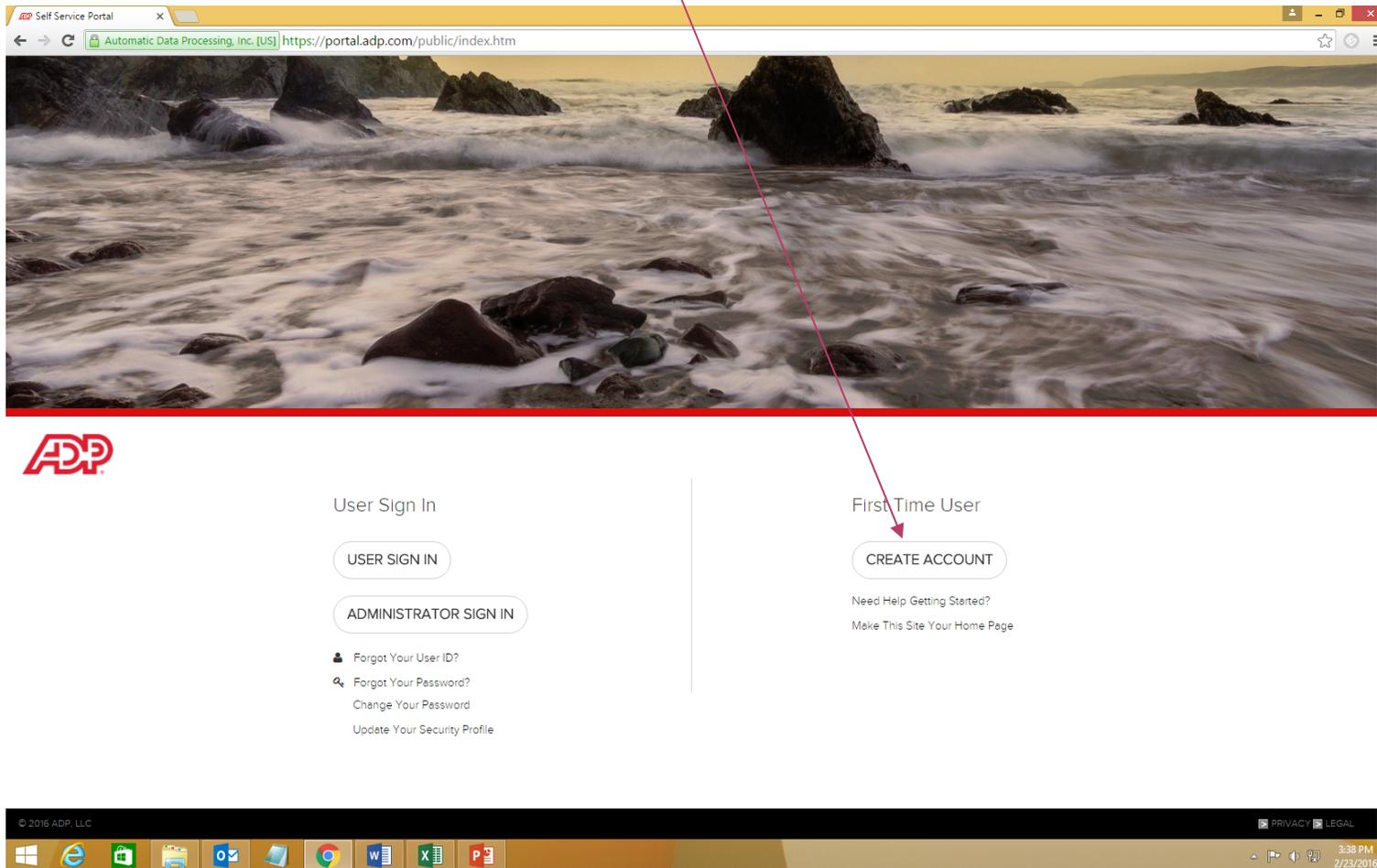


# Welcome to UCorp's ADP Timecard Training Guide

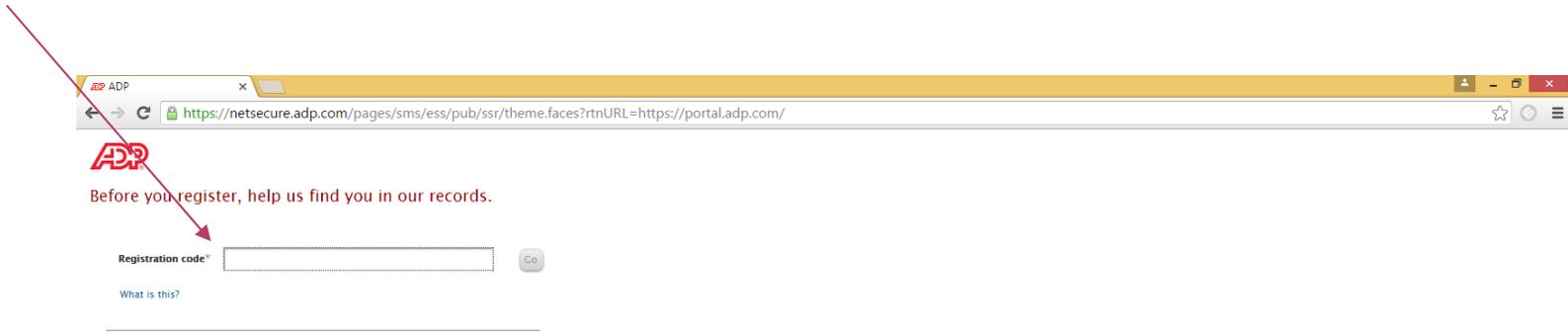
- ▶ We have created a step-by-step demonstration in using the ADP Workforce Now Portal to enter and approve your UCorp hours worked.
- ▶ If you already have registered you may skip to page 8 and sign in.



# Login to portal.adp.com – Click Create Account



# Registration Code: SFSU-1



The screenshot shows a web browser window with the ADP logo and the text "Before you register, help us find you in our records." Below this is a form with a label "Registration code\*", an input field, and a "Go" button. A red arrow points from the title "Registration Code: SFSU-1" to the input field. Below the input field is a link "What is this?".

ADP

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

Registration code\*  Go

[What is this?](#)

# Enter Information Requested

# We Found You – click “Register Now”

The screenshot shows a web browser window with the ADP logo and the URL <https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtURL=https://portal.adp.com/>. The page content includes the text "Before you register, help us find you in our records." and a registration form with the following fields: "Registration code\*" (SFSU-1), "What is this?" (SFSU Foundation), "First name\*" (Test), "Last name\*" (Employees), "Last 4 Digits of SSN, EIN, or ITIN\*" (four empty boxes), "Type it again\*" (four empty boxes), and "Birth month and day\*" (January / 01). A "Confirm" button is at the bottom of the form. A modal dialog box titled "We found you!" is overlaid on the form, containing the text: "We have found Test Employees in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries." and "If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance." The dialog has "Cancel" and "Register now" buttons. A red arrow points from the text "We Found You – click 'Register Now'" to the "Register now" button in the dialog.

If they have no record, contact UCorp HR

# Password Verification Questions

The screenshot shows a web browser window with the URL <https://netsecure.adp.com/pages/sms/ess/pub/ssr/theme.faces?rtURL=https://portal.adp.com/>. The page title is "Answer all questions" and it includes a "Test Employees" link. The ADP logo is in the top left. The main heading is "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 others.
- Authorize ADP to send you text messages about your account.

**Email address\***   Work  Personal

**Mobile phone number** Country code:    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**

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

**User ID\*** TEmployees@SFSU

**Password (case sensitive)\***  Password Strength:

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are 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 (not case-sensitive)\***

**Question 2\***

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3:48 PM 2/23/2016

# Validate Email – Click ADP Portal

ADP

Your registration for ADP services is complete!

**Things to do for your account**

- ➔ **Activate your email** [What is this?](#)

ADP has sent you a confirmation message to [anxman646@gmail.com](mailto:anxman646@gmail.com).

