

Employee Guide

ADP Workforce Now

Registration and Time & Attendance

Your employer is changing payroll systems and you need to register to be able to record your time, view paystubs, edit your benefits and many more features.

ADP Workforce Now provides you with swift and convenient access to your personal and pay information. In this system, you can do the following and more:

- View and update your contact information
- View and update your emergency contacts and dependent information.
- View your pay statement and update w-4.
- View your paid time off information.
- Update/Activate your mobile phone numbers and email address to receive security notifications from ADP.

Log into ADP Workforce Now

If you are logging in for the first time, you will need to register as a new user using the instructions below. Please login and look around the system as soon as possible.

- If you will be clocking in/out of work using ADP system, you will do so beginning **Sunday, December 24th** (although most employees will be on Christmas break at that time).
- If you will be recording your daily hours on an electronic timecard, you will do so no later than **Monday, January 9th** for the pay period dated December 24th – January 6th. (or sooner if your local management requires it).
- The first paycheck from the ADP system will be on Friday, January 13th.

Register using the following information:

1. Visit: **<https://workforcenow.adp.com/>**
2. Select 'CREATE ACCOUNT'
3. Select 'I HAVE A REGISTRATION CODE'
4. Enter **rcdoc-DOC1820** and Continue
5. Enter required fields to complete registration. Please be sure to use your legal First and Last Name

Then you will need to choose a verification method

You should know in advance, the verification methods available to you are dependent on how well your record has been maintained in PrimePay.

You have most likely have two verification options available to you based on the information you provided when you were hired.

1. **Email** - They will send you an email to verify your identity to the email listed. The listed email address may not be correct for you. If not, that is ok. You'll be able to change it on one of the very next screens. If this is the case, you will likely need to verify with mobile number.
2. **Mobile Number** - Similarly, it may be wrong or even blank if you didn't enter it into Prime Pay. If it's a number that looks good, use it to register. You should also be able to add it, or even change it, to choose the number you want to register with. In most cases, this is your only other option available at this time and you will need to seek further assistance to get registered.

If neither of these options seem to work for you, contact Haley Ball for assistance at hball@charlestdiocese.org.

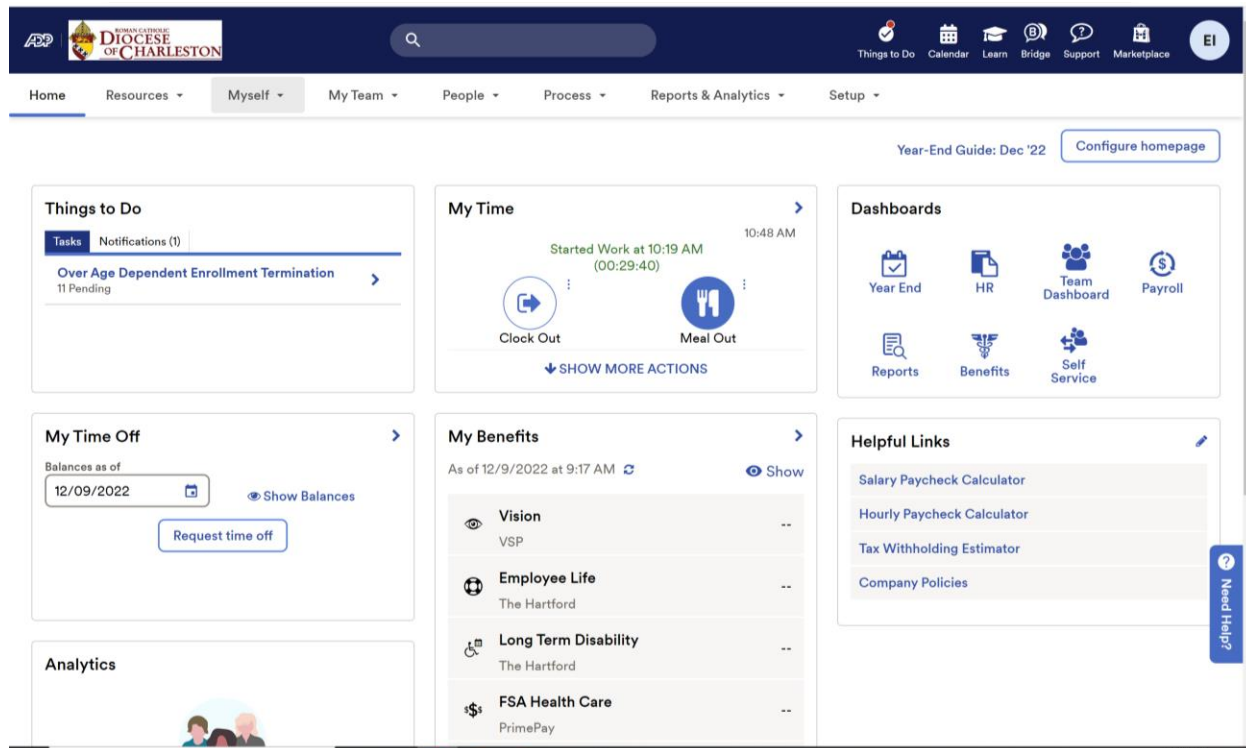
Once you are registered, please see below for additional information on recording your time in the ADP system.

