ADP Student Timesheet Guide

1. Click on My Timecard on the My Timecard Tile.

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2. Enter time in the box labeled "in" to clock in.

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3. In the TRANSFER box dropdown, click on Search.

4. A box will pop up on the right side. Select "Add Business Structure".

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5. Click on Browse Entire List to bring up your jobs.

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6. Click on the position that you are reporting hours and click OK.

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7. Select Apply in the lower right corner.

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8. The TRANSFER box will now be populated with the position number. This enables Disbursements to know, which position to pay you for.

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9. At the end of your day, enter time in the OUT box. Select Calculate Totals and Save in the upper right corner.

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10. At the end of the entire pay period, review your time for errors or missing "transfer/position numbers" and select APPROVE check in the upper left corner.

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Frequently Asked Questions:

1. What is the ADP web address?

https://wfmgr.adp.com/

2. Why can't I register?

If you do not have a current student contract on file with Career Services, ADP will not know who you are until your student contract is entered in Banner. This may take a week to enter, depending on the time of year and contract volume.

3. Why can't I login?

Please make sure that your login name ends in @RIDERUNIV

4. I need to make a change on my timecard, but I already approved it.

Select "Remove approval" in the upper far left corner.

5. I need to make changes on my timecard, but my supervisor already approved it.

- a. Your supervisor needs to remove their approval.
- b. Then you need to remove your approval to make the changes.
- c. You need to reapprove your timecard.
- d. Your supervisor needs to reapprove your timecard.

6. My supervisor can't see me to approve my timecard.

Please have your supervisor send a message to disbursements@rider.edu

7. Why don't I see all my jobs?

You may not have all your jobs entered into the system. Check with Career Services to see if you have a contract for the missing job.