



## First Time Users: Setting Up Your Account ADP Online Payroll Instructions

Log onto: <https://workforcenow.adp.com> (must type exactly)

OR

Visit the [www.NWSRA.org](http://www.NWSRA.org) website:

- Click on Staff & Volunteer Portal Tab at the top right of the page



[Home](#) [About](#) [Programs](#) [SLSF](#) [Jobs/Volunteering](#) [Contact Us](#) [Staff/Volunteer Portal](#)

NWSRA exists to provide outstanding recreation for children and adults with disabilities



Celebrate Ability

- Click on – ADP online payroll, forms and policies



[Home](#) [About](#) [Programs](#) [SLSF](#) [Jobs/Volunteering](#) [Contact Us](#) [Staff/Volunteer Portal](#)

NWSRA exists to provide outstanding recreation for children and adults with disabilities



### Staff and Volunteer Portal

#### Quick Links

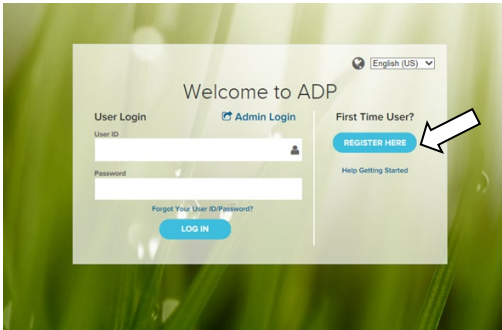
- [Online Policies and Procedures test](#)
- [ADP online payroll, forms and policies](#)
- [ADP first time user account setup instructions](#)
- [List of acceptable I-9 documentation](#)
  - [I-9 instructions](#)



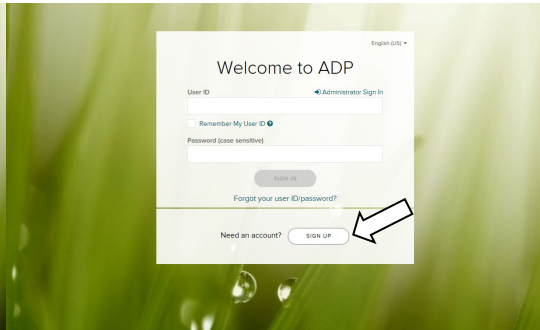
This will direct you to either the

C:\Users\brians\Desktop\11 ADP Online Payroll Instructions 3.26.19.doc

## ADP Welcome Page:



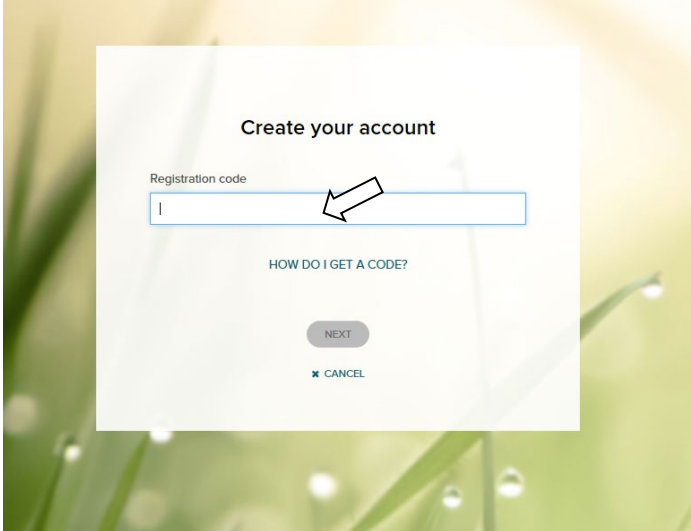
## ADP Log In Page:



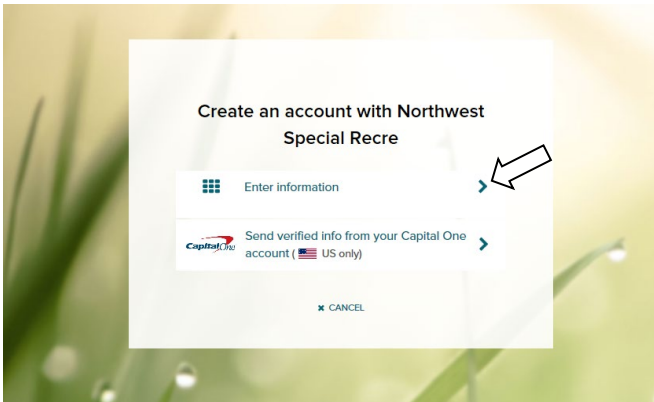
Click on the “Register Here” button located under “First Time User?”

At the bottom it says Need an account? Click the SIGN UP button next to it.

Step 1: Type in the Registration Code: nwsra-28482848. Click Next.



Click Enter Information.



Step 2: Enter your First Name, Last Name, Last 4 Digits of your Social Security Number (SSN). Then enter your Birth Month and Day. Click Continue.

**Identify yourself**

First name \*

Last name \*

Last 4 Digits of SSN, EIN, or ITIN \*

Birth month and day \*

Month Day

CONTINUE

CANCEL

Step 3: On this screen, enter your User ID (**VERY IMPORTANT- first initial and last name@nwsra- so John Smith would be jsmith@nwsra**). *Do not pick your own user name.* Then create your password by entering it in the Password area. Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Once you have created your password up to these standards, click Next at the bottom of the screen.

**ADP**

**Register for ADP Services**

**Step 3 of 7: Get User ID & Password**

**Step 1** Begin Registration

**Step 2** Verify Identity

**Step 3** Get User ID & Password

**Step 4** Select Security Questions

**Step 5** Enter Contact Information

**Step 6** Enter Activation Code

**Step 7** Review and Submit

**Create Your User ID**

User ID must be at least 4 characters long and may contain letters, numbers, and/or these 4 special characters (- @ \_ .). User ID is not case sensitive.

User ID: \*

**Create Your Password**

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive. It is recommended that passwords be 12 or more characters and contain a mix of upper case and lower case letters, numbers, and special characters.

Password: \*

Confirm Password: \*

First Initial&Last Name@nwsra

Step 4: Select your Security Questions and Answers by clicking the down arrow next to each question box. Then provide your answer for each question in the answer box. Click Next at the bottom of the screen.



**Register for ADP Services**

**Step 6 of 7: Enter Activation Code**

An activation code has been sent to your email address and mobile phone numbers you selected. Activate your contact information now to ensure that they are in service and can be used to reach you.

Note: If you want to activate later or you did not receive your activation code(s), you may skip this step. Follow the instructions in your registration confirmation email to activate at your earliest convenience.

Activation Code:

Activation Code:

Note: You may need to wait longer for an activation code to arrive by email. There can be a delay due to Internet traffic, your service provider, firewalls, etc. If you request a new activation code, the activation code previously issued to you will expire and become invalid even if it has not arrived.

Didn't receive a code? [Send a new activation code.](#)

Step 7: Review your information. If you have to make changes to the information, use the navigation options on the left of the page to revisit the appropriate page and make the changes. Once you are finished, click “Done” to confirm and continue. You will then be directed to a page where you can log in to your account using your username and password that you created.

**Register for ADP Services**

**Step 7 of 7: Review and Submit**

Review the information on this page; click Done to confirm and continue. To make changes, use the left navigation options or click Previous.

User ID:

**Security Questions and Answers**

Question 1:   
Answer 1:

Question 2:   
Answer 2:

Question 3:   
Answer 3:

**Contact Information**

Work:  Notification Activated

Work Phone:

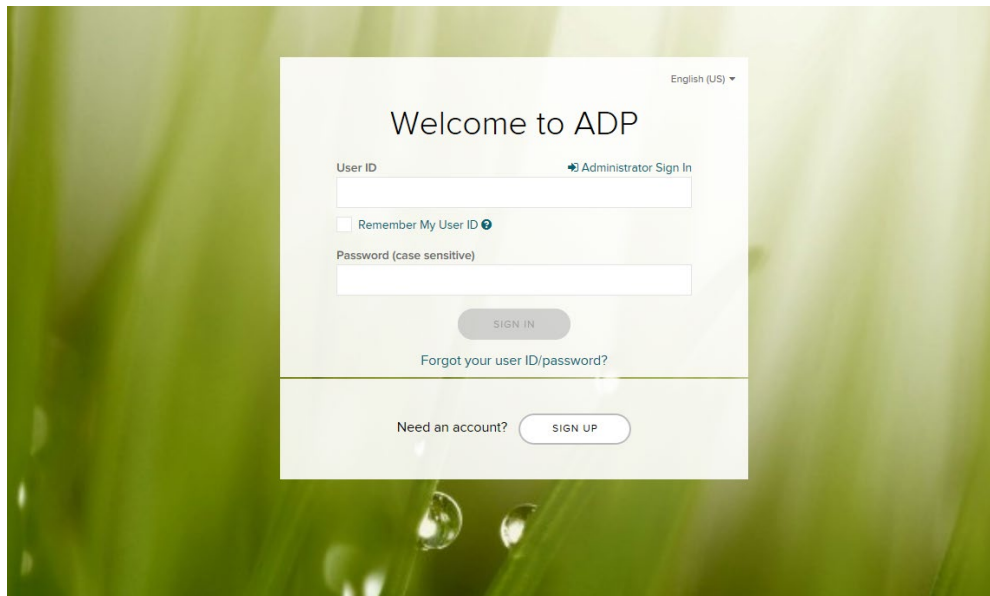
Personal Mobile:  Use for Text Messaging

Review all your information for accuracy.

## PROCESS FOR ENTERING HOURS

Once you have created an ADP User Account you will be able to log into your account using your User ID (**first initial last name@nwsra**) and case specific password. If you have forgotten your User ID or password click on ‘Forgot your user ID/Password?’ link under the password box and you will be sent a new one.

C:\Users\brians\Desktop\11 ADP Online Payroll Instructions 3.26.19.doc

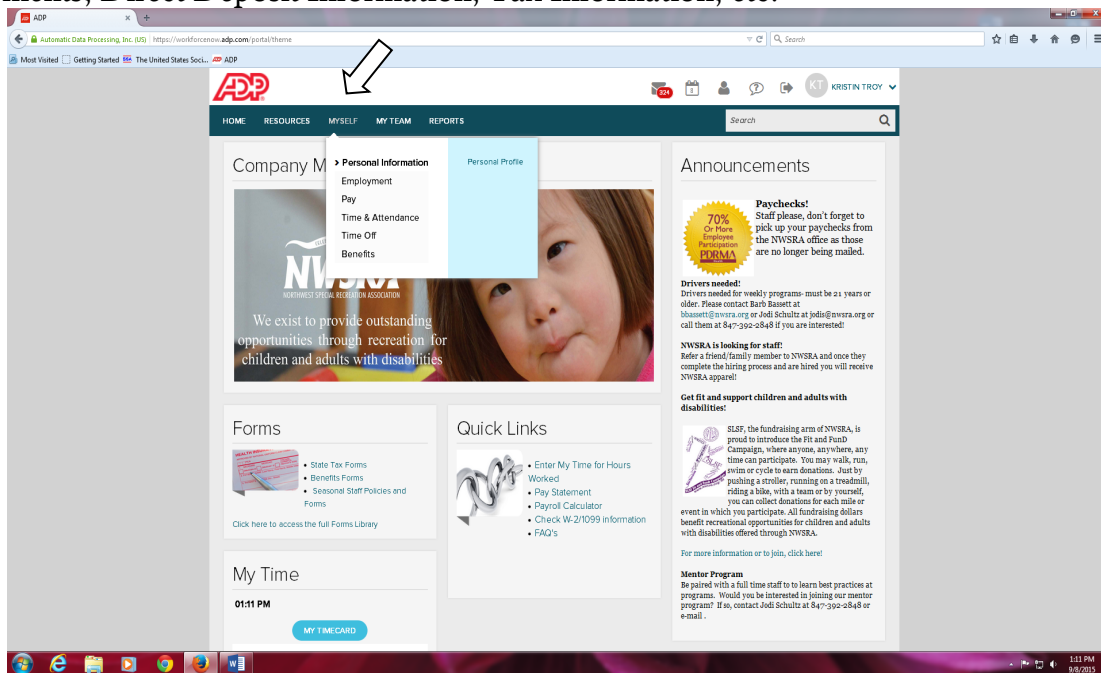


*\*Please note: There is a security time limit so you will be kicked out of the system and have to log in again in if the page is left idle for too long.*

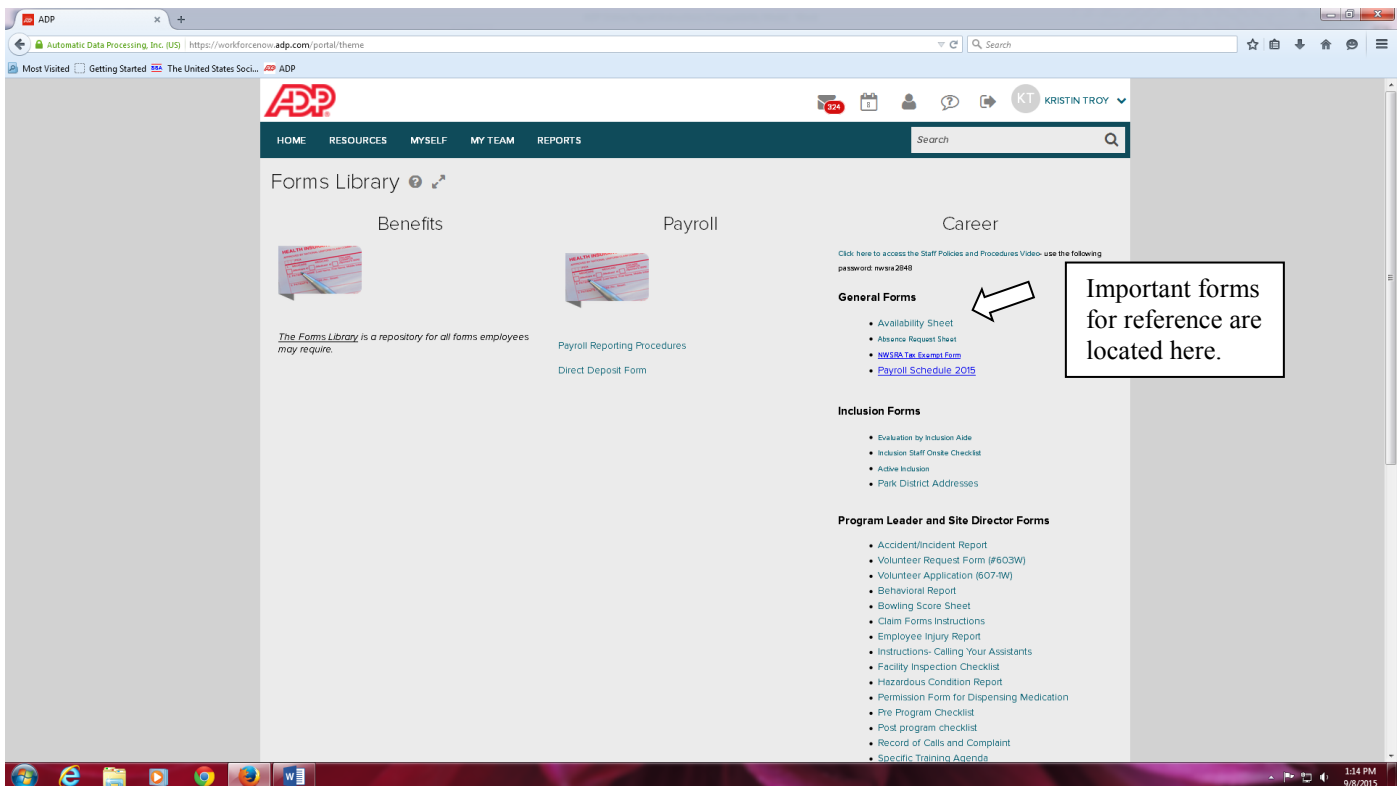
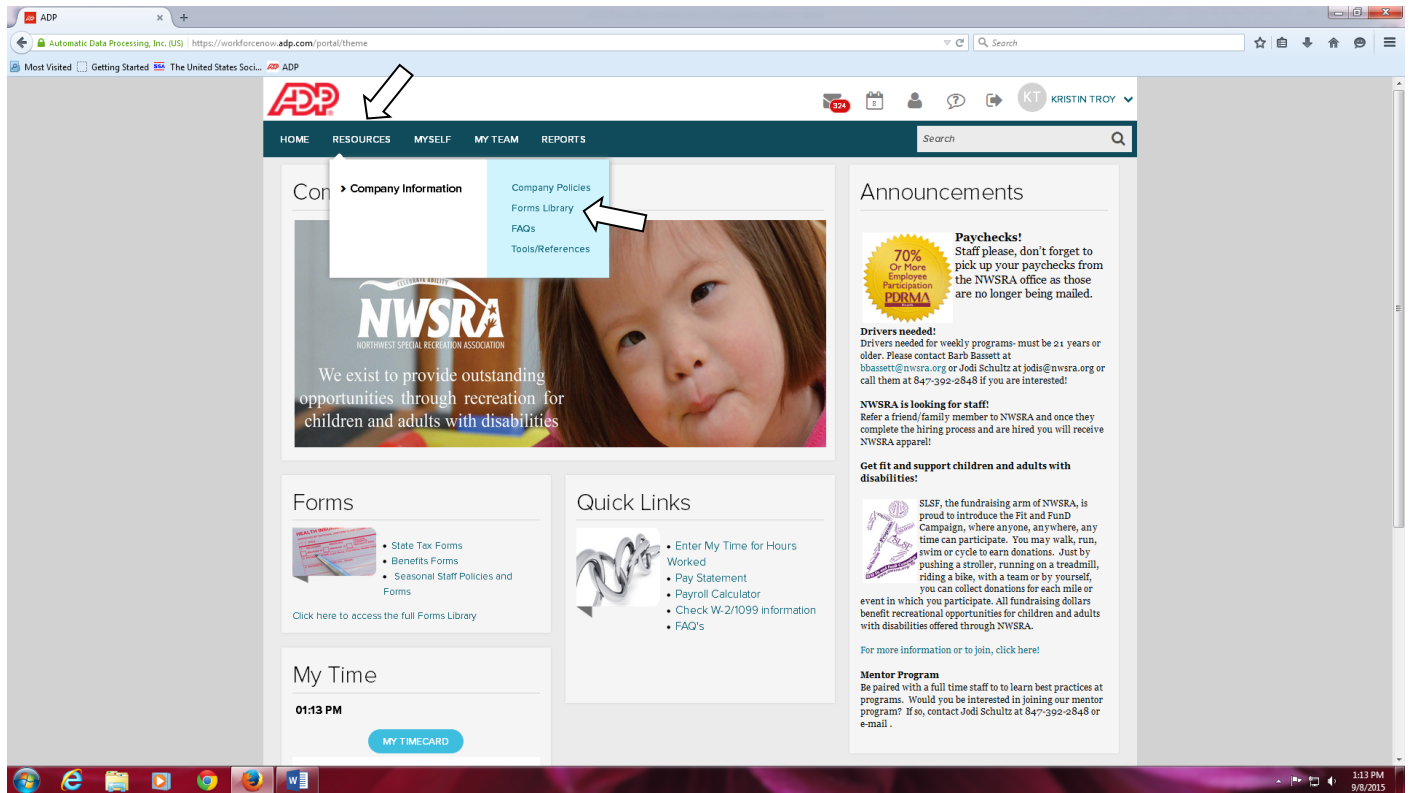
*\* If you are locked out of the system and need a password reset sent, contact your supervisor at the NWSRA office.*

## The NWSRA Welcome Page on ADP

- Click on Myself located on the tool bar to access Personal Information: Pay rates, Past Pay Statements, Direct Deposit Information, Tax Information, etc.

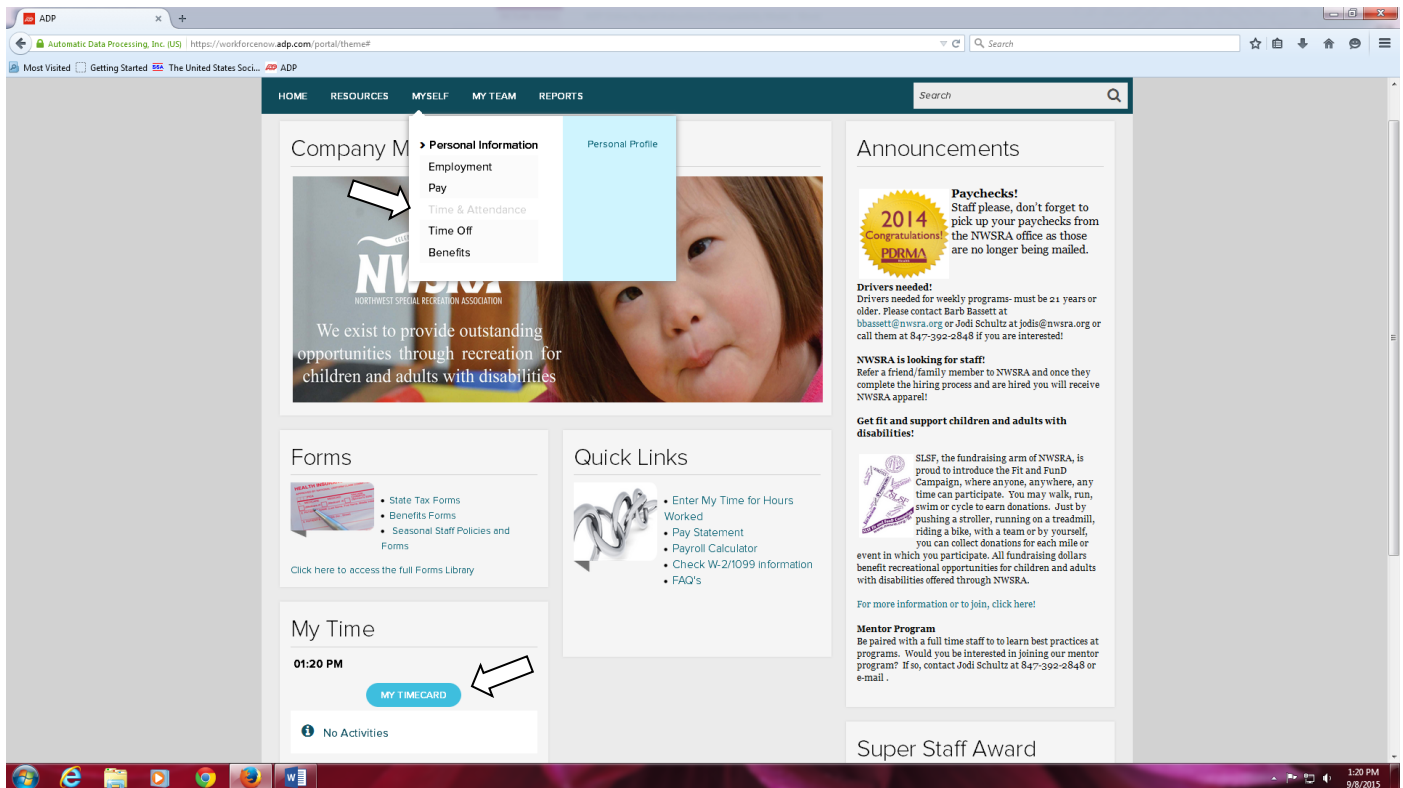


- Under Resources or Forms tab you are able to access the Payroll Schedule and Forms Library.

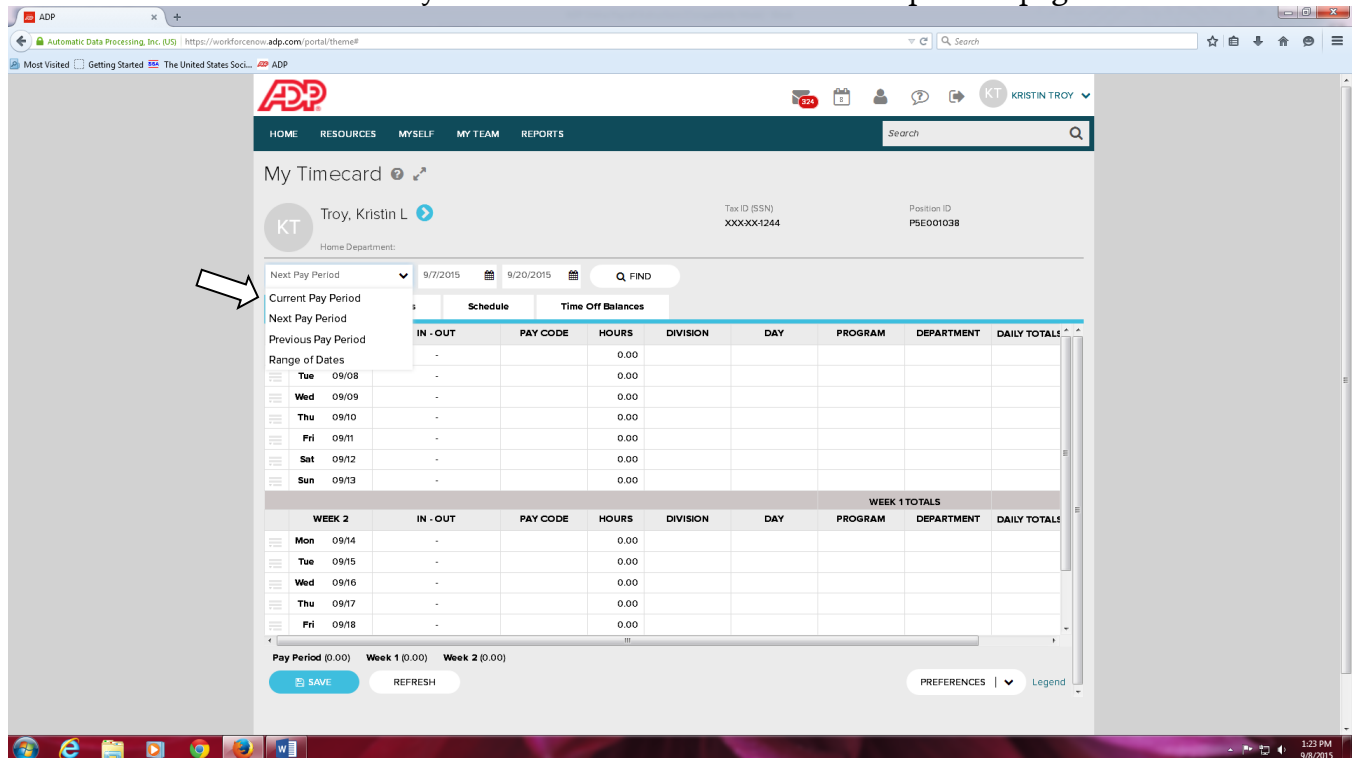


- To begin entering your hours: Click on either the Myself tab at the top of the page , “Enter My Time for Hours Worked” link under the Quick Links on the right side of the page or the “My Timecard” blue button on the left bottom of the homepage.





- Make sure the “Current Pay Period” has been selected at the top of the page.



- Find the appropriate day and date and enter time in (time you started) and time out (time you ended) making sure to enter am & pm each time. *\*hours will calculate automatically*



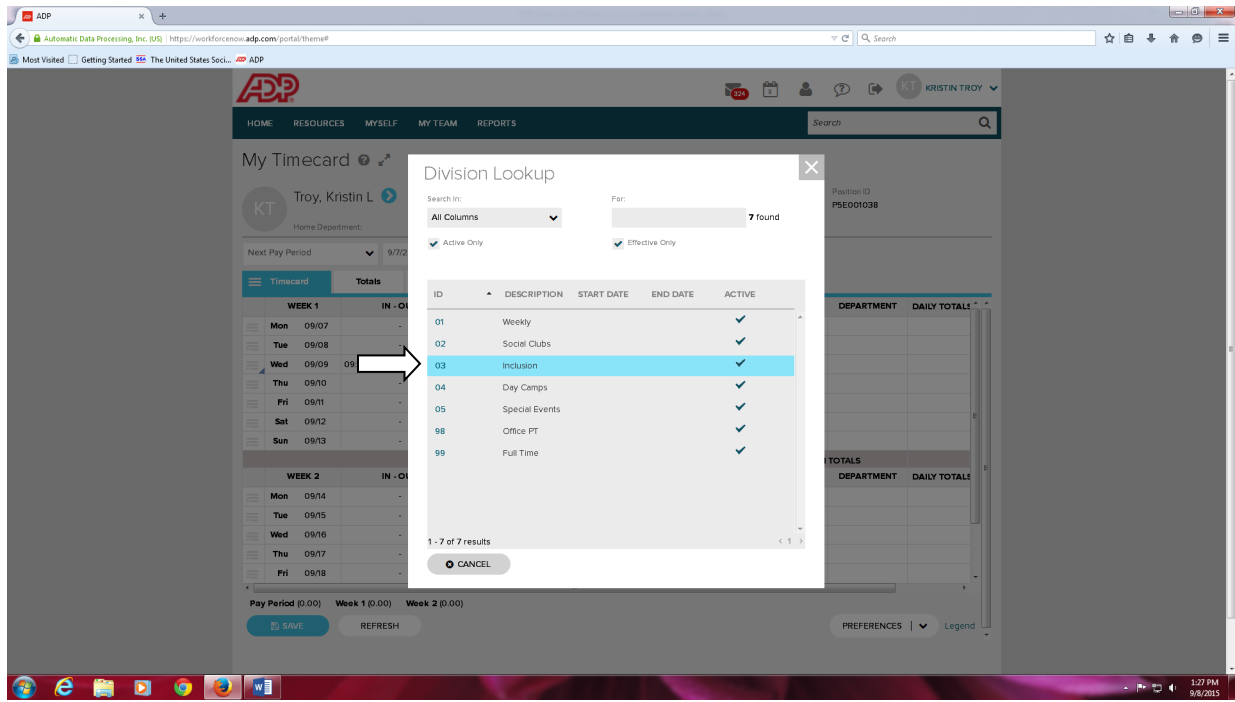
WEEK	DATE	IN - OUT	PAY CODE	HOURS	DIVISION	DAY	PROGRAM	DEPARTMENT	DAILY TOTALS
WEEK 1	Mon 09/07			0.00					
	Tue 09/08			0.00					
	Wed 09/09	09:00 AM - 03:00 PM		6.00					
	Thu 09/10			0.00					
	Fri 09/11			0.00					
	Sat 09/12			0.00					
	Sun 09/13			0.00					
WEEK 1 TOTALS									
WEEK 2	Mon 09/14			0.00					
	Tue 09/15			0.00					
	Wed 09/16			0.00					
	Thu 09/17			0.00					
	Fri 09/18			0.00					
WEEK 2 TOTALS									

- Fill out **Pay Code** based on what you did.
  - For Training/Orientation Hours- Select Orientation
  - For Hours Working With Participants- Select Regular
- **Hours**- will calculate automatically
- Fill out **Division** based on what department you worked in (Weekly, Inclusion, Camp, STAR, PURSUIT, etc.)
- Fill out **Day** based on the day of the week. (or select from options given)
- Select the **Program** you worked (if Inclusion, select Park District you worked in)
- Fill out **Department** based on your position/job title for those hours. (Program Leader, Program Assistant, Inclusion Aide, Camp Counselor, Driver etc.)
- **Daily Totals**- will calculate automatically
- Click on the magnifying glass to search options to select
- Always click **SAVE** at the bottom left after inputting hours worked

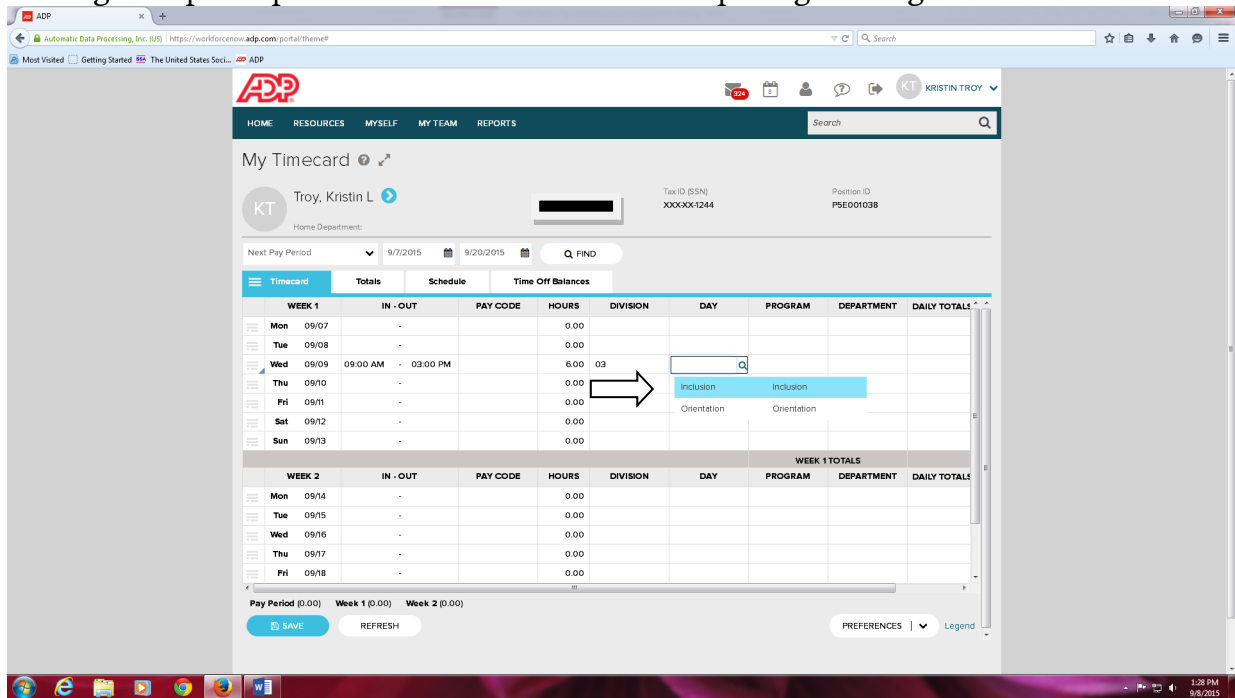
ID	DESCRIPTION	START DATE	END DATE	ACTIVE
01	Weekly			✓
02	Social Clubs			✓
03	Inclusion			✓
04	Day Camps			✓
05	Special Events			✓
10	PURSUIT			✓
11	STAR	12/25/2017		✓
98	Office PT			✓
99	Full Time			✓

## Entering hours into ADP - Inclusion Assignment Example

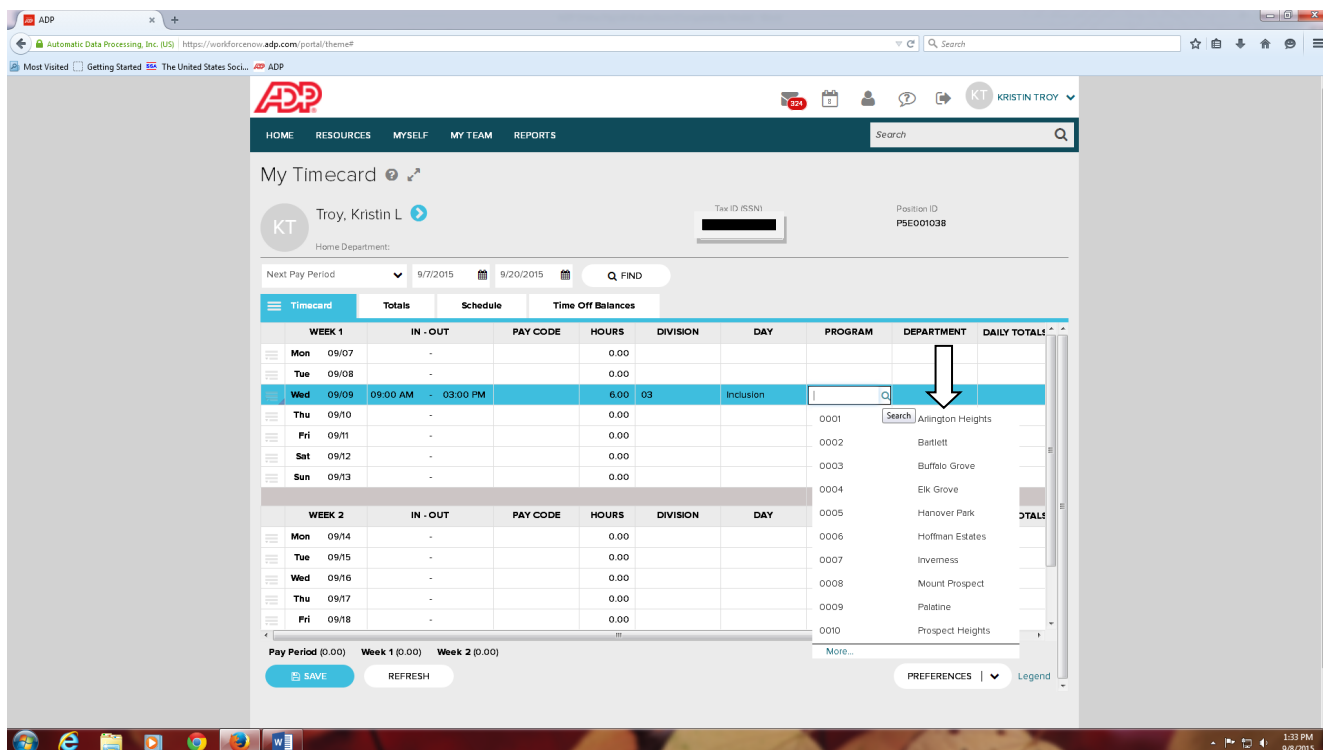
After log in on ADP site click on “my timecard.” Then you will see the current pay period where you can enter hours worked. Select your pay code (regular if working with participants/orientation if completing training) and enter your hours including AM or PM.



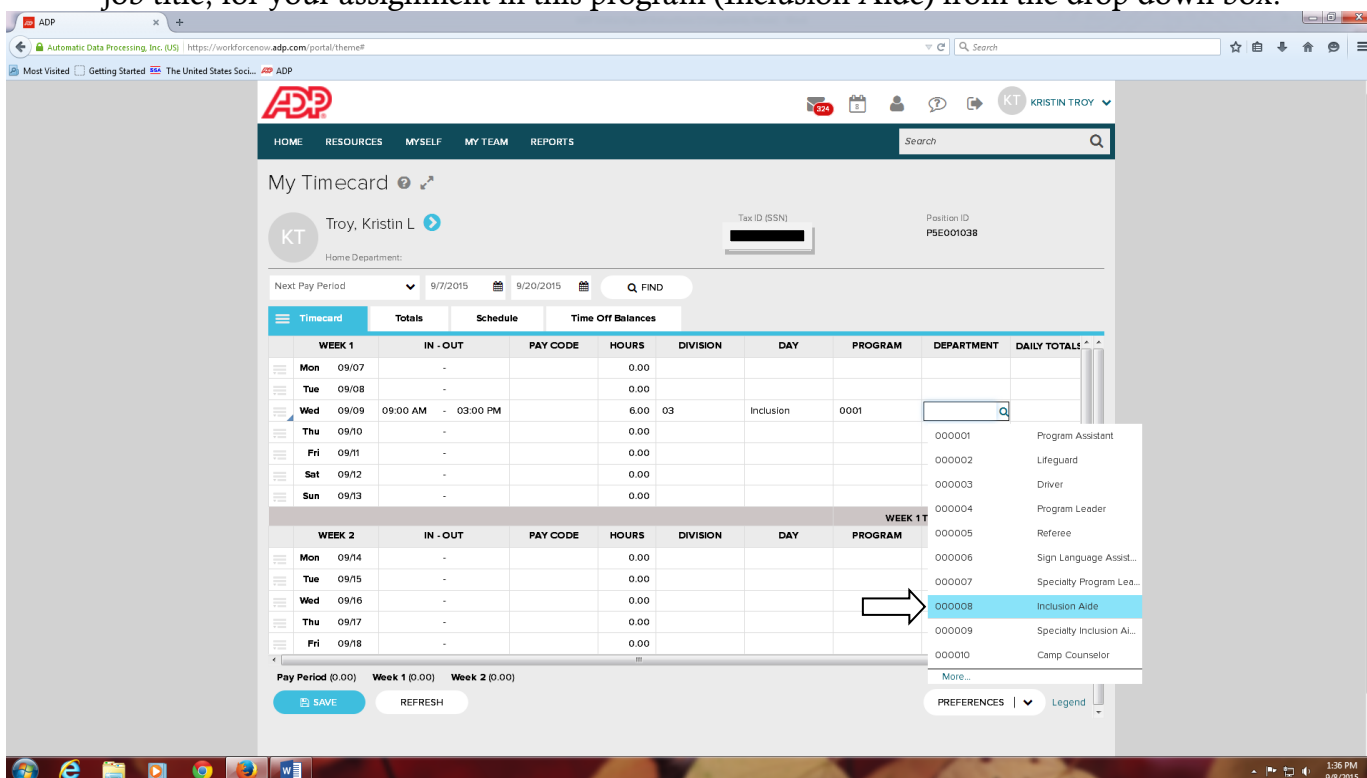
- Under Division click on the box and then magnifying glass to see the options and select Inclusion appropriate from the drop down box.
- Under Day click on the box and then magnifying glass to see the options and select Inclusion when working with participants and Orientation when completing training.



- Next click on the box and then magnifying glass to select the appropriate **Program** from the drop down box. For **Inclusion Staff** select the park district/town where you are assigned.



- Next click on the box under **Department** and then the magnifying glass to select the appropriate job title, for your assignment in this program (Inclusion Aide) from the drop down box.



## Entering Hours into ADP - Weekly Program Example:

- Weekly programs are filtered by day of the week. Select the appropriate day of the week under Day.

ADP My Timecard

Troy, Kristin L. Tax ID (SSN) XXX-XX-XXXX Position ID P5E001038

Next Pay Period: 9/7/2015 to 9/20/2015

WEEK 1	IN - OUT	PAY CODE	HOURS	DIVISION	DAY	PROGRAM	DEPARTMENT	DAILY TOTALS
Mon 09/07	-		0.00					
Tue 09/08	-		0.00					
Wed 09/09	09:00 AM - 03:00 PM		6.00	01				
Thu 09/10	-		0.00		Friday	Friday		
Fri 09/11	-		0.00		Miscellaneous	Miscellaneous		
Sat 09/12	-		0.00		Monday	Monday		
Sun 09/13	-		0.00		Orientation	Orientation		

WEEK 2 (09/14 to 09/18)

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

SAVE REFRESH

PREFERENCES Legend

- Under the **Program** tab use the scroll bar to scroll through the list to select your program assignment. You may also type in the program number.
- Programs are listed in numeric order. **Weekly Programs, Special Events, Day Camps & Collaboratives**, select program by number and name.

