

Employee Guide

Mid-Period Review - Touch Point

1.

Log in to ADP Talent

- You will receive an **email** when your supervisor initiates your mid-period review touchpoint.

A ADP-Talent@adp.com Scheduled Touchpoint Feedbac... 12:06 PM

- **Access the System:**

- [ADP Talent](#)
- Sign in using your K-State Single Sign-On (SSO) credentials

2.

Navigate to Talent

From the home screen choose **Talent**.

 Home

If you supervise others click the **You** tab.


 Time

Select the touchpoint

Touchpoints

 Talent

listed on the right to open the touchpoint.

Mid-Period Check-In-Mid-Period Review Version 2 Test
Started On Apr 02, 2026
 With Employee

3.

Touchpoint Comments

Review your supervisor's comments.

At the bottom of the form, enter your comments.

If you do not have any comments, enter "No comments."

Click **Submit** to complete the process.