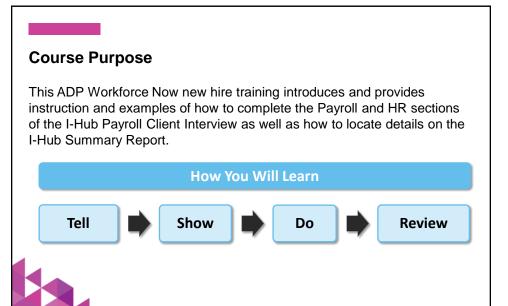


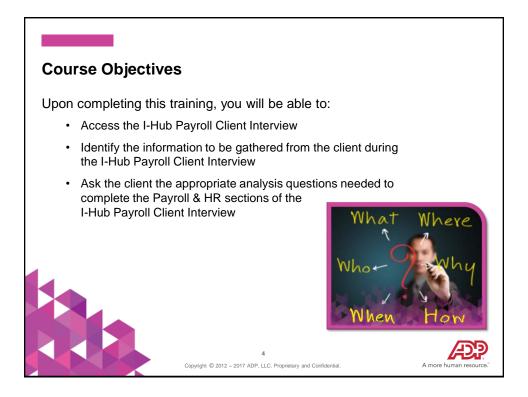


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Prerequisite and Recommended Preparation

Before attending this training, you should have completed the following prerequisite training:



I-Hub Training

- Introduction to I-Hub (MA 23314)
- Use I-Hub to Onboard ADP Workforce Now Clients (MA_23130)



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Class Agenda

The agenda for today's class is:

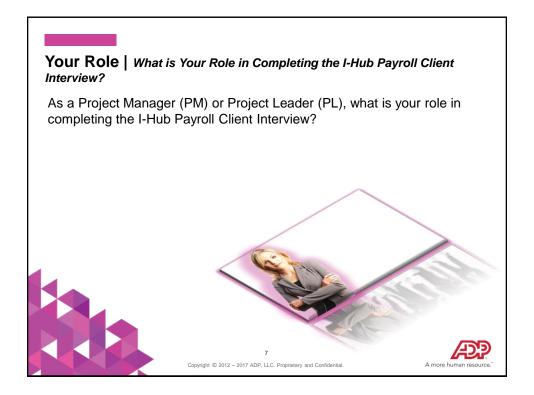
- · Introduction
- · Review of the EDGE Process
- · Questioning and Analysis Skills
- · Introduction to the I-Hub Payroll Client Interview
- Completing the Payroll section of the I-Hub Payroll Client Interview
- Break
- Completing the HR section of the I-Hub Payroll Client Interview
- · Course Closing

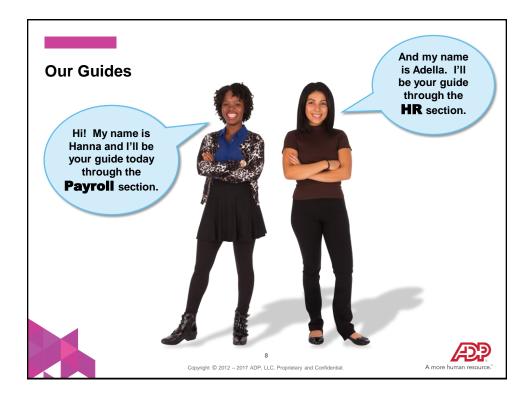


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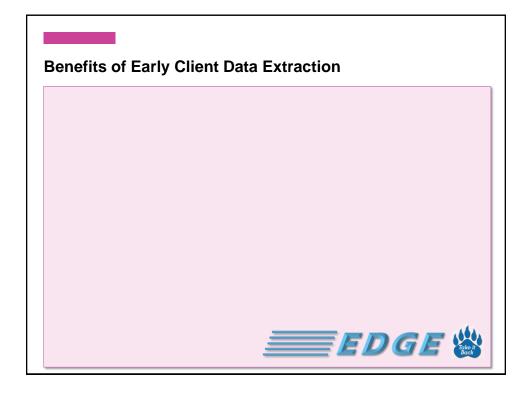


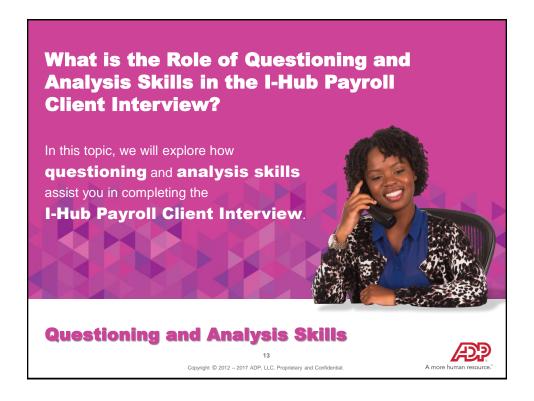
Prepopulating the I-Hub Payroll Client Interview

- **E**arly
- DATA
- GATHERING
- EVENT



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Questioning and Analysis Skills

- What does it mean to question?
- What does it mean to analyze?
- How do both impact completing the I-Hub Payroll Client Interview?





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Setting the Scene

When and how should the I-Hub Payroll Client Interview be completed?





more human resource.

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I-Hub Payroll Client Interview Introduction

- What is the I-Hub Payroll Client Interview?
- Who creates the I-Hub Payroll Client Interview?
- When does the I-Hub Payroll Client Interview get created?

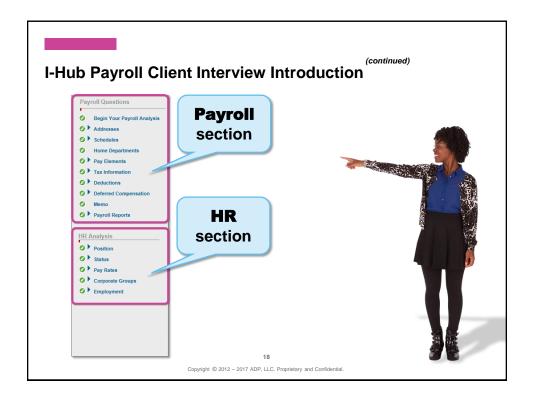


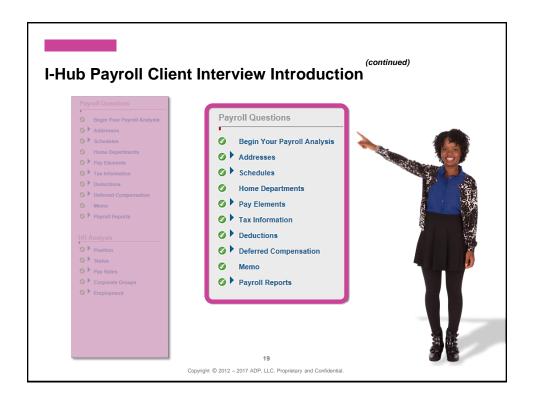
A more human resource

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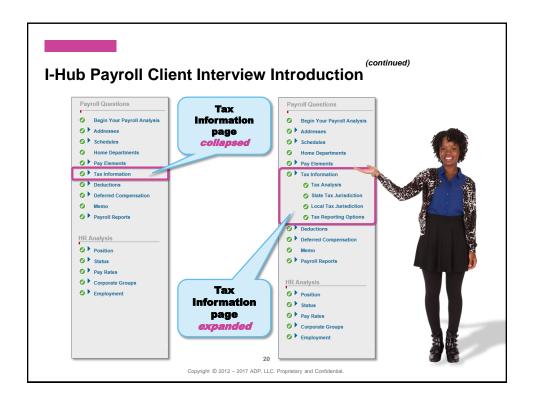
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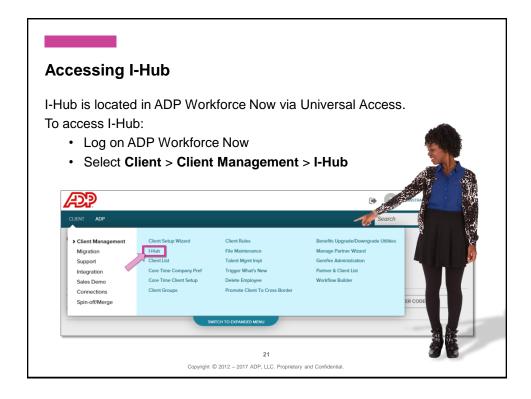
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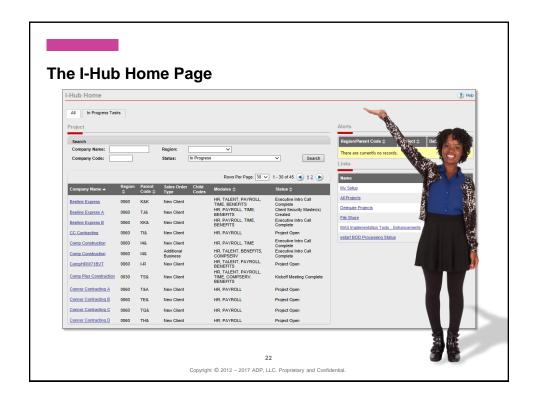


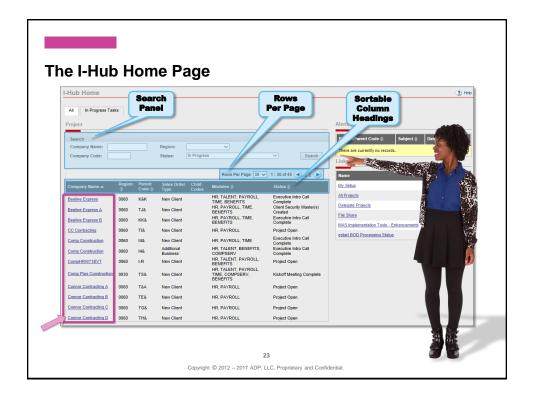
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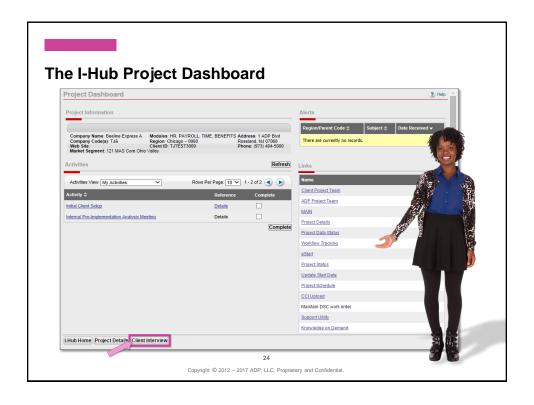


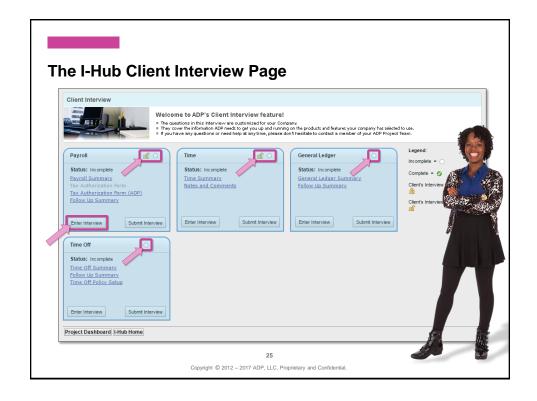
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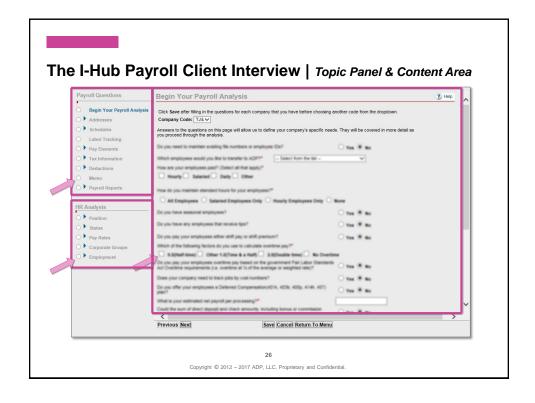


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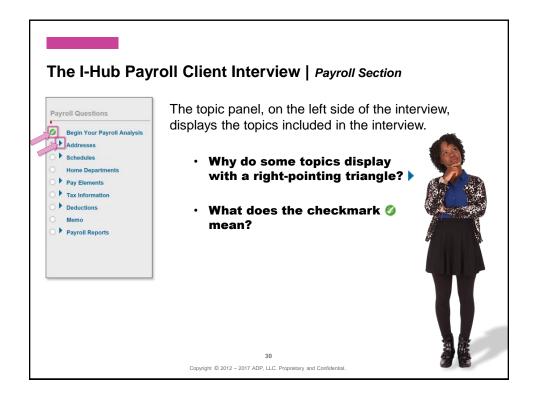


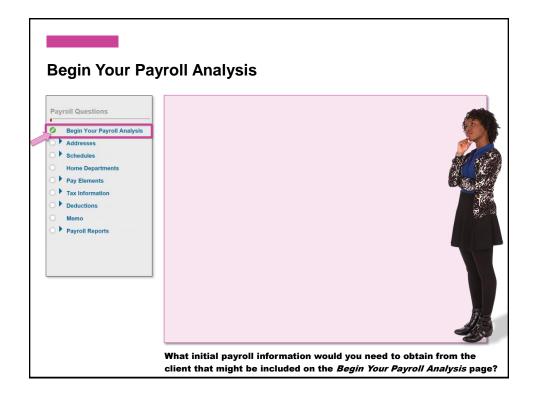
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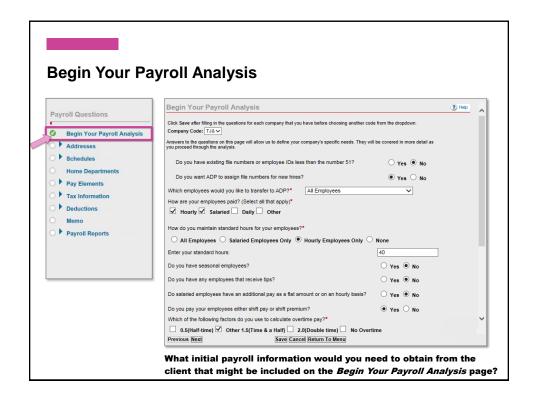


