

ADP

Instruction Manual

for Students

August 2018

Students,

This instruction manual has been created to assist you with completing your timecard. These instructions should help you navigate the ADP system more easily.

The pay period for work study students is now biweekly! You are paid every other Thursday. We do NOT print checks, we only use direct deposit or the new ALINE debit card. Your supervisor must approve your timecard by 9am the day following the end of the pay period.

New Biweekly Payroll for Students 2018-2019 Academic Year			
PERIOD START	PERIOD END	TIME SHEET APPROVED BY	DIRECT DEPOSIT DATE
8/3/18	8/16/18	8/17/18	8/23/18
8/17/18	8/30/18	8/31/18	9/6/18
8/31/18	9/13/18	9/14/18	9/20/18
9/14/18	9/27/18	9/28/18	10/4/18
9/28/18	10/11/18	10/12/18	10/18/18
10/12/18	10/25/18	10/26/18	11/1/18
10/26/18	11/8/18	11/9/18	11/15/18
11/9/18	11/22/18	11/26/18	11/29/18
11/23/18	12/6/18	12/7/18	12/13/18
12/7/18	12/20/18	12/21/18	12/27/18
12/21/18	1/3/19	1/4/19	1/10/19
1/4/19	1/17/19	1/18/19	1/24/19
1/18/19	1/31/19	2/1/19	2/7/19
2/1/19	2/14/19	2/15/19	2/21/19
2/15/19	2/28/19	3/1/19	3/7/19
3/1/19	3/14/19	3/15/19	3/21/19
3/15/19	3/28/19	3/29/19	4/4/19
3/29/19	4/11/19	4/12/19	4/18/19
4/12/19	4/25/19	4/26/19	5/2/19
4/26/19	5/9/19	5/10/19	5/16/19
5/10/19	5/23/19	5/24/19	5/30/19
5/24/19	6/6/19	6/7/19	6/13/19

The manual includes the following instructions:

- Logging into the ADP system
- Clocking In and Out

If you have any questions throughout the process, please feel free to contact the payroll department for assistance.

Payroll Department Personnel:

Diane Cobb Ext. 3253 diane.cobb@wilson.edu

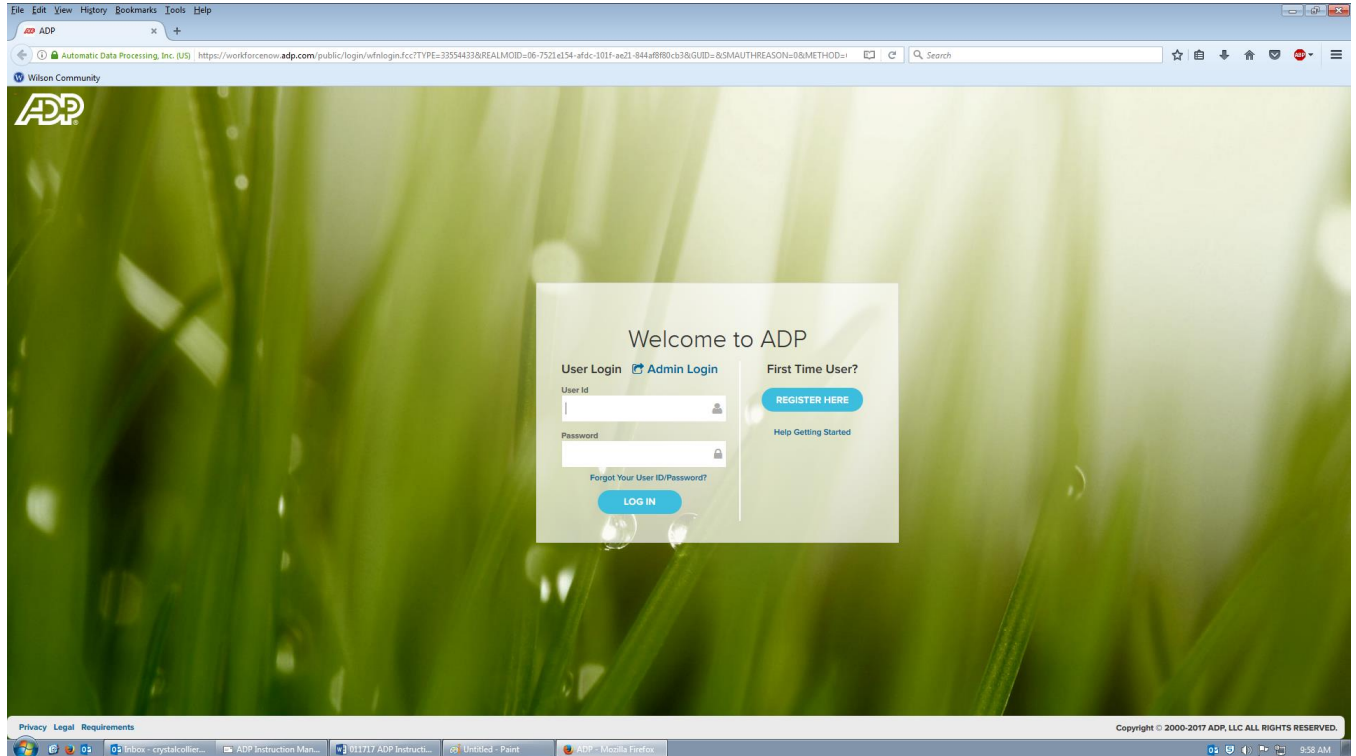
Financial Aid Office Personnel:

Heather Ellerbrock Ext. 3192 heather.ellerbrock@wilson.edu

Chris Knouse Ext. 3224 chris.knouse@wilson.edu

Logging into the ADP System

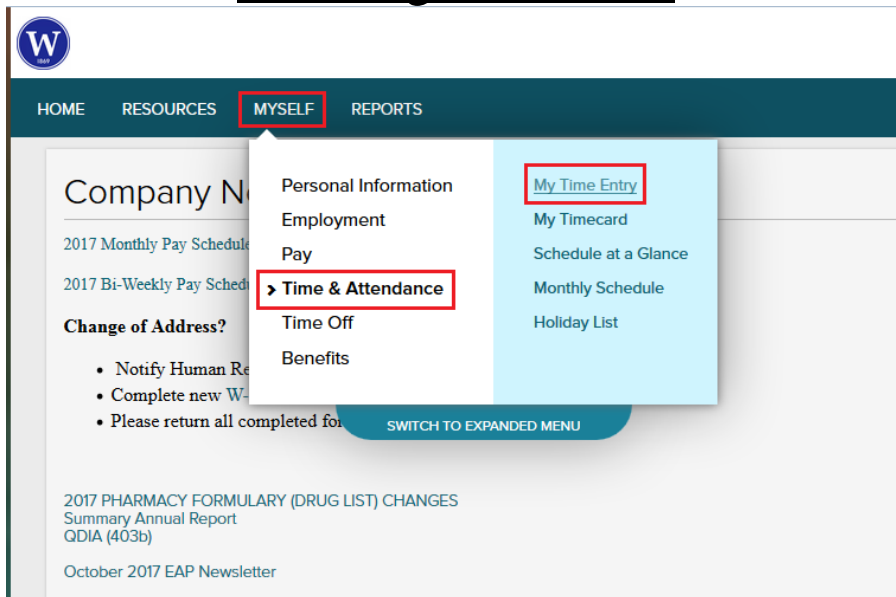
ADP website: <https://workforcenow.adp.com>



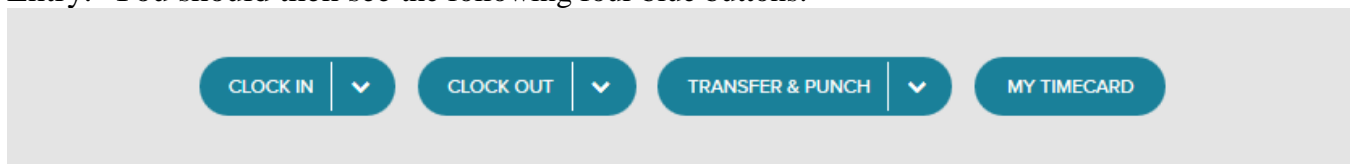
User ID: AName@wilsonc
(the first initial of your first name and your full last name @wilsonc – be sure to put the “c” after Wilson. For example: Bob Smith would be BSmith@wilsonc)

Password: The original password is provided by ADP, you should have received an email from **SecurityServices_NoReply@adp.com** with a temporary password for you to login. You must change the password the first time you login to ADP.

