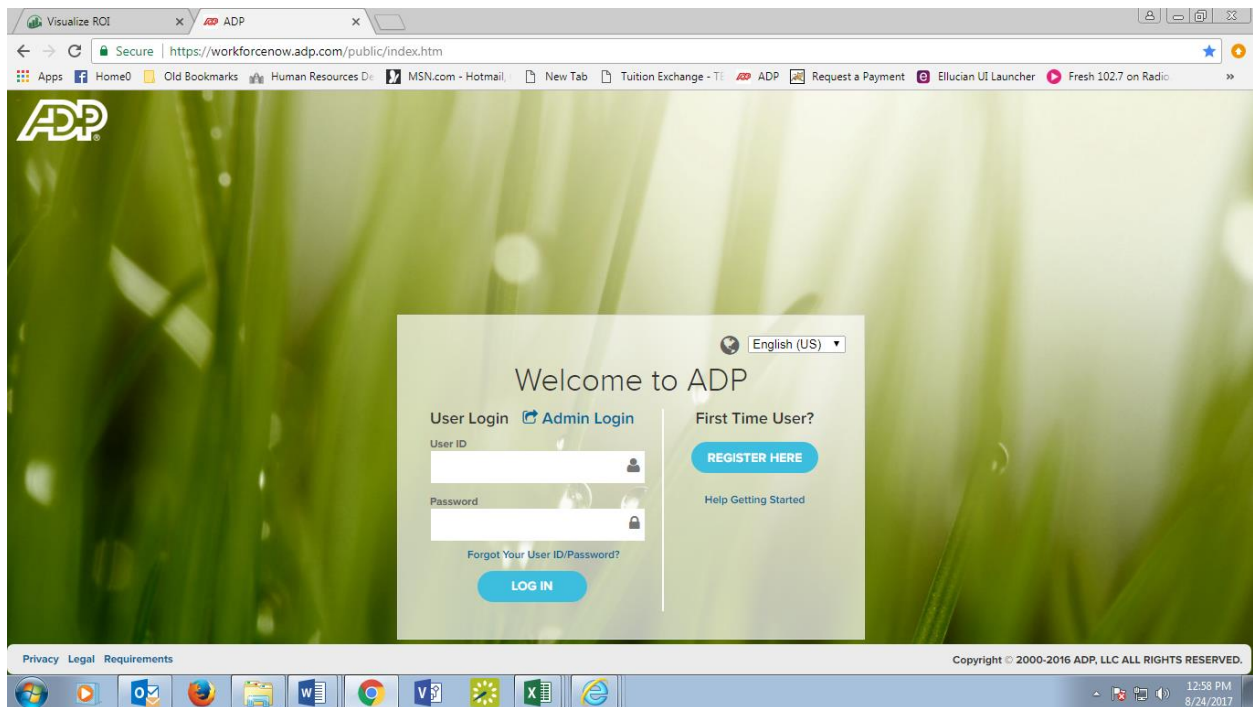


Student Employee Electronic Timecard Instructions



**You will use ADP to enter your work hours,
view your pay statements, and set up direct deposit.**

**If you are a first-time user, you will need to register in ADP at
www.workforcenow.adp.com**

**For instructions on how to register in ADP, please refer to the
ADP Registration Instructions found [here](#).**

To log your hours into ADP:

1. Log in to ADP at www.workforcenow.adp.com
2. Select *Myself* tab
3. Navigate to *Time & Attendance > My Timecard*
4. Enter the start and end time for your daily work hours
5. Be sure to click on *Save* when you have finished inputting your hours

Reminders:

1. Enter your hours every day. **DO NOT** wait until the end of the month or the following month to enter your hours!
2. You **cannot** work more than **10 hours per week**
3. **You cannot work during class hours**
4. For general questions about Student Employment go to: www.centenaryuniversity.edu/careercenter and click on *Students*.

To set up direct deposit:

1. Log in to ADP at www.workforcenow.adp.com
2. Select *Myself > Pay > Payment Options*
3. Select *Add New* and enter your banking information

Password reset:

1. If you forget your password, log in to ADP and click on *Forgot Your User ID/Password*. A password reset will be sent to your email.
2. If after 3 attempts to enter your password, you still cannot log in, please contact Human Resources at hrdept@centenaryuniversity.edu or call x2332 or x2364 for a password reset.