

Employee Guide

On-Demand Touchpoints

Requesting a Touchpoint

1.

Log in to ADP Talent

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

2.

Request a Touchpoint

From the home screen choose **Talent**. Select **Request Touchpoint** to request a touchpoint with your supervisor.

 Home

 Time

 Talent



Important: Selecting **Request Touchpoint** takes immediate action and cannot be undone.

3.

Review your Supervisor's Feedback

Your supervisor will be notified that they need to complete the Touchpoint as soon as you request it. After your supervisor submits the Touchpoint, it will move back to you for your feedback. Add any comments you have and submit to close the Touchpoint

Touchpoint

Conversation Summary

Please summarize the main points of the conversation, including:

A: Erika recently completed web cms training as part of her position.

Q: Action Items / Next Steps

Optional: Document any agreed-upon actions, responsibilities, and deadlines.

A: Erika will now be able to help maintain the website.

Employee Feedback

Enter comments to respond to your manager's feedback

ADD COMMENT*

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Important Reminders

- If an On-Demand Touchpoint is currently with your manager for review, the 'Request Touchpoint' option will not be available.