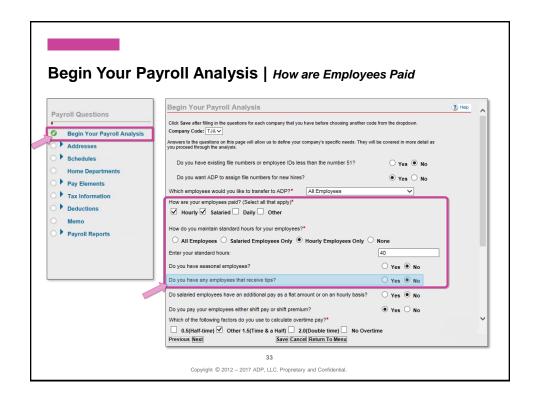
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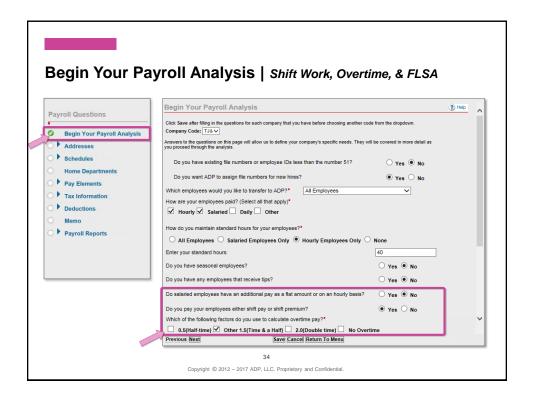


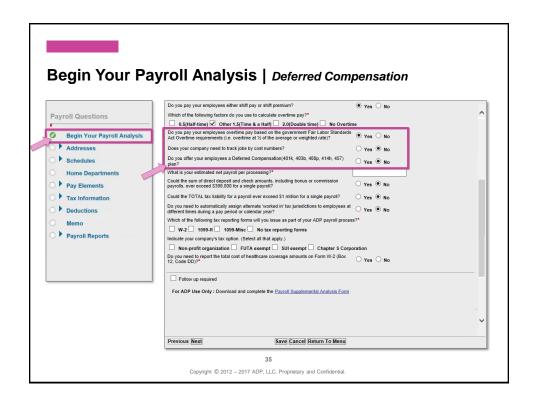
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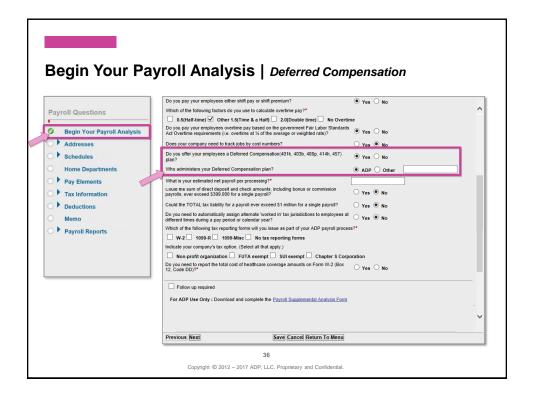


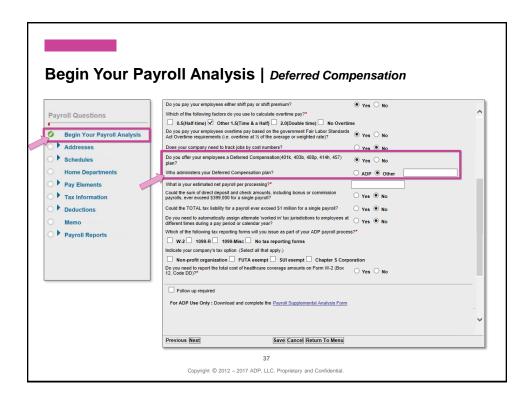
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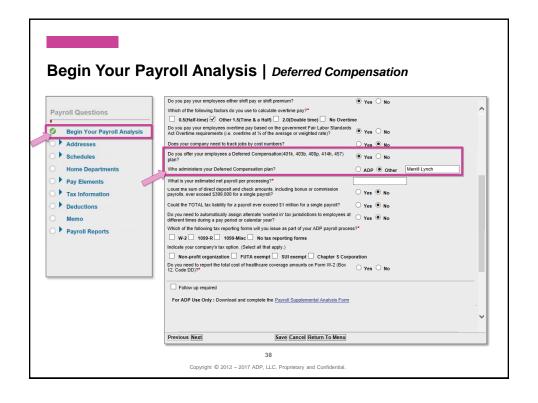


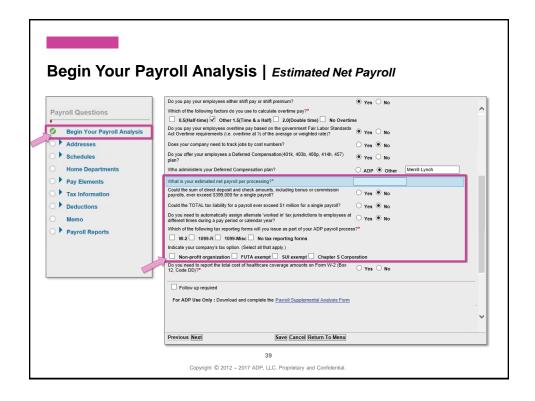
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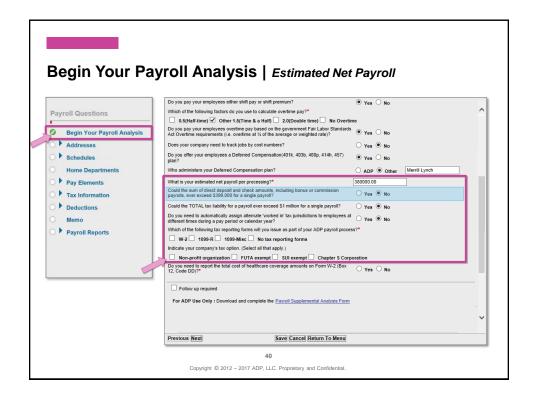


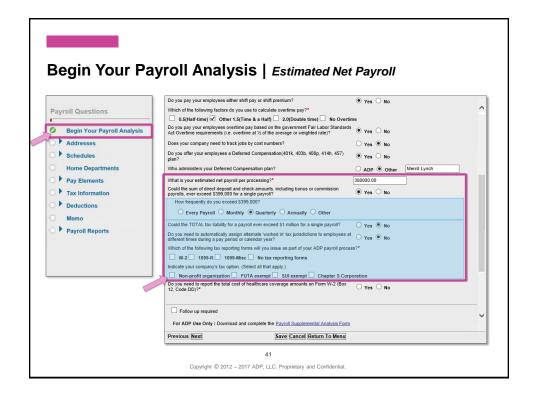
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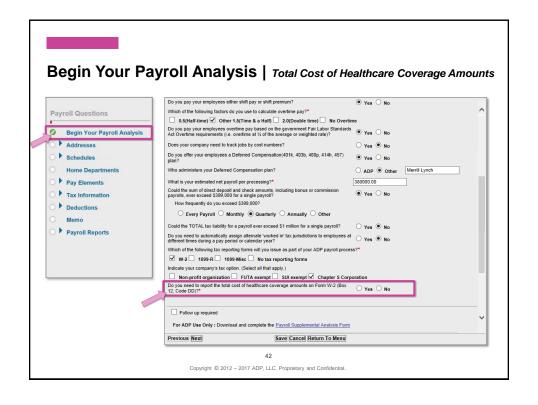


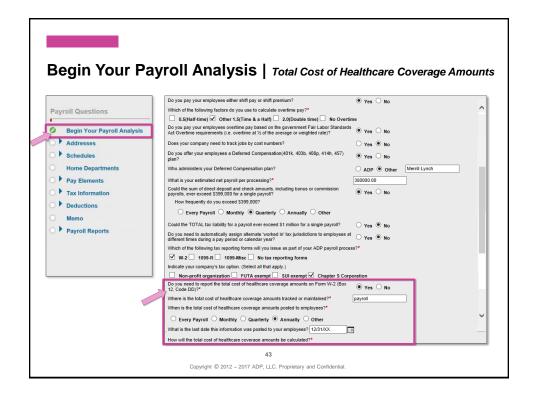
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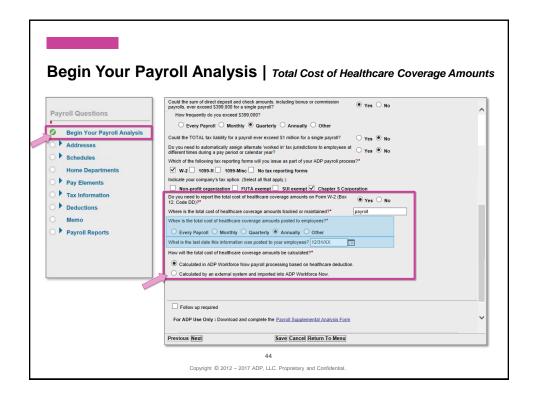


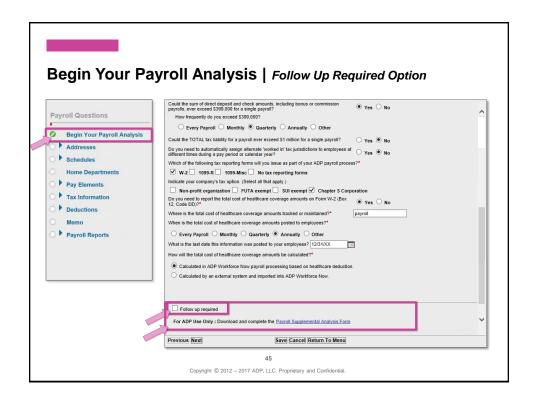
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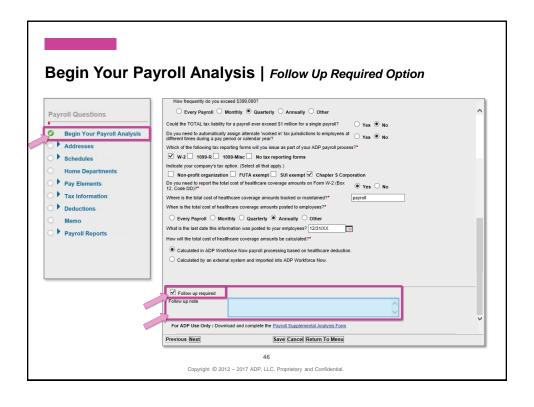


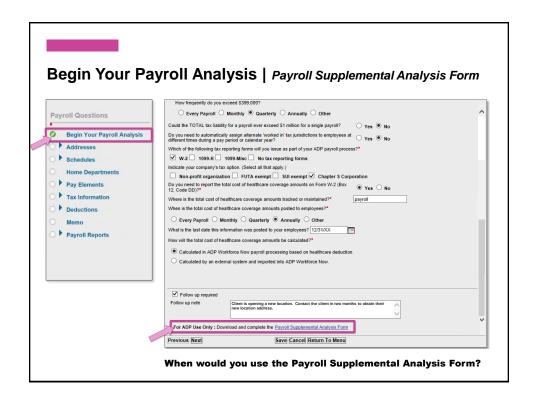
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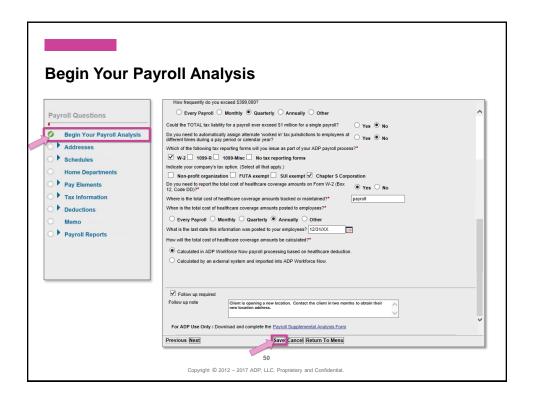


