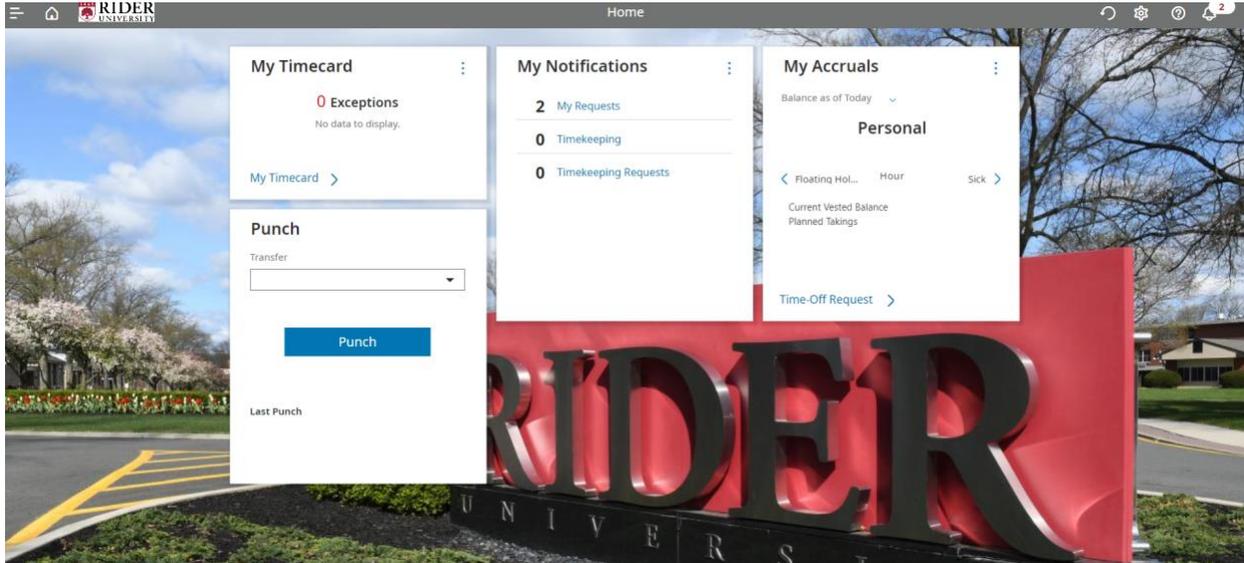


ADP Student Timesheet Guide

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



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

The screenshot shows the ADP Student Timesheet 'My Timecard' page. The page displays a table with columns for Date, Absence, In, Transfer, Out, Pay Code, Amount, Shift, Daily, and Period. The 'In' column for Mon 8/01 has '9:00 AM' entered. The page also includes navigation icons and a 'Current Pay Period' dropdown.

	Date	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	Mon 8/01		9:00 AM										
+	Tue 8/02												
+	Wed 8/03												
+	Thu 8/04												
+	Fri 8/05												
+	Sat 8/06												
+	Sun 8/07												
+	Mon 8/08												
+	Tue 8/09												
+	Wed 8/10												
+	Thu 8/11												
+	Fri 8/12												

Accruals Totals Historical Corrections Audits

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

The screenshot shows the 'My Timecard' web application interface. The main table has columns for Date, Absence, In, Transfer, Out, In, Transfer, Out, Pay Code, Amount, Shift, Daily, and Period. The 'Transfer' dropdown menu is open, showing a list of options: 'Rider/400/424001/48600600', 'Rider/400/424001/58603201', 'Rider/400/424001/58600900', and 'Rider/400/424001/58603200'. A 'Search...' option is also visible at the bottom of the dropdown. The interface includes navigation icons like 'List View', 'Approve', 'Remove Approval', and 'Analyze'. The top right shows 'Current Pay Period' and 'Loaded: 3:51 PM'. The bottom of the screen shows a Windows taskbar with the search bar and system tray.

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

The screenshot shows the 'My Timecard' web application with a 'Transfer' sidebar panel open on the right. The sidebar contains the following information: 'Primary Location: Rider/400/424001/48600600', 'Work Rule: None', 'Cost Center: None', and 'Labor Categories: BR'. There is a blue plus icon and the text 'Add Business Structure' in the sidebar. The main table is the same as in the previous screenshot, with the 'Transfer' dropdown menu open. The interface includes navigation icons like 'List View', 'Approve', 'Remove Approval', and 'Analyze'. The top right shows 'Current Pay Period' and 'Loaded: 3:51 PM'. The bottom of the screen shows a Windows taskbar with the search bar and system tray.

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.

