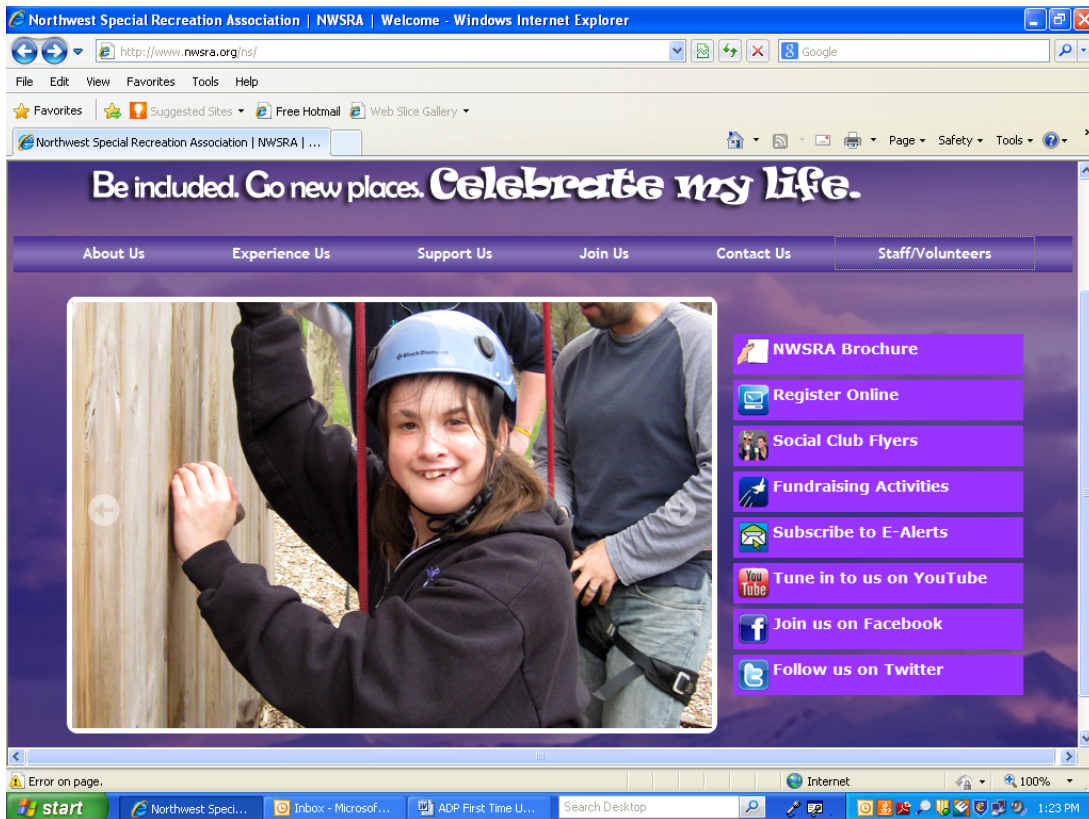


First Time Users: Setting Up Your Account ADP Online Payroll Instructions

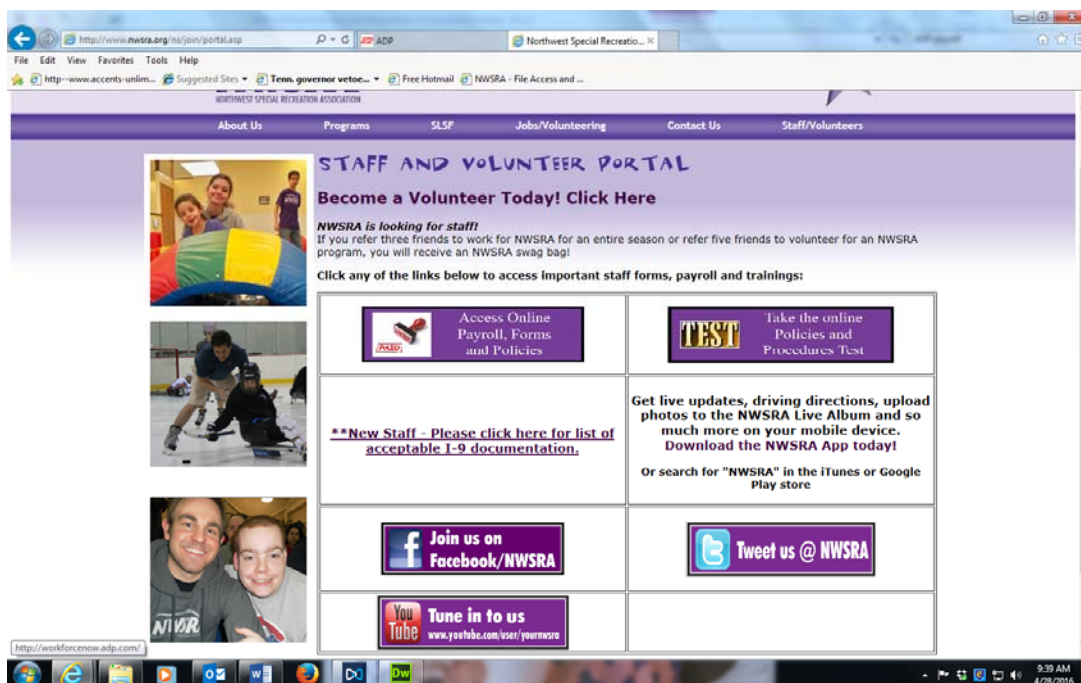
Log onto: <https://workforcenow.adp.com> (must type exactly)

There is also a link on the NWSRA.org website:

- Click on 'Staff/Volunteers'

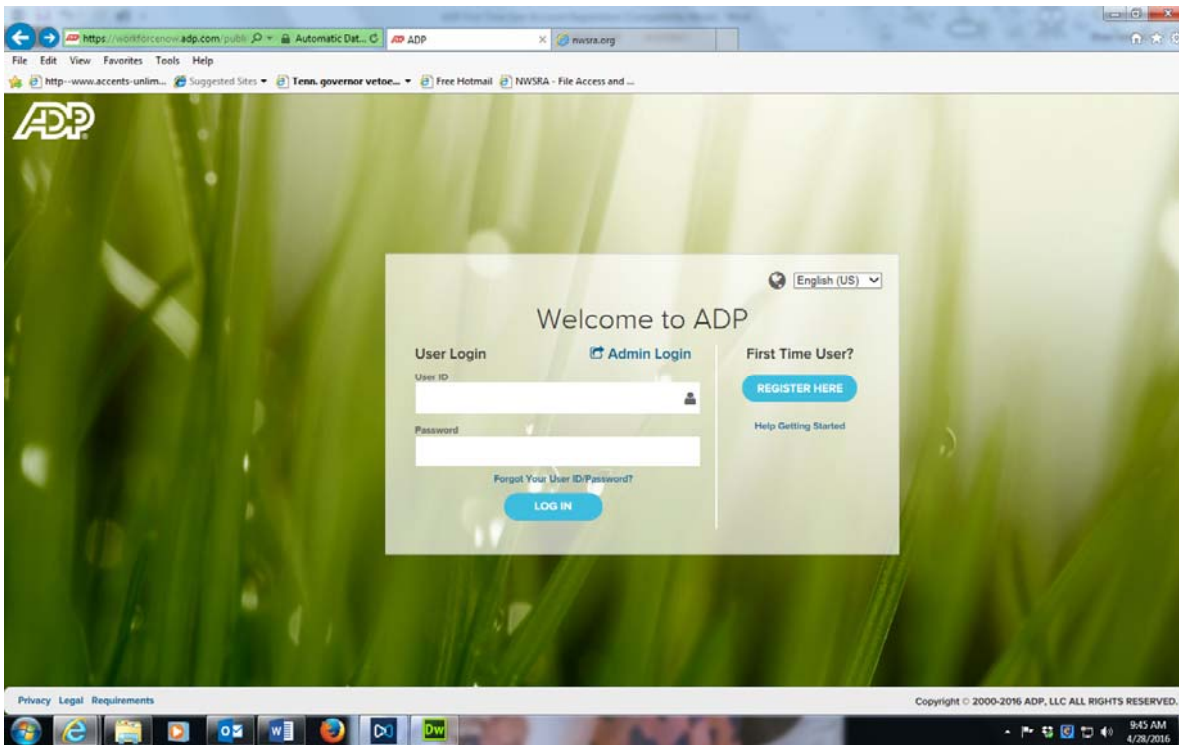


- Click 'Access Online Payroll, Forms and Policies'