Time & Attendance

Directions on how to access your timecard

Once you are logged in, you will see this home screen.

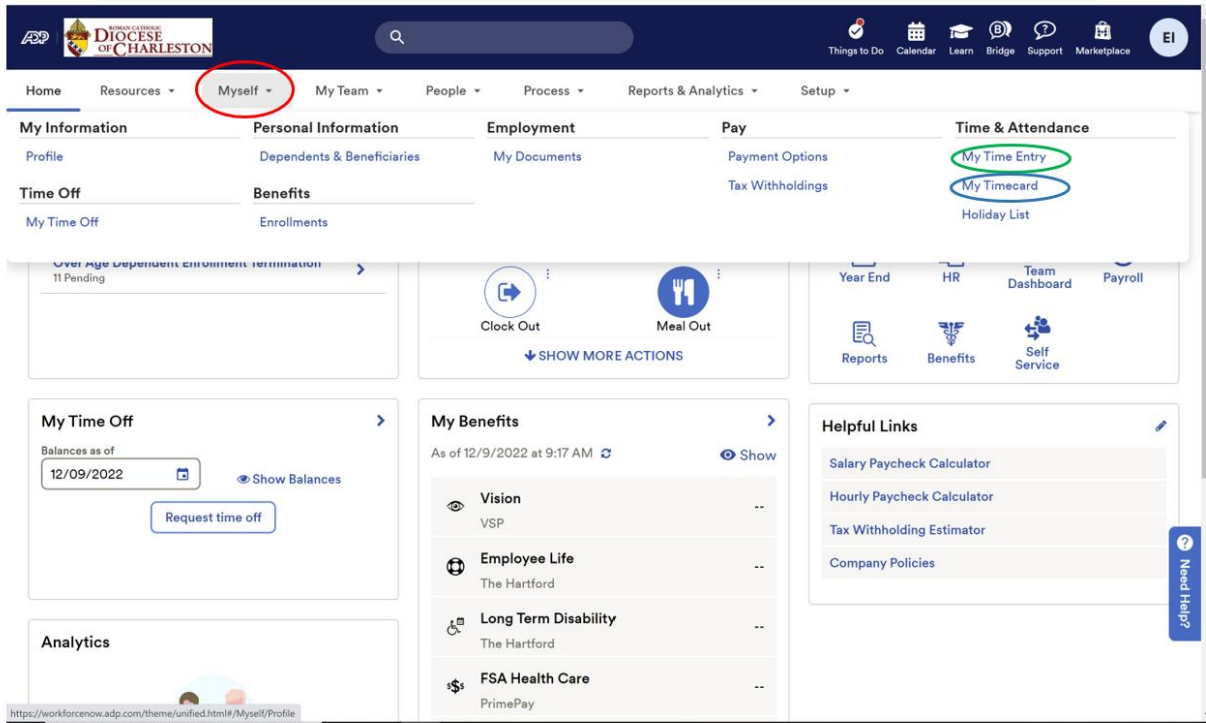
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To access your Time & Attendance options, click on 'Myself' to reveal the drop down menu