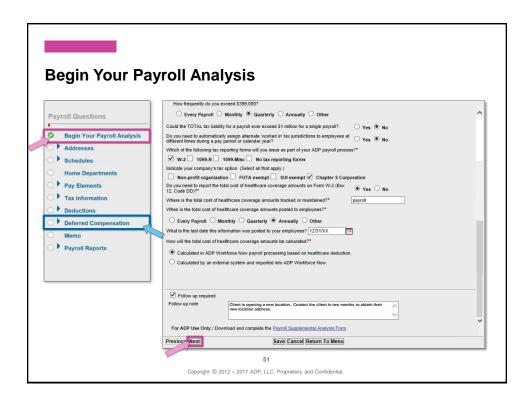
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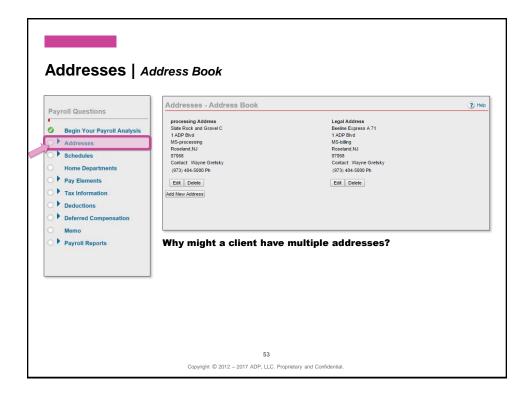
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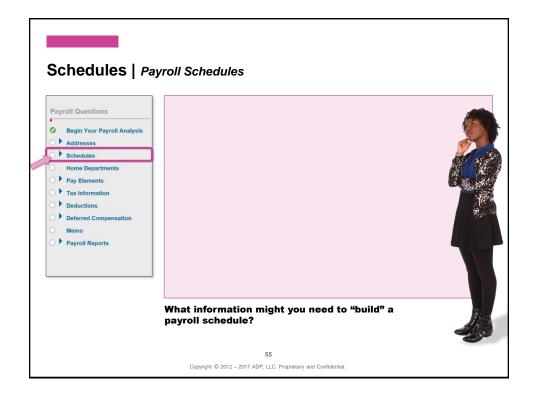
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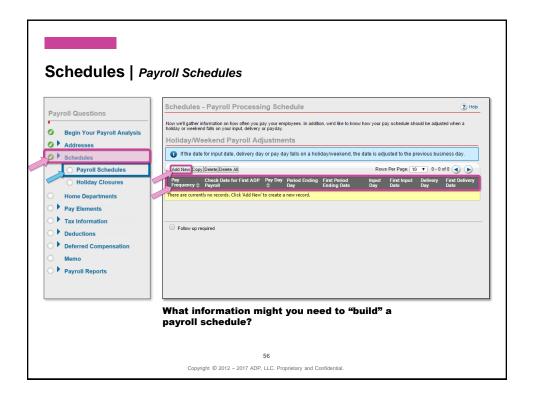


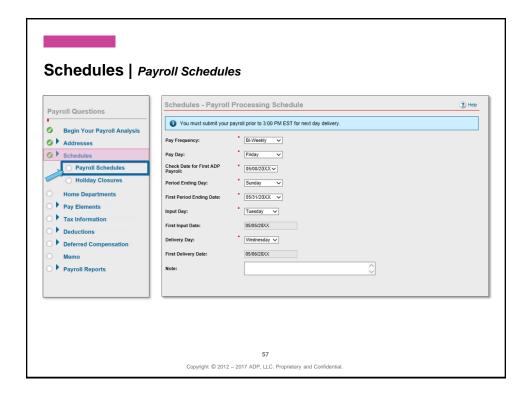
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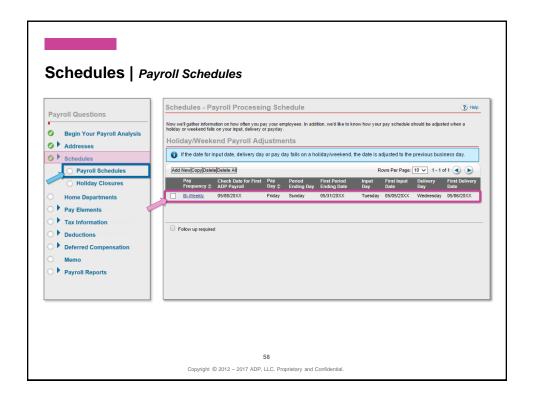


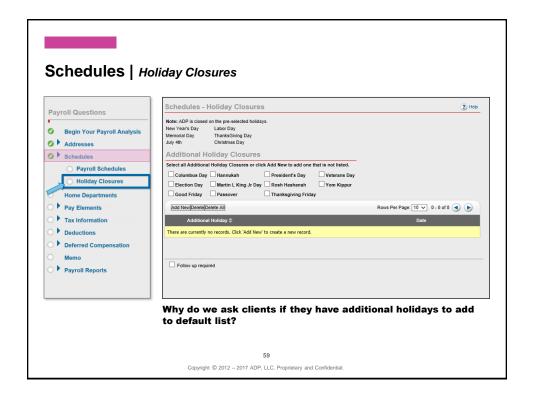
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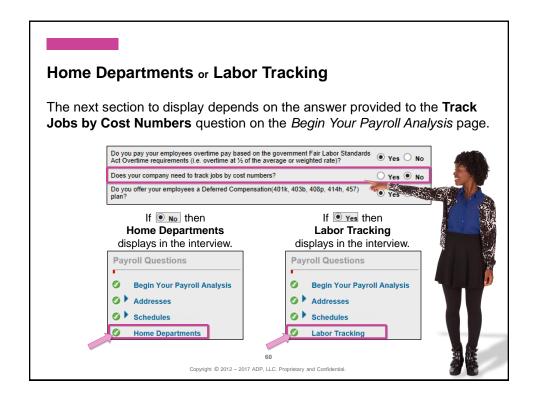


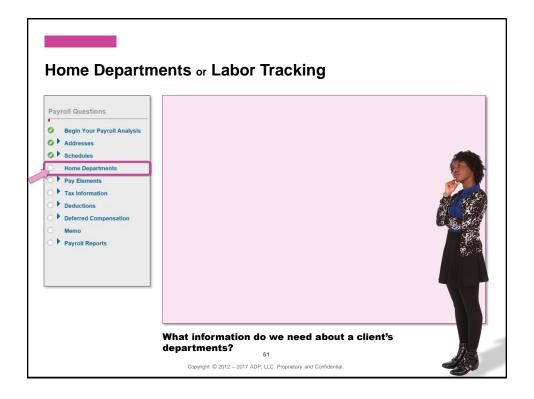
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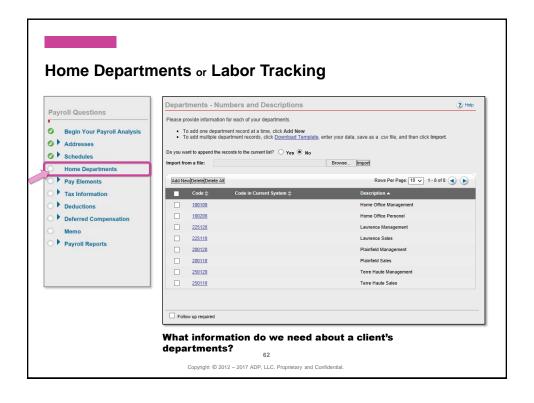


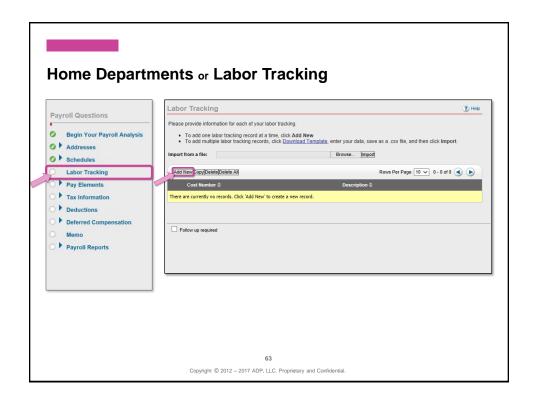
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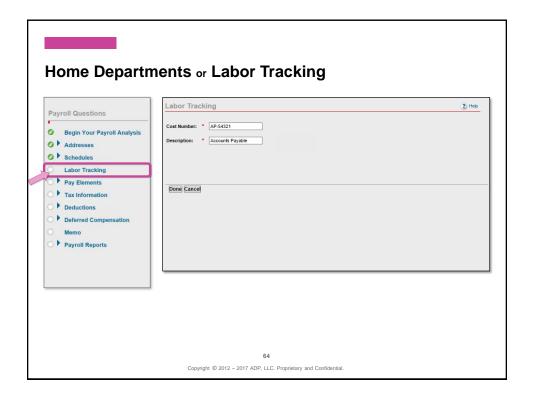


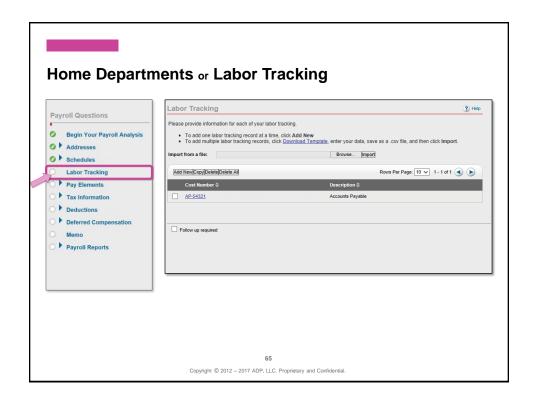
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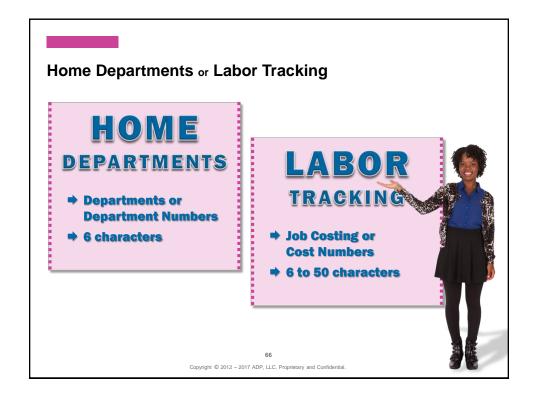


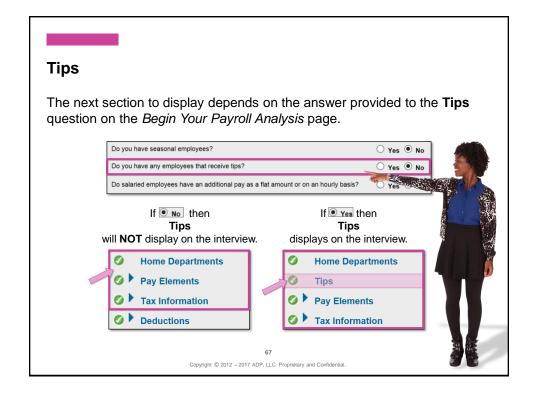
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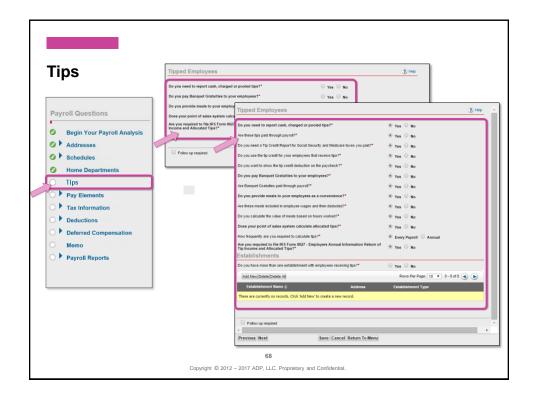


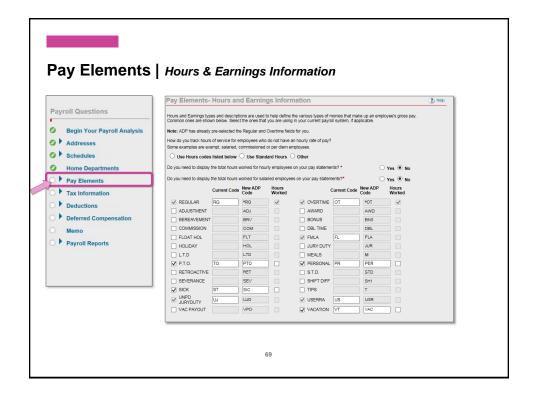
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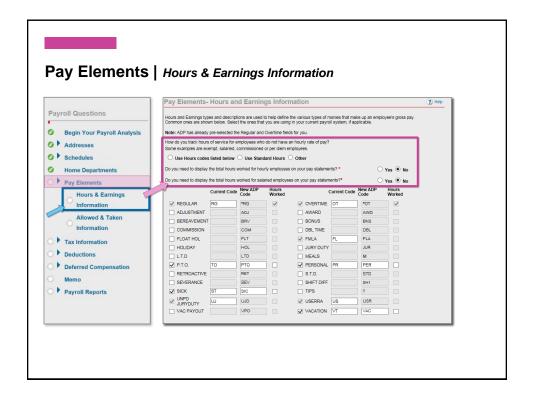


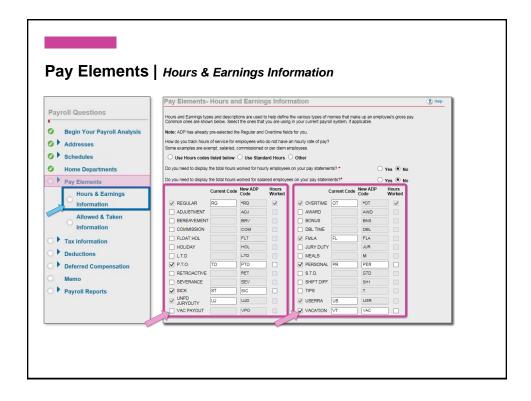
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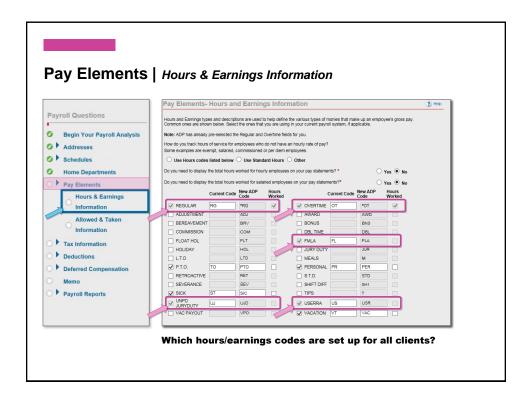