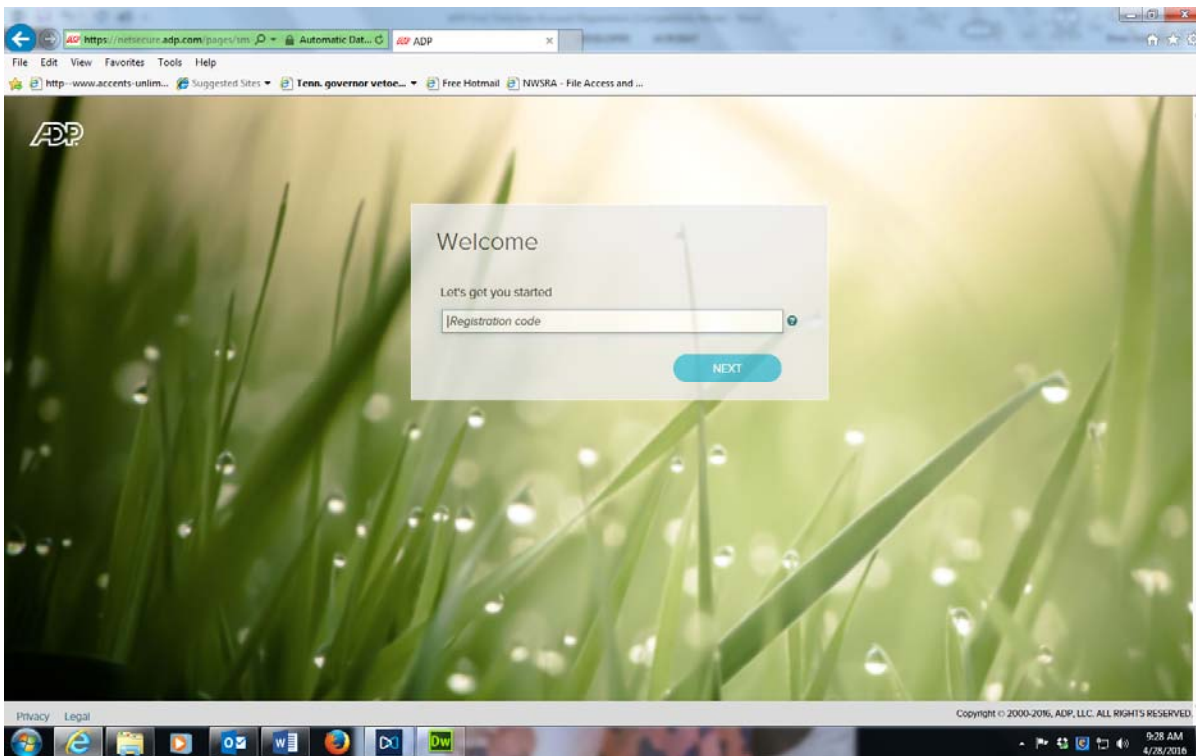


Welcome Page:

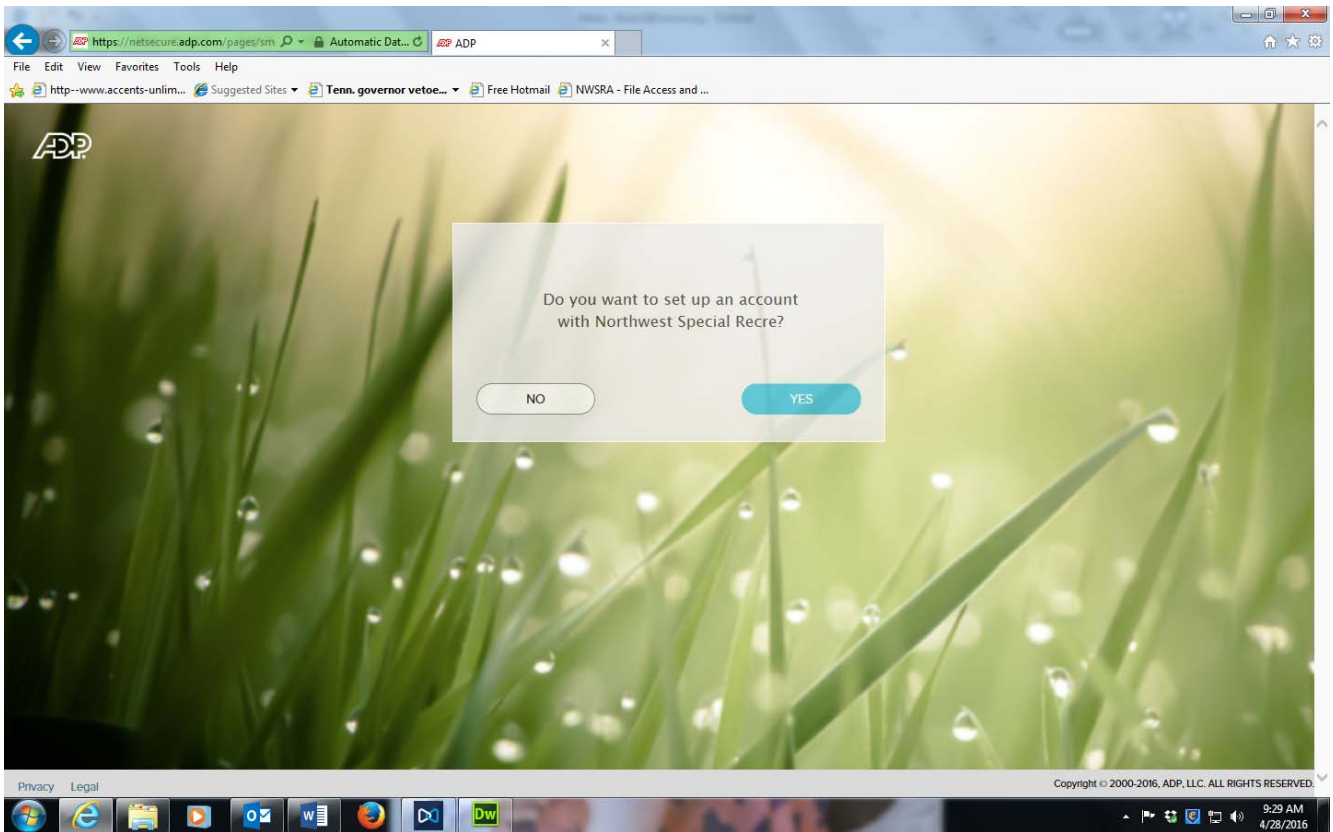
Click on the “Register Here” button located under “First Time User?”



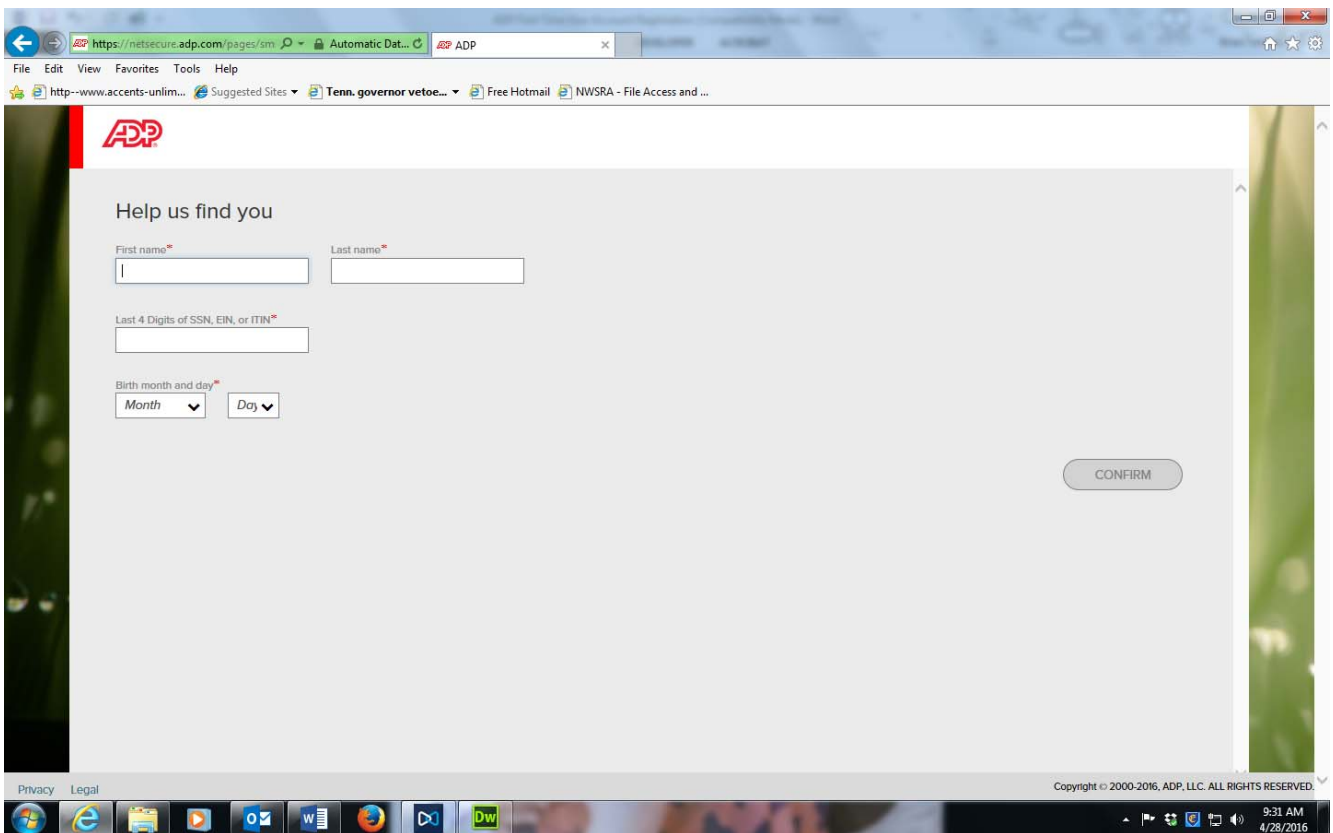
Step 1: Type in the Registration Code provided to you during the paperwork process. Click Next.



