

WELCOME TO ADP WORKFORCE NOW TIME CARD SYSTEM

On ADP Workforce Now

<https://workforcenow.adp.com>



LOG INTO ADP WORKFORCENOW

Login to ADP: <https://workforcenow.adp.com>

Use the same user ID and Password you use to access your paychecks with ADP. Please note ADP workforcenow has a different web address, listed above.

If you are registering for the first time, or you have not logged in for over 6 months, you will need to the register as a new user. The registration code is: DaemenCol-pays

The screenshot shows the ADP WorkforceNow login interface. At the top right, there is a language dropdown menu set to "English (US)". The main heading is "Welcome to ADP". Below this, there are two options: "User Login" and "Admin Login". The "User Login" section contains a "User ID" input field with a person icon, a "Password" input field with a lock icon, and a "Forgot Your User ID/Password?" link. A blue "LOG IN" button is positioned below the password field. To the right, there is a "First Time User?" section with a blue "REGISTER HERE" button and a "Help Getting Started" link. Two green callout boxes with arrows provide instructions: one points to the "REGISTER HERE" button with the text "You will need to register if you have not already done so", and another points to the "User ID" and "Password" fields with the text "Login with your user ID and password".



Welcome to Daemen!



The Employee Engagement Department is dedicated to maximizing the potential of our greatest assets: our employees and our students. We embrace change and the opportunity it brings. We are focused on delivering quality customer service; and are committed to recruit, develop, reward and retain our diverse workforce.

Feel free to learn more via our website: <https://www.daemen.edu/about/working-daemen>

Benefit Contact Information



BCBS Health Insurance: 1-800-888-5407 or bcbswny.com

BCBS Wellness: 1-888-993-3079 or bcbswny.com

Metlife Dental: 1-800-438-6388 or www.metlife.com

Guardian Vision: 1-800-627-4200 or guardiananytime.com

M&T Flex Spending: 1-855-680-0897 or mtflex@alegeus.com

Health Equity HSA: 1-877-774-2123 or healthequity.com

TIAA- Retirement: 1-800-842-2252 or www.tiaa.org

Lincoln Life & Employee Assistance Program (EAP): 1-800-423-2765 or www.lfg.com



Employee Engagement Team

Tracy Masse, Director of Employee Engagement, ext. 8504

Heather Colby, Administrative Assistant, 716-566-7862

Lindsay Wolfe, Payroll Director, ext. 8325

Bianca Gowanny, Benefits & Payroll Coordinator, 716-566-7883

Samantha Maiarana, Employment Coordinator, ext. 7638

Forms



Please access various employee forms via Daemen's Website: <https://www.daemen.edu/about/working-daemen/employee-forms>

Quick Links

Wellness

My Time

Tuesday, Aug 27, 2019, 12:50 PM

CLOCK IN

CLOCK OUT

MY TIMECARD

My Time

 Operation Successful

Tuesday, Aug 27, 2019, 12:51 PM

CLOCK IN



CLOCK OUT



MY TIMECARD

Clocked In

08/27/2019 07:42 AM

TIME CARD VIEW

Current Pay Period		8/18/2019	8/31/2019	Q FIND				
Timecard		Totals	Schedule	Time Off Balances				
	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
☰	Sun 08/18	-		0:00	256070	0:00	0:00	0:00
☰	Mon 08/19	-		0:00	256070	0:00	0:00	0:00
☰	Tue 08/20	-		0:00	256070	0:00	0:00	0:00
☰	Wed 08/21	08:17 AM - 12:44 PM		4:30	256070		4:30	0:00
☰	08/21	01:14 PM - 06:05 PM		4:45	256070	9:15	4:45	0:00
☰	Thu 08/22	08:02 AM - 12:12 PM		4:15	256070		4:15	0:00
☰	08/22	01:47 PM - 04:34 PM		2:45	256070	7:00	2:45	0:00
☰	Fri 08/23	07:36 AM - 12:51 PM		5:15	256070		5:15	0:00
☰	08/23	01:40 PM - 05:15 PM		3:30	256070	8:45	3:30	0:00

