

ADP Time Keeping Portal

Getting Started

To Access the ADP Portal to view Pay stubs and W-2's and enter your Timecard, you must register.

Registering and Logging In

Enter the following URL in your internet browser
(<https://workforcenow.adp.com/public/index.htm>)

The page below will be displayed



Current Registered Users (Has A Direct Deposit Set Up)

If you have previously registered in ADP to view your check stubs on line, simply enter your User Name and Password.

First Time Users(Currently A Manual Check in the mail)

Click the **Register Here** Tab under **First Time Users**. You will need to know the following information:

Registration Code= AlphaRae-ESS

Company Code= 2JJ

File # (This is listed on the top of your First Paystub you received in the mail or you can request it from Alpha Rae)

Home Page

Once you have registered in the ADP portal and are able to log in it will take you to the HOME page below:

The screenshot displays the ADP Home Page dashboard, which is organized into several sections:

- Company News:** Features a banner for "HAPPY NEW YEARS!" with a small image of a computer monitor.
- Quick Links:** Includes a ribbon icon and two links: "Pay Statement" and "Company Policies".
- Company Events:** Titled "Making A Difference In Our Communities", it contains text about the Volunteer Paid Time Off program and a photo of a group of people. Below the text is a quote: "We are all responsible to the world around us so keep these stories AND photos coming!".
- My Time:** Shows the current date and time as "Thursday, Jan 15, 2015, 03:58 PM", a "My Timecard" icon, and a "No Activities" message.
- Company Spotlight:** Features a photo of three people and text celebrating "Mary Smith had record sales for the month of May. Congratulations Mary! Click here to see all sales results for the month."

Accessing Pay Statement and W-2's

The screenshot shows a corporate intranet interface. At the top, there is a navigation bar with tabs for 'Home', 'Resources', and 'Myself'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the page is divided into several sections. On the left, there is a 'Company News' section with a 'HAPPY NEW YEARS!' banner. Below that is a 'Quick Links' section with a list of links: 'Pay Statement' and 'Company Policy'. To the right of the 'Quick Links' is a 'Company Events' section with a title 'Making A Difference In Our Communities' and a paragraph of text. Further right is a 'My Time' section with a date and time 'Friday, Jan 16, 2015, 08:31 AM', a 'My Timecard' icon, and a 'No Activities' message. At the bottom right is a 'Company Spotlight' section with a photo of three people and a short bio for Mary Smith. Two red arrows originate from the text below: one points to the 'Myself' tab in the navigation bar, and the other points to the 'Pay Statement' link in the 'Quick Links' section.

Check Stubs

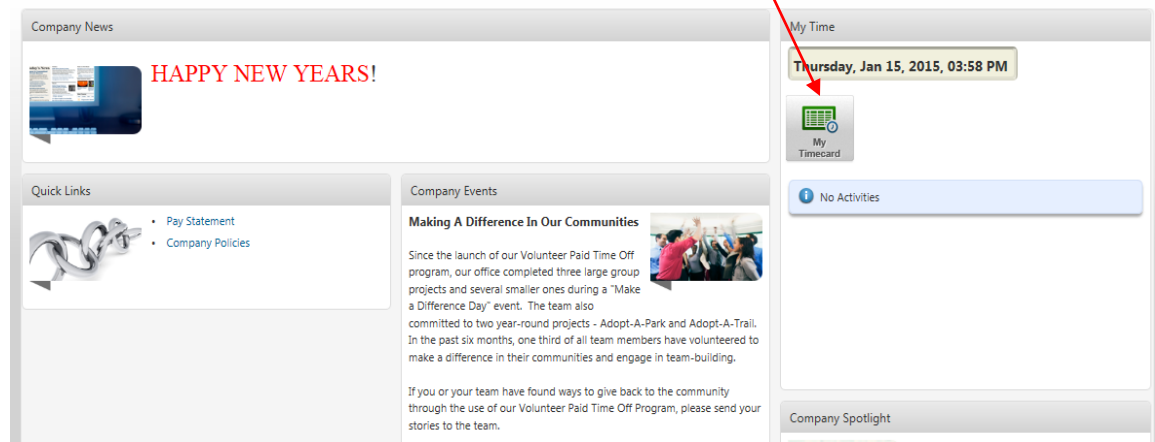
To View and Print your Check Stubs you will need to click on the blue **Pay Statement** under Quick Links. Once you open the link you will need to click on the **View As Table link on the far right side of the page.**