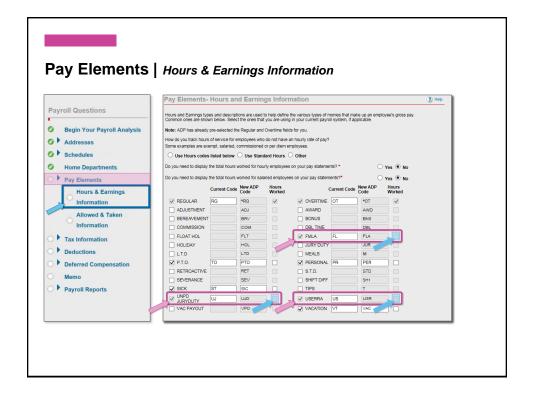
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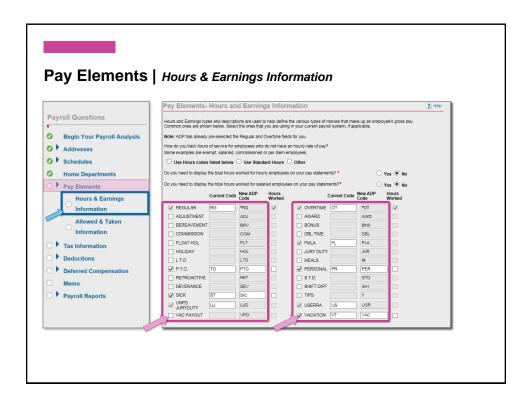


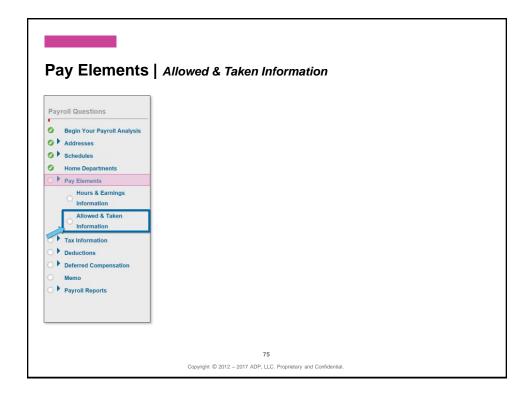
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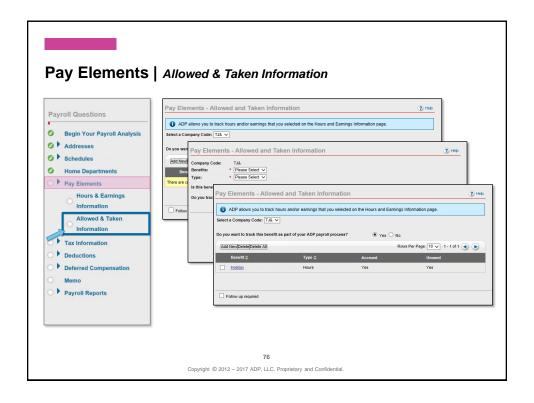


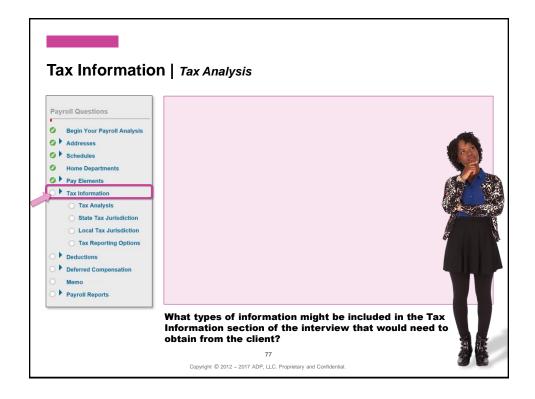
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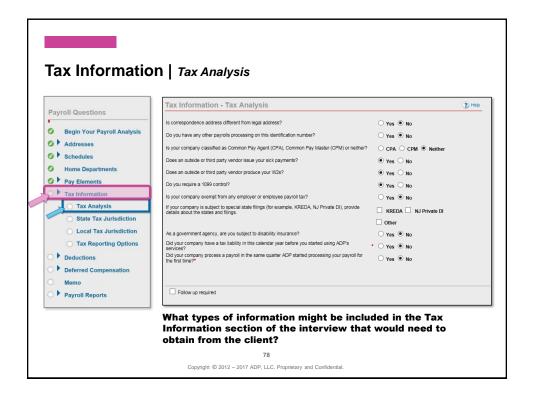


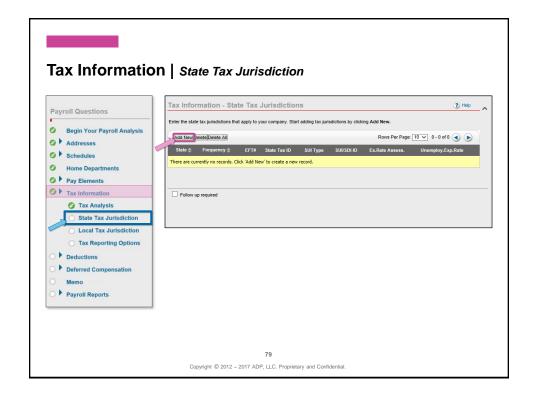
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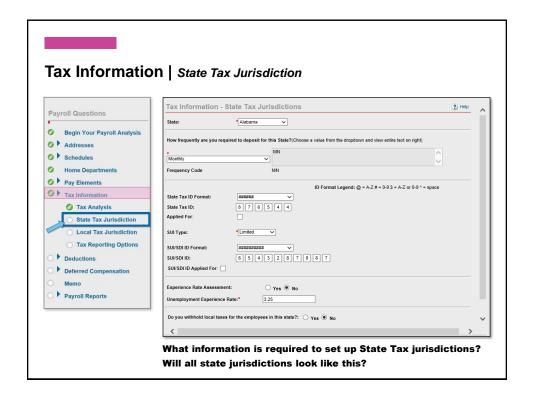


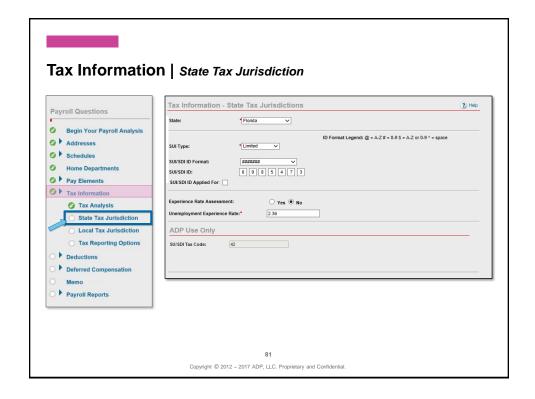
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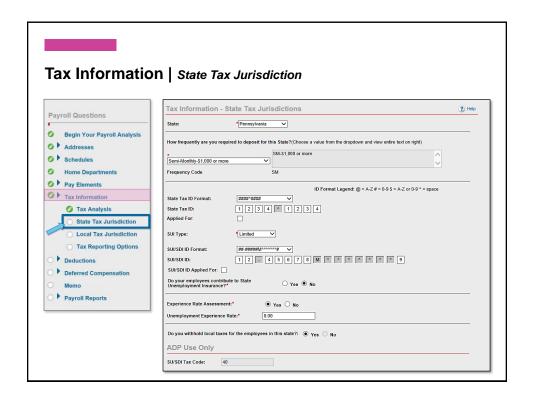


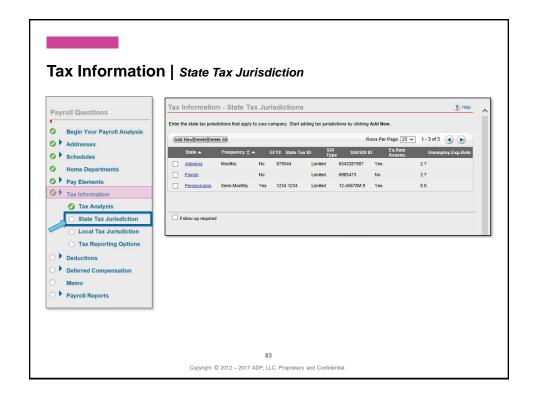
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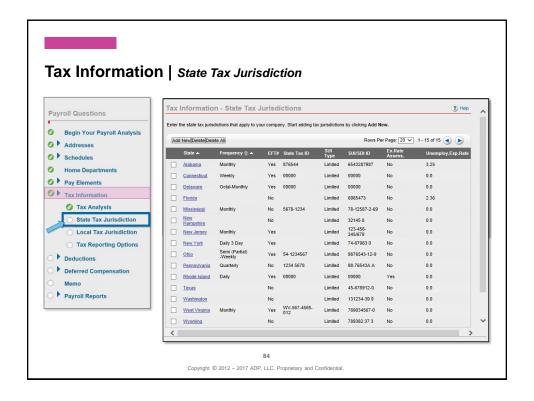


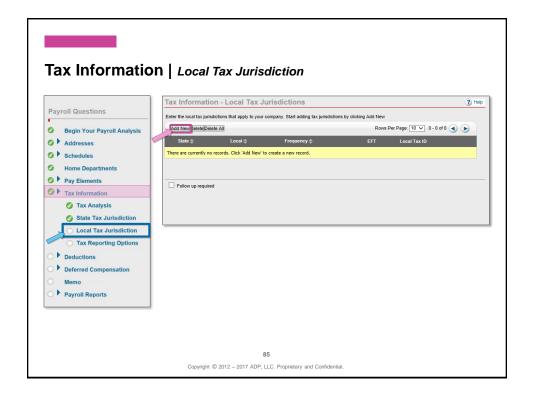
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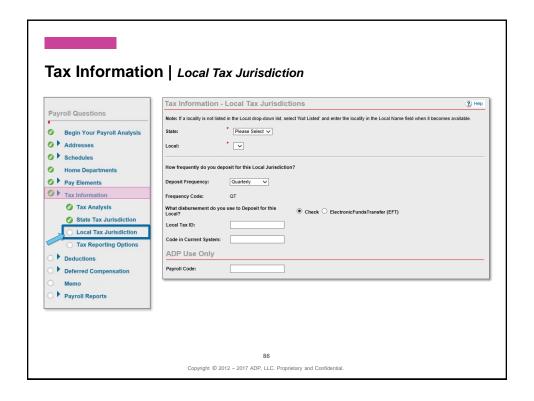


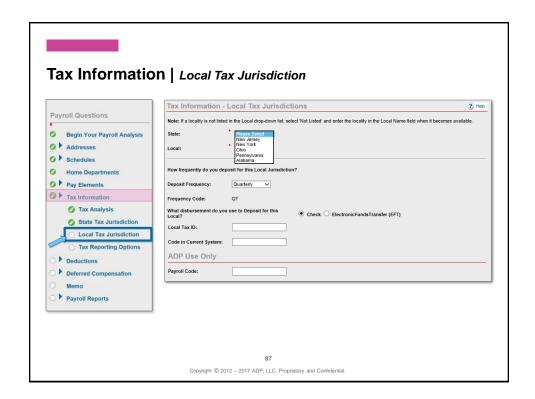
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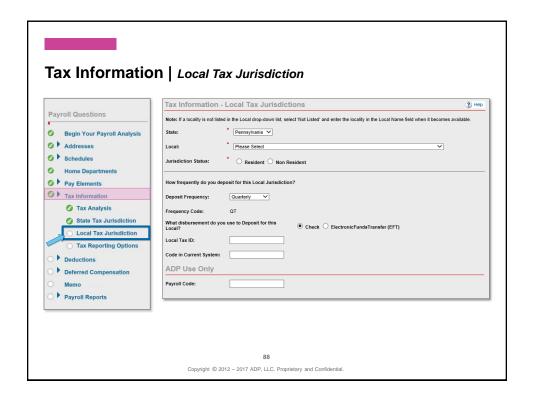


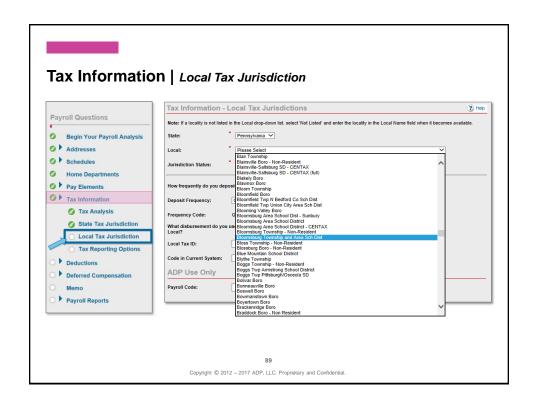
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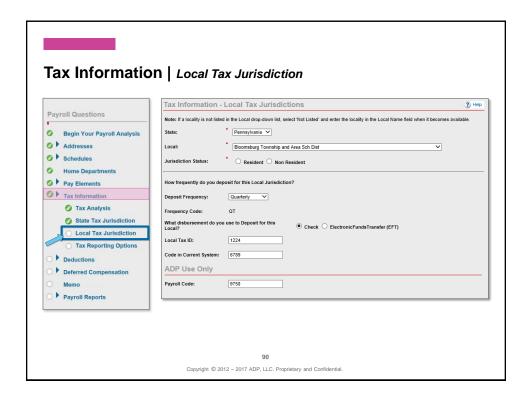