Clocking In and Out



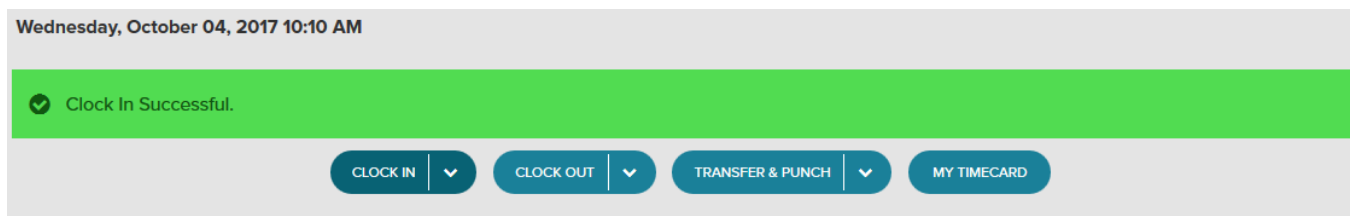
Step 1: Click on the links (highlighted in red): Myself → Time and Attendance → My Time Entry. You should then see the following four blue buttons:



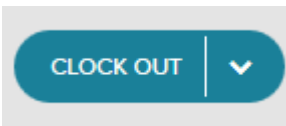
Step 2: To Clock In: Select the “Clock In” blue button



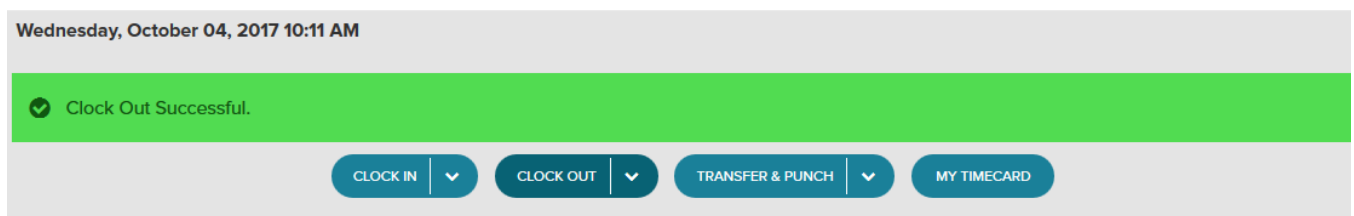
You should receive the following message.



To Clock Out: Select the “Clock Out” blue button

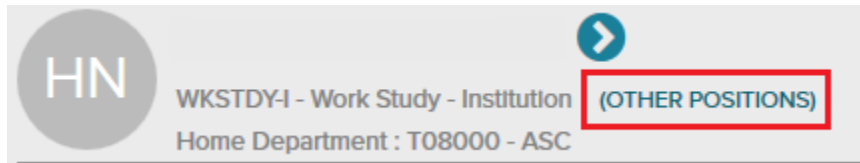


You should receive the following message.