- If you will be clocking in & out using the ADP system, click on 'My Time Entry' (circled in green)
- If you will be recording your daily hours, click on 'My Timecard' (circled in blue)

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For ONLY those employees that are required to clock in & out in the ADP system (You will have been informed by your local management if this is the case)

Once you've clicked on 'My Time Entry' as shown above, the following screen will appear

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My Time Entry ?

Home Resources ▾ **Myself ▾** My Team ▾ People ▾ Process ▾ Reports & Analytics ▾ Setup ▾

Things to Do Calendar Learn Bridge Support Marketplace EI

Tax ID (SSN) Position ID

Today's Activities

Friday, December 09, 2022 10:56 AM

Clock In ▾ Clock Out ▾ Meal Out ▾ Meal Return ▾ My Timecard

| | |
|-------------|---------------------|
| Clocked In | 12/09/2022 10:19 AM |
| Meal Out | 12/09/2022 10:19 AM |
| Clocked Out | 12/09/2022 10:19 AM |

12/09/2022 ? Need Help?

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Each day, you will Use the blue buttons Clock In, Meal Out, Meal Return and Clock Out

You can view your Timecard by clicking 'My Timecard'

Once you have Clocked in / out for the entire pay period, your Supervisor will then be able to go in and approve your time for payroll processing.

You are finished!

For ONLY those employees that will be recording daily hours (or recording only paid benefit time used)

Once you've clicked on 'My Timecard' as shown above, the following screen will appear

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My Timecard ?

EI

Tax ID (SSN)

Position ID

Current Pay Period

11/26/2022

12/9/2022

Find

| Timecard | | Totals | Schedule | Time Off Balances | | |
|----------|--------|----------|---------------|-------------------|--------------|------------------|
| | Week 1 | Pay Code | Hours | Department | Daily Totals | REGULAR OVERTIME |
| Sat | 11/26 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Sun | 11/27 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Mon | 11/28 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Tue | 11/29 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Wed | 11/30 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Thu | 12/01 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Fri | 12/02 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| | | | Week 1 Totals | | 0.00 | 0.00 0.00 |

Pay Period (0.00)
Week 1 (0.00)
Week 2 (0.00)

Save

Refresh

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To make entries for hours worked, click in the 'Hours' column for each day and type the number of hours worked.

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My Timecard ?

EI

Tax ID (SSN)

Position ID

Current Pay Period

11/26/2022

12/9/2022

Find

| Timecard | | Totals | Schedule | Time Off Balances | | |
|----------|--------|----------|---------------|-------------------|--------------|------------------|
| | Week 1 | Pay Code | Hours | Department | Daily Totals | REGULAR OVERTIME |
| Sat | 11/26 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Sun | 11/27 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Mon | 11/28 | | 8.00 | 000619 | 8.00 | 0.00 0.00 |
| Tue | 11/29 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Wed | 11/30 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Thu | 12/01 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| Fri | 12/02 | | 0.00 | 000619 | 0.00 | 0.00 0.00 |
| | | | Week 1 Totals | | 8.00 | 0.00 0.00 |

Pay Period (0.00)
Week 1 (0.00)
Week 2 (0.00)

Save

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To make entries for Vacation, Sick or PTO, click on the 'Pay Code' column and a drop down list of options will appear. Choose the correct option and then enter the number of hours in the 'Hours' column.

ADP Diocese of Charleston

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My Timecard ?

