

Supervisor Guide

On-Demand Touchpoints

Initiating 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.

Initiate Touchpoint

From the home screen choose **Talent**.

 Home

Find the employee you want to have a Touchpoint with and select **Initiate**

 Time

Touchpoint.

 Talent

Important: Selecting **Initiate Touchpoint** takes

immediate action and cannot be undone.

Touchpoints

Employee/Supervisor Check-In (On-Demand Touchpoint) V2-OnDemand-Jul 23, 2026
Started On Jul 23, 2026
 With You



3.

Complete the Questions

A new Touchpoint will appear in the employees record.

Open the touchpoint to **add your comments**. When you are finished select **"Submit"**.

Questions

Question 1 *

Primary Topic

Please tell us what the areas is of the primary topic of the this check-in. Your answer

- Development & Growth
- Goals & Coaching
- Projects



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4.

Next Steps

After you submit the Touchpoint:

1. The employee reviews your comments.
2. The employee completes their portion of the Touchpoint.
3. The employee submits their feedback.
4. The Touchpoint is completed.

Recall a Touchpoint

If you need to make changes to a submitted touchpoint, select Recall to bring the touchpoint back for updates.

Recall

Important Reminders

- Initiate Touchpoint is only available when you do not already have an active On-Demand Touchpoint awaiting your review.
- You can only have one active On-Demand Touchpoint at a time.
- Initiate Touchpoint takes immediate action and cannot be undone.
- If an employee accidentally requests a Touchpoint, you can either ignore the request, or complete the Touchpoint using 'N/A' as your feedback.