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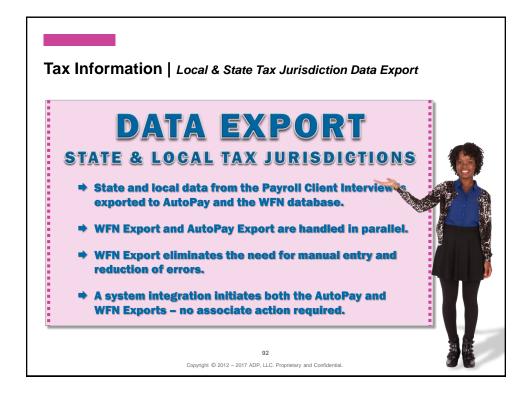


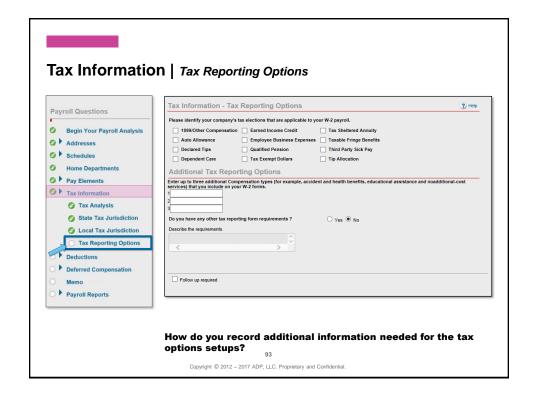
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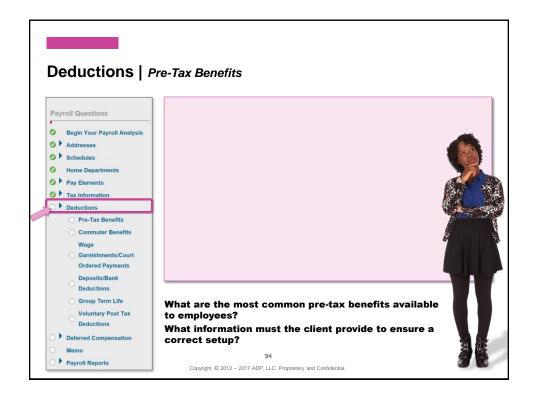


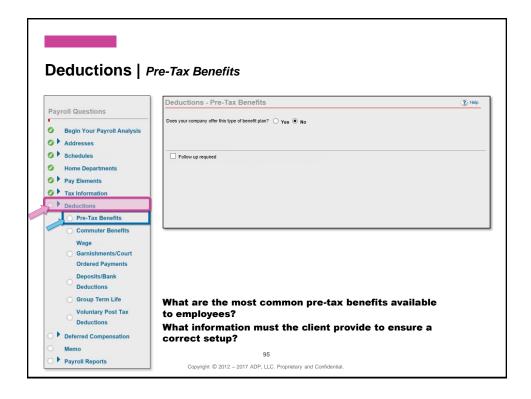
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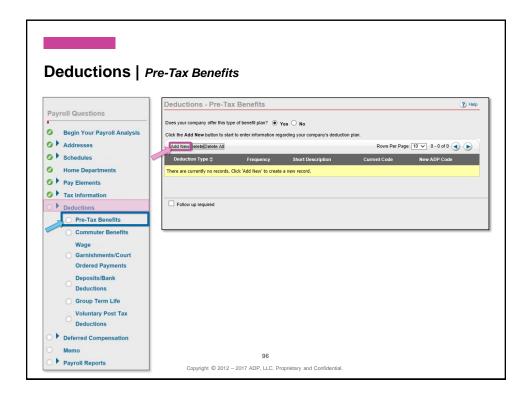


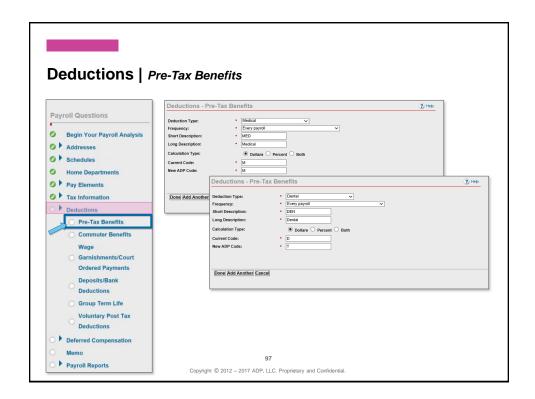
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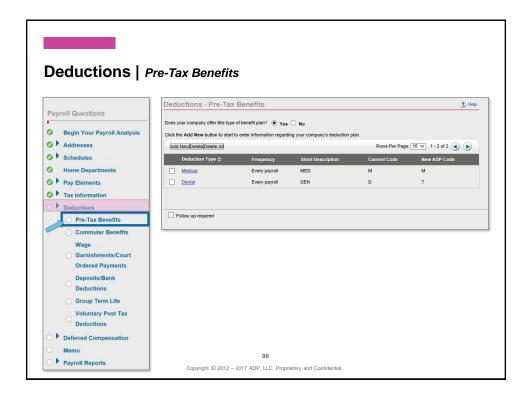


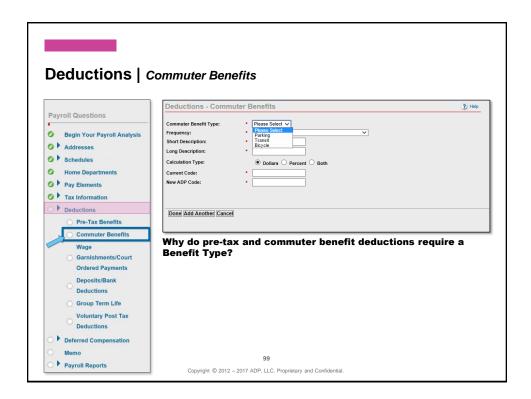
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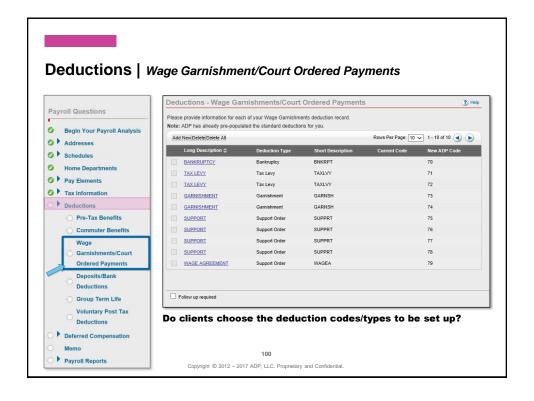


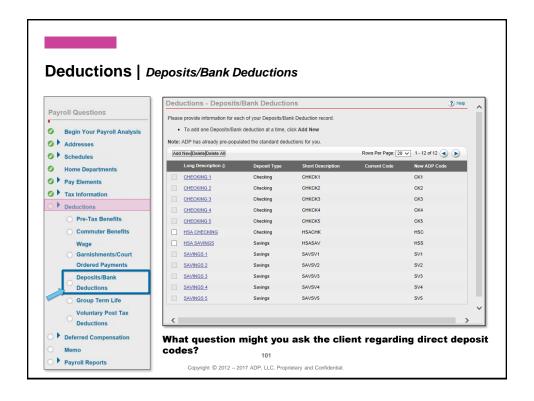
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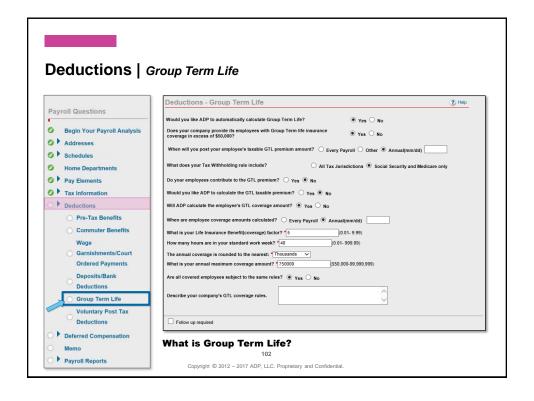


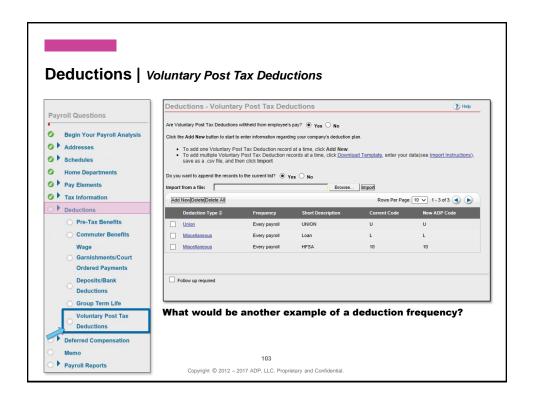
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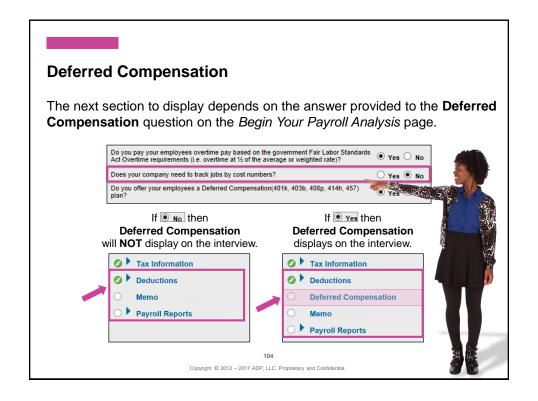


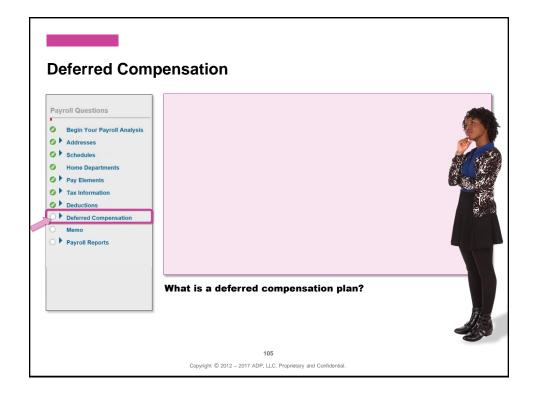
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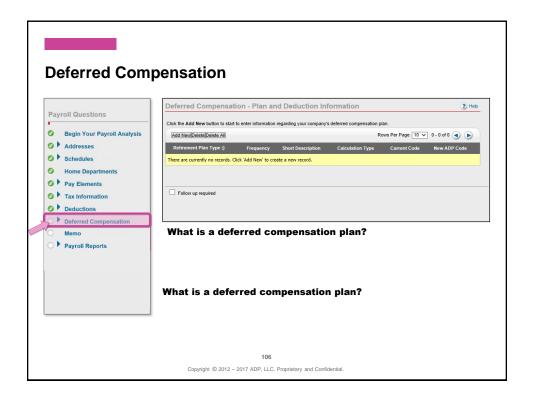


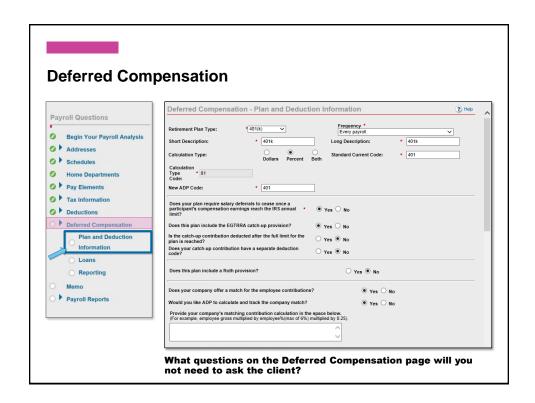
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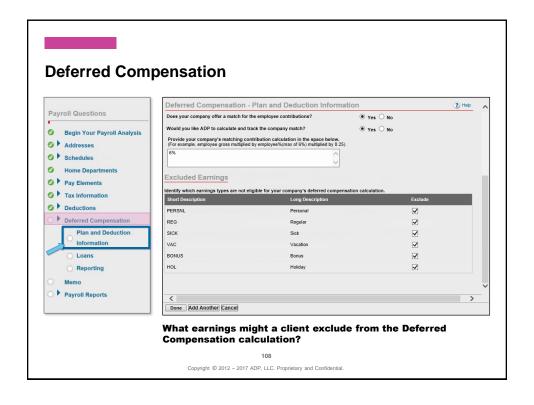


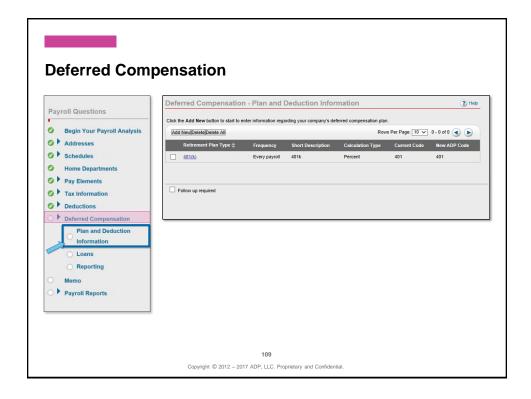
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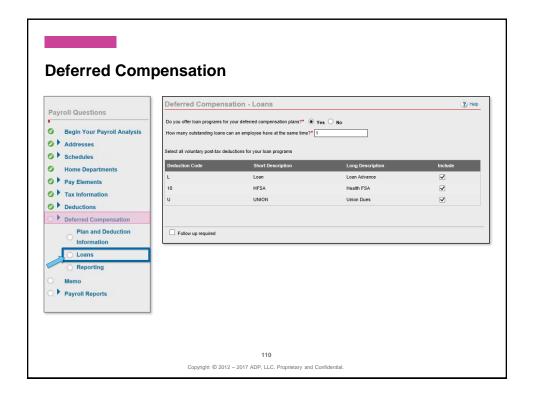