Click “Yes”



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 Confirm.



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.

The screenshot shows the 'Register for ADP Services' web form. On the left is a vertical navigation menu with seven steps: 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), and Step 7 (Review and Submit). Step 3 is currently selected and highlighted. The main content area is titled 'Step 3 of 7: Get User ID & Password'. It contains two sections: 'Create Your User ID' and 'Create Your Password'. The 'Create Your User ID' section has a text input field for 'User ID' with a red asterisk and a help icon. The 'Create Your Password' section has a text input field for 'Password', a 'Password strength' indicator bar, and a 'Confirm Password' text input field, all with red asterisks and help icons. A small '1' is visible in the top left corner of the form area.

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.

The screenshot shows the 'Register for ADP Services' web form at Step 4. The left navigation menu is the same as in Step 3, but Step 4 (Select Security Questions) is now selected and highlighted. The main content area is titled 'Step 4 of 7: Select Security Questions and Answers'. It includes a sub-header 'Security Questions and Answers' and a note: 'Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.' Below this are three sets of question and answer fields. Each set consists of a dropdown menu for the question and a text input field for the answer, both with red asterisks. The dropdown menus are currently empty.

Step 5: Enter your contact information. You must provide an e-mail address in order to receive your Activation Code on the next screen. If you would like to also receive a text message if you

forget your login information, enter your phone number under the appropriate phone number box. Click Next at the bottom of the screen.

Register for ADP Services

Step 5 of 7: Enter Your Contact Information

Enter your contact information to receive communication from your company and/or ADP. ADP will send you an activation code to confirm that we can contact you.

ADP may send notifications when your pay statements are ready, benefit enrollment changes are processed, and/or workflow items need your attention. If you forget your login information, ADP can send you an email with your temporary password and/or user ID.

Email Addresses* **Use for Notifications**

Work:

Personal Email:

Phone Numbers

If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier. [Terms and conditions.](#)

Work Phone: United States +1

Work Mobile: United States +1 I authorize ADP to send my login information to this phone at my request.

Personal Mobile: United States +1 I authorize ADP to send my login information to this phone at my request.

Step 6: ADP will send an activation code to your e-mail address (and cell phone if you opted to receive text messages). Check your e-mail (or text) and enter your activation code in the box provided. 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.

The screenshot shows a web browser window titled "Register for ADP Services". On the left, a vertical navigation menu lists seven steps, each with a green checkmark. Step 7, "Review and Submit", is highlighted with a dark grey background. The main content area is titled "Step 7 of 7: Review and Submit" and contains the following information:

- A message: "Review the information on this page; click Done to confirm and continue. To make changes, use the left navigation options or click Previous."
- A "User ID:" field with a blacked-out value.
- A section titled "Security Questions and Answers" with three questions and answers, all blacked out.
- A section titled "Contact Information" with three fields: "Work:" (blacked out), "Work Phone:" (blacked out), and "Personal Mobile:" (blacked out). To the right of these fields are two checkboxes: "Notification Activated" (checked) and "Use for Text Messaging" (unchecked).

To download ADP mobile:

On your mobile device, visit the app store that you use to download other apps. In the search box, search for “ADP”. Then download the “ADP Mobile Solutions” app. Once you have downloaded the app, open the app and enter your username on the first page, and then your password on the next page. You will be directed to a “Terms of Use” page. Click “Accept” and you will be directed to the ADP Mobile home screen. This will direct you to the mobile site, where you will have access to entering your hours worked and other important information.



PROCESS FOR ENTERING HOURS

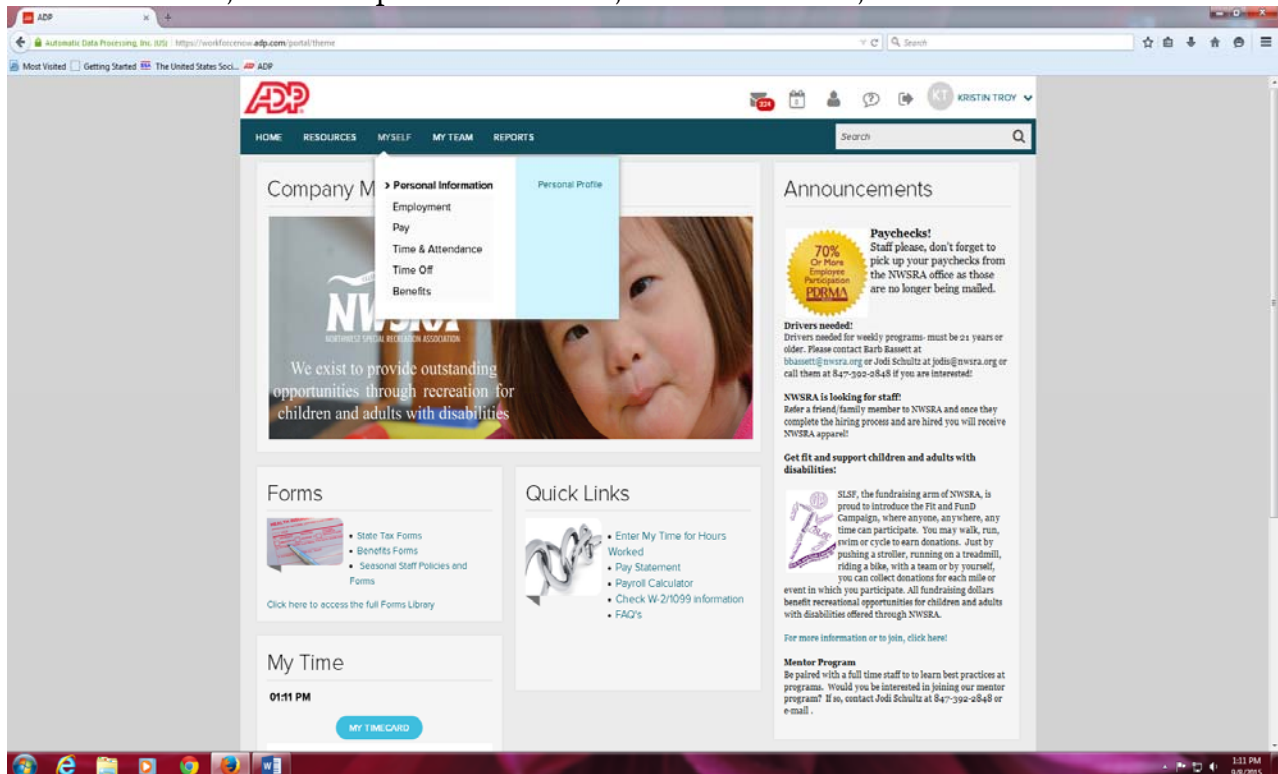
Once you have created an ADP User Account you will be able to log into your account using your username (**first initial last name@nwsra**) and case specific password. If you have forgotten your user name or password click on 'Forgot your user ID/Password?' link under the password box and you will be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