W-2

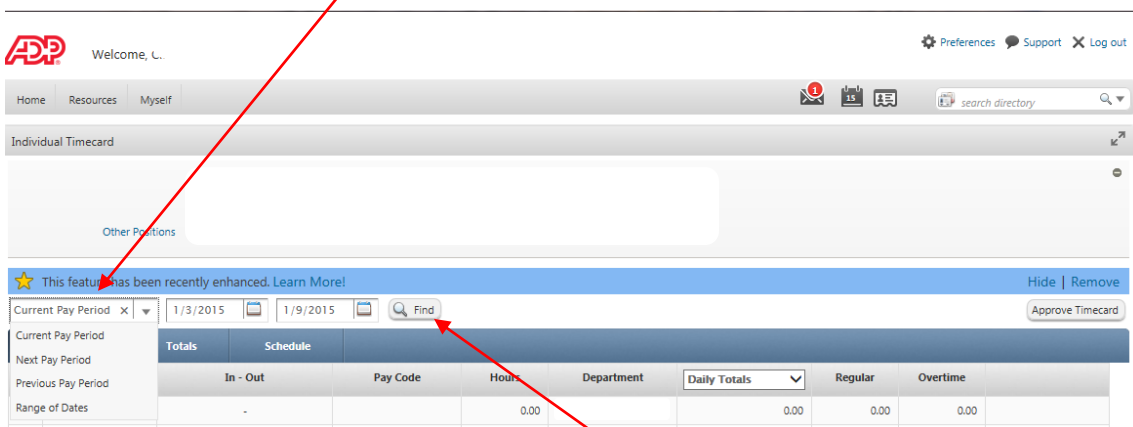
To View and Print your W-2, you will need to click on the Myself tab at the top of the page. The link for W-2 will appear.

Entering Time

To enter time daily you will need to click on Green My Timecard Icon on the far right side of the HOME page under My Time .



- ✓ Select which pay period you are entering time for (Current, Next or Previous) from the Current Pay Period Drop Down List.



- ✓ Once you have selected the Pay Period click the Find tab.

- ✓ Click on the IN side of the timecard next to the day of the week that you wish to enter time.
- ✓ Click on the magnifying glass under the Pay Code Column to enter time for **Holiday, Vacation, PTO, Sick** etc.

Short Cut: You don't have to enter AM or PM you can simply type A or P and it will complete it for you. This will also apply when entering Time. Simply type the number 8 for 8:00 etc.

This feature has been recently enhanced. [Learn More!](#) Hide | Remove

Current Pay Period: 1/3/2015 - 1/9/2015 Find Approve Timecard

Timecard		Totals	Schedule		Pay Code	Hours	Department	Daily Totals	Regular	Overtime
Sat	01/03		-			0.00	ADVOXX	0.00	0.00	0.00
Sun	01/04		-			0.00	ADVOXX	0.00	0.00	0.00
Mon	01/05	08:00 AM	- 05:00 PM			9.00	ADVOXX	9.00	0.00	0.00
Tue	01/06		-		ABSEAV		Unpaid Absence	0.00	0.00	0.00
Wed	01/07		-		BEREAV		Bereavement	0.00	0.00	0.00
Thu	01/08		-		HOLIDAY		Holiday	0.00	0.00	0.00
Fri	01/09		-		JURY		Jury Duty	0.00	0.00	0.00
					OTHER		Other Hours			
					PERSONAL		Personal Hours	9.00	0.00	0.00
					PTO		Paid Time Off			
					SICK		Sick			
					VACATION		Vacation			

Pay Period (0.00) Week 1 (0.00) Preferences Legend

Save Refresh

Tip: You Must Click Save prior to exiting the Timecard, or your information will be lost.

CLOCKING IN AND OUT FOR LUNCH

To enter time for LUNCH you have to ADD a line

- ✓ Find the column next to the Week Tab,

This feature has been recently enhanced. [Learn More!](#) Hide | Remove

Current Pay Period: 1/3/2015 - 1/9/2015 Find Approve Timecard

Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	Regular	Overtime
Sat 01/03	-		0.00	ADVOXX	0.00	0.00	0.00
Sun 01/04	-		0.00	ADVOXX	0.00	0.00	0.00
Mon 01/05	08:00 AM - 05:00 PM		9.00 x	ADVOXX	9.00	0.00	0.00
Tue 01/06	-		0.00	ADVOXX	0.00	0.00	0.00
Wed 01/07	-		0.00	ADVOXX	0.00	0.00	0.00
Thu 01/08	-		0.00	ADVOXX	0.00	0.00	0.00
Fri 01/09	-		0.00	ADVOXX	0.00	0.00	0.00
Week 1 Totals					9.00	0.00	0.00

Pay Period (0.00) Week 1 (0.00)

Save Refresh Preferences Legend

- ✓ Click on the box next to the day of the week (it will have a Blue Arrow display), a drop down menu will appear, simply click ADD BLANK ROW .

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Current Pay Period: 1/3/2015 - 1/9/2015 Find Approve Timecard

Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	Regular	Overtime
Sat 01/03	-		0.00	ADVOXX	0.00	0.00	0.00
Sun 01/04	-		0.00	ADVOXX	0.00	0.00	0.00
Mon 01/05	08:00 AM - 05:00 PM		9.00	ADVOXX	9.00	0.00	0.00
Tue 01/06	-		0.00	ADVOXX	0.00	0.00	0.00
Wed 01/07	-		0.00	ADVOXX	0.00	0.00	0.00
Thu 01/08	-		0.00	ADVOXX	0.00	0.00	0.00
Fri 01/09	-		0.00	ADVOXX	0.00	0.00	0.00
Week 1 Totals					9.00	0.00	0.00

Pay Period (0.00) Week 1 (0.00)

Save Refresh Preferences Legend

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Current Pay Period: 1/3/2015 - 1/9/2015 Find Approve Timecard

Timecard		Totals	Schedule	Pay Code	Hours	Department	Daily Totals	Regular	Overtime
Sat	01/03	-			0.00	ADVOXX	0.00	0.00	0.00
Sun	01/04	-			0.00	ADVOXX	0.00	0.00	0.00
Mon	01/05	08:00 AM - 05:00 PM			4.00	ADVOXX		0.00	0.00
	01/05	01:00 PM - 05:00 PM			4.00	ADVOXX	8.00	0.00	0.00
Tue	01/06	07:45 AM - 11:30 AM			3.75	ADVOXX		0.00	0.00
	01/06	12:15 PM - 06:00 PM			5.75	ADVOXX	9.50	0.00	0.00
Wed	01/07				0.00	ADVOXX	0.00	0.00	0.00
Thu	01/08	-			0.00	ADVOXX	0.00	0.00	0.00
Fri	01/09	-			0.00	ADVOXX	0.00	0.00	0.00
Week 1 Totals							17.50	0.00	0.00

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Current Pay Period: 1/3/2015 - 1/9/2015 Find Approve Timecard

Timecard		Totals	Schedule	Pay Code	Hours	Department	Daily Totals	Regular	Overtime
Sat	01/03	-			0.00	ADVOXX	0.00	0.00	0.00
Sun	01/04	-			0.00	ADVOXX	0.00	0.00	0.00
Mon	01/05	08:00 AM - 05:00 PM			9.00	ADVOXX	9.00	0.00	0.00
Tue	01/06	-		ABSENT		Unpaid Absence	0.00	0.00	0.00
Wed	01/07	-		BEREAV		Bereavement	0.00	0.00	0.00
Thu	01/08	-		HOLIDAY		Holiday	0.00	0.00	0.00
Fri	01/09	-		JURY		Jury Duty	0.00	0.00	0.00
				OTHER		Other Hours			

Once you have entered your time for the week, you simply would need to click Approve Timecard.

Your Timecard is now ready for your Manager's Approval.

Note: If your Timecard is rejected, you will receive notification from your Manager.

Alpha Rae ask that Timecards be submitted on Monday by 12:00 PM