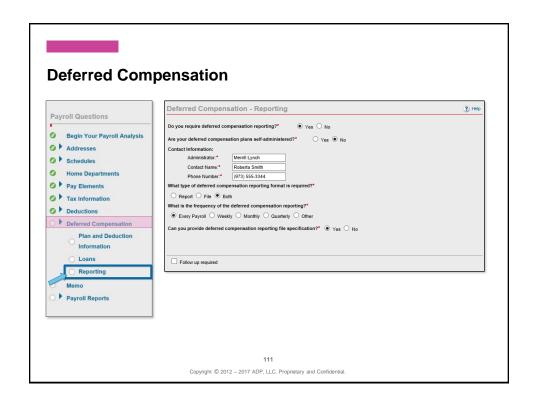
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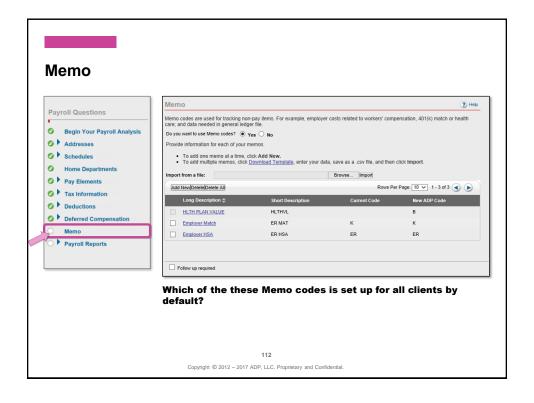


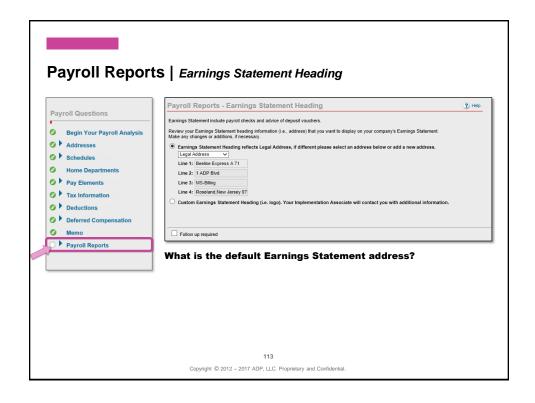
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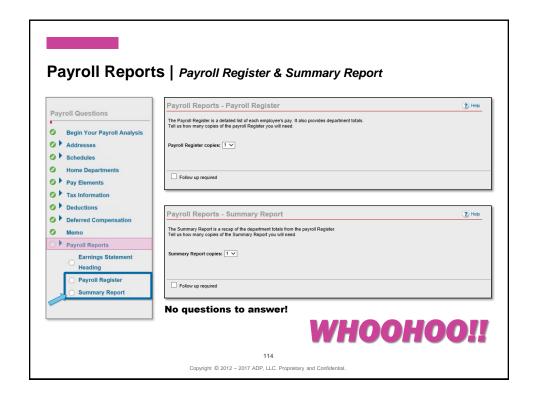


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The I-Hub Payroll Client Interview | Payroll Section

WHAT QUESTIONS DO YOU HAVE?

What questions do you have about the **Payroll** section of the I-Hub Payroll Client Interview?



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The I-Hub Payroll Client Interview

LET'S TAKE A BREAK

Who's up for some java?





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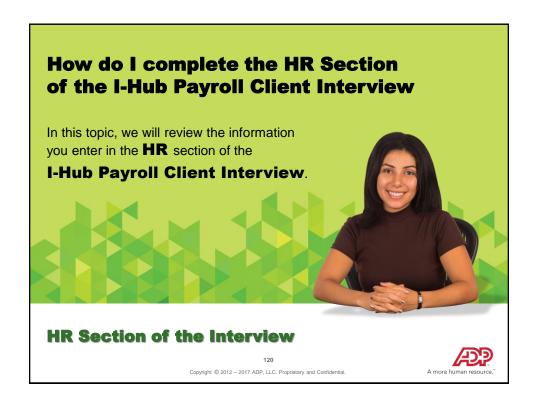
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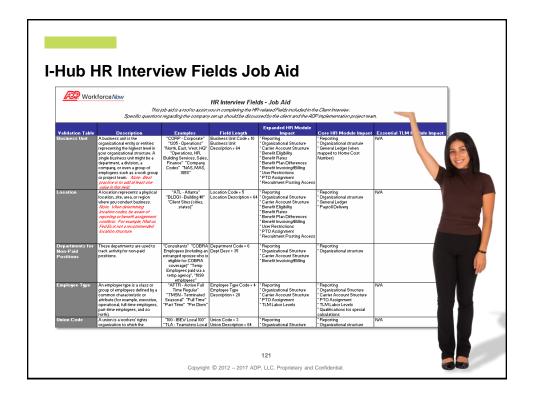
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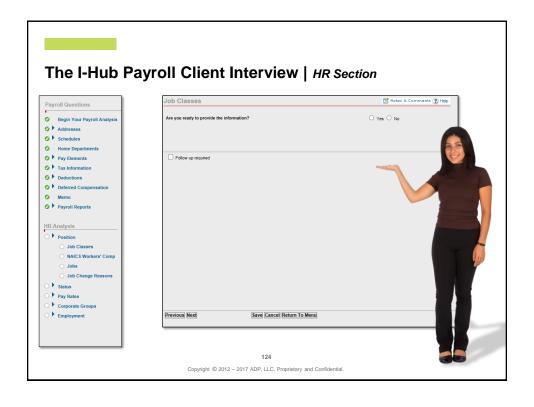


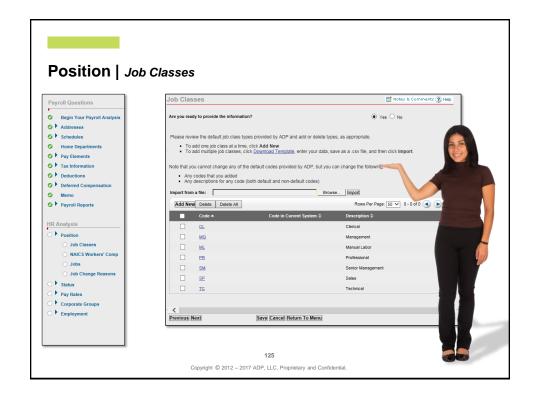
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Position | Job Classes

What are Job Classes?



JOB CLASSES

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Position | Job Classes

Definition

• Defines the type of work an employee performs. This field can also be used to group similar types of job titles.

Examples

- Clerical
- Management



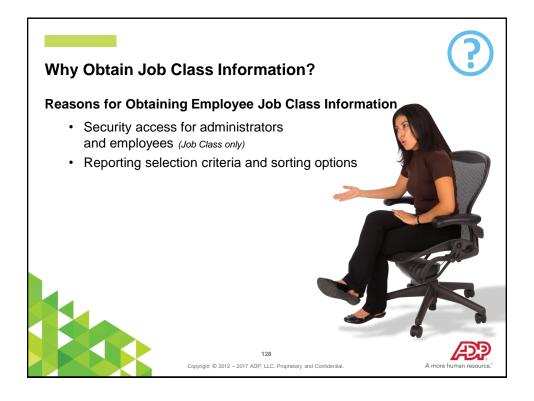
JOB CLASSES

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Learning Activity | Identify Aunt Dolly's Job Classes



Scenario

- Aunt Dolly's Diner is located along the Jersey shore. They have restaurants in Wildwood, Lavallette, Ocean City, and Long Beach Island (LBI). The Ocean City and LBI restaurants are open year-round, while the other restaurants are open May through October.
- Dolly, the owner, maintains an office in Ocean City that includes the following employees: the president/owner, a web site/apparel order administrator, and a payroll and benefits administrator.



- During the months of October through May in the year-round restaurants, and during the two months of October and May in the other restaurants, Aunt Dolly's maintains a skeletal staff of three wait people, a host, and two cooks.
- During the months of June through September, all locations' employees include 20 wait people, two hosts, 6 cooks, and 5 busboys.

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Learning Activity | *Identify Aunt Dolly's Job Classes*



What job classes and job functions might Aunt Dolly's use?

· Job Classes include:



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Learning Activity | Identify Aunt Dolly's Job Classes – Answers



What job classes and job functions might Aunt Dolly's use?

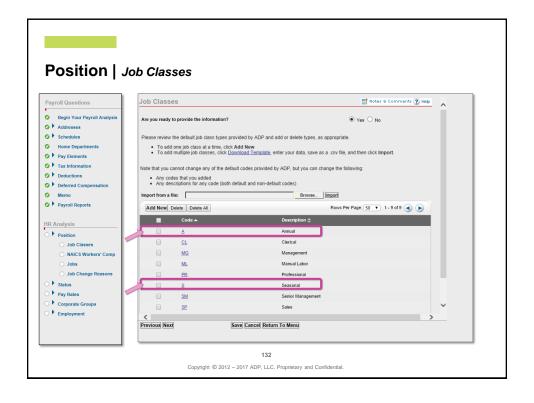
- Job Classes include:
 - Annual Year-round workers and skeletal staff
 - Seasonal All other positions



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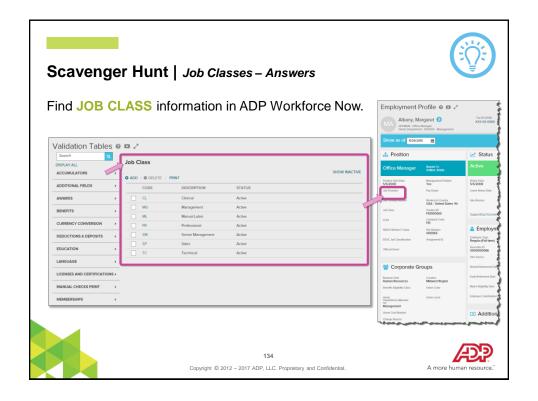
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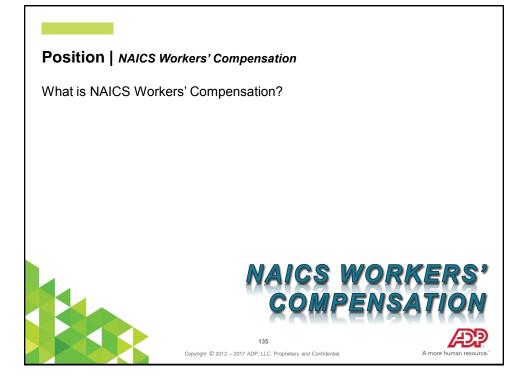
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Position | NAICS Workers' Compensation

Definition

 NAICS codes are established by federal and state governments, based on the position's location, its duties, and the frequency of the tasks. Most states use the same codes.

Examples

- 8810 Front office clerical workers
- 8510 Warehouse clerical workers





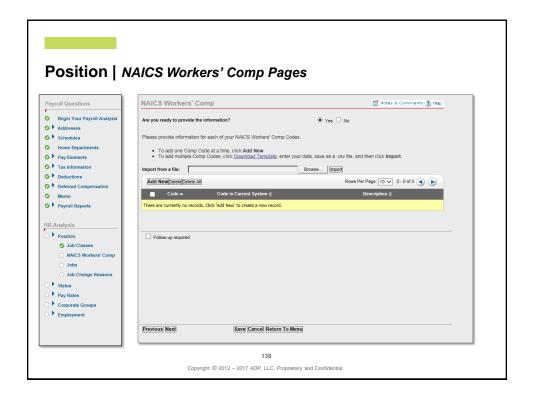
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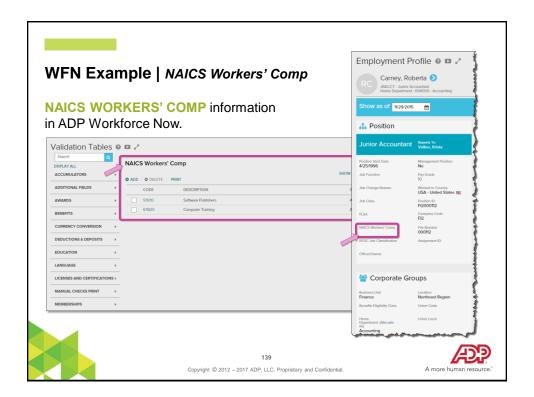
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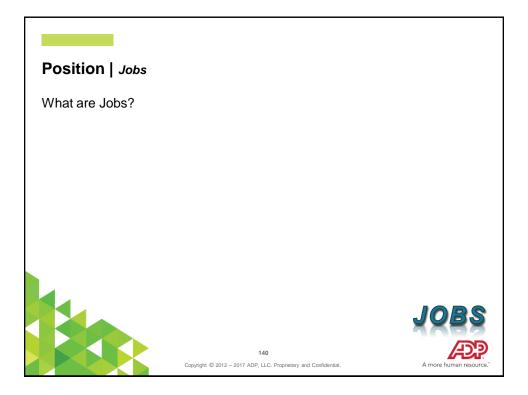


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Position | Jobs

Definition

· Identify the positions employees have in your company.