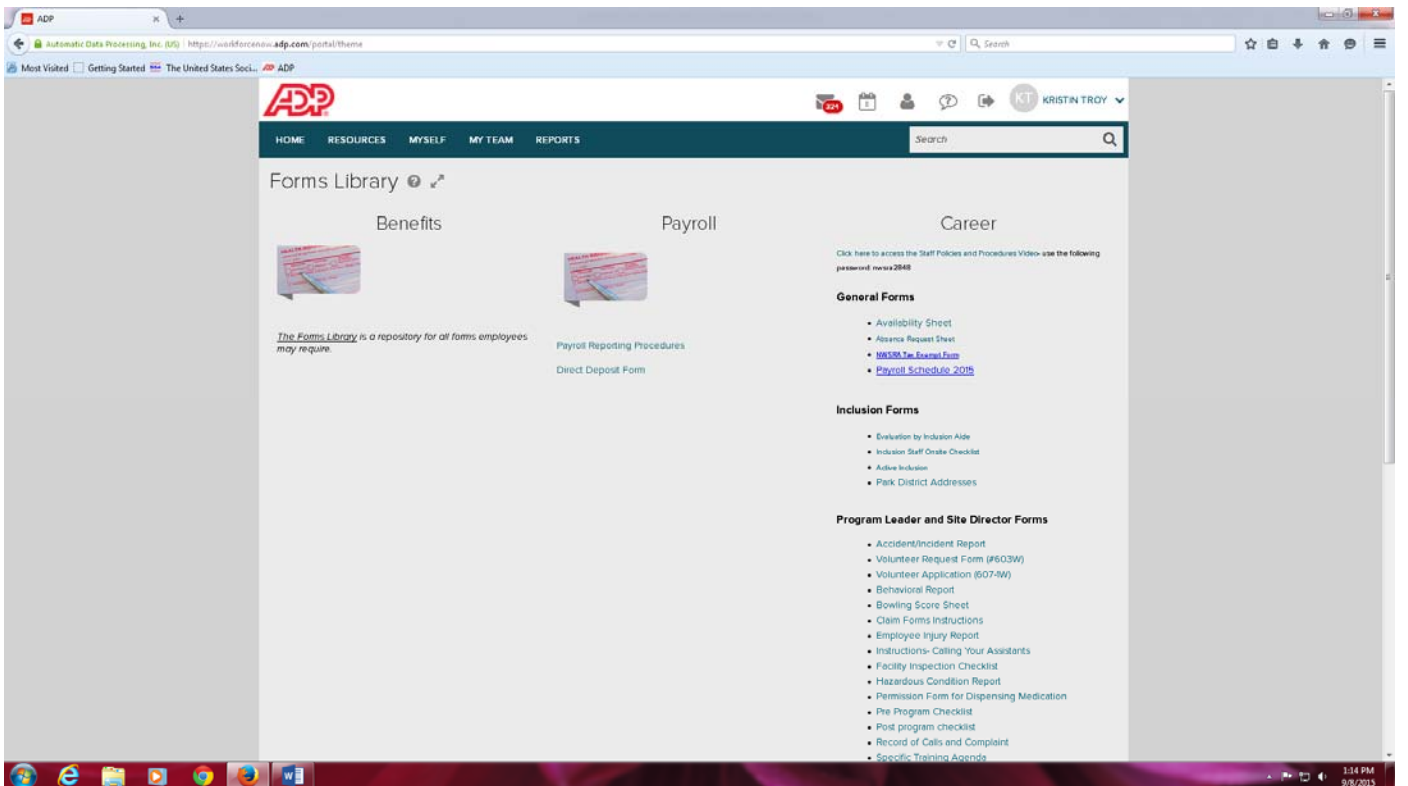
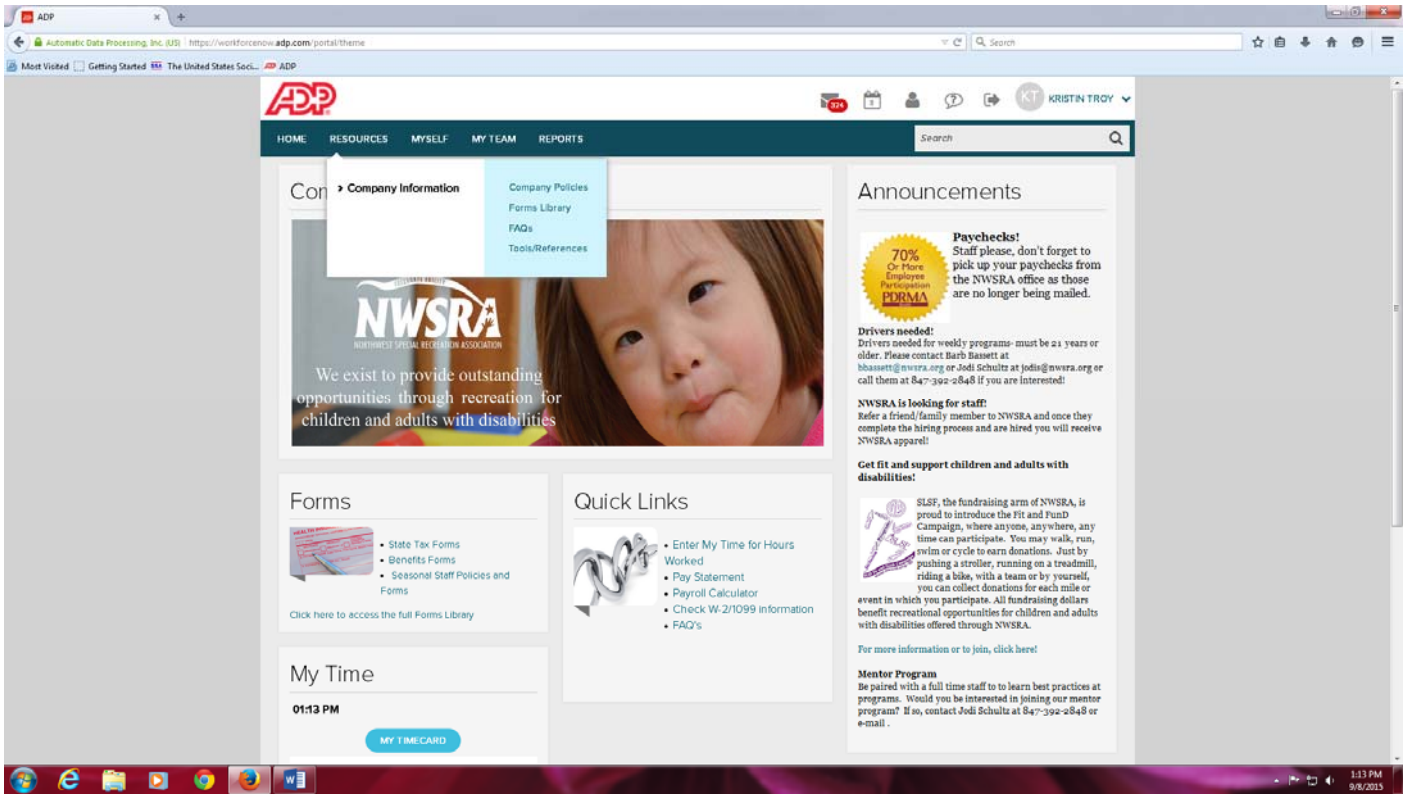
**Please note: There is a security time limit so you will be kicked out of the system and have to log in again in if the page is left idle for too long.*

The NWSRA Welcome Page

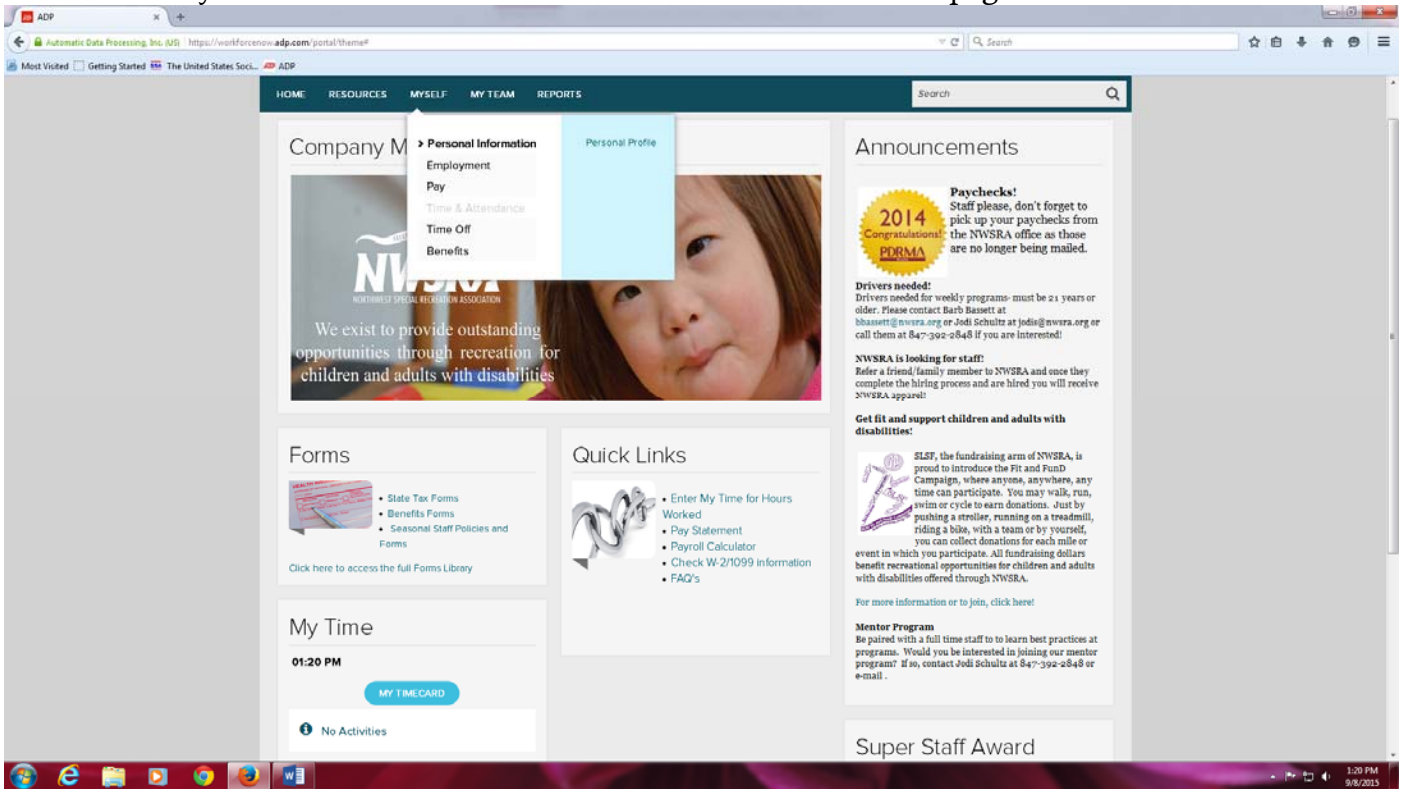
- Click on Myself located on the tool bar to access Personal Information: Pay rates, Past Pay Statements, Direct Deposit Information, Tax Information, etc.



