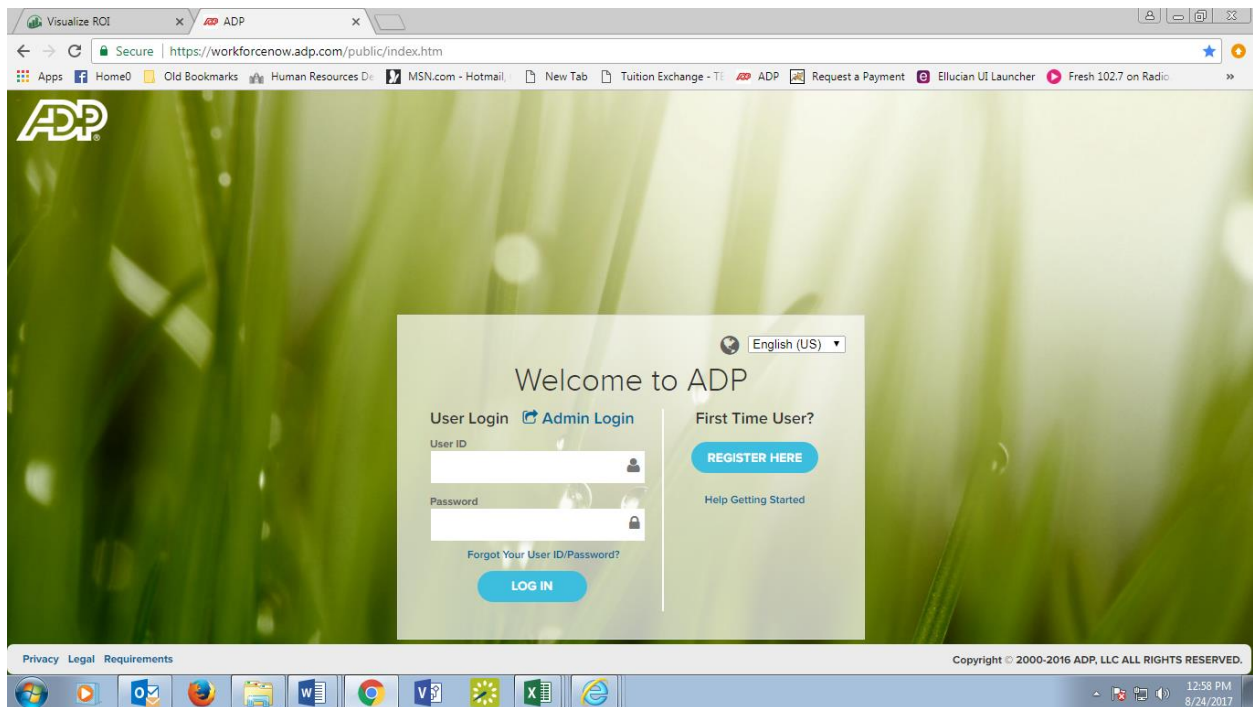


Student Employment Electronic Timesheet Instructions



To Register for ADP Portal:

1. Open the ADP Workforce Now website at <https://workforcenow.adp.com> and select Need an account?
2. Select "Register Here"
3. In order to register, you will need the Centenary registration code. The code is: **centenary-123**
4. Enter the personal information to verify your identity
5. Your User ID will be displayed, you can now create a password (at least 8 characters, 1 letter, and 1 number)

To log your hours into the ADP Portal:

1. Login to your ADP Portal by selecting user login
2. Select "Time and Attendance" tab
3. From the drop down, select "My Timecard"
4. Select "Time Sheet" to enter your hours
5. Entering beginning and ending time for your hours daily
6. Select "Submit" when you have finished inputting hours

Reminders:

1. Enter your hours every day. **DO NOT** wait until the end of the month or the following month to enter your hours!
2. You **cannot** work more than **10 hours per week**
3. **You cannot work during class hours**
4. For general questions about Student Employment go to: www.centenaryuniversity.edu/careercenter. Click on "For Students," and then "Student Employment"
5. For payroll related inquiries, please contact Susan Nesmith at susan.nesmith@centenaryuniversity.edu or x2364

To set up Direct Deposit:

1. Login to ADP Portal
2. Select "Pay and Taxes," then select "Direct Deposit"
3. Select "Add New" and enter your information

Password Re-set:

1. If you forget your password, login into ADP Portal and click on "Forgot your User ID/Password?" you will receive a password re-set in your email
2. If after 3 attempts to enter your password and it does not let you login, you will need to contact Susan Nesmith at: susan.nesmith@centenaryuniversity.edu or x2364 for a password re-set