

NEW STUDENT EMPLOYEES: ADP Self-Service Portal

Registering for ADP User ID & Password

Go to <https://portal.adp.com> or Click on ADP Self Service icon on Desktop

Please give H.R. 48 hrs to process your Contract before Registering! If it doesn't work, wait 24 hrs. and try again before calling. 😊



User Sign In

USER SIGN IN

ADMINISTRATOR SIGN IN

Forgot Your User ID?
Forgot Your Password?
Change Your Password
Update Your Security Profile

First Time User

CREATE ACCOUNT

Need Help Getting Started?
Make This Site Your Home Page

Take your time and follow each direction carefully, the System is very secure and doesn't allow much room for error.

Click on **CREATE ACCOUNT**



Before you register, help us find you in our records.

Registration Code
(Type in the text box):

evangel-12-payroll

Registration code*

Go

USER ID will contain your first initial and last name @evangel-12.
(Ex: **jd**oe@evangel-12)

PASSWORD is case sensitive. It has to be at least 8 characters long and include one number or symbol.

Click "Go" until you've answered all the questions, especially the required fields (Legal Name, SSN – no dashes & no spaces, Email, and Security Questions – remember your answers!)



Enter your contact information How will this be used by ADP?
Email address* Work Personal
Mobile phone number Country code Work Personal
 I authorize ADP to send me text messages regarding my account at the number I have provided, according to ADP's Text Messaging Terms and Conditions.

View your user ID and create a password

User ID*

Password*

Passwords must be at least 8 characters long, contain at least one letter and 1 number. Passwords are case sensitive.

Confirm password*

In case you forget your user ID or password

Question 1*

Your answer*

Question 2*

MEMORIZE

**Your
User ID
&
Password
&
SECURITY
information!**

TIME CARD: Log Hours Each Workday

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	02/07/2011	08:00 AM	04:45 PM	8.25			597010
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	02/07/2011			8.25			597010
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	02/08/2011	08:00 AM	04:30 PM	8.00			597010
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	02/08/2011			8.00			597010
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	02/09/2011	08:00 AM	04:00 PM	7.50			597010
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	02/09/2011			7.50			597010
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	02/10/2011	08:00 AM	04:30 PM	8.50			597010
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	02/10/2011			8.50			597010

- *Click "Time and Attendance" Tab
- *Click "My Timecard"
- *Select "Current Pay Period" from the drop down box.
- *Always double check the date.
- *Enter your Hours EACH DAY!
- *Click "Save" and wait for the "Operation Successful" message.

PAYDAY is Every Other FRIDAY

Pick up your Pay Card on your first Payday with your ID and sign for it at the Bursar's (Student Accounts /Cashiers Window) Office, 208 Riggs Hall during their hours if you are not Direct Deposit.

OR

Some Departments will have you:
CLOCK IN and CLOCK OUT Daily

Do not forget to "SAVE"
If you forget to Clock in or out,
please notify your Supervisor.

Locked Out of ADP??

THE ONLY Way to Unlock your Account is to RESET your Password!

☺ On ADP Portal Page, Click "Forgot your Password?" and Follow Directions. ADP will Email you a Temporary Password. If you Copy and Paste it, Use Ctrl+C to Copy and Ctrl+V to Paste, NOT right-click with mouse.

PAYCHECK FEATURES

You can View your **Paycheck Stubs / Earnings Statements** and Print them any time from any computer. *ADP keeps three years' worth on file online for you.*

Go to the **"Pay & Taxes"** Tab, Select **Pay Statements**

Also, your W-2 (Annual Statements): These are needed to file Income Tax Returns and FAFSA Application.

Please use the **"Personal Information"** Tab to keep your Permanent Address and information up to date.

The screenshot shows the ADP Self-Service Portal interface. At the top, there is a navigation bar with tabs: Employee, Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The 'Pay & Taxes' tab is selected, and a dropdown menu is open, showing options: Welcome, Pay Statements (highlighted), Direct Deposit, Tax Withholding, and Annual Statements. Below the navigation bar, there is a 'Pay Statements' section with a 'Back' button and a 'Use the toolbar below to print or save a copy of your statement' instruction. The main content area displays an 'Earnings Statement' for an employee at Evangel University. The statement includes fields for 'Period Ending' (02/08/2011) and 'Pay Date' (02/11/2011). It also shows 'Taxable Marital Status' (Married), 'Social Security Number' (XXX-XX-XXXX), and 'Earnings' (Regular Earnings, Sick Pay, Weather Relat, Holiday, Vacation Pay). A table for 'Other Benefits and Information' shows 'Group Term Life' (1.16) and 'Vac' (26.16). There are also sections for 'Deductions' and 'Important Notes'.

Student Employee TIME CARD POLICY

Responsibilities of Student Employees and Supervisors

An employee's time card is a legal record of the hours that are worked, and paychecks are based on the time recorded on that time card. Accurately reporting time worked is the responsibility of every hourly employee. Supervisors must approve additions, corrections or changes to time cards. Students are expected to record their hours worked on the same day in the ADP Self-Service Portal online time card. Students are expected to maintain their own log-in information and have the ability to log-in daily to the Portal.

Limitations on Hours of Student Employees

Their employment status is considered: Part-time Temporary.

Students are not allowed to work more than two campus jobs at any given time.

They are not allowed to work more than 20 hours per week during the academic year.

- Students are allowed to work 40 hours per week in the summer ONLY on the contingency that:
 1. Student is not enrolled full-time classes.
 2. It does not exceed 120 days.
 3. The students' combined hours for the calendar year do not exceed 1500 hours.
 4. The department submits proper approved documentation verifying that the individual complies fully with ACA.
- Students are not allowed to work more than 8 hours per day. If they work 8 hours on any given day, they must be given an unpaid half-hour lunch break.
- Students are not allowed to work overtime. If an essential or critical situation arises that requires a student to work more than 40 hours in a given week, they must be paid time and a half for those hours worked.
- Student employment jobs currently average 8 hours per week for 15 weeks per semester. These hours can be made up when time is missed due to holidays, illnesses, academic breaks, or snow days. Students do not receive pay for missed time.