Ursinus COLLEGE | HUMAN RESOURCES

ADP Workforce Now – Time & Attendance – Registration Information

ADP Workforce Now is a portal for:

- Non-exempt (hourly) employees to track their hours
- Downloading copies of payroll stubs and W-2's
- Complete annual benefits open enrollment submission

FIRST TIME USERS UPON HIRE**:

1. You will receive a Personal Registration Code that you will receive in an email from **SecurityServices_NoReply@adp.com**

You can Click on "Sign Up Now" and use the personal access code* provided to create an account.

OR

You can log onto https://workforcenow.adp.com, click create account and enter the personal access code* provided in the email.

*You will need to register as soon as possible, as the personal access code does expire.

 ****If you did not enroll in ADP when hired**, you will need to contact Kim Magers in Human Resources to request a personal access code be sent to you.

FORGET YOUR PASSWORD:

If you have accessed ADP Workforce Now previously, log onto https://workforcenow.adp.com and click on "Forgot Your Password?"

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for People™