

ADP Workforce Manager Registration for Student Employees

Please log into MyRider. Go to the Employee Link on the left or top side menu, and the link will be in the Payroll / Disbursements section on the right side of the page.

Payroll/Disbursements



You can also navigate to ADP through this link my.adp.com

- Hit “Create Account” and then choose “I have a registration code”. The registration code is **RIDERUNIV-ADP. DO NOT USE FIND ME TAB, CLICK I HAVE A REGISTRATION CODE.**
- You will register using your **Bronc ID (i.e employee ID)** and the **month/day of your birthdate.**
- Write down your username and create a password. Your username will end in @rideruniv
- If you run into any issues, please contact the Disbursements office at studentpayroll@rider.edu
- Once registered, you may access ADP Workforce Manager using this same link.

DETAILS

ADP Workforce Manager provides flexible access from a mobile device or desktop rather than submitting PDF or paper time cards.

You will have the ability to:

- Clock in or out from a time clock or timestamp from the application. **Make sure you click save after every punch and approve your timecard at the end of the pay cycle.** [Student Biweekly Payroll Calendar](#)
- Online mobile app to **allow you to log in / out in real time**
 - Instructions for the APP are located on the Disbursements page on Rider.edu
- **View, edit, approve and submit your own timecard.**

All information can be found on the Disbursement Page on Rider.edu on the ADP Workforce Manager page.

We encourage you to review the training link and PowerPoint.

The page also includes instructions to download the APP (after you have registered on your computer). The APP will provide an easy way to log in and out during your work shift, as well as keep your timecard up to date. You can also approve and submit your timecard for approval and payment right on the APP.

IMPORTANT REMINDERS

- **Timecards are due to supervisors on Monday morning following the end of the pay period. Remember to click save after every punch. If you do not work weekends, it is highly suggested you approve your timecard on the Friday before the end of the cycle. You only click approve at the end of the pay period. Here is the link to the [Student Biweekly Payroll Calendar](#)**
 - *You cannot enter time for a pay period that's ended. Please email your supervisor with the subject line "Student Hours and Approvals" so they can approve it and send to studentpayroll@rider.edu*
- **If you have multiple jobs, your other/secondary supervisors will need to approve manually.**
 - From ADP, use the Share button
 - Print the timecard to PDF (check "include totals")
 - Email to secondary supervisor for approval
 - Use the subject line: "Student Hours and Approvals"
 - Secondary supervisor should email approval to StudentPayroll@rider.edu
 - If possible, use google chrome as your browser.
- **Federal work-study students working off campus must also follow these steps for approval.**
 - From ADP, use the Share button
 - Print the timecard to PDF (check "include totals")
 - Email timecard to secondary supervisor for approval and also cc' alarrosa@rider.edu
 - Use the subject line: "Student Hours and Approvals"
 - If possible, use google chrome as your browser.