Respond to this message within 24 hours so we can activate your email address.

Did not receive a confirmation message? [Contact your organization's administrator for assistance.](#)

✔ **Your user ID:** Employees@SFSU

✔ **Your available ADP services:**

- [ADP Portal](#)

---

**Other services from ADP**

**ADP® Mobile Solutions**  
All of the conveniences of your office. Anytime. Anywhere.

**Call For More Information:**  
**1-800-CALL-ADP (225-5237)**

**Download the free app or log in from your mobile browser:**

Available on the **App Store**

ANDROID APP ON **Google play**

[mobile.adp.com](http://mobile.adp.com)

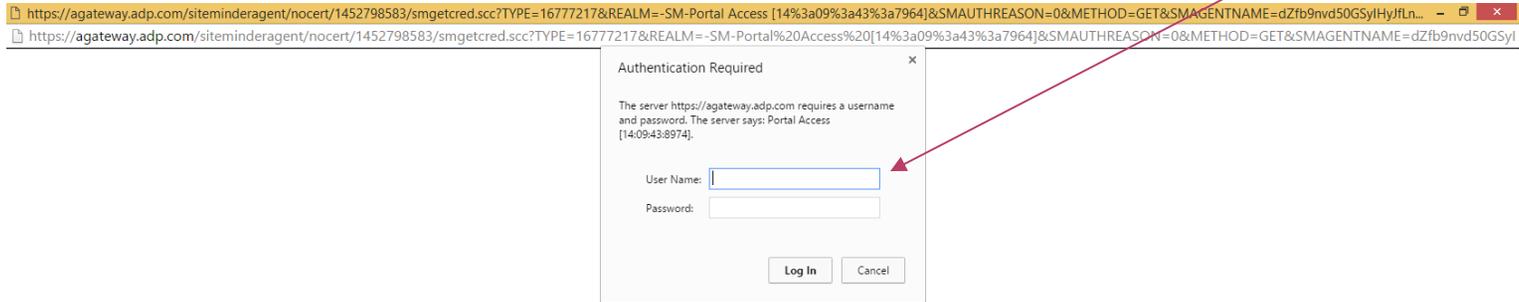
To learn more, visit [ADP.com](http://ADP.com).  
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# Click USER SIGN IN

The screenshot shows a web browser window titled "Self Service Portal - Google Chrome" with the URL "https://portal.adp.com/public/index.htm". The page features a large background image of a rocky coastline with waves. Below the image is the ADP logo. The main content area is divided into two columns. The left column is titled "User Sign In" and contains a button labeled "USER SIGN IN" which is highlighted with a red arrow, a button labeled "ADMINISTRATOR SIGN IN", and a list of links: "Forgot Your User ID?", "Forgot Your Password", "Change Your Password", and "Update Your Security Profile". The right column is titled "First Time User" and contains a button labeled "CREATE ACCOUNT", a link "Need Help Getting Started?", and a link "Make This Site Your Home Page". The Windows taskbar at the bottom shows the date and time as 11:09 AM on 1/14/2016.

# Enter User Name / Password



# Timecard Access

The screenshot shows the ADP portal interface for Mark Angstman. The navigation menu at the top includes: Home, Time & Attendance, Pay & Taxes, Personal Information, and Career. The 'Time & Attendance' menu is expanded, showing options: My Timecard, My Schedule, My Attendance, My Accruals, My Information, and STATEMENT. A red arrow points from the text '#1 Click Time & Attendance' to the 'Time & Attendance' menu item. A second red arrow points from the text '#2 Click My Timecard' to the 'My Timecard' sub-menu item. The main content area includes sections for 'Welcome', 'Spotlight' (Employee of the Month), 'Message Center at a Glance' (Timecard Due Dates), 'Features' (Employee Handbook, 2016 Payday / Holiday Calendar), and 'Events'. A 'Life First SAVE!' banner is visible on the right side. The footer contains copyright information for ADP, LLC and links for Privacy and Legal. The Windows taskbar at the bottom shows the system tray with the date 3/2/2016 and time 1:55 PM.

