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
		My Documents	Payment Options	My Timecard
Time Off	**Talent**	Form I-9	Tax Withholdings	Actual vs Scheduled
My Time Off	Performance Dashboard	Surveys	Total Rewards	My Schedule
	Performance Goals		Pay & Tax Statements	Holiday List
Benefits	Compensation Notices			Attendance
Enrollments	Career Center			
Employee Discounts - LifeMart				
Documents				

↙ COLLAPSE MENU

3. Navigate to the current annual review

3.1 Click the blue arrow next to "Start Now"

Performance Dashboard ❓ ▶ ⤢

Reviews
1

📅 Self Evaluation
TEST ENA AR 2022

BA Reviewed By
Arnott, Beth

🕐 Due in 9 Days
Start Now ➔

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.

Braden, Debra 📇

HRGEN-HR Generalist
View job description
Review Period
1/1/2022 - 12/31/2022

Employee Assessment
Not started

ACTIONS

ℹ INTRODUCTION

○ GOALS ▾

ℹ INSTRUCTIONS

○ **GOAL 1**

○ GOAL 2

○ GOAL 3

○ GOAL 4

○ GOAL 5

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

0% UPDATE PROGRESS

COMMENTS INCLUDED IN THE REVIEW

Your Response 🚩 Mark to do it later

➕ ADD ATTACHMEN

Comments *

B *i* U A: ☰ ☰ ☰ ¶: 🔗 ⊞ — +: ↶ ↷ ⋮

< PREVIOUS CANCEL

SAVE **NEXT**

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

Braden, Debra
HRGEN-HR Generalist
View job description
Review Period
1/1/2022 - 12/31/2022

Employee Assessment
Not started

ACTIONS ⌄

Download form
Manage goals
View talent profile
View historical review

INTRODUCTION

GOALS

INSTRUCTIONS

GOAL 1
GOAL 2
GOAL 3
GOAL 4
GOAL 5

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

0% UPDATE

COMMENTS I
RE

Your Response   ⚑ Mark to do it later   ⊕ ADD ATTACHMENT

Comments *

B i U A: ≡ ≡ ≣ ¶ 🔗 ⊞ — +:   ↶ ↷ ⋮

‹ 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

▼ FILTERS (2) ⊕ CREATE GOAL
ⓘ 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...

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.

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

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

	Score	Response Provided	
Summary	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	
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."

INTRODUCTION
GOALS
COMPETE
OVERALL

✓ **Success** ✕

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**

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

3. *Navigate the Performance Goals page*

Click the "Reviews and Weightings" section

DB **Braden, Debra Lynn** 📇   Tax ID

HR Generalist

Showing 6 Goals

⊕ Create goal   ⬇ Download   Reviews and Weightings   View historical goals

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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

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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)

A ANNUAL PERFORMANCE   ENA ANNUAL PERFORMANCE REVIEW 2022.
VIEW 2022.
05/2022 - 02/03/2023   12/05/2022 - 02/03/2023
0% Total Weightings
                               ❯ Attach Goals

Goal	Weighting		
... 05/..../2022 - Not defined	20.00 %		✕
... .2022 - Not defined	20.00 %		✕
... .2022 - Not defined	20.00 %		✕
... 06/...2022 - Not defined	20.00 %		✕
... 05/..2022 - Not defined	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	0.00 %		✕
Total	**100 %**		

[Cancel]   [Save]