

Prepare for the transition to Electronic Time Keeping.

June 9, 2022

We are excited to announce, effective July 18, 2022 manual timesheets will be eliminated as Rider moves to electronic time keeping.

Rider will be using ADP's Workforce Manager timekeeping system. You will continue to be paid on a biweekly basis.

Where to find resources and assistance

Employees are welcome to attend upcoming training sessions offered by Payroll and Human Resources. Each will provide an opportunity for all employees to learn more and ask questions. Training will cover the new ADP time recording system for both employees and their managers.

Advance registration is not required, and a recording of a session will be available for on-demand viewing soon after each event

- Wednesday, July 6 at 2:00 PM
 - o Zoom Link:
<https://www.google.com/url?q=https://rider.zoom.us/j/98880976572?pwd%3DMTU5Y1U4MC9QemYzSmZjNHhaQlBIQT09&sa=D&source=calendar&ust=1655222349904571&usg=AOvVaw0-y7EYPvH4NkBRgfoCCx0E>

- Monday, July 11, 2022 at 2:00 PM
 - o Zoom Link:
 - <https://www.google.com/url?q=https://rider.zoom.us/j/93903466007?pwd%3Dbk4wUnNjZmc1VHVtBmFNd3RObVJ0UT09&sa=D&source=calendar&ust=1655228849952630&usg=AOvVaw32GggPdjsFIKGiDxBTSc03>

- Open House for in person Q&A
 - o Tuesday, July 12, 2:00 PM – 4:00 PM Sweigart Hall Room 208 Board Room