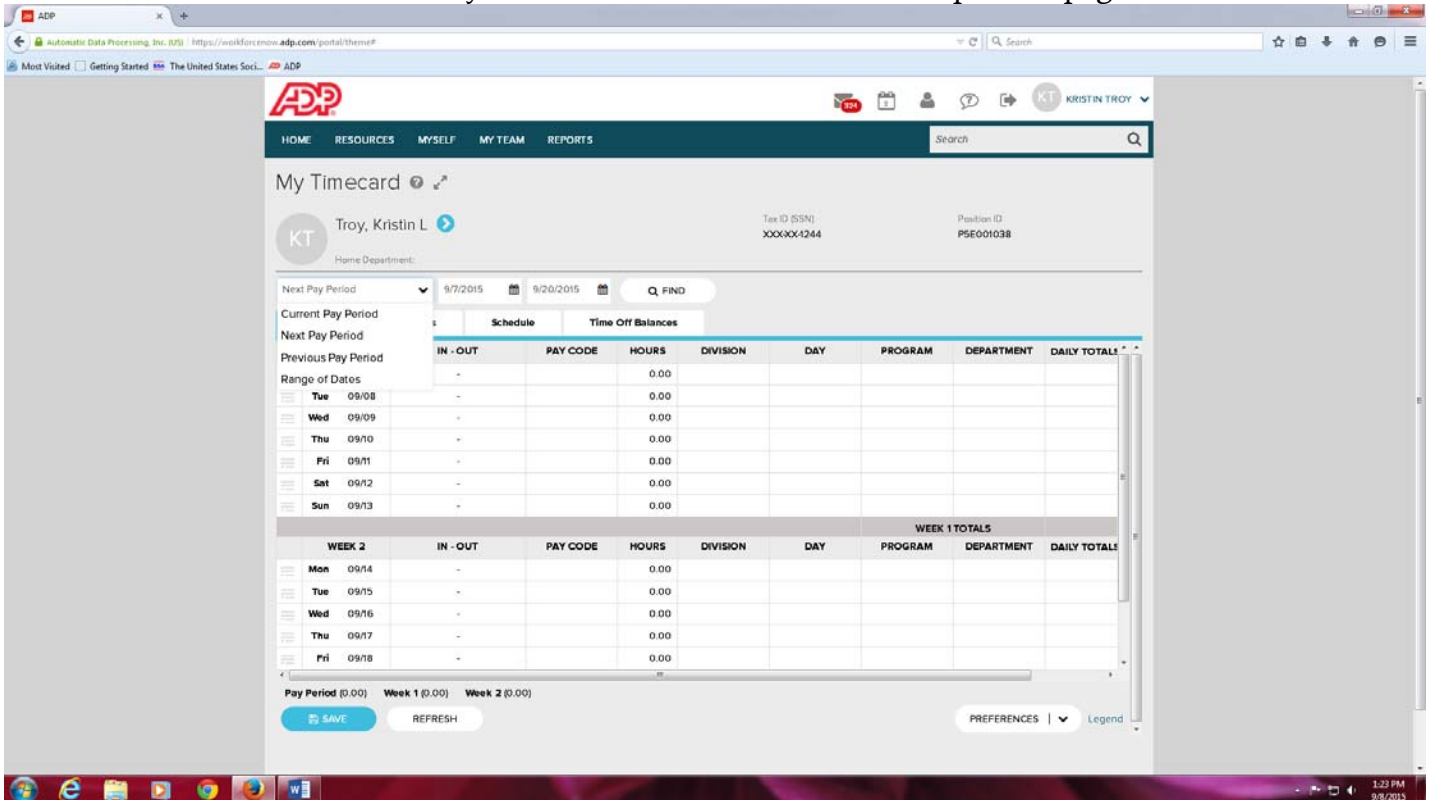
- Under Resources or Forms tab you are able to access the Payroll Schedule and Forms Library.



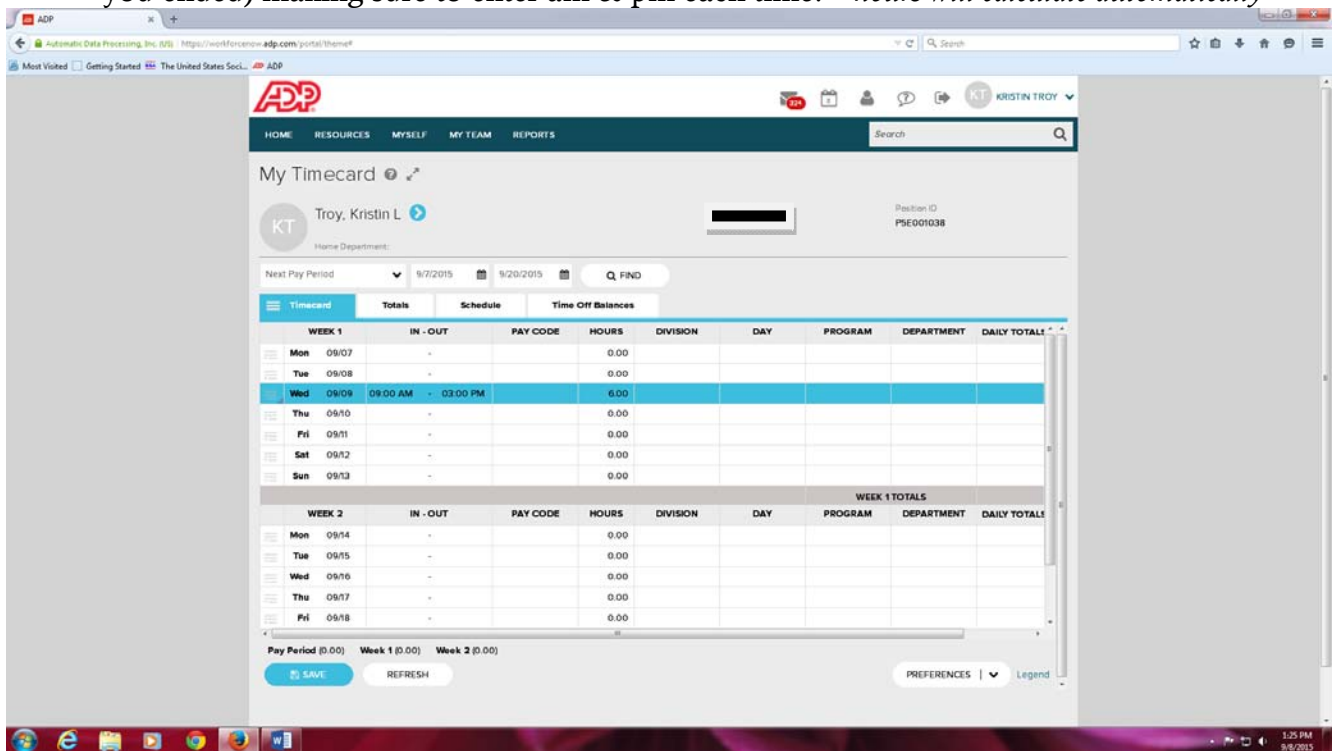
- To begin entering your hours: Click on either the Myself tab at the top of the page, “Enter My Time for Hours Worked” link under the Quick Links on the right side of the page or the “My Timecard” blue button on the left bottom of the homepage.



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

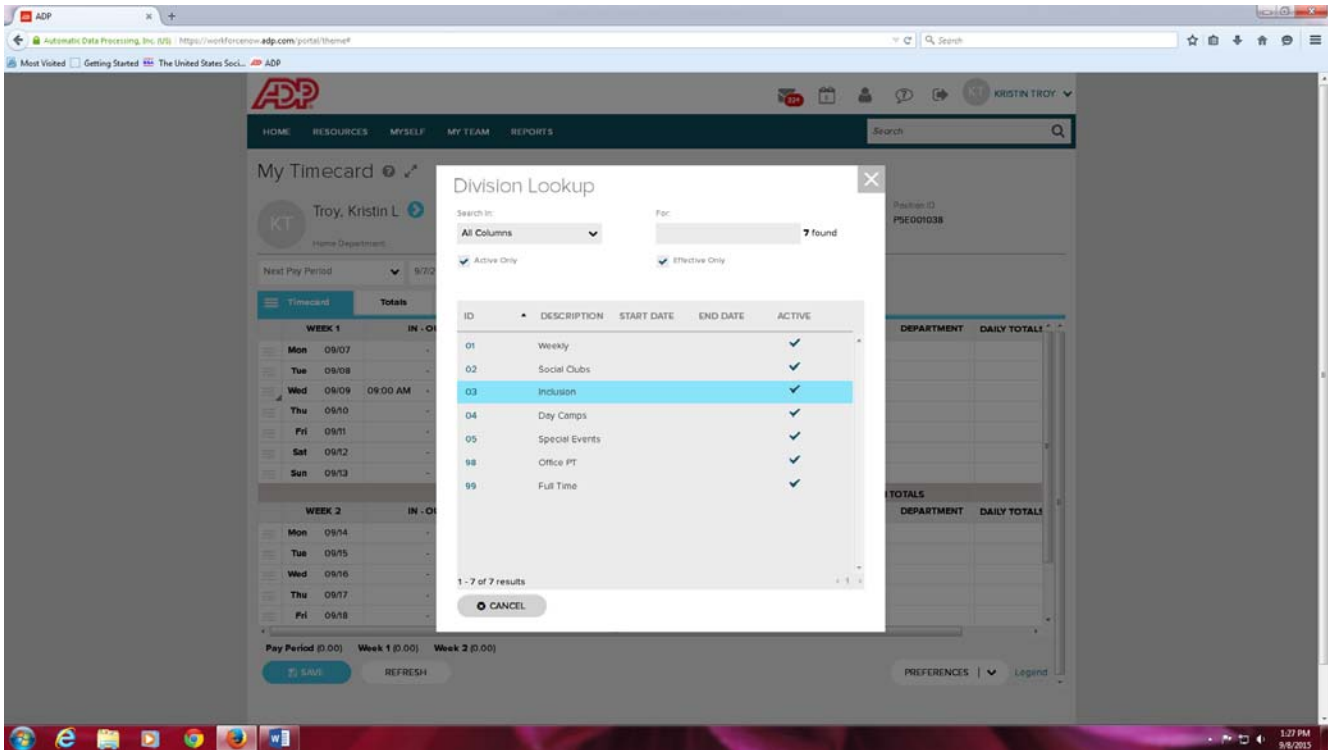


- Find the appropriate day and date and enter time in (time you started) and time out (time you ended) making sure to enter am & pm each time. **hours will calculate automatically*

