Electronic Employee File Documents in ADP

Pre-Employment team will re-categorize electronic employee file items into respective areas of ADP Vantage Document Cloud. Access permissions setup in ADP Vantage (MyADP) so that managers, HR and Compliance can access appropriate employee file items as needed. Any employee file questions can be sent to HR or taoperations@harmonycares.com for a new hire.

Document	Collected in ADP Pre-Employment Experience?	Document Name in ADP	Who Needs	Category > Subcategory	Access Permissions Mgr = Manager
I-9	Partial – Section 1 by new hire	I-9		Completed via ADP Electronic I-9 (ADP eI-9) which is connected to E-Verify, company-wide.	
W-4	Y – auto fills in ADP	Federal	Payroll	Auto fills in ADP	Not visible to Mgr in ADP
State Tax Withholding	Y – auto fills in ADP	State (Ex: Ohio) Pre-ADP Onboarding files: State Tax Withholding	Payroll	Auto fills in ADP	Not visible to Mgr in ADP
Direct Deposit	Y – auto fills in ADP	*Not a separate form.* Pre-ADP Pre-Employment files: Direct Deposit	Payroll	Auto fills in ADP	Not visible to Mgr in ADP
Emergency Contact	Y – auto fills in ADP	*Not a separate form.* Pre-ADP Pre-Employment files: Emergency Contact	HR & Office	Auto fills in ADP	Visible to Mgr in ADP direct in system, not a separate document
Handbook Acknowledgement	Y – separate doc	Handbook Acknowledgement	HR	Personnel File > Employee Handbook/Policy	Visible to Mgr in ADP
Combined Self-ID/EPD Form (New version)	Y – separate doc	Updated EPD and Self-ID Form	HR	Hiring > EEO Self Identification Form	Visible to Mgr in ADP
Signed Offer Letter (collected in iCIMS for non-clinician hires)	N – separate doc from iCIMS	Signed Offer Letter	HR, Payroll & Office	Personnel File > Offer Letter / Employment Agreement	Visible to Mgr in ADP
Signed Job Description (JD)	Y – separate doc	Job Description Year Ex: Hospice Aide 2024	HR & Office	Hiring > Job Description	Visible to Mgr in ADP
Remote Work Setup Approval	N – separate email	Payroll Approval	HR & Payroll	Hiring > Approvals	Visible to Mgr in ADP
Professional License/Cert	N – separate doc from iCIMS	Professional License/Certification	HR & Office	Personnel File > License/Certifications	Visible to Mgr in ADP
CPR	N – separate doc from iCIMS	CPR/BLS	HR & Office	Personnel File > License / Certifications	Visible to Mgr in ADP
Hepatitis B Form	Y – separate doc	Hep B Vaccination Form	HR	Confidential – Medical > Hepatitis B	Visible to Mgr in ADP
On Call Nurse Agreement (Hospice)	Y – separate doc	On Call Nurse Agreement	Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Troy Gym Waiver	Y – separate doc	Troy Fitness Center Waiver	HR	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
PA WC Required Notice (Pennsylvania hires)	Y – separate doc	Pennsylvania WC Act Form	HR	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP

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|					
Specimen Mislabeling Policy (Medical Assistants)	Y – separate doc	Specimen Mislabeling Policy	HR & Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Signed Contract & for past hires Exhibit C, if applicable (Clinician Hires)	N – separate doc from iCIMS	Signed Contract	HR, Office & Payroll	Personnel File > Offer Letter / Employment Agreement	Visible to Mgr in ADP
Professional Expectation Signature	Y – separate doc	Housecall Providers Professional Expectations	HR & Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
PDMP	Y – separate doc	Housecall Providers PDMP Attestation	HR & Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Electronic Signature Form	Y – separate doc	Housecall Providers Electronic Signature	HR & Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Non-solicitation & Confidentiality Agreement	Y – separate doc	Non-Solicit and Confidentiality Agreement	HR & Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Confidentiality of PHI (Hospice & Home Health)	Y – separate doc	Confidentiality of PHI and Medical Records Form	Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Agreement for Employee/Contractor Protection (Hospice)	Y – separate doc	Agreement for Employee/Contractor Protection of PHI	Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Baseline TB Risk Assessment	Y – separate doc	Baseline TB Risk Assessment	HR & Office	Confidential – Medical > TB / TB Related Forms	Visible to Mgr in ADP
TB Symptom Surveillance (if applicable)	Y – separate doc	TB Symptom Surveillance Form	HR & Office	Confidential – Medical > TB / TB Related Forms	Visible to Mgr in ADP
Shortened Symptom Screen for Mantoux	Y – separate doc	TB Symptom Screen	HR & Office	Confidential – Medical > TB / TB Related Forms	Visible to Mgr in ADP
QualityCounts (QC) Consents	N – separate doc from QC	• Background Consents • State Consent (WA, IL HCWR, OH, MI, IN)	HR	Hiring > Background Results / Background Consents	Not visible to Mgr in ADP
QualityCounts (QC) Background Report & results/clearance pages	N – separate doc from QC	• Background Report • FACIS • AHCA Result • OH FP • MI FP • IN FP • VA VSP • IL FP • IL Searches • TX Searches	HR	Hiring > Background Results / Background Consents	Not visible to Mgr in ADP
AHCA Attestation (Florida)	N – separate doc from QC	AHCA Consent and Attestation	HR	Hiring > Background Results / Background Consents	Not visible to Mgr in ADP
TB Result documentation/Chest X-ray (if applicable)	N – separate doc from QC/new hire	• TB Result – Step 1 • TB Result – Step 2 • TB Result – Blood • TB Result - CXR	HR & Office	Confidential – Medical > TB / TB Related Forms	Visible to Mgr in ADP
UDS	N – separate doc from QC	Pre-Hire UDS	HR	Confidential – Medical > Drug and Alcohol Testing	Not visible to Mgr in ADP
Physical result (if applicable)	N –	Pre-Hire Physical	HR	Hiring > Test Results not drug or alcohol	Not visible to Mgr in ADP

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	separate doc from QC				
Salary Calculator/Compensation Approvals	N – separate doc from iCIMS	Salary Calculator or Compensation Approval	HR	Hiring > Approvals	Visible to Mgr in ADP
Receipt of Items (Home Health Only – Post Hire Applicability)	Assigned – expectation Manager will monitor for completion post-hire	Home Health – Receipt of Items	Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Safe Working Practices Agreement (Home Health Only)	Y – separate doc	Home Health - Safe Working Practices Agreement	Office	Hiring > Role / State Specific Agreements	Visible to Mgr in ADP
Temp to Hire Approval	N – separate documentation	Temp to Hire Approval	Office	Hiring > Approvals	Visible to Mgr in ADP
Application / Resume	N – separate doc from iCIMS	Pre-ADP electronic files: Resume / Job application		Accessible via iCIMS (help video)	