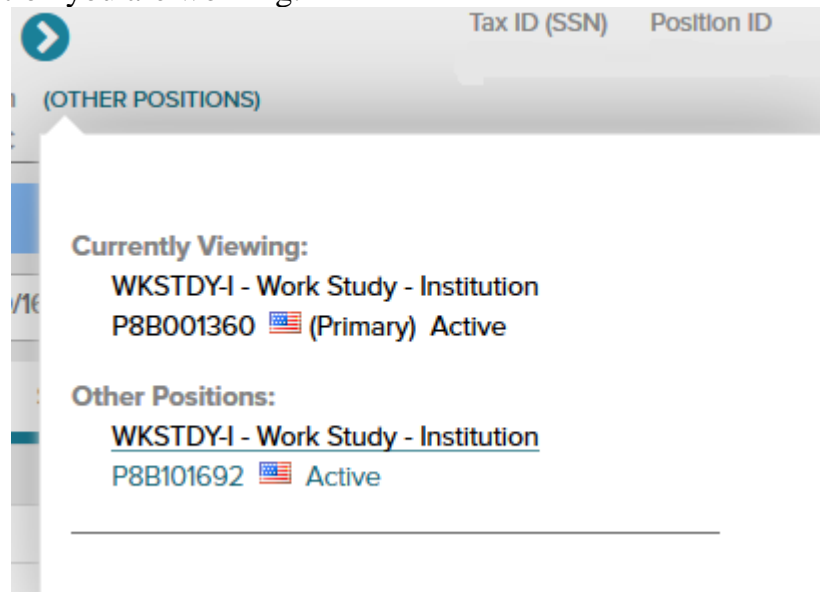


Students Working More Than 1 Job

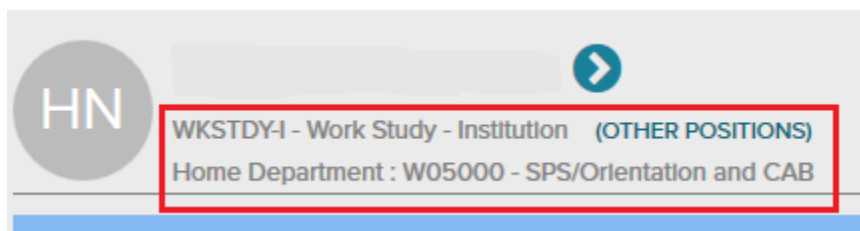
If you work more than one job, in two or more departments, you must make sure you are logging your time for the correct job you are working. Next to your name on the “My Time Entry” page, you should have a link titled “OTHER POSITIONS.”



When you click on the “OTHER POSITIONS” link, it will load a pop-up window where you can select the position you are working.



To verify which department you have selected, look at the “Home Department” listed below your name.

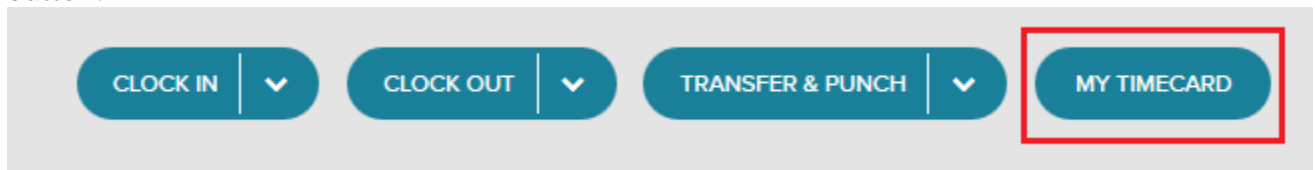


REMEMBER TO ALWAYS VERIFY YOUR DEPARTMENT BEFORE CLOCKING IN OR OUT.

When you have verified that you have the correct department selected, you may proceed to clock in or out.

Keeping Track of your Hours

It is the student's responsibility to keep track of the number of hours worked. Your hours worked for each week and the time period can be viewed by selecting the "My Timecard" button.



Your time card will look something like this:

Timecard		Totals	Schedule	Time Off Balances				
APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	COST NUMBERS	DAILY TOTALS	
<input type="checkbox"/>	Sat 09/16	-		0.00	R07000	10-0000010-506004	0.00	
<input type="checkbox"/>	Sun 09/17	-		0.00	R07000	10-0000010-506004	0.00	
<input type="checkbox"/>	Mon 09/18	10:32 AM - 12:02 PM		1.50	R07000	10-0000010-506004	1.50	
<input type="checkbox"/>	Tue 09/19	10:31 AM - 12:01 PM		1.50	R07000	10-0000010-506004	1.50	
<input type="checkbox"/>	Wed 09/20	10:30 AM - 12:02 PM		1.53	R07000	10-0000010-506004	1.53	
<input type="checkbox"/>	Thu 09/21	10:00 AM - 11:31 AM		1.52	R07000	10-0000010-506004		
<input type="checkbox"/>	09/21	05:31 PM - 07:32 PM		2.02	R07000	10-0000010-506004	3.53	
WEEK 1 TOTALS							8.07	
APPROVE	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	COST NUMBERS	DAILY TOTALS	
<input type="checkbox"/>	Fri 09/22	-		0.00	R07000	10-0000010-506004	0.00	
<input type="checkbox"/>	Sat 09/23	-		0.00	R07000	10-0000010-506004	0.00	
<input type="checkbox"/>	Sun 09/24	-		0.00	R07000	10-0000010-506004	0.00	
<input type="checkbox"/>	Mon 09/25	10:30 AM - 12:00 PM		1.50	R07000	10-0000010-506004	1.50	
Pay Period (19.70)		Week 1 (8.07)	Week 2 (8.00)	Week 3 (3.63)	Week 4 (0.00)	Week 5 (0.00)		

Please verify that you have an "In" and "Out" time for each day you worked.

If you work more than one job, you will need to verify a timecard for each position.

Changes to the Timecard

If there is an error in your timecard such as a **Missed Punch** (*forgot to clock in or clock out during a shift*) or an **Incorrect Punch** (*clocked in when you should have clocked out or vice versa*), please contact your Supervisor immediately. The Supervisor must make any and all changes to your timecard.