Welcome to UCorp’s ADP Timecard Training Guide

- We have created a step-by-step model that will assist you in using the ADP Workforce Now Portal with which to review, edit and approve your employee(s) timecard(s).

- 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:

What is this?

First name:

Last name:

Last 4 Digits of SSN, EIN, or ITIN:

Type it again:

Birth month and day:

Confirm
We Found You – click “Register Now”
Verification Questions

Register for ADP Services

Enter your contact information

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 others.
- Authorize ADP to send you text messages about your account.

Email address

Country code

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

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

User ID

Password (case sensitive)

Password Strength

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

Select one

Your answer (not case-sensitive)

Question 2

Select one
Validate Email – Click ADP Portal
Click USER SIGN IN
Enter User Name / Password
Click Time & Attendance then Timecards
Click Timecard Manager

![Image of ADP Timecard Management Interface]

### Group Labor

**Filter:** Default Filter

#### Timecard Manager > Quick Charge > Time Off Requests

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01/24/2018
Takes you to Employee Timecards
Next is a timecard needing review / approval
Timecard Requires Approval

Timecard has no errors.

Ready for Supervisor approval

Yellow triangle indicates needs Supervisor approval
Green checkmark indicates Supervisor approval completed
Sick leave charged to project.
Hours entered on day employee did not work.
Make Timecard Corrections

Supervisor corrects error.

Select to delete row.
(Click select, delete and save)
Timecard Errors Corrected
Ready for Approval

Errors corrected.

Ready for Supervisor approval
Timecard Approval

Green checkmark indicates Supervisor approval completed