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 register as a new user. The registration code is: DaemenCol-pays
Welcome to Daemen!

Employee Engagement

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

Employee Engagement Team

Tracy Masse, Director of Employee Engagement, ext. 8504

Heather Colby, Administrative Assistant, 716-566-7862

Lindsey Wolfe, Payroll Director, ext. 8325

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

Samantha Malara, Employment Coordinator, ext. 7638

Forms

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

Wellness

Benefit Contact Information

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

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

Metlife Dental: 1-800-136-6386 or www.metlife.com

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

M&T Flex Spending: 1-855-560-0897 or mtflex@agleus.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

My Time

Tuesday, Aug 27, 2019, 12:50 PM

CLOCK IN  CANCEL  CLOCK OUT  CANCEL

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
For additional Time & Attendance Supervisor training through ADP Learning Bytes, please paste the following address into your browser: https://support.adp.com/basic/cr/matraining/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”**