Examples

- · Project Leader
- · Project Manager
- HCMC
- Human Resources Manager
- · Learning Specialist



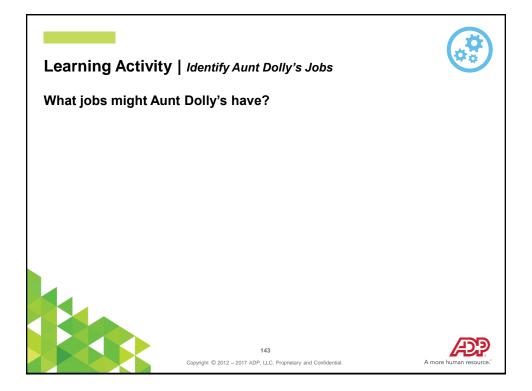
JOBS

A more human resource

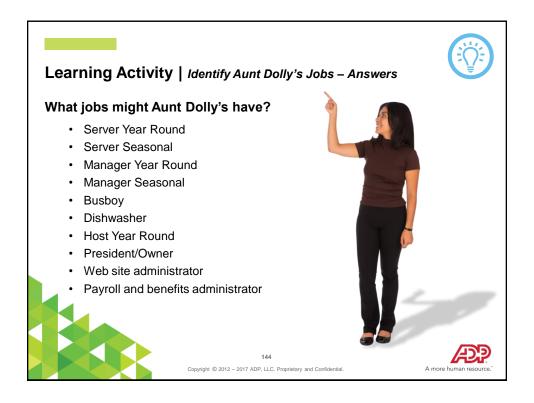
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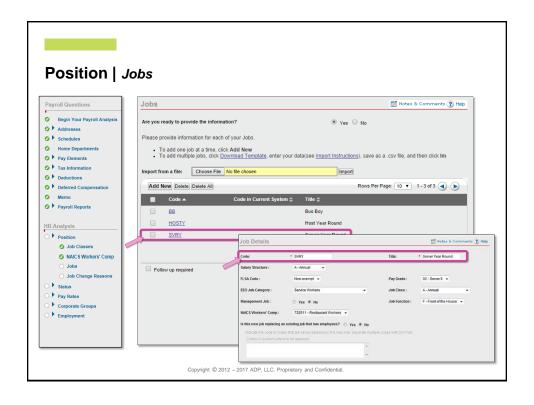
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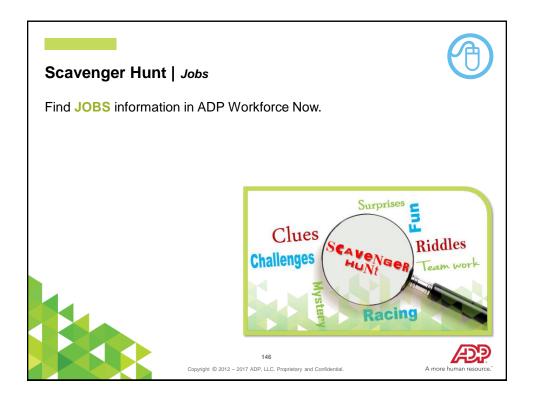


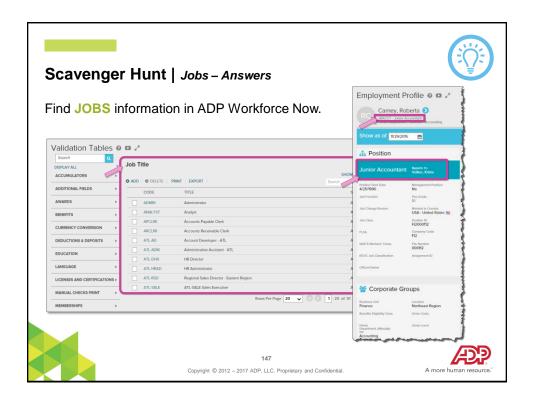
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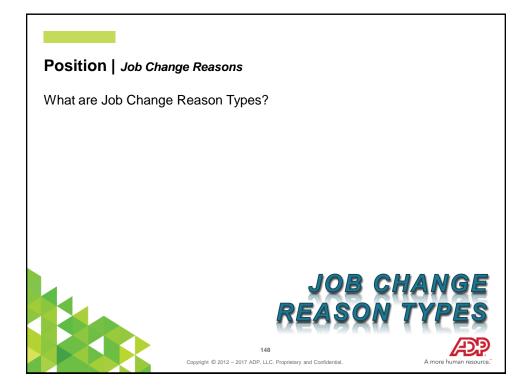


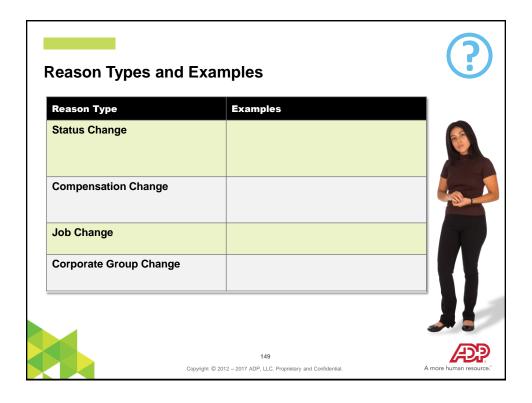
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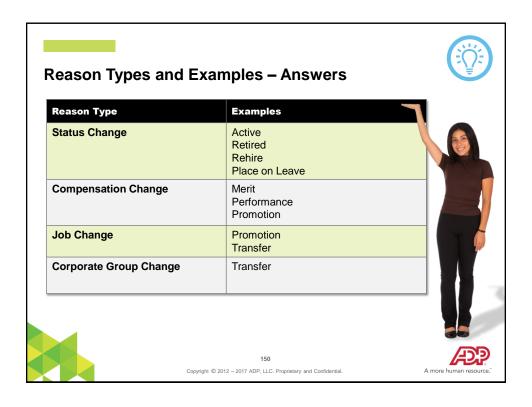


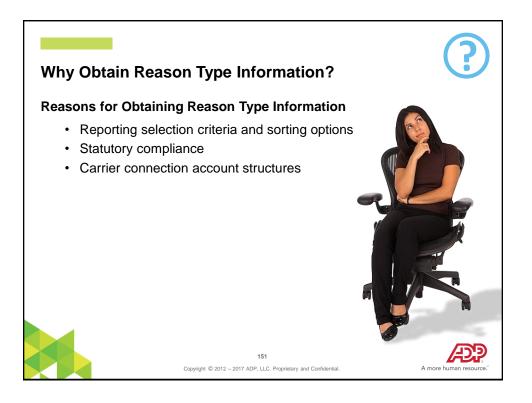
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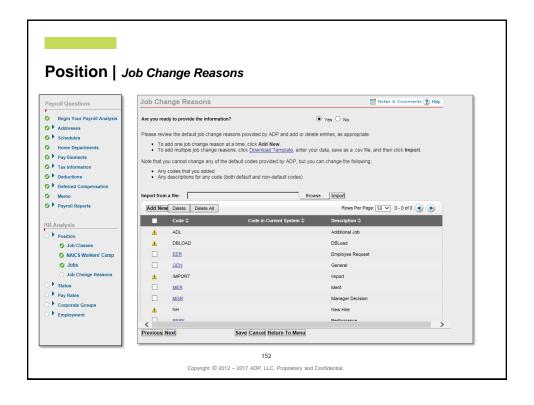


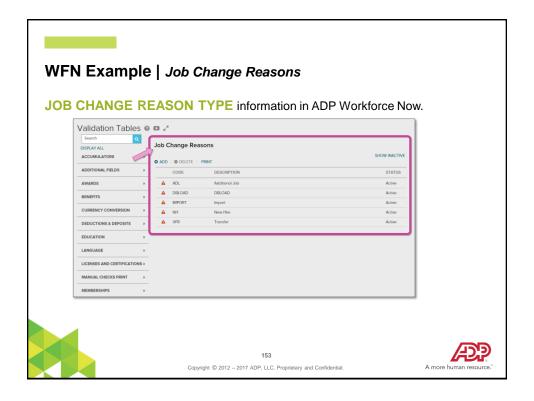
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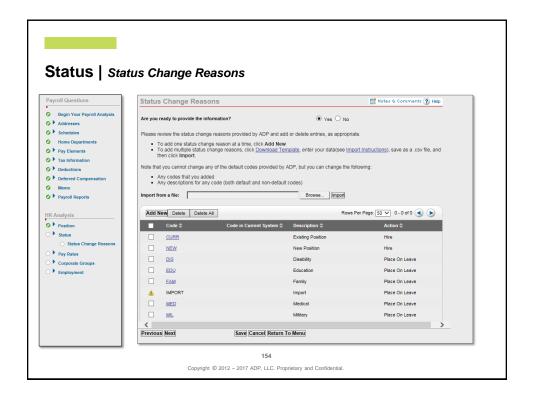


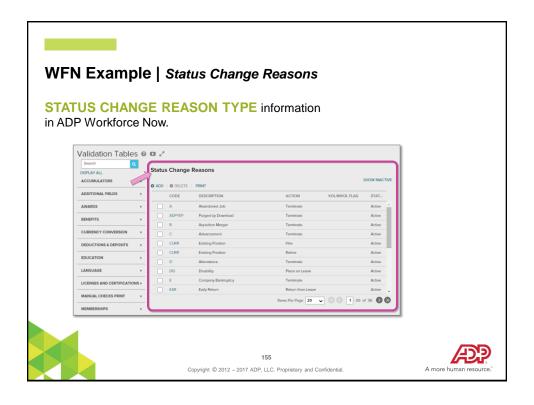
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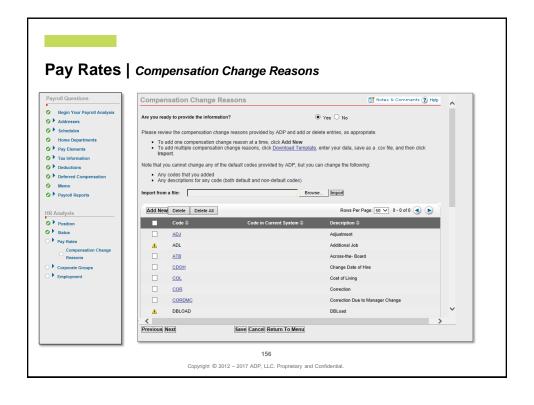


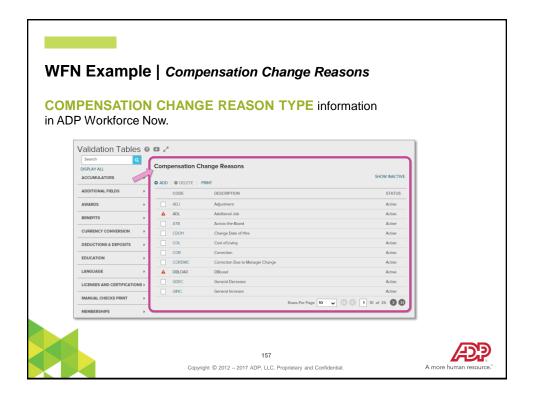
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Corporate Groups | Business Units

What Are Business Units?





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Corporate Groups | Business Units

Definition

• Organizational entity or entities representing the highest level in the client's organizational structure.

Examples

- Department
- Division
- A company or group of employees, such as a work group or project team





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Why Obtain Business Unit Information?



Reasons to Obtain Business Unit Information

- · Reporting
- · Payroll delivery
- · Benefits administration
- Carrier account structure (related to Benefits)
- · Security/user restrictions
- · PTO assignment
- Recruitment





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Learning Activity | Identify Business Units



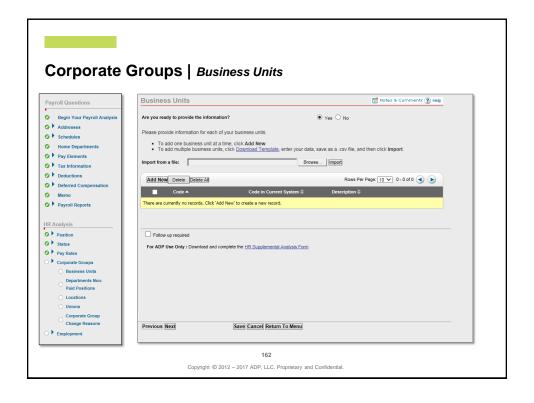
Scenario

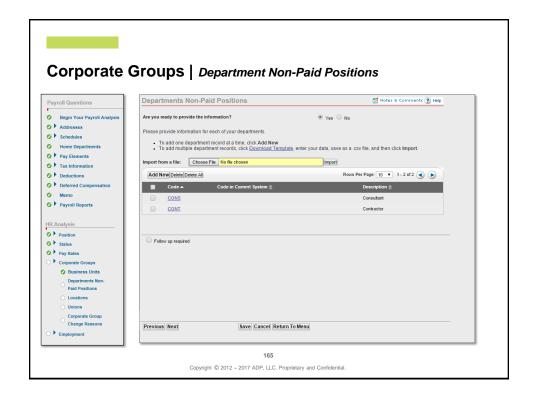
- Aunt Dolly's Diner is located along the Jersey shore. They have restaurants in Wildwood, Lavallette, Ocean City, and Long Beach Island (LBI). The Ocean City and LBI restaurants are open year-round, while the other restaurants are open May through October.
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Corporate Groups | Department Non-Paid Positions

What are Non-Paid Positions?





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Corporate Groups | Department Non-Paid Positions

Definition

• Position not paid through ADP Workforce Now.

