

Accessing ADP After Leaving Centenary University

- All employees have 3 years to access their payroll information via the ADP portal upon leaving employment with Centenary University.
- The web address is <https://workforcenow.adp.com>.
- Your user ID remains the same. Ex: Jane Doe would be jdoe@centenary.
- Your password remains the same. If you have not accessed your account for more than 30 days, you will be required to reset your password. You can either reset your password via the ADP portal, as long as you have not made 3 attempts, at which point the system will lock you out and you will need to contact the Human Resources Department for a password reset.
- **Make sure that upon your exit from Centenary University that you provide the Human Resources Department with a current email address so that you can receive communication from ADP for password resets if necessary.**