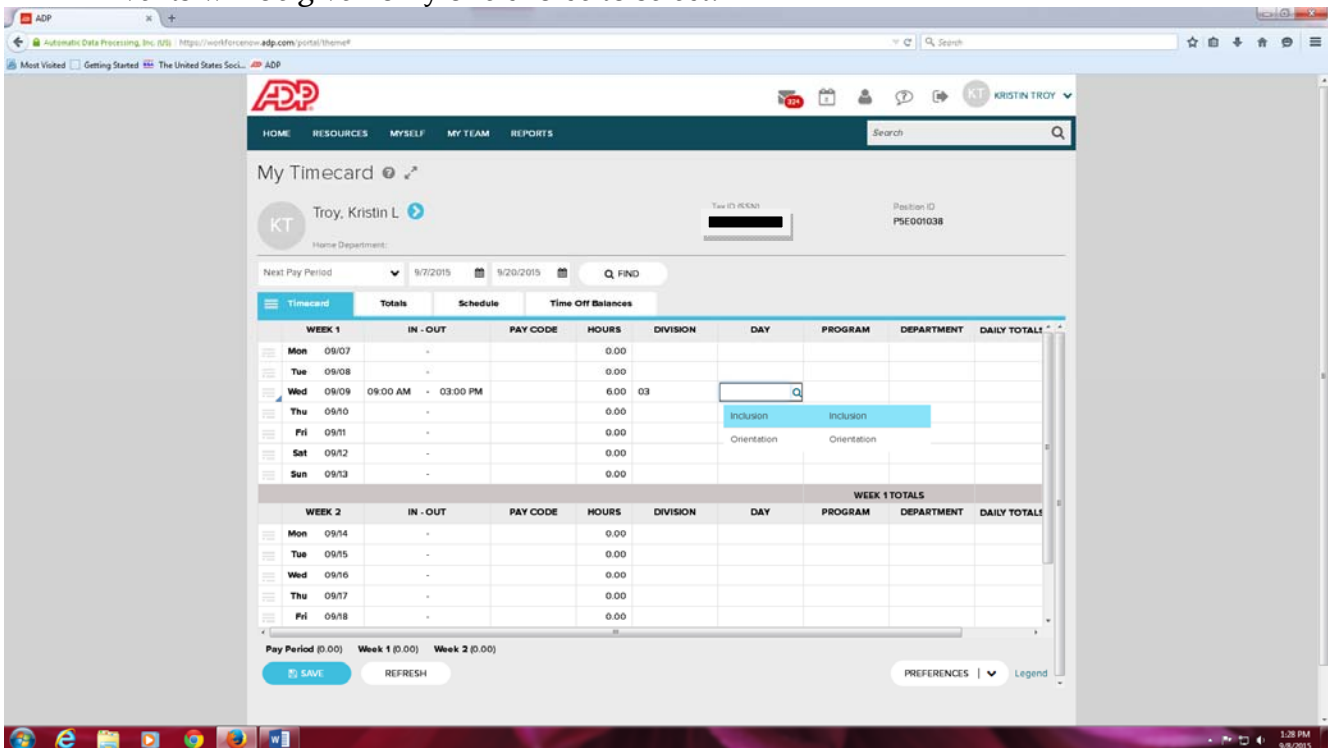


- Ignore Out Type. You only fill out Earnings Code for Training/Orientation Hours. You must complete Division, Day, Program, and Department.
- Click on **Division** box and then on the magnifying glass to select from drop down box your division assignment.

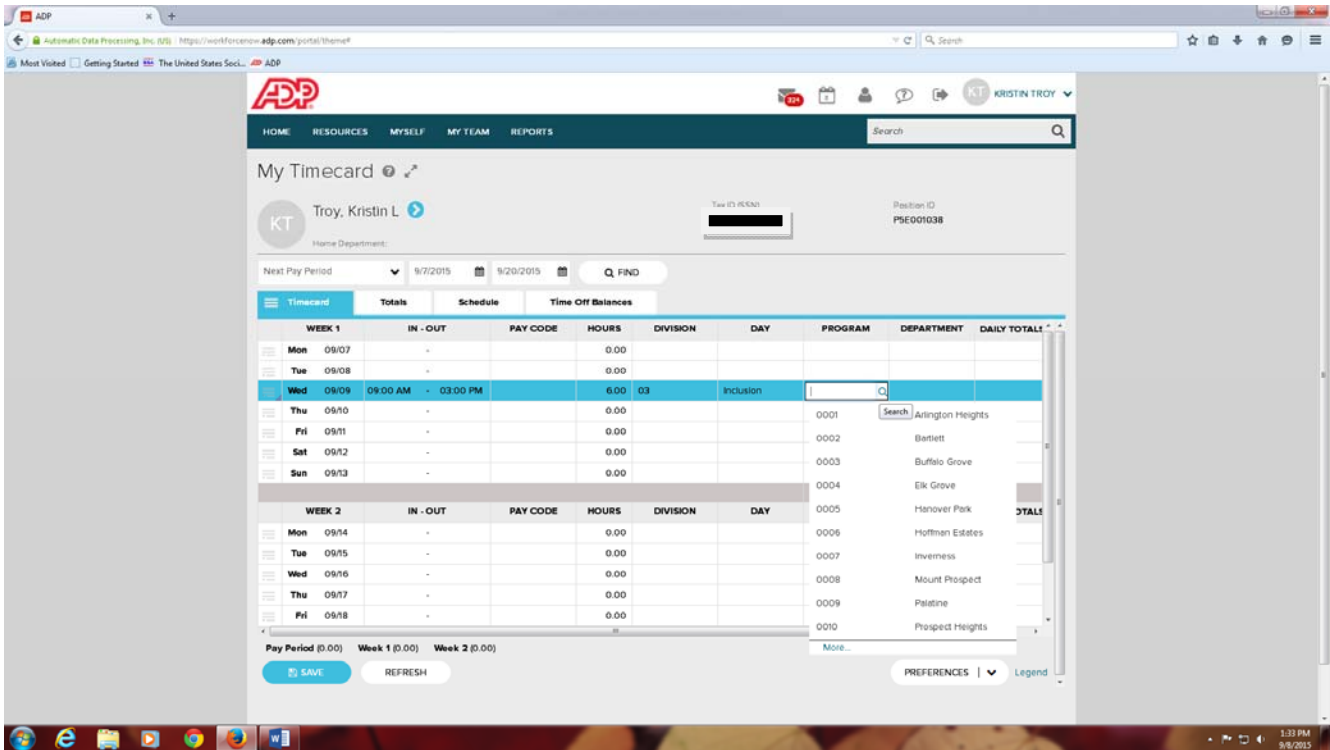
Inclusion Assignment Example:



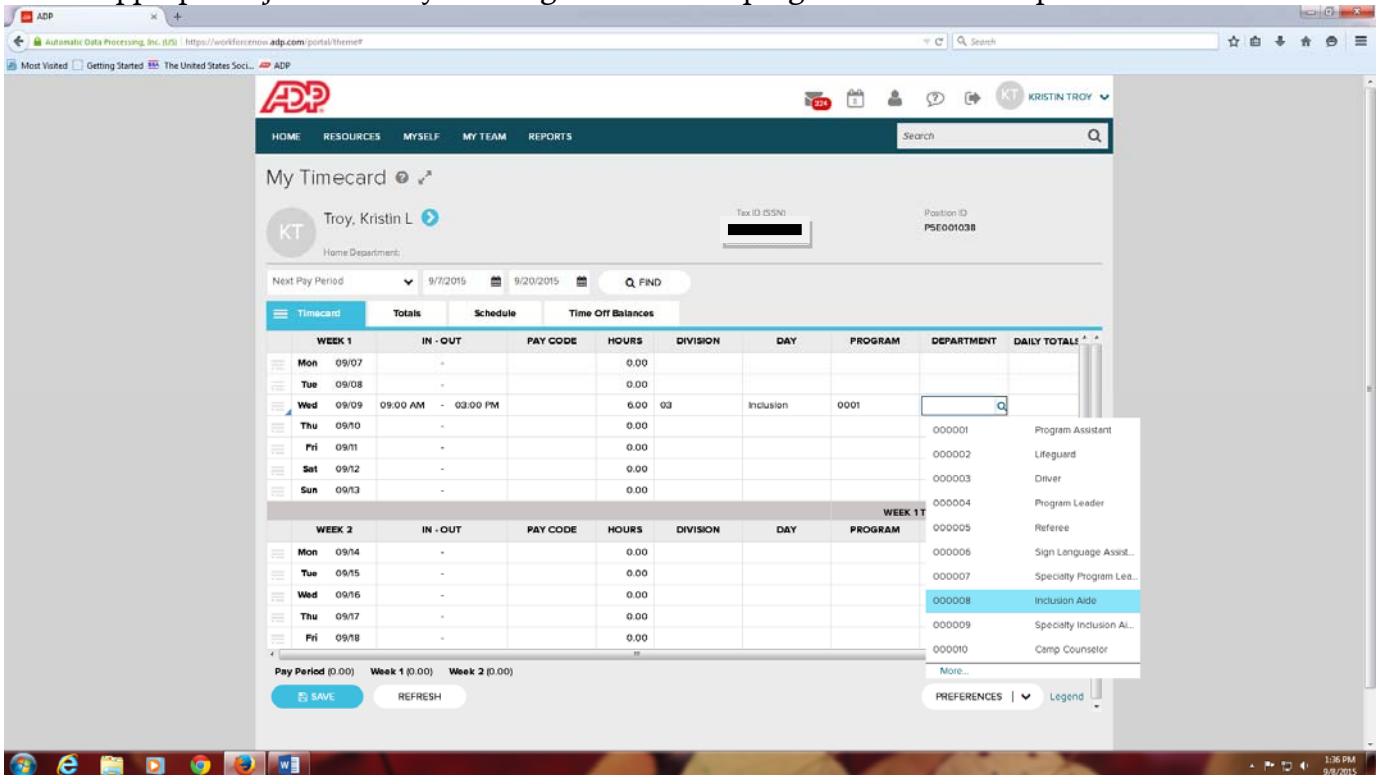
- Next click on the box and then magnifying glass to select the appropriate **Day** from the drop down box. Weekly program staff must select appropriate day of the week for program assignment. The other Divisions: Inclusion, Social Clubs, Day Camps, Special Events will be given only one choice to select.