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1. Go to ADP Vantage (MyADP).
2. Click **Hamburger icon in top left corner to expand menu if not already showing,** then click **Team** in ADP to view of an employee's electronic file documents stored within ADP (within user permissions to view).
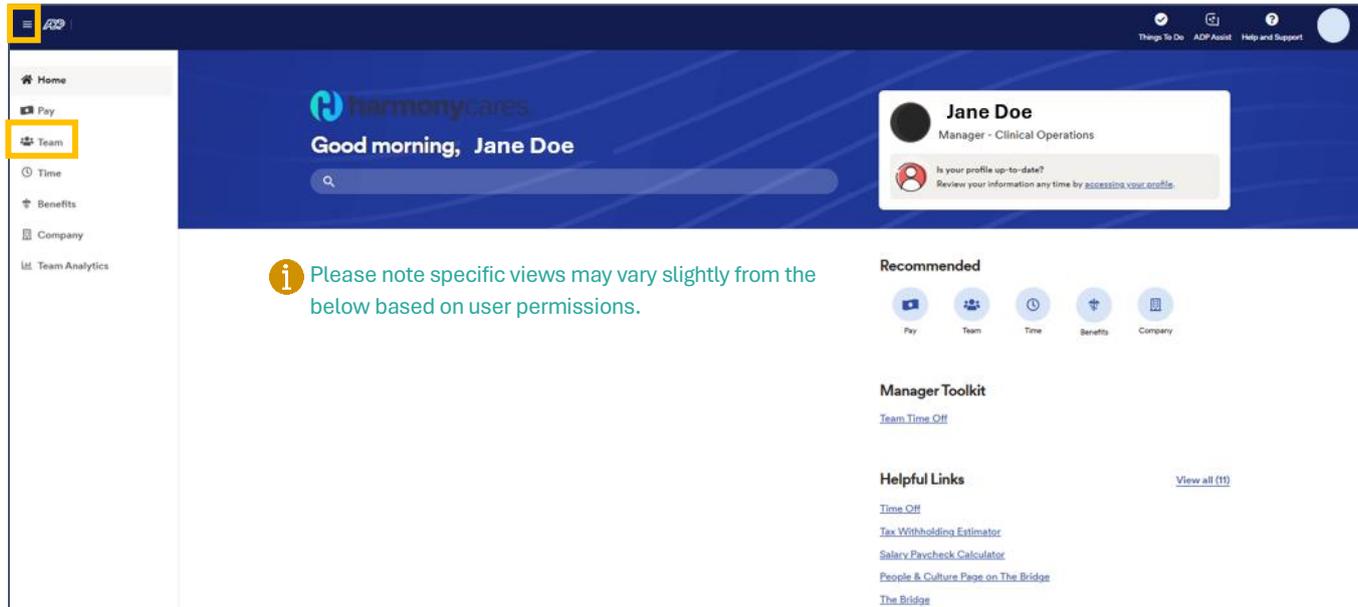
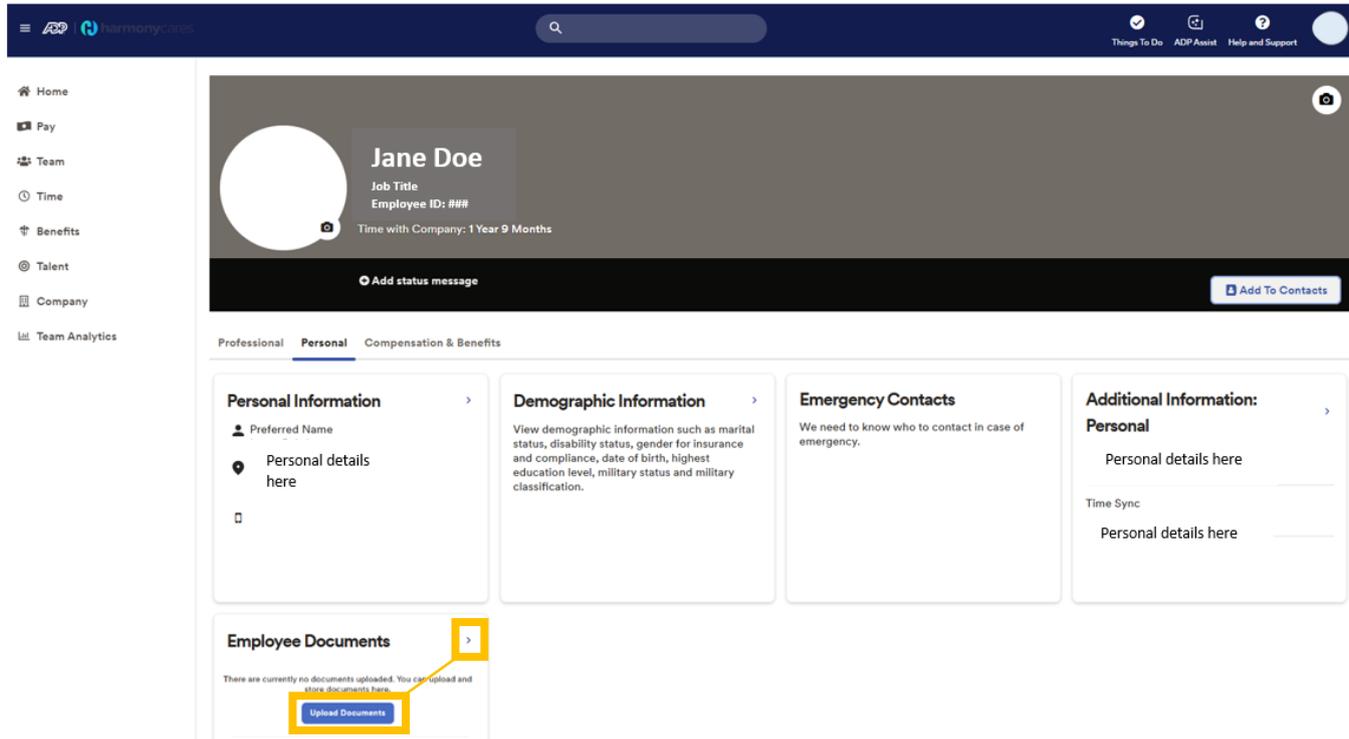
3. Click **blue name** of employee:
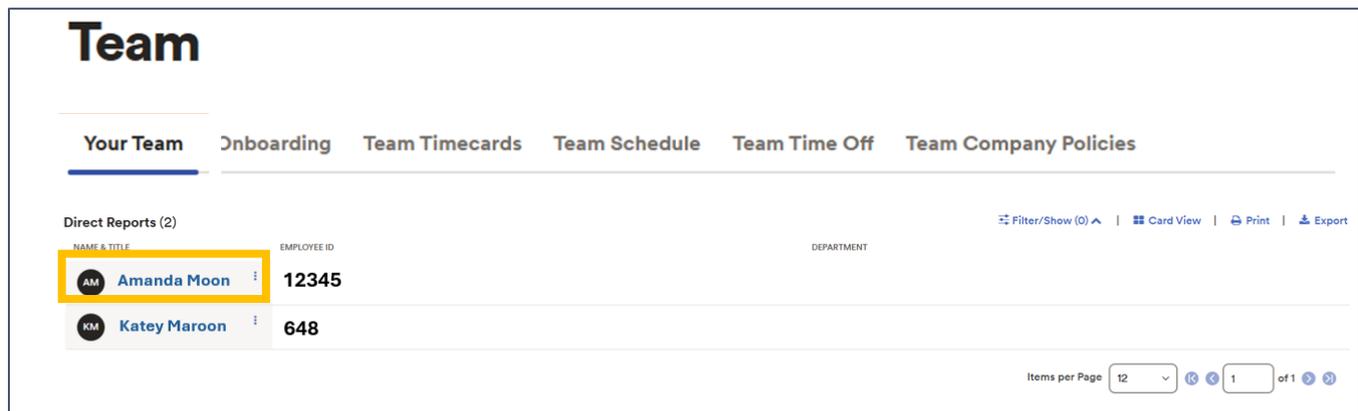
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4. Click **Personal**, then click arrow in top right corner of **Employee Documents** tile or name of document showing if file items already exist in Vantage to view/update/download. When no employee documents yet exist, will see **Upload Documents** button as option as well.

5. If clicked **Uploads Documents** pop-up will appear on screen. Drag and drop/search to find file would like to add. Update available fields accordingly. Any field with an asterisk is required. Categories available to your access will appear to select:

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View of existing file items, can select to export as needed: