Welcome to UCorp’s ADP Timecard Training Guide

- We have created a step-by-step demonstration in using the ADP Workforce Now Portal to enter and approve your UCorp hours worked.

- If you already have registered you may skip to page 8 and sign in.
Login to portal.adp.com – Click Create Account
Registration Code: SFSU–1
Enter Information Requested

Before you register, help us find you in our records.

Registration code: SPSU-1

First name:
Last name:

Last 4 Digits of SSN, SIN, or ITIN:

Type of access:

Birth month and day:

Start over

Confirm
We Found You – click “Register Now”

If they have no record, contact UCorp HR
Password Verification Questions

Answer all questions

Register for ADP Services

Enter your contact information: How will this be used by ADP?
- To avoid answering your security questions during your next password reset, you can:
  - Enter an email address and mobile phone number that are not shared with anyone.
  - Authorize ADP to send you text messages about your account.

Email address: [ ] Work [ ] Personal

Mobile phone number: [ ] Work [ ] Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to ADP’s Text Messaging Terms and Conditions.

View your user ID and create a password

Identify your user ID and password now, so you remember them later.

User ID: [ ]

Password (case sensitive): [ ]

Confirm password (case sensitive): [ ]

In case you forget your user ID or password

Use answers to your security questions that you can easily remember later.

Question 1: [ ]

Your answer (case sensitive): [ ]

Question 2: [ ]

Your answer (case sensitive): [ ]
Validate Email – Click ADP Portal
Click USER SIGN IN
Enter User Name / Password
Timecard Access

1. Click Time & Attendance
2. Click My Timecard
Click My Timecard
Things to ensure are correct:
- Current pay period
- Project number

Enter hours worked here
Sample Timecard. No errors.

#1 Enter hours worked
See #2 below

#2 Hours entered.
Click Save. See #3

#3 Click Employee Approval Required