Current Pay Period: 11/26/2022 to 12/9/2022 [Find](#)

Timecard Totals Schedule Time Off Balances

| Week 1 | Pay Code | Hours | Department | Daily Totals | REGULAR | OVERTIME |
|---------------|----------------------------------|---------------|------------|--------------|---------|----------|
| Sat 11/26 | | 0.00 | 000619 | 0.00 | 0.00 | 0.00 |
| Sun 11/27 | | 0.00 | 000619 | 0.00 | 0.00 | 0.00 |
| Mon 11/28 | | 0.00 | 000619 | 0.00 | 0.00 | 0.00 |
| Tue 11/29 | <input type="text" value="PTO"/> | 0.00 | 000619 | 0.00 | 0.00 | 0.00 |
| Wed 11/30 | PTO | Paid Time Off | | 0.00 | 0.00 | 0.00 |
| Thu 12/01 | SICK | Sick | | 0.00 | 0.00 | 0.00 |
| Fri 12/02 | VACATION | Vacation | | 0.00 | 0.00 | 0.00 |
| Week 1 totals | | | | 8.00 | 0.00 | 0.00 |

Pay Period (0.00) Week 1 (0.00) Week 2 (0.00)

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When entries are complete, click Save.

(See below for more information on how to add both work time and PTO/sick/vacation time in the same day)

If you've successfully completed your timecard, a message will appear at the bottom that says 'Operation Successful'.

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My Timecard ?

EI

Tax ID (SSN)

Position ID

Current Pay Period

11/26/2022

12/9/2022

Find

Timecard

Totals

Schedule

Time Off Balances

| | Week 2 | Pay Code | Hours | Department | Daily Totals | REGULAR | OVERTIME |
|---------------|--------|----------|-------|------------|--------------|---------|----------|
| Sat | 12/03 | | 0.00 | 000619 | 0.00 | 0.00 | 0.00 |
| Sun | 12/04 | | 0.00 | 000619 | 0.00 | 0.00 | 0.00 |
| Mon | 12/05 | | 8.00 | 000619 | 8.00 | 8.00 | 0.00 |
| Tue | 12/06 | | 8.00 | 000619 | 8.00 | 8.00 | 0.00 |
| Wed | 12/07 | | 8.00 | 000619 | 8.00 | 8.00 | 0.00 |
| Thu | 12/08 | | 8.00 | 000619 | 8.00 | 8.00 | 0.00 |
| Fri | 12/09 | | 8.00 | 000619 | 8.00 | 8.00 | 0.00 |
| Week 2 Totals | | | | | 40.00 | 40.00 | 0.00 |

Pay Period (80.00)

Week 1 (40.00)

Week 2 (40.00)

Save

Refresh

Operation Successful.

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If you need to delete time, or enter additional time (ie: both vacation and work time in the same day), click on the menu button beside the day as shown below. A drop down menu will appear and you can choose to delete the row, add a blank row, etc.

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The screenshot shows the ADP My Timecard interface. At the top, there's a navigation bar with the ADP logo and the Diocese of Charleston. Below that, a search bar and various icons for Things to Do, Calendar, Learn, Bridge, Support, and Marketplace are visible. The main header includes 'My Timecard' with a help icon, and fields for Tax ID (SSN) and Position ID. A 'Current Pay Period' dropdown is set to 11/26/2022 to 12/9/2022, with a 'Find' button. The main table has columns for Timecard, Totals, Schedule, and Time Off Balances. The table shows days from Saturday 11/26 to Sunday 11/27, with hours recorded for Monday 11/28 and Tuesday 11/29. A red circle highlights the 'Add Blank Row' option in the left-hand menu, with a red arrow pointing to it and the text 'Click here'. The table also shows 'Week 1 Totals' and 'Week 2 (40.00)'.

You must add a second row for a given day if you would like to record a mix of sick and time worked. One row for the sick hours and one row for the vacation hours.

If you receive an error message, try to resolve it by reviewing the highlighted areas. In some cases, you may need to delete the entire row to reset it.

If you have any questions or issues from this information, please contact Haley Ball, HR Coordinator at hball@charlestandioocese.org

Q/A on ADP security access

Q: Why must I verify my identity with an email or mobile number?

A: Verifying your identity in this manner is a form of Two-Factor authentication - a security practice that is amongst the most secure available. ADP is committed to safeguarding your information to protect you from fraud due to identity theft.

Using the ADP Mobile Application

ADP has a mobile App which functions much in the same way as the website.

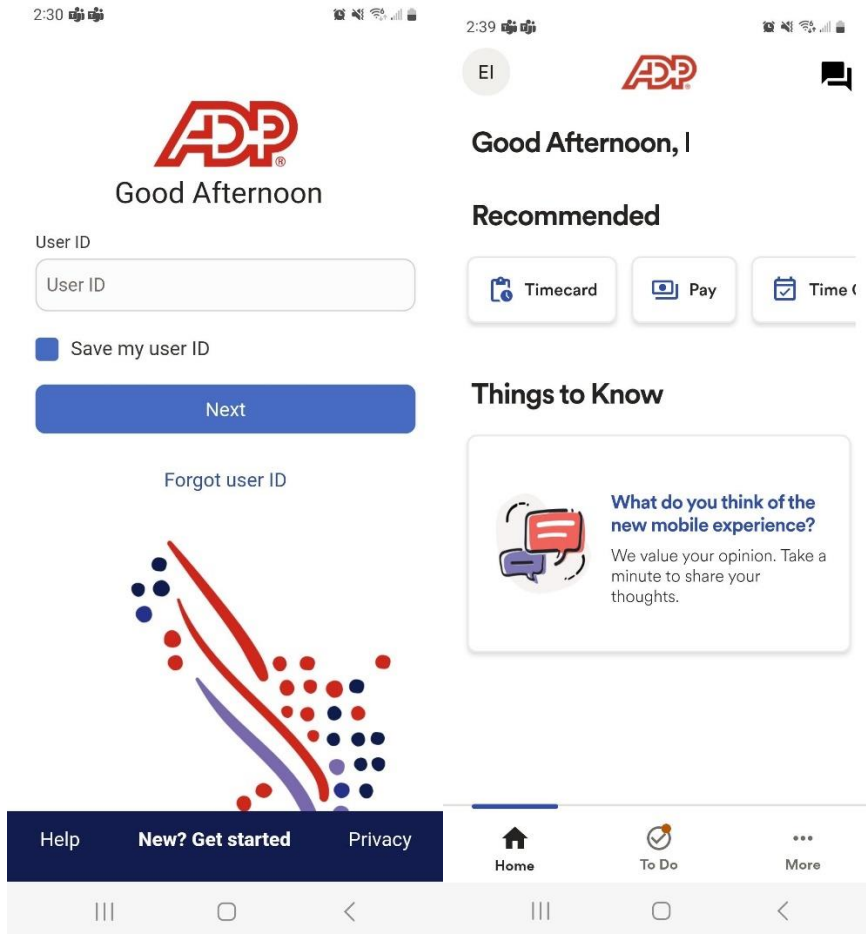
Download the ADP Mobile App in your phone's AppStore or PlayStore. Once downloaded, open the app and sign in; your username and password will be the same as it is when logging in

on a computer. If you have forgotten your password, click 'forgot password' to reset. You can view and edit your timecard using the mobile application.

Accept Terms and Conditions

Follow the set up tips

Touch Timecard



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2:45

Timecard

Pay Period

Current Pay Period

Pay Period Summary

11/26/2022 - 12/09/2022

80.00 Total Hours

Pay Code Summary

Weekly Summary

SAT

26

+ Add entry

SUN

27

+ Add entry

MON

8.00 HRS

8.00

2:46

Timecard

Saturday, November 26, 2022

Time Entry

Add Comment

Pay Code

Please Select

Hours

hh.hh

Transfer

Department

Please Select

Export QR/NFC

Read QR/NFC

Prev Day

Next Day

Save