#1 Click  
Time & Attendance

#2 Click  
My Timecard

# Click My Timecard

The screenshot shows a web browser window displaying the ADP My Timecard interface. The browser's address bar shows the URL: [https://portal.adp.com/wps/myportal/sitemap/Employee/TimeAttendance/MyTimecard/!ut/p/a1/04\\_Sj9CPykssy0xPLMnMz0vMAfGjzOltDc2MPCzcDbwtQo1NDRwtw3zMLc0N](https://portal.adp.com/wps/myportal/sitemap/Employee/TimeAttendance/MyTimecard/!ut/p/a1/04_Sj9CPykssy0xPLMnMz0vMAfGjzOltDc2MPCzcDbwtQo1NDRwtw3zMLc0N). The page header includes the ADP logo, a welcome message for Mark Angstman, and navigation links for Support, Company Directory, and Log Off. A secondary navigation bar contains links for Employee, Home, Time & Attendance, Pay & Taxes, Personal Information, and Career. The main content area is titled 'My Timecard' and features a 'Home' section with links for 'Inbox (1)' and 'Schedule at a Glance'. Under 'Today's Activities', the date is 'Friday, March 18, 2016 10:57 AM'. A red arrow points to the 'My Timecard' button, which is highlighted with a red box. Other buttons in this section include 'Absence' and 'New Time Off Request'. Below this, there is a message: 'No Activities'. The 'Inbox' section shows 'Exceptions (1)' and 'All Categories (1)', with a message: 'Select a Message Type on the left to view list.' The 'Schedule at a Glance' section displays a message: 'You have no schedule between Friday, March 18, 2016 and Friday, March 25, 2016.' The Windows taskbar at the bottom shows the system tray with the date and time: 10:57 AM, 3/18/2016.

# Example of a blank timecard

My Timecard

Pay Date Range: Next Pay Period 03/16/2016 - 03/31/2016 Find Employee Approval Required

Printable View Payroll Summary Save Preferences

Select		Date In	Hours	Daily Totals	Earnings Code	Project	
<input type="checkbox"/>	Wed	03/16/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Thu	03/17/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Fri	03/18/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Sat	03/19/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Sun	03/20/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Mon	03/21/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Tue	03/22/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Wed	03/23/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Thu	03/24/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Fri	03/25/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Sat	03/26/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Sun	03/27/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Mon	03/28/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Tue	03/29/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Wed	03/30/2016	<input type="text"/>		<input type="text"/>	012001	
<input type="checkbox"/>	Thu	03/31/2016	<input type="text"/>		<input type="text"/>	012001	

Enter hours worked here

Things to ensure are correct:

- Current pay period
- Project number

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# Sample Timecard. No errors.

Info: Yellow triangle means ready for Supervisor review.

My Timecard

You are here: [Home](#) > My Timecard

Pay Date Range:  03/16/2016 - 03/31/2016  [Employee Approval Required](#)

[Printable View](#) [Payroll Summary](#) [Preferences](#)

#1 Enter hours worked  
See #2 below

#3 Click Employee Approval Required

Select		Date In	Hours	Daily Totals	Earnings Code	Project		
<input type="checkbox"/>	⊕	Wed 03/16/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Thu 03/17/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Fri 03/18/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Sat 03/19/2016				012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Sun 03/20/2016				012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Mon 03/21/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Tue 03/22/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Wed 03/23/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Thu 03/24/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Fri 03/25/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Sat 03/26/2016				012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Sun 03/27/2016				012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Mon 03/28/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Tue 03/29/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Wed 03/30/2016	8.00	8.00		012001	<input type="checkbox"/>	
<input type="checkbox"/>	⊕	Thu 03/31/2016	8.00	8.00		012001	<input type="checkbox"/>	
			<b>Total Hours:</b>	<b>96.00</b>				

#2 Hours entered.  
Click Save. See #3

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2:08 PM 3/10/2016