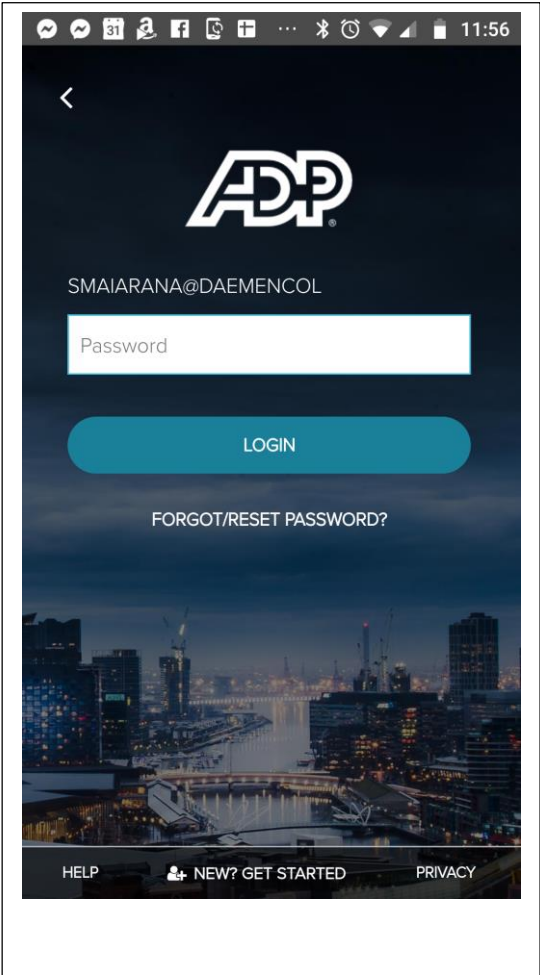
For additional Time & Attendance Supervisor training through ADP Learning Bytes, please paste the following address into your browser:
<https://support.adp.com/basic/cr/mattraining/sims/wfn/80908/80908coursemenu.htm>

You may also contact the Employee Engagement Department to schedule an individual training session, 716-566-7862.

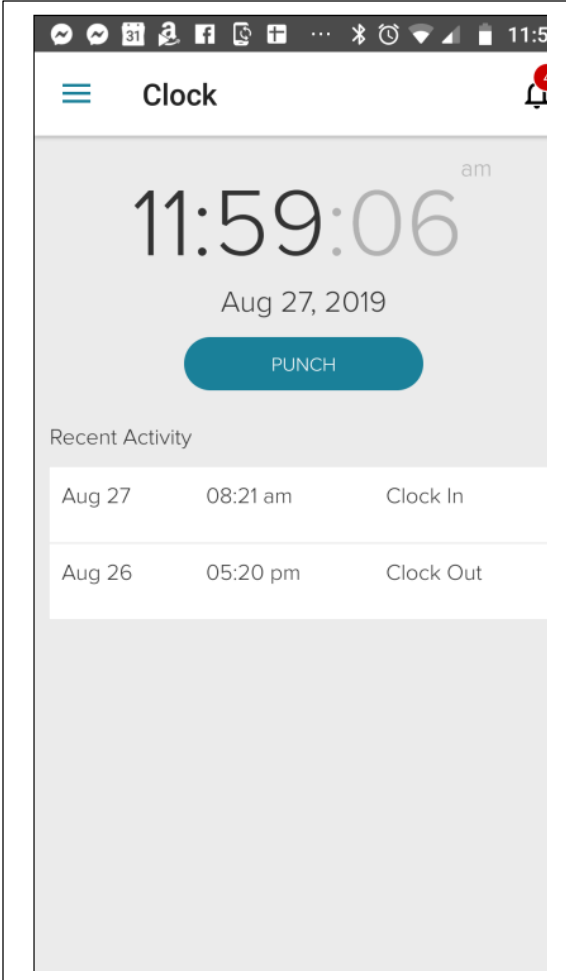
Using the ADP Mobile Application – Another Option to Record your Time

Download the ADP Mobile Solutions App through your phone’s AppStore or PlayStore. Once downloaded, open the app and sign in, your user name and password will be the same as it is when logging in from work. If you have forgotten your password, please click “forget password” on your screen to reset your password. Please ensure that you allow the app to identify your location, this is required if you are using it to punch in and out. Also, the application works best when using your own cell phone’s data as opposed to Daemen’s WIFI.

Step 1: Log in



Step 2: Click on “Punch”



Step 3: “Punch Successful”

