown menu labeled "Select a Rating". The "Comments" section features a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and zoom in/out. A character count at the bottom right of the text area shows "Characters: 0". Navigation buttons at the bottom include "Previous", "Cancel", "Save", and "Next".

The screenshot shows a web interface for an 'Employee Response' form. On the left is a vertical navigation menu with the following items: 'Competencies (50%)', 'Instructions', 'Competency 1' (highlighted in blue), 'Competency 2', 'Competency 3', 'Competency 4', 'Competency 5', 'Overall Comments', and 'Summary'. The main content area is titled 'Employee Response' and includes a 'Your Response' section with a 'Mark to do it later' icon. Below this is a 'Rating *' dropdown menu with the text 'Select a Rating' and a 'View rating description' link. Underneath is a 'Comments *' text area with a rich text editor toolbar (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, table, insert, delete) and a 'Characters : 0' indicator. At the bottom of the form are buttons for '< Previous', 'Cancel', 'Save', and 'Next >'.

5.2 You can also provide overall comments at the end of the review.

The screenshot shows the 'Overall Comments' section of the form. The left navigation menu has 'Overall Comments' highlighted in blue. The main content area features a 'Rating *' dropdown menu with 'Select a Rating' and a 'View rating description' link. Below it is a 'Comments' text area with the same rich text editor toolbar and 'Characters : 0' indicator. At the bottom are buttons for '< Previous', 'Cancel', 'Save', and 'Next >'.

5.3 You will see an overall summary once the review is complete.

Score	Response Provided	
0.00	0 of 1	Hide all responses
Goal 1	2022 Organizational Goal: Embraces ENA's Core Values and demonstrates key attributes outlined in the Culture Statement.	
Employee Response	No Response	
Your Response	A response is required. A comment is required.	
Competencies (Weighting 50%)		
Score	Response Provided	
0.00	0 of 5	Hide all responses
Competency 1	2022 Organizational Goal: Embraces ENA's Core Values and demonstrates key attributes outlined in the Culture Statement.	
Employee Response	No Response	
Your Response	A response is required.	

5.4 Once you complete your review, select "Submit". If you would like, you can choose to download a copy of the form by clicking the "Actions" button and selecting "Download Form."

Success X

You have successfully submitted your review.

CLOSE

6 of 6

Looking for additional support or resources???

Information sheets are available in ADP to include

- *ENA Career Levels*
- *Employee Education Session Summary (2021)*
- *Tip – Receiving Feedback*

All of this information can be accessed here: [Performance Review](#)

Performance Goal Weighting

1. Sign into ADP

Welcome to ADP®

User ID
dbraden5@

Remember User ID ⓘ

Password
.....

[Sign in](#)

[Forgot your password?](#)

2. Navigate to the “Myself” Screen

While on the homepage navigate to the “Myself” tab to be presented with a list of options.

Then follow these steps to reach the Performance Goals sections: Myself> Talent> Performance Goals

ADP | ENA EMERGENCY NURSES ASSOCIATION

Home Resources ▾ **Myself ▾** Myself > Talent > Performance Goals

My Information	Personal Information
Profile	Dependents & Beneficiaries
Time Off	Talent
My Time Off	Performance Dashboard
Benefits	Performance Goals
Enrollments	Compensation Notices
Employee Discounts - LifeMart	Career Center
Documents	

3. Navigate the Performance Goals page

Click the "Reviews and Weightings" section

DB Braden, Debra Lynn HRGEN - HR Generalist
Tax ID: 1500000000

Showing 6 Goals

[Create goal](#) [Download](#) **Reviews and Weightings** [View historical goals](#)

2022 Organizational Goal: Embraces ENA's ...

Goal Type: Organizational Goal ! Overdue by 26 days

Category: -

Due On: **11/21/2022**

Achievement:
0% achieved

Last Modified: 12/14/2022

4. This will take you to the screen where you will begin weighting your performance goals

Enter a weight for each goal (except for the Organizational Goal). When finished click "Save".

DB Braden, Debra
HRGEN - HR Generalist (399010658)

ENA ANNUAL PERFORMANCE REVIEW 2022.
12/05/2022 - 02/03/2023

[Attach Goals](#)

Goal	Weighting
Review of ... 03/21/2022 - Not defined	<input type="text" value="20.00"/> %
... 03/21/2022 - Not defined	<input type="text" value="20.00"/> %
... 03/21/2022 - Not defined	<input type="text" value="20.00"/> %
... 03/21/2022 - Not defined	<input type="text" value="20.00"/> %
... 03/21/2022 - Not defined	<input type="text" value="20.00"/> %
... 03/21/2022 - Not defined	<input type="text" value="20.00"/> %
2022 Organizational Goal: Embraces ENA's Core Values and demonstrates key attributes outlined in the Culture Statement. 01/03/2022 - 11/21/2022	<input type="text" value="0.00"/> %
Total	100 %

[Cancel](#) [Save](#)