

ADP Lyric HCM Frequently Asked Questions (FAQs)

Where can I find the recordings for the trainings?

You can find them here:

- [Supervisor Training](#)
- [Employee Training](#)
- [Student Training](#)

Where can I find the link to log in to ADP Lyric?

We will provide the ADP Lyric access link once the system is live and available for employee use.

How do I log in to ADP Lyric?

You will use the same credentials you use to access your UDMercy account (e.g., computer and email login) to sign into ADP Lyric.

If you are unsure of your login credentials, please submit a helpdesk ticket or email helpdesk@udmercy.edu for assistance.

Will I be able to login to Paylocity after July 1, 2026?

You may still be able to login to Paylocity with your credentials. The system will be used for records purposes only after July 1, 2026, and no changes or updates should be made to your personal information. If you need to make updates, please do so on the ADP Lyric platform.

Will I receive a W-2 statement from Paylocity or ADP?

You will receive a single W-2 for the 2026 tax year, and it will be issued through ADP Lyric. The W-2 will include all applicable earnings and tax information for the year, including information from before and after the transition to ADP Lyric.

When will I receive my first paycheck through ADP Lyric?

Your first paycheck processed through ADP Lyric will be issued on the July 10, 2026 pay date. If you have a direct deposit account, your pay will be deposited into your designated account on file.

Can I edit my personal information in ADP Lyric?

Yes. Employees will be able to review and update certain personal information in ADP Lyric, such as contact details and emergency contacts. However, some changes may require HR approval or may need to be submitted through a formal request, depending on the type of information being updated.

Where can I view my paystubs prior to 2026?

Historical paystubs will remain accessible in Paylocity until further notice, after which you must request records from HR.

If time off has already been approved in Paylocity for dates after June 22, will it need to be re-requested in ADP?

Yes. Employees will need to re-request any approved or pending time off requests after June 22, 2026. Employees should review their balances and scheduled time off once ADP Lyric goes live to confirm everything has been carried over accurately. If there are any discrepancies, please contact payroll@udmercy.edu.

Are screenshots available for viewing time-off balances (vacation/sick time) in Paylocity?

Employees are encouraged to take screenshots or save copies of their current time-off balances in Paylocity, including vacation and sick time balances, before the transition to ADP Lyric. This will allow you to compare your balances in Paylocity with the balances that are uploaded to ADP Lyric and help ensure the information is transferred correctly.

Is there a date when employees can verify that their time-off balances transferred from Paylocity to ADP Lyric accurately?

Yes. Employees will be able to review their transferred time-off balances in ADP Lyric beginning **June 22, 2026**. If there are any discrepancies, please email payroll@udmercy.edu for assistance.

How do I submit a new vacation request in ADP Lyric?

See [Associate User Guide for ADP Lyric HCM](#)

How do I update my tax withholding (W-4) in ADP Lyric?

See [Associate User Guide for ADP Lyric HCM](#)

How do I clock in and out in ADP Lyric?

See [Associate User Guide for ADP Lyric HCM](#)

Do I need to re-enroll in my health benefits?

No, you do not need to re-enroll in your health benefits unless you want to change plans. Your current coverage plans and payroll deductions will transfer automatically and remain active until the next open enrollment period in June 2026.

What if I am unable to attend an ADP Lyric training session as a manager or employee?

If you are unable to attend a scheduled training session, recorded sessions and training materials will be made available for review later. You will still be able to access the information needed to use ADP Lyric effectively, and additional support resources will be provided during and after the transition. Please email hr@udmercy.edu for questions.

Who do I contact if my first paycheck is incorrect in ADP Lyric?

Please review your paystub details in ADP Lyric first, then notify payroll of any calculation discrepancies at payroll@udmercy.edu as soon as possible.

Is there a mobile app available for ADP Lyric?

Yes. You can download the official app from the Apple App Store or Google Play Store to view paystubs and request time off.

Where can I find the ADP Lyric mobile app?

<https://apps.apple.com/us/app/adp-mobile-solutions/id444553167>

Do I need a registration code for the ADP Lyric mobile app?

Yes. The registration code is **universf0a-adp**.

Is there a user guide for the ADP Lyric mobile app?

Yes. [ADP Mobile App User Guide](#)

Manager Focus**Will employees and students receive training on ADP Lyric?**

Yes. Employees and students will receive training and resources to help them navigate and use ADP Lyric. Additional information regarding training materials, guides, and available support will be shared prior to the system launch.

If we have a job posting in Paylocity or Handshake, will the posting automatically appear in ADP Lyric? Will managers be able to view applicants in ADP Lyric like they do in Paylocity?

Job postings and applicant data will not automatically transfer from Paylocity or Handshake to ADP Lyric unless they are specifically included as part of the system migration. Any active job postings that need to continue after the transition may need to be recreated or migrated separately.

Managers will have access to recruiting and applicant information in ADP Lyric based on their assigned security roles and permissions. Additional information regarding the migration of active job postings, applicant data, and manager access will be communicated prior to the transition. If there are active recruitments in progress, please contact Human Resources for guidance on how those postings will be handled.

How Do I View and Approve Employee Timecards in ADP Lyric?

See Manager User Guide for ADP Lyric HCM

How Do I Approve or Decline a Time Off Request in ADP Lyric?

See Manager User Guide for ADP Lyric HCM

How do I delegate timecard approvals in my absence?

See Manager User Guide for ADP Lyric HCM

Will there be a way to run historical reports in ADP Lyric on late or missing punches for employees?

Yes. ADP Lyric will include reporting functionality that allows users to run historical reports, including reports on late or missing punches. Access to these reports will depend on user roles and permissions, and additional details on available report options will be provided during training and implementation.