- 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 where you are assigned.

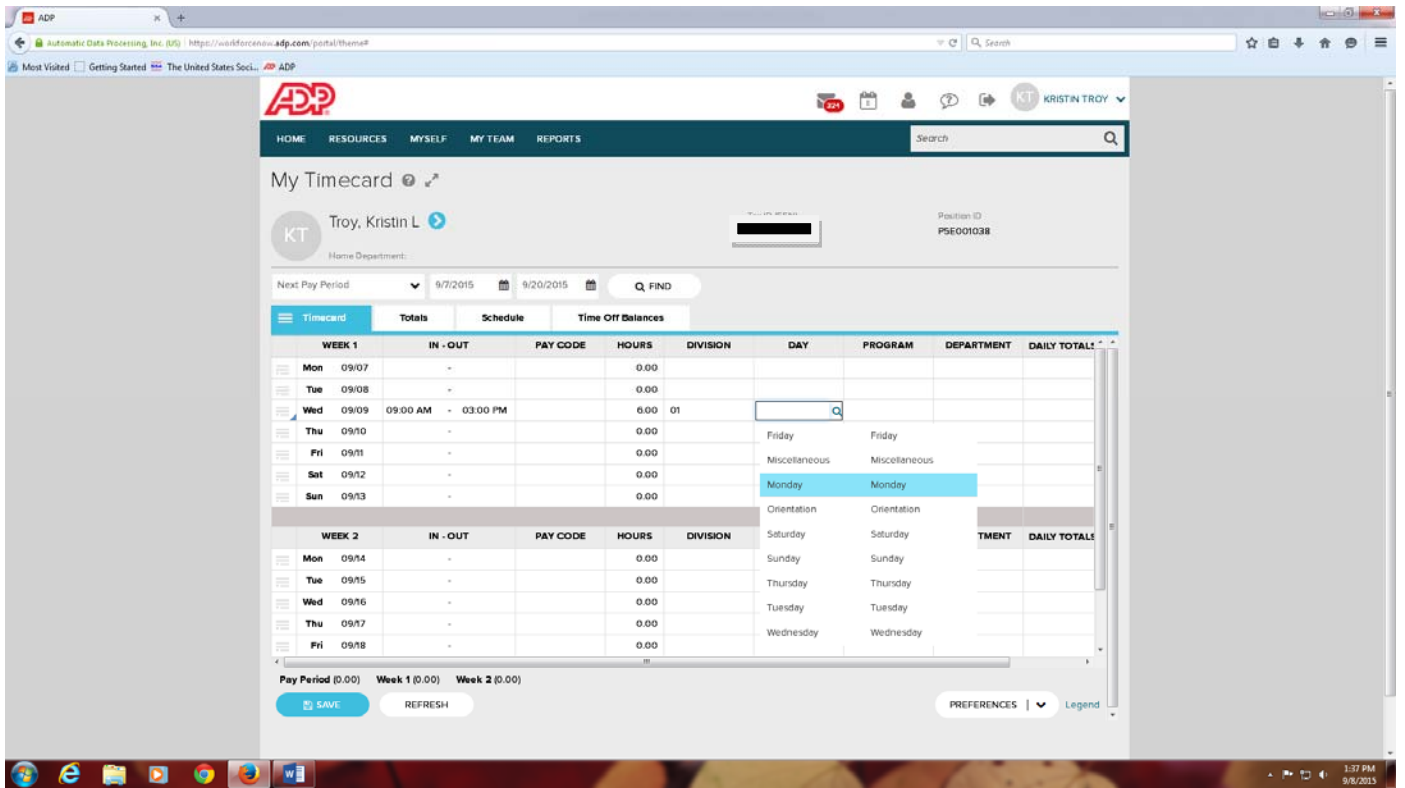


- Next click on the box under **Department** and then the magnifying glass to select the appropriate job title for your assignment in this program from the drop down box.

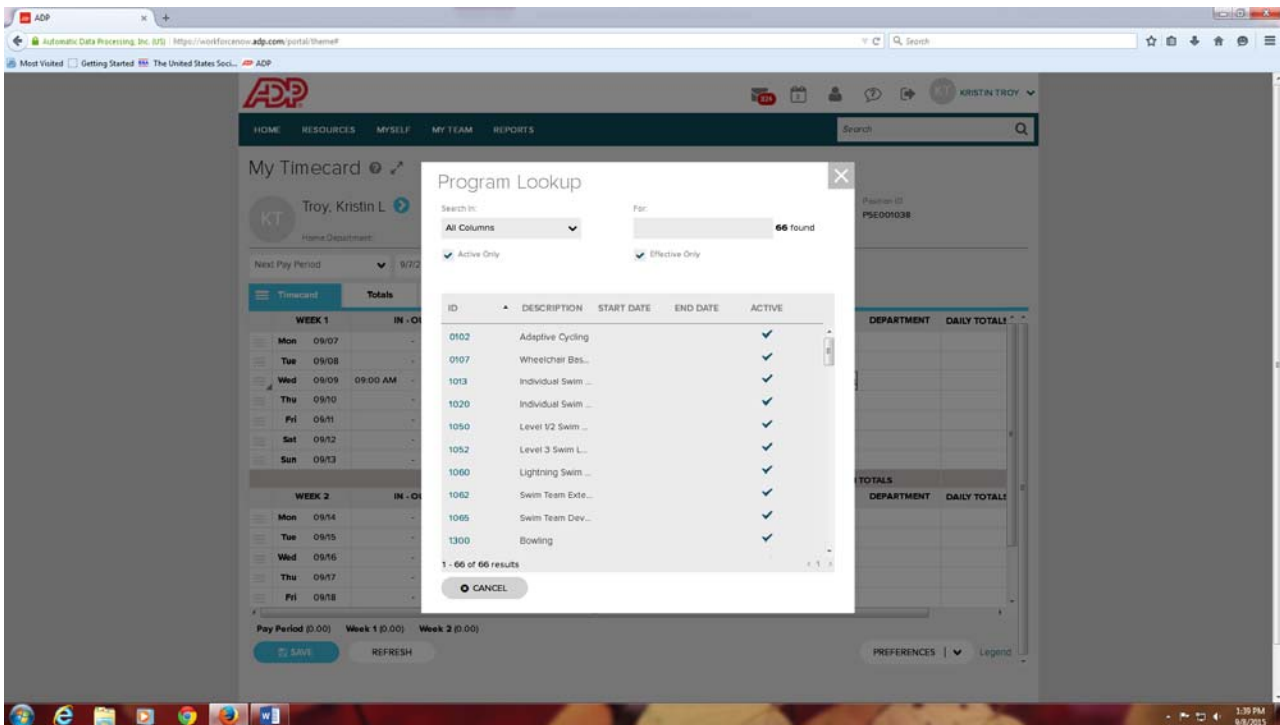


Weekly Program Example:

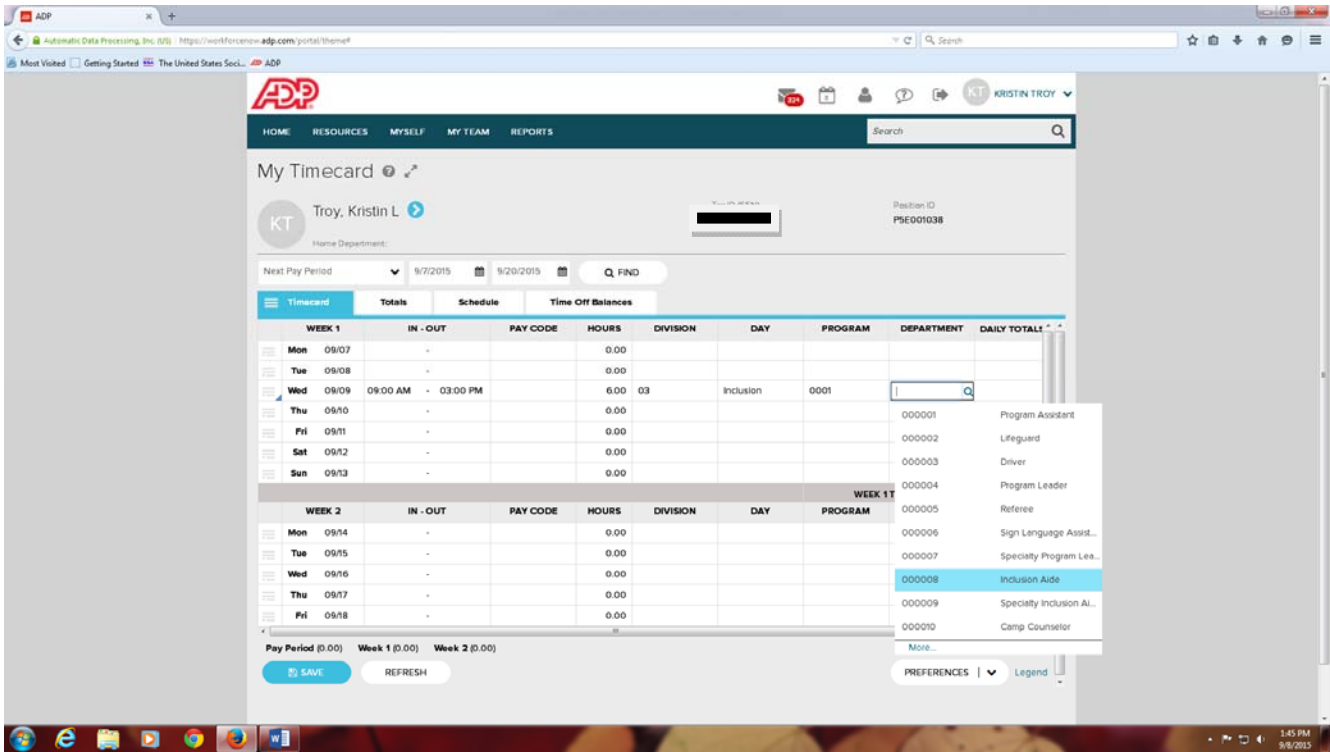
- Weekly programs are filtered by day of the week. Select the appropriate day of the week under Day.



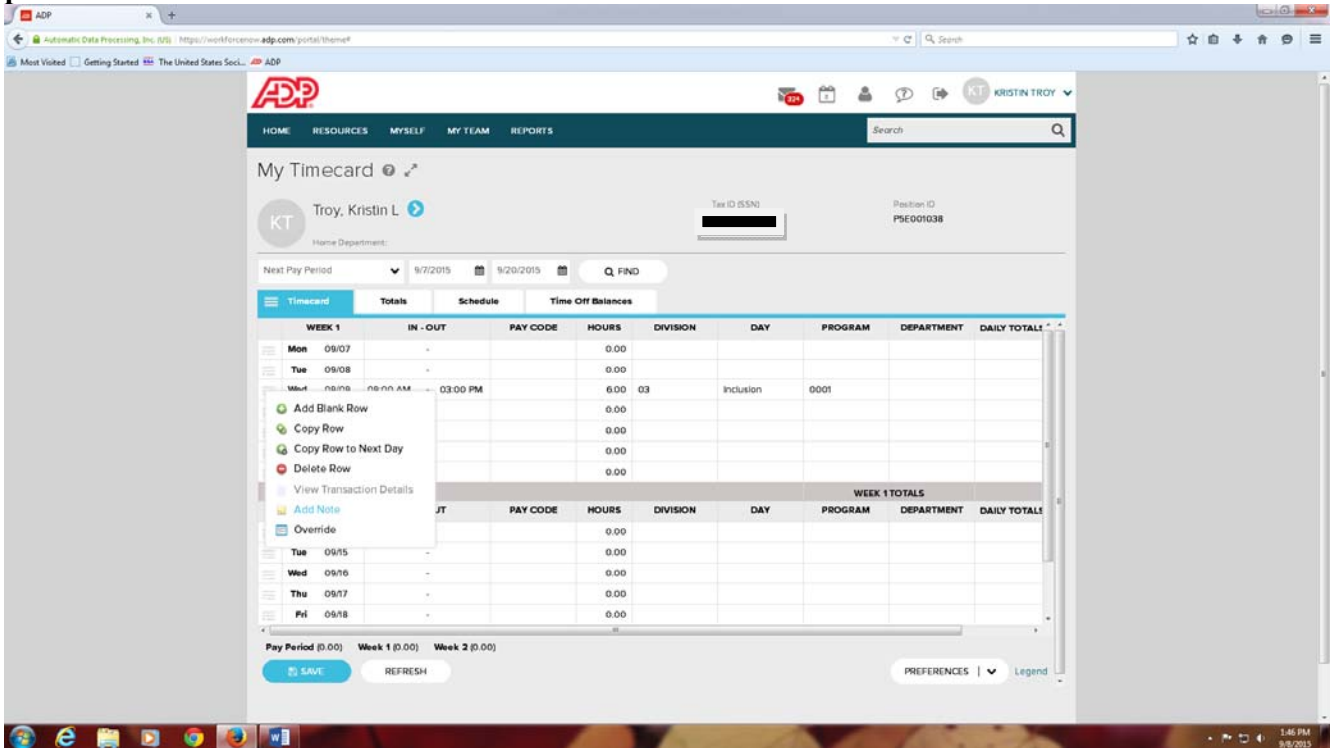
- Under the **Program** tab use the scroll bar to scroll through the list to select your program assignment. Programs are listed in numeric order. **Weekly Programs, Special Events, and Day Camps** select program by number and name. ***IMPORTANT: You must enter the correct program name and number to be paid on time!!!**



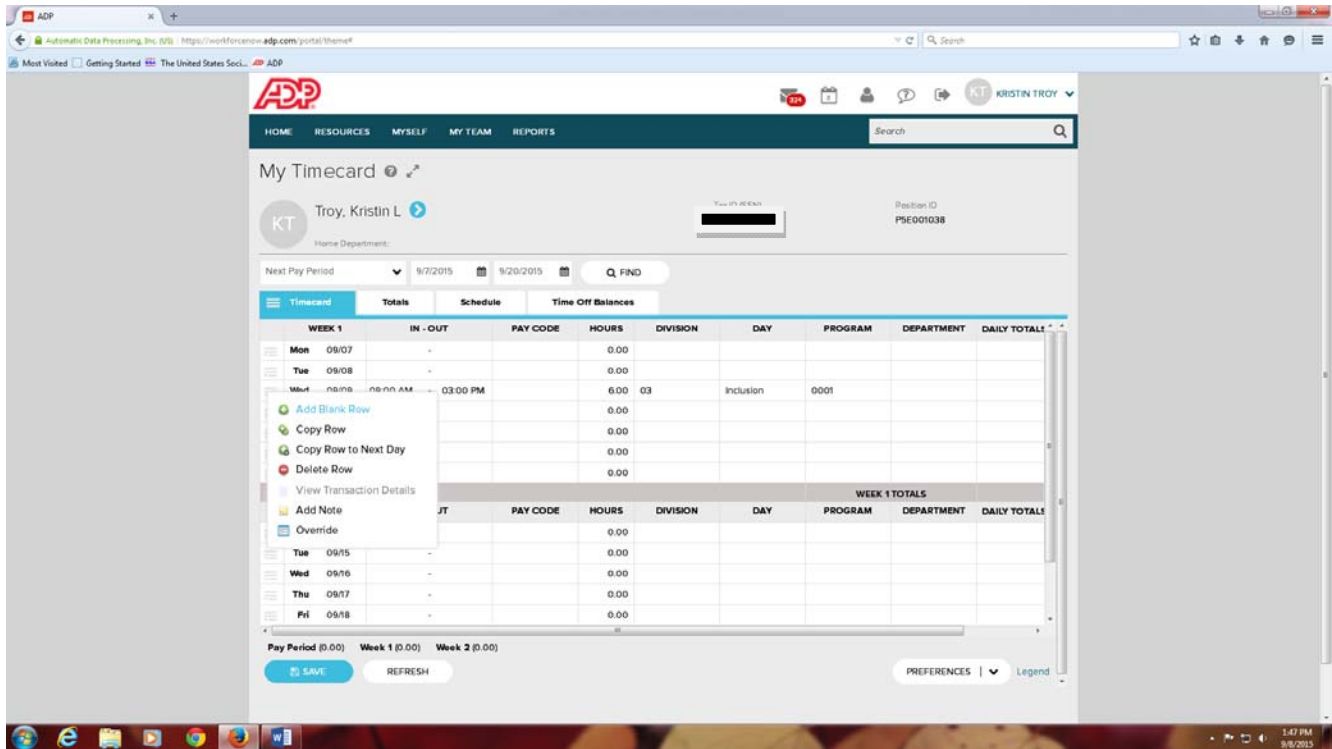
- Next click on the box under **Department** and then the magnifying glass to select the appropriate job title for your assignment in this program from the drop down box.



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.



*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.



- 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.

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