Examples

- Consultants
- · COBRA employees
- Temporary workers paid through an agency
- 1099 employees



DEPARTMENTS NON-PAID POSITIONS

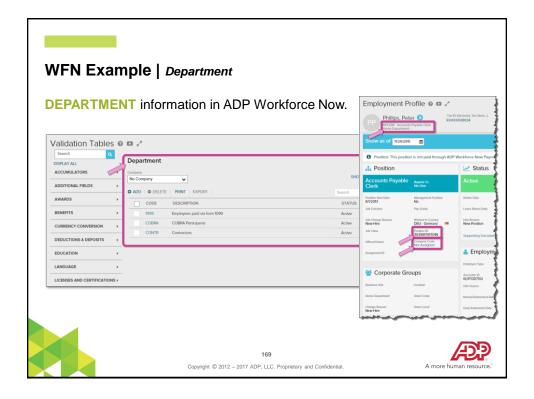
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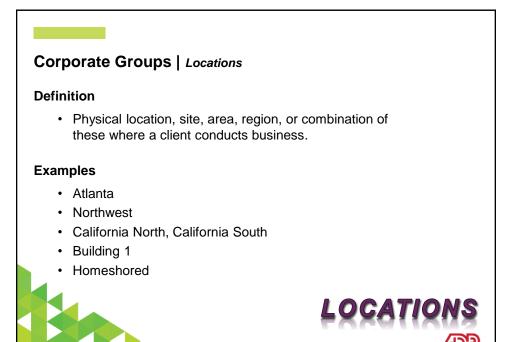
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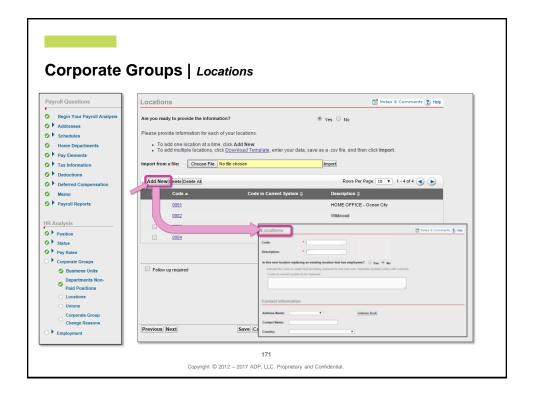




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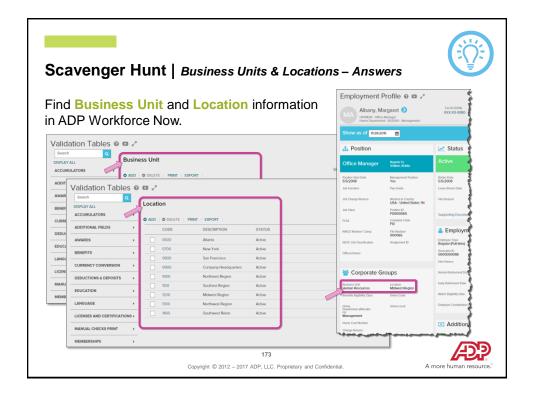


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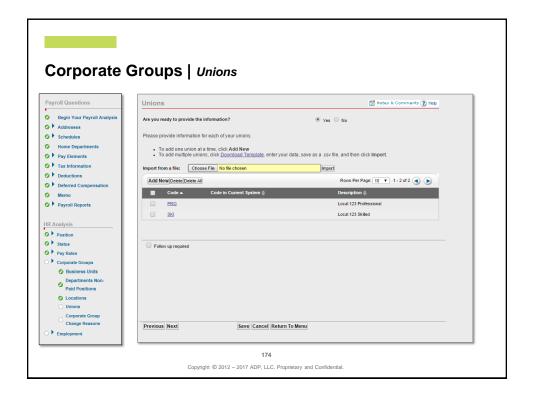


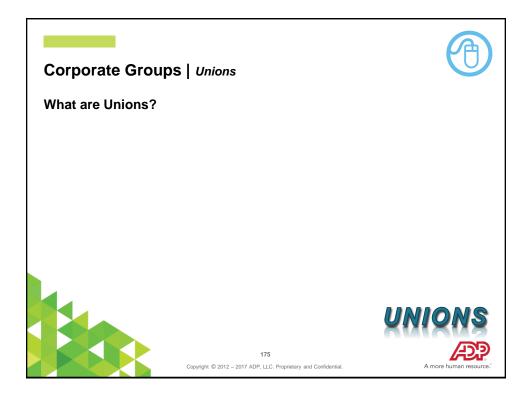
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Corporate Groups | Unions

Definition

 A workers' rights organization to which employees in a client's company may belong.

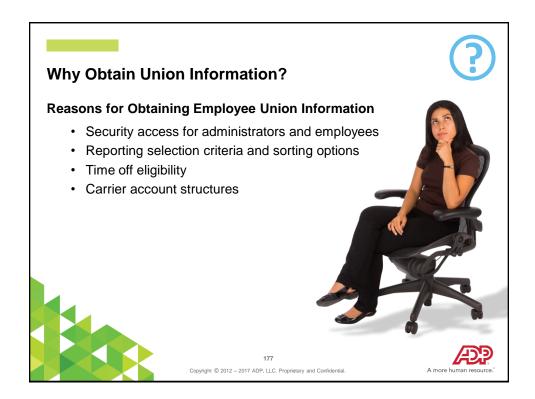
Examples

- IBEW Local 100
- · Teamsters Local A

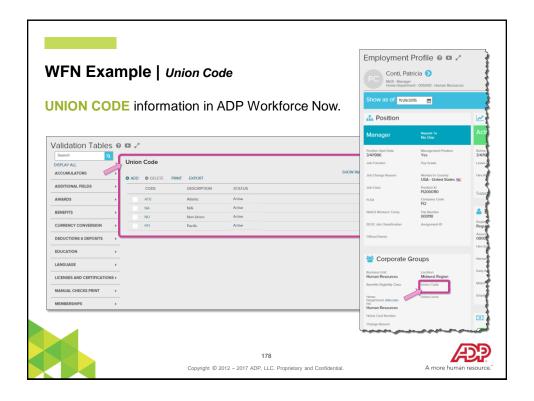


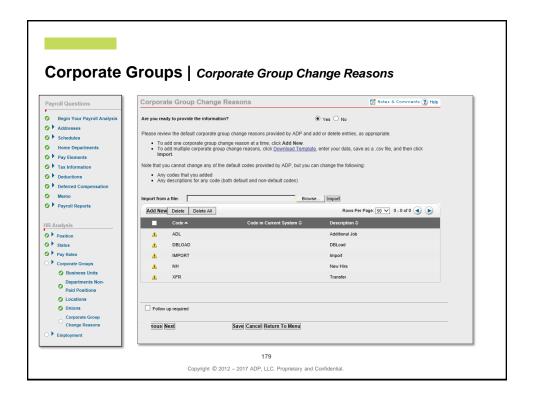
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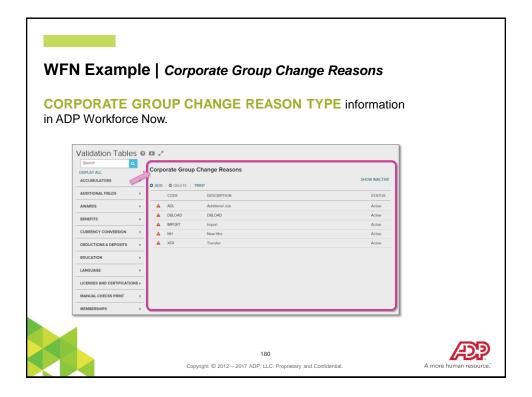


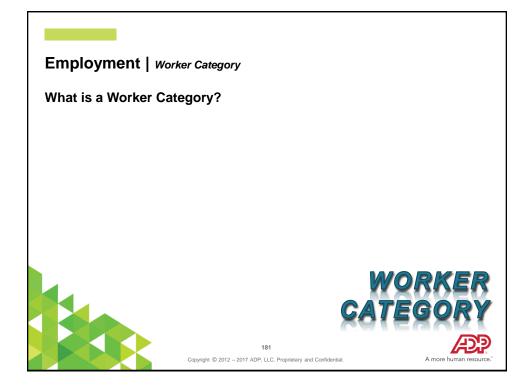
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Employment | Worker Category

Definition

 Class or group of employees defined by a common characteristic or attribute.

Examples

- · Active full-time regular
- Part-time
- Seasonal
- Per diem
- · Executive

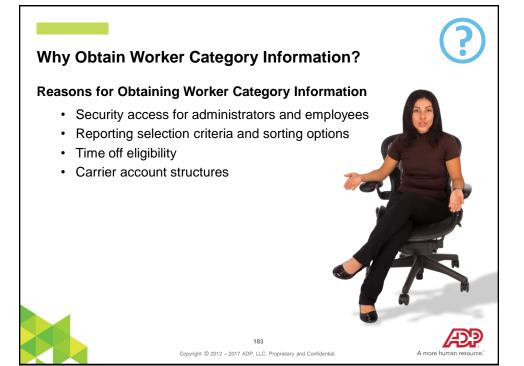




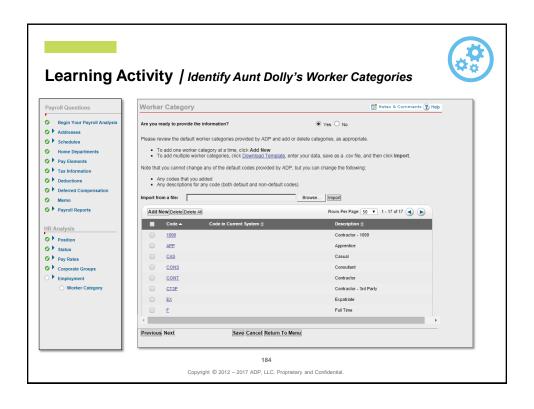
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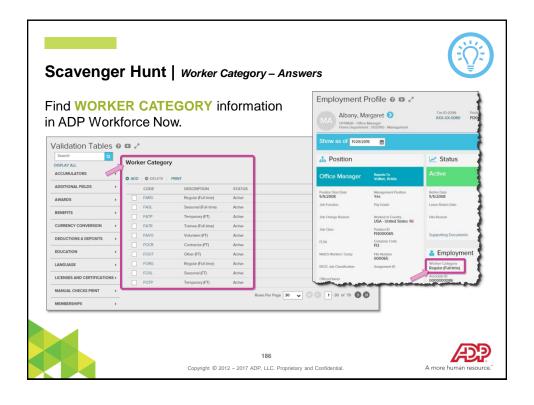


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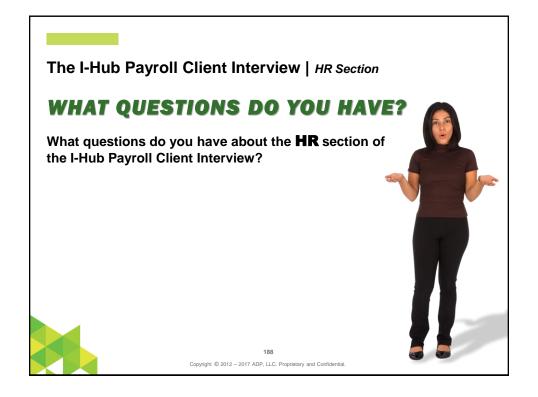


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Review of Objectives

Now that you have completed this course, you are prepared to do the following:

- · Access the I-Hub Payroll Client Interview
- Identify the information to be gathered from the client during the I-Hub Payroll Client Interview
- · Ask the client the appropriate analysis questions needed to complete the Payroll & HR sections of the I-Hub Payroll Client Interview





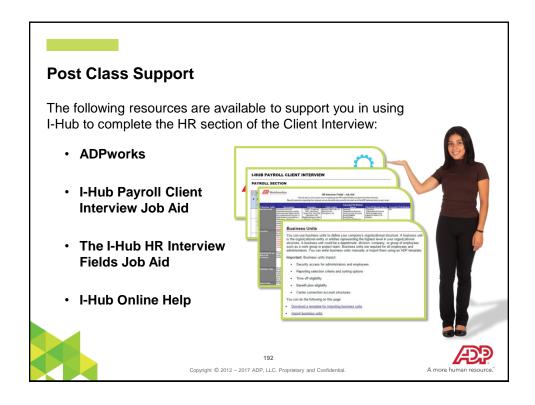
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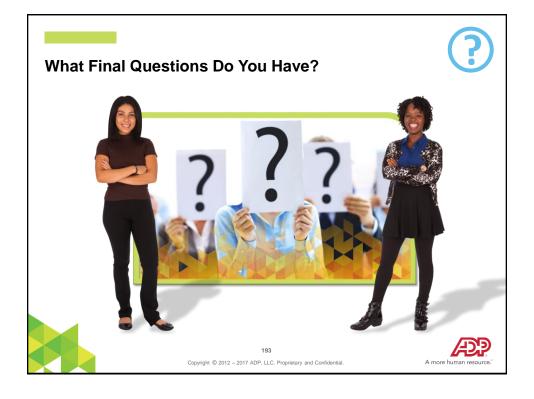
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To Learn About	Access	
The Payroll & HR sections of interview	I-Hub Payroll Client Interview Job Aid I-Hub HR Interview Fields Job Aid - WFN (CV)	
Supplemental Analysis Forms	Payroll Supplemental Analysis Form HR Supplemental Analysis Form	
Payroll Only & Multi Module Implementations	Workforce Now (CV) Implementation Process – Payroll Only Workforce Now (CV) Implementation Process – Multi Module	
HR Fields, HR Package Setup, and HR Import Tables	*WFN (CV) HR: HR Fields & Essential or Enhanced HR Package Setup	
I-Hub Updates	I-Hub Consolidated Release Information – Support Resources – Available Training	
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