ADP

First of all, thank you so much for hanging in there during the transition with our payroll processors, while most didn't experience any hiccups, I know a few of you had to deal with a few glitches.

I have two great items to share…Time Management is now live! AND…there's an app for that!

https://www.adp.com/what-we-offer/products/adp-mobile-solutions.aspx
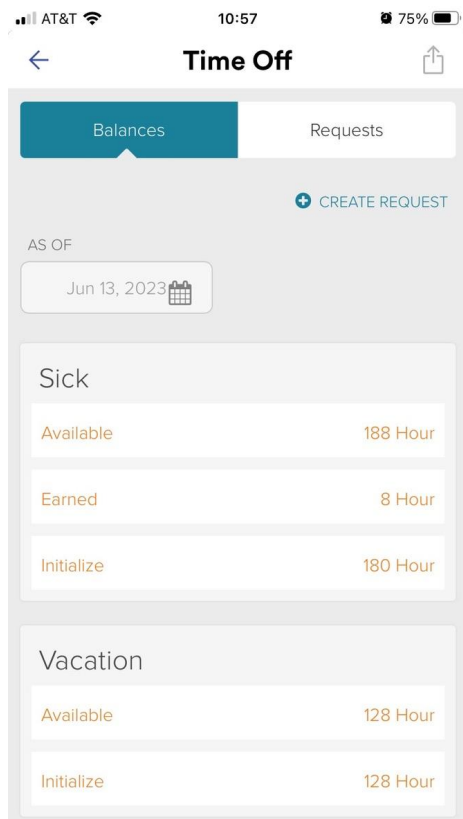
There is a web interface as well that I think most of you have accessed at least once, but the app will allow you to access your pay stubs, time cards, and time off requests from anywhere in only one place!
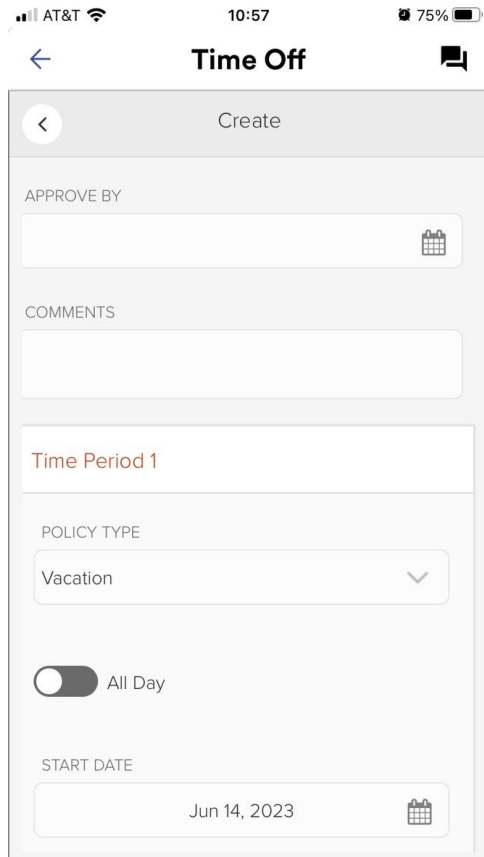
**Requesting Time Off:**
1. Select Time Off from the Recommended section.
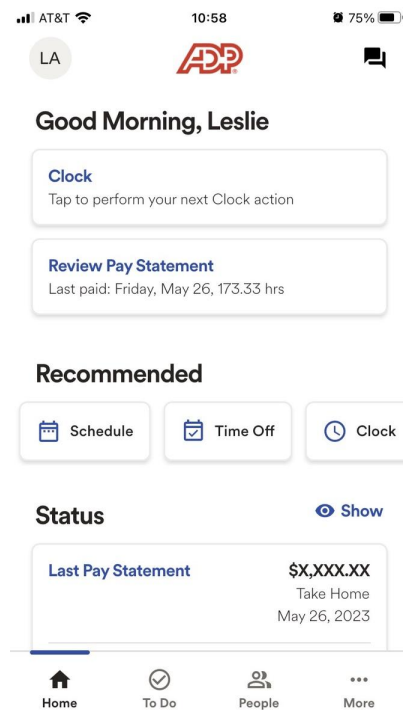


2. Select Create Request.

3. Select the appropriate Policy Type (Vacation, Sick, Jury Duty, Bereavement).

4. Toggle on All Day.
5. Select the Start Date and End Date.



6. Click Create.

As a heads up, the Time Off Balances were transferred in from Thread in April and are being manually updated at the end of this pay period. So check back August 1st and let me know if you see any balances that don't look right.

**Part Time**

Your timecards are now live in ADP! Select Clock from the Recommended section and simply press the Start Work button to clock in and the End Work to clock out. If you take a lunch break or class break during the day, use the Start Work and End Work buttons again.