



## Student Information Packet

**Everything you need to know about applying for an on-campus job, getting started in ADP and more**

\*Please note that the Payroll department no longer handles the hiring process. This is completed with the Human Resources team. Once you have been fully hired and are appearing as active status in ADP, Payroll can assist with any questions you may have.

### BU STUDENT HIRING PROCESS

1. Click the following link that will direct you to the current job postings on ADP, which is our HRIS system:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=df6f93d4-2277-4999-ac63-88a55668ffd3&ccId=9200131402689\\_2&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=df6f93d4-2277-4999-ac63-88a55668ffd3&ccId=9200131402689_2&type=JS&lang=en_US)

2. Apply to the generic **Bradley Student Worker**, in the event a specific posting isn't listed, at the very bottom of the screen, you will be asked to 'apply' and when you click on 'apply' you will begin the setup process
  - a. **PLEASE USE YOUR FULL LEGAL NAME ON ALL FORMS**
3. Once you complete an "**applicant profile**" you will receive an email confirming your information has been received in the system. The HR team will then work to get you pulled into the employee side of the ADP system.
  - a. Please make sure you upload a photo of your Bradley student ID for the I-9 verification in the system.
4. **Before you can be officially hired into the ADP system and begin working, you need to provide the HR team with copies of your I-9 documentation.** There is a list of acceptable documentation within this information packet.
  - a. *You must provide 1 document from list A, or if you do not have this, you must provide 1 document out of list B AND 1 document from list C.*
  - b. You will have to bring the documents to the HR office located at 2nd floor Sisson Hall, Room 239. Available office hours are Monday - Friday 8 a.m. – 12 p.m. 1 p.m. - 5 pm
5. Once you are "**hired**" into the system, you will receive a couple of emails from ADP providing instructions as to how to set up your ADP account, this is separate than your applicant profile.
  - a. The email will include a personal registration code with your ADP user ID. Please note that this is your official ADP login, not one that was created previously. It is generally a combination of the first letter of your first name and full last name @wyjf8 (**You must login using the full user ID**)
    - i. For instance, John Jane Doe's ADP user ID would be JDoe@wyjf8

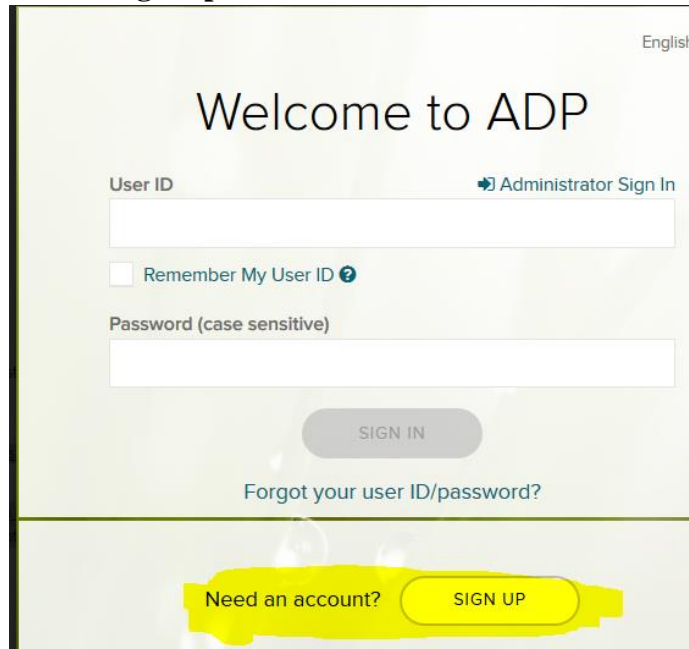


- ii. **COMPLETE THE REGISTRATION PROCESS USING A COMPUTER VIA THE WEBSITE, [www.workforcenow.adp.com](http://www.workforcenow.adp.com)**
  - iii. The registration code does expire so please complete registration within 72 hours of receiving the email
6. If you have any questions during the onboarding process, please reach out to [buhr@fsmail.bradley.edu](mailto:buhr@fsmail.bradley.edu)
7. In the event that you are an international student, there may be some additional documentation during the hiring process that will be required of you. Again, this process is managed by the Human Resources department, should you have any questions or inquiries, they will be happy to assist.

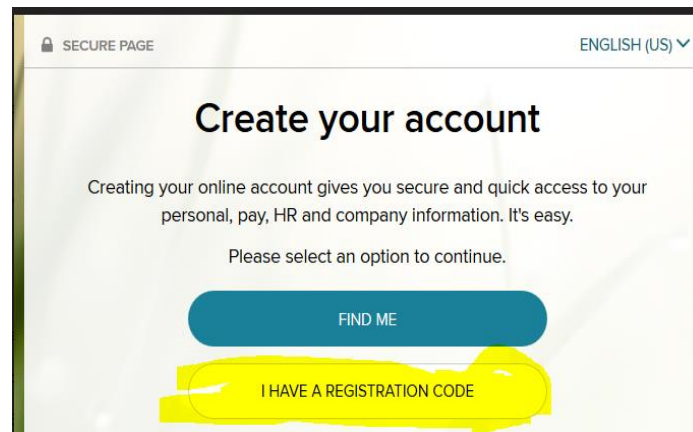
## ADP REGISTRATION PROCESS

Do not attempt to register without first receiving an email from  
[SecurityServices\\_NoReply@adp.com](mailto:SecurityServices_NoReply@adp.com)

1. Once you've received the registration code:
  - a. Visit the following site **from a computer**: [www.workforcenow.adp.com](http://www.workforcenow.adp.com)
  - b. Click the **Sign-Up** button



- c. After clicking the sign-up button, you'll be taken into another screen where you will select **I HAVE A REGISTRATION CODE**



- d. From here, you will enter the registration code that was provided via the email sent by [SecurityServices\\_NoReply@adp.com](mailto:SecurityServices_NoReply@adp.com). Continue through the setup process by either entering or verifying your personal information is reflecting correctly.
        - i. Remember that your user ID ends in **@wyjf8**
        - ii. If your registration code has expired, please email [buhr@fsmail.bradley.edu](mailto:buhr@fsmail.bradley.edu)

## WHAT IS ADP?

ADP is Bradley's HRIS system for all paid employees. You will utilize this system for a number of things such as:

- Updating your direct deposit
- Updating any personal information such as your address and phone number
- Setup emergency contacts
- Changing your tax information
- Accessing your paystubs
- Time keeping

On campus, we have 3 time keeping methods that include the ADP website, ADP Mobile, and time clocks that are set up in various places throughout the campus (**please check with your supervisor/s for their suggested method on timekeeping for their department**)

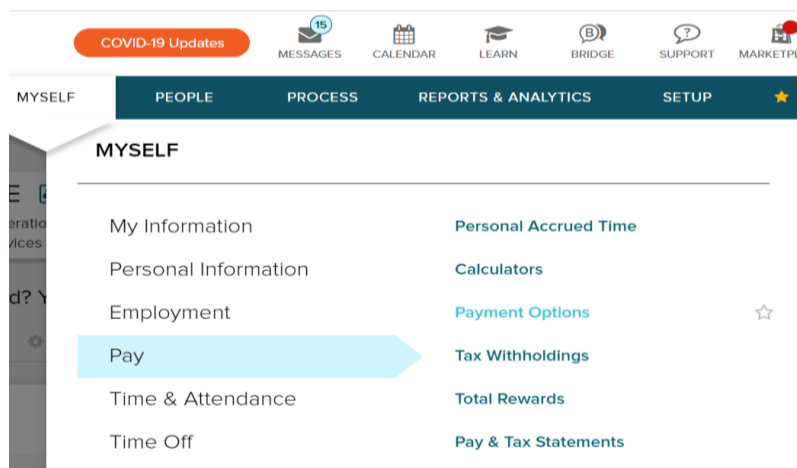
\*Note, if you happen to work a position that is outside of campus parameters, you can only clock in and out via the website

## UPDATING DIRECT DEPOSIT INFORMATION

From the ADP site [www.workforcenow.adp.com](http://www.workforcenow.adp.com) you will select:

### 1. MYSELF > PAY > PAYMENT OPTIONS

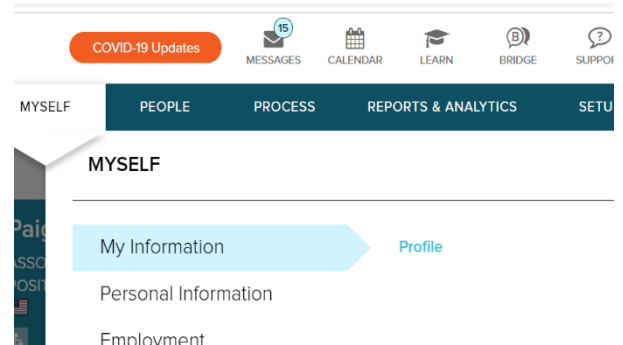
- a. From here you may add a new account or edit an existing one
- b. Follow the prompts all the way through to ensure the changes save
  - i. You may double check by logging out and back in and coming back to this screen
- c. Please note that depending on when the account is added, it may not reflect until the pay period after



## UPDATING PERSONAL INFORMATION

From the ADP site [www.workforcenow.adp.com](http://www.workforcenow.adp.com) you will select:

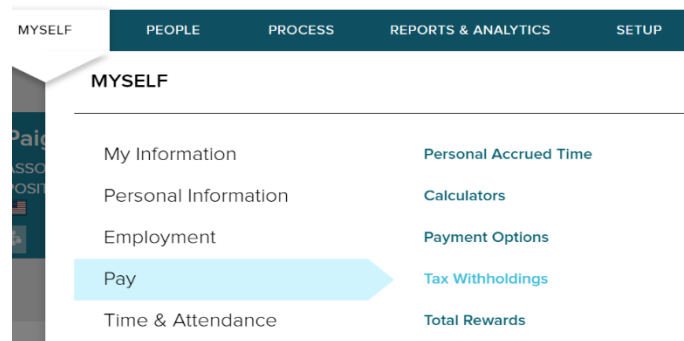
1. **MYSELF > MY INFORMATION > PROFILE**
2. For address, email & phone number: Personal Info, select View More
3. For Emergency Contacts: Select Add Contact



## UPDATING TAX INFORMATION

From the ADP site [www.workforcenow.adp.com](http://www.workforcenow.adp.com) you will select:

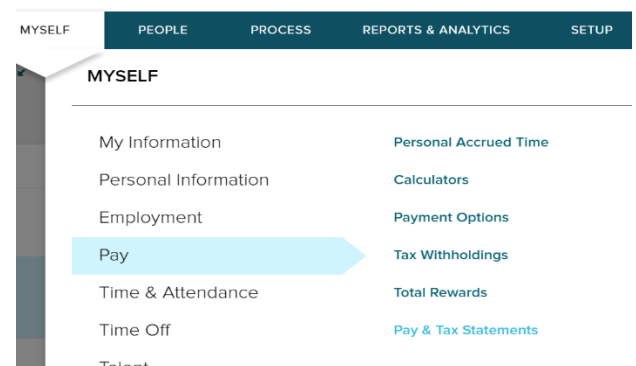
1. **MYSELF > PAY > TAX WITHHOLDINGS**
2. You may view your previous saved elections by going to **VIEW SAVED TAX FORMS** or make edits to your current elections on both Federal and State entities by select **EDIT**
  - a. Once you go through the process, you will notice that a new W-4 will generate. You may print for your records. It will save in ADP as well.



## ACCESSING BU PAYSTUBS

From the ADP site [www.workforcenow.adp.com](http://www.workforcenow.adp.com) you will select:

1. **MYSELF > PAY > PAY & TAX STATEMENTS**



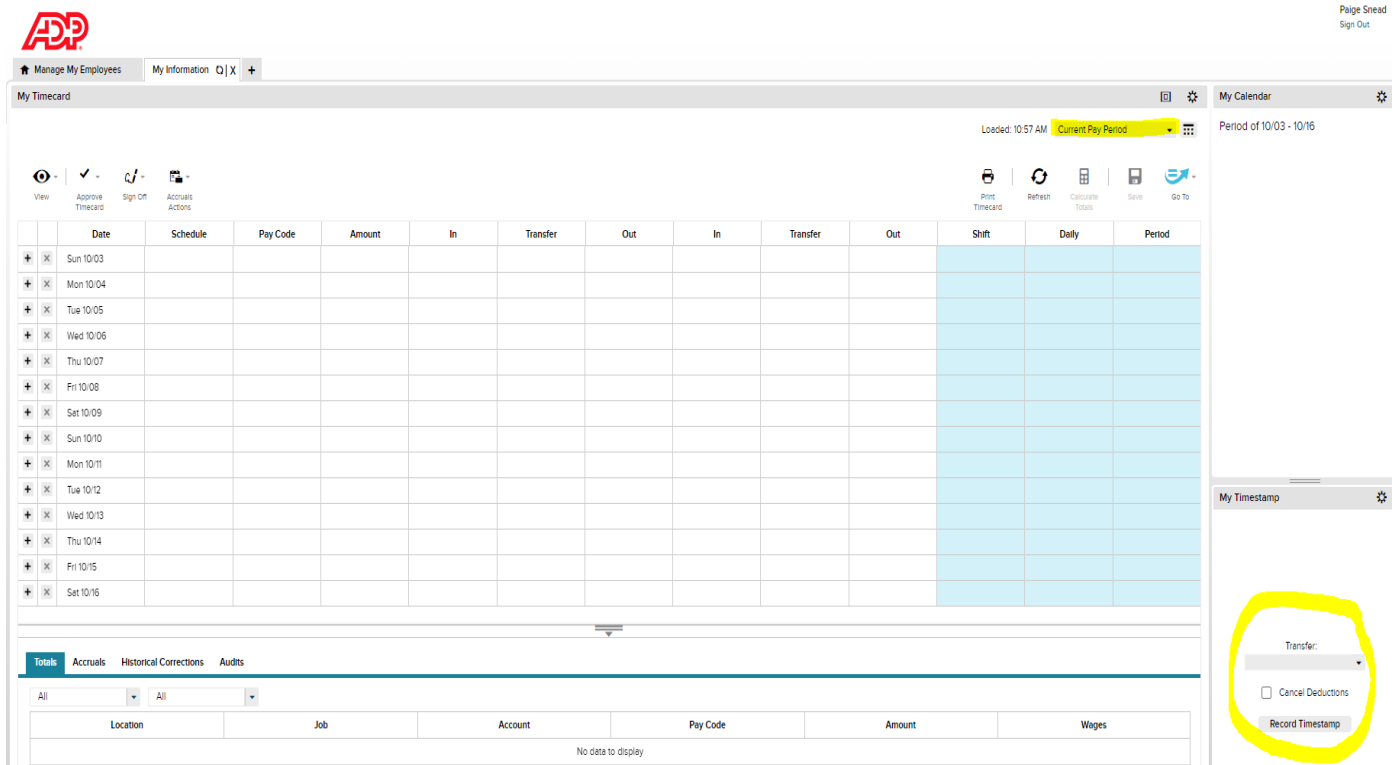
Remember we offer 3 timekeeping methods on campus: ADP site, ADP Mobile & Time Clock

## ADP Website

From the ADP site [www.workforcenow.adp.com](http://www.workforcenow.adp.com) you will select:

### 1. MYSELF > TIME & ATTENDANCE > TIME

- a. This will direct you to a new webpage with your time card on it
- b. A few things to notate from this screen:
  - i. You can toggle the pay period you would like to see by selecting the drop-down menu at the top right of the screen
  - ii. Record Timestamp in the bottom right hand corner is how you clock in via this method. You can only punch in in real-time, you cannot add any historical data yourself. If you miss a punch, let your supervisor know right away.
  - iii. At the bottom of the screen there is a Totals section where you can view the total number of hours you worked. This is especially helpful when you are working more than one job on campus
- c. **IF YOU NEED AN ADJUSTMENT MADE TO YOUR TIME CARD, PLEASE LET YOUR SUPERVISOR KNOW OF THE ERROR/S. THEY WILL BE THE ONES TO MAKE THESE CORRECTIONS FOR YOU.**



ADP

Paige Snead  
Sign Out

Manage My Employees My Information Q | X +

My Timecard

Loaded: 10:57 AM Current Pay Period

My Calendar  
Period of 10/03 - 10/16

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 10/03												
+ X	Mon 10/04												
+ X	Tue 10/05												
+ X	Wed 10/06												
+ X	Thu 10/07												
+ X	Fri 10/08												
+ X	Sat 10/09												
+ X	Sun 10/10												
+ X	Mon 10/11												
+ X	Tue 10/12												
+ X	Wed 10/13												
+ X	Thu 10/14												
+ X	Fri 10/15												
+ X	Sat 10/16												

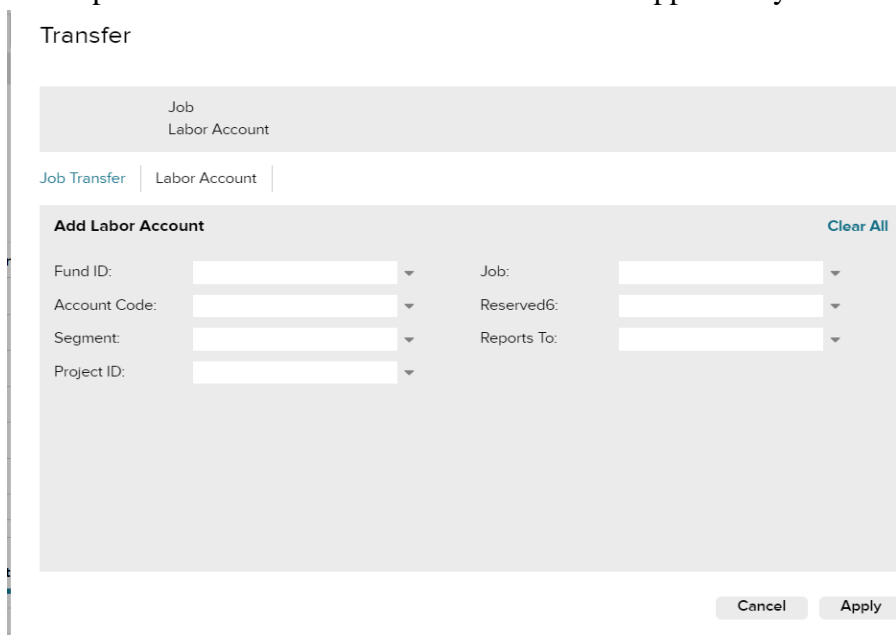
Totals Accruals Historical Corrections Audits

All All

Location	Job	Account	Pay Code	Amount	Wages
No data to display					

Transfer: [Dropdown]  
 Cancel Deductions

2. **If you work multiple jobs, you will need to complete a Labor Account Transfer.** What this does is pays you at the appropriate rate and charges the appropriate department for your time worked.
  - a. You will have a “home department” in ADP, let’s say this position is with Brave’s Vision. For this job, you will clock in and out like normal using Record Timestamp. In addition to Brave’s Vision you work with Dining Services, any time you are working with Dining Services you will need to complete the Labor Account Transfer process.
  - b. You will receive an email from [payroll@fsmail.bradley.edu](mailto:payroll@fsmail.bradley.edu) when your Labor Account Transfer Rule is set up. This will include the details that you will need in order to do the transfer.
3. **How-To Complete a Labor Account Transfer via the ADP website**
  - a. Select the drop-down menu under Transfer in the bottom right hand corner
  - b. Search
  - c. Labor Account
  - d. This is where you will enter the details sent to you from the Payroll team. Most often, you will have Fund ID through Job to enter. Reserved and Reports To will not ever be fields that are populated in your transfer rule
  - e. Select Apply
  - f. Record Timestamp
  - g. Your time card will now reflect with the Labor Account details
  - h. **When you are working your primary job** that you don’t need to transfer, please make sure that the **Transfer bar** is blank before clocking in and out. To clear the Transfer bar, click the refresh icon in your timecard, located at the top of the screen next to My Information.
  - i. An example on how a Labor Account Transfer will appear on your time card once



Transfer

Job  
Labor Account

Job Transfer | Labor Account

**Add Labor Account** Clear All

Fund ID:  Job:

Account Code:  Reserved6:

Segment:  Reports To:

Project ID:

Cancel Apply

complete is available in the screenshot below.

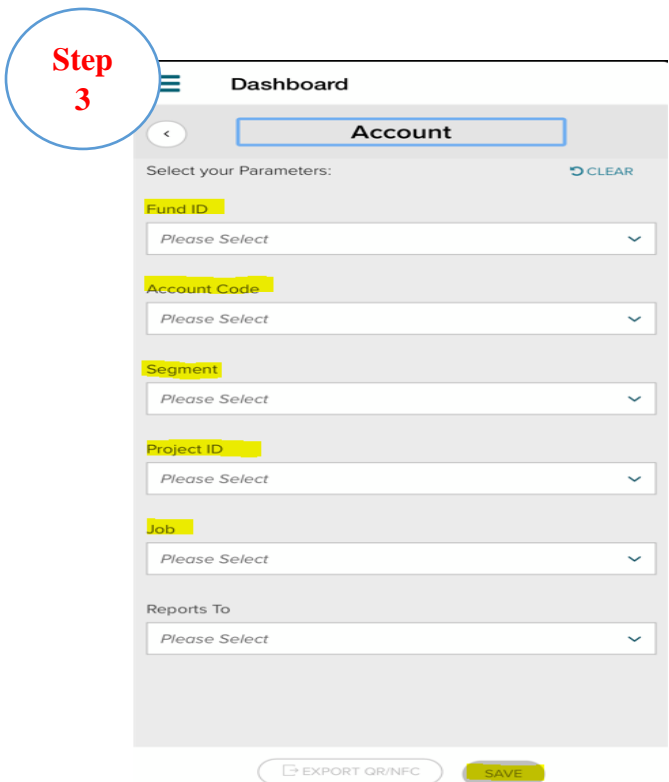
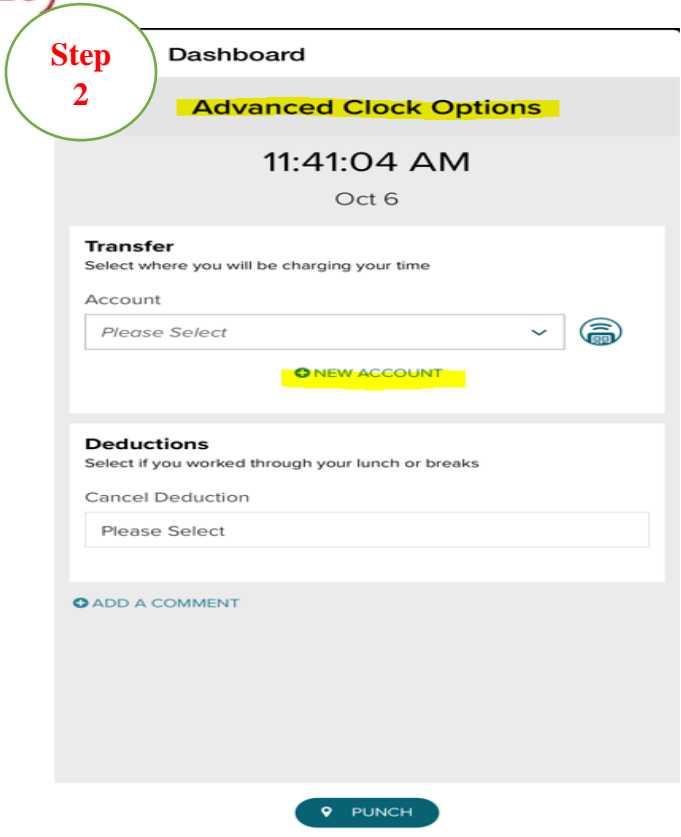