**\*IMPORTANT: You must enter the correct program name and number to be paid on time!!!**

ADP My Timecard

Troy, Kristin L. Tax ID (SSN) XXX-XX-XXXX Position ID P5E001038

Next Pay Period: 9/7/2015 to 9/20/2015

Program Lookup

Search In: All Columns For: 66 found

☒ Active Only ☒ Effective Only

ID	DESCRIPTION	START DATE	END DATE	ACTIVE
0102	Adaptive Cycling			✓
0107	Wheelchair Bas...			✓
1013	Individual Swim ...			✓
1020	Individual Swim ...			✓
1050	Level 1/2 Swim ...			✓
1052	Level 3 Swim L...			✓
1060	Lightning Swim ...			✓
1062	Swim Team Exte...			✓
1065	Swim Team Dev...			✓
1300	Bowling			✓

1 - 66 of 66 results

CANCEL

- Next click on the box under **Department** and then the magnifying glass to select the appropriate job title for your assignment in this program from the drop down box.

The screenshot shows the ADP My Timecard interface for Kristin L. Troy. The interface includes a navigation bar with links to HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. The main section displays the user's profile and a table for entering timecard data. A dropdown menu is open, showing a list of programs to select from. An arrow points to the dropdown menu.

WEEK 1	IN - OUT	PAY CODE	HOURS	DIVISION	DAY	PROGRAM	DEPARTMENT	DAILY TOTALS
Mon 09/07	-		0.00					
Tue 09/08	-		0.00					
Wed 09/09	09:00 AM - 03:00 PM		6.00	03	Inclusion	0001		
Thu 09/10	-		0.00					
Fri 09/11	-		0.00					
Sat 09/12	-		0.00					
Sun 09/13	-		0.00					

Program Assistant  
Lifeguard  
Driver  
Program Leader  
Referee  
Sign Language Assist...  
Specialty Program Lea...  
**Inclusion Aide**  
Specialty Inclusion AL...  
Camp Counselor

*\*Please Note:* To the left of the day is a dropdown box that contains an option to Add Note should you need to write a note to your Supervisor explaining why there is a discrepancy between the hours entered and what you were scheduled. Ex: Parent picked up early or late, route delayed, or you were sent home early due to lack of participation. **DO NOT** write messages to supervisor that need immediate attention. **Contact supervisor at the NWSRA office via email or office phone.**

The screenshot shows the ADP My Timecard interface for Kristin L. Troy. The interface includes a navigation bar with links to HOME, RESOURCES, MYSELF, MY TEAM, and REPORTS. The main section displays the user's profile and a table for entering timecard data. A dropdown menu is open, showing options to add a note, override, or delete a row. An arrow points to the dropdown menu.

WEEK 1	IN - OUT	PAY CODE	HOURS	DIVISION	DAY	PROGRAM	DEPARTMENT	DAILY TOTALS
Mon 09/07	-		0.00					
Tue 09/08	-		0.00					
Wed 09/09	09:00 AM - 03:00 PM		6.00	03	Inclusion	0001		
Thu 09/10	-		0.00					
Fri 09/11	-		0.00					
Sat 09/12	-		0.00					
Sun 09/13	-		0.00					

Add Blank Row  
Copy Row  
Copy Row to Next Day  
Delete Row  
View Transaction Details  
**Add Note**  
Override

*\*To add multiple shifts in one day click the drop down box to the left of the day. A duplicate line will appear under that desired day. Enter all information for additional program assignment in all fields.*

The screenshot displays the ADP My Timecard interface. At the top, there's a navigation bar with 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. Below this, the user's name 'Troy, Kristin L.' and position ID 'P5E001038' are shown. A 'Next Pay Period' dropdown is set to 9/7/2015. The main section is a table for entering timecard data. A context menu is open over the table, showing options like 'Add Blank Row', 'Copy Row', 'Copy Row to Next Day', 'Delete Row', 'View Transaction Details', 'Add Note', and 'Override'. The table has columns for date, in-out times, pay code, hours, division, day, program, department, and daily totals. At the bottom, there are 'SAVE' and 'REFRESH' buttons.

- Upon completion of entering the hours, click on the Save button at the bottom of the page.

**\*Please Note:** Hours may be entered throughout the current pay period until midnight of the Sunday night before the payroll is due. The system is locked the entire day of the payroll Monday and staff will not be able to enter hours.

## ALL DRIVERS

Enter Drivers Training hours under “Weekly Orientation.”

Example:

Current Pay Period

3/4/2019

3/17/2019

Q FIND

Show Pay Class

APPROVE TIMECARD

Timecard

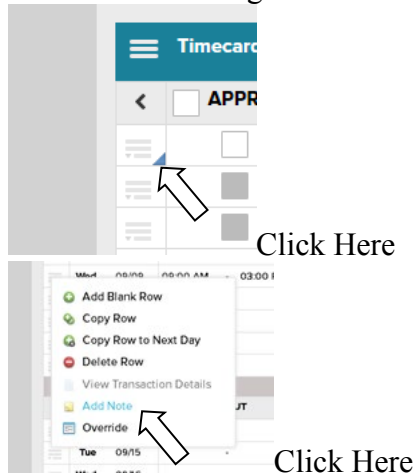
Totals

Schedule

Time Off Balances

<	APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DIVISION	DAY	PROGRAM	DEPARTMENT
		Mon 03/04	-	ORIENTATION	0.00	01	Orientation	1000	000014
		Tue 03/05	-		0.00				

Add note indicating the hours are for Drivers Training.



Add Note:

The screenshot shows the 'Add New Note' dialog box. The text 'Drivers Orientation' is entered in the note field. The 'Apply Note To:' dropdown is set to 'Row'. The 'Reason:' dropdown is set to 'Enter Custom Note'. The 'Allow employee to view note' checkbox is unchecked. The 'OK' button is highlighted with a blue arrow.

## IMPORTANT NOTE

What browsers will ADP support?

- Microsoft Internet Explorer 9,10, or 11
- Google Chrome (Google automatically updates Chrome to the latest version)
- Firefox 31 and higher
- Safari 7.0,7.1