Handbook Builder: Policy Updates

ADP TotalSource®

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A more human resource.℠

For those clients that have their employee handbook(s) in the ADP® Handbook Builder and need to get a policy(ies) updated, please follow these steps:

1
Log onto **My TotalSource®** in order to access the handbook via the builder. Follow the below steps in order to access the handbook builder to make applicable policy update(s):

a. Once in My TotalSource, enter your **paygroup ID** and Click "Go"

| HOME | HR | BENEFITS | FORMSOURCE |

CHANGE YOUR HOMEPAGE LAYOUT

PayGroup

Enter a paygroup   ×   GO

b. Click on the **HR Tab**

| HOME | HR | MY COMPANY | BENEFITS | PAYROLL |

c. On the left-hand side legend, expand the **Request HR Services** window and click on **Handbooks**

PERFORMANCE MGMT	^
SKILLS/LICENSES	^
TOTALSOURCE UNIVERSITY	^
REQUEST HR SERVICES	⌄

Compensation Analysis
Handbooks
Job Descriptions

d. Click on **Handbook Builder** in order to be re-directed to our web-based handbook builder.

2 In the **Notifications** section of the Dashboard, on the right-hand side of the screen, you will see a list of **Policy Updates** that are applicable to your company.

3 Click on **Complete Handbook** in the Dashboard if your handbook is still in progress. If your handbook has already been published, click on **Manage Handbook** in the Dashboard.

4 In the **Search Policy** section, enter the name of the policy title that has an update and you will be taken to that particular policy. You will note that the policy has a flashing "P" that symbolizes that the policy is updated.

5 Once you are in the applicable policy, you can click on **Policy Update** in order to compare and apply the policy updates. Once you are finished with the compare, you click on **Copy & Save All Changes to my Current Version**. You follow this step for each applicable policy that needs to be updated.

6 Once the applicable policies have been updated, go back to the **Dashboard** and click on **Publish Handbook**. Once you are directed to your employee handbook, click on **Publish**, as shown below, so that the handbook gets re-published within the handbook builder.

NEW JERSEY HANDBOOK

☐ Add Flag on Title Page
🖻 Preview
📖 Publish
🗑 Unpublish
Ⓔ
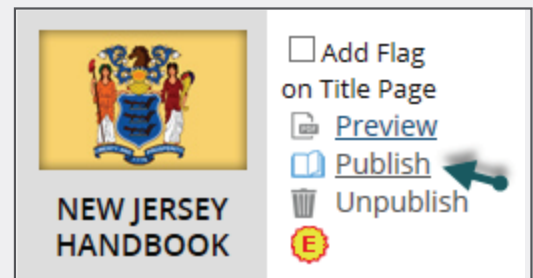
We recommend that clients distribute the updated handbook and/or updated policies, and that employees acknowledge receipt of the updated handbook in writing. The acknowledgement should be maintained in the employee's personnel file. The handbook can be printed via the handbook builder by accessing the Dashboard and clicking on **Print Handbook**. Please feel free to use the Acknowledgment form that is at the end of this instructional guide to give to your employees, along with the updated policy(ies).

HANDBOOK UPDATE ACKNOWLEDGEMENT

COMPANY NAME:

Because the Company's operations may change, the contents of these updates and the employee handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of these policy updates which supersede any versions of the same policy (as applicable).

I understand that the policies, rules and benefits described in these updates are subject to change at the sole discretion of the Company at any time.

I further understand that my employment remains terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of employment will alter "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in writing signed by the President or CFO of the Company.

I understand that my signature below indicates that I have received and am responsible for reading and understanding the policy updates and that I will contact my manager if I have any questions regarding these policy updates.

 The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file

Policy Name	Effective Date

_____
Employee Signature   Date

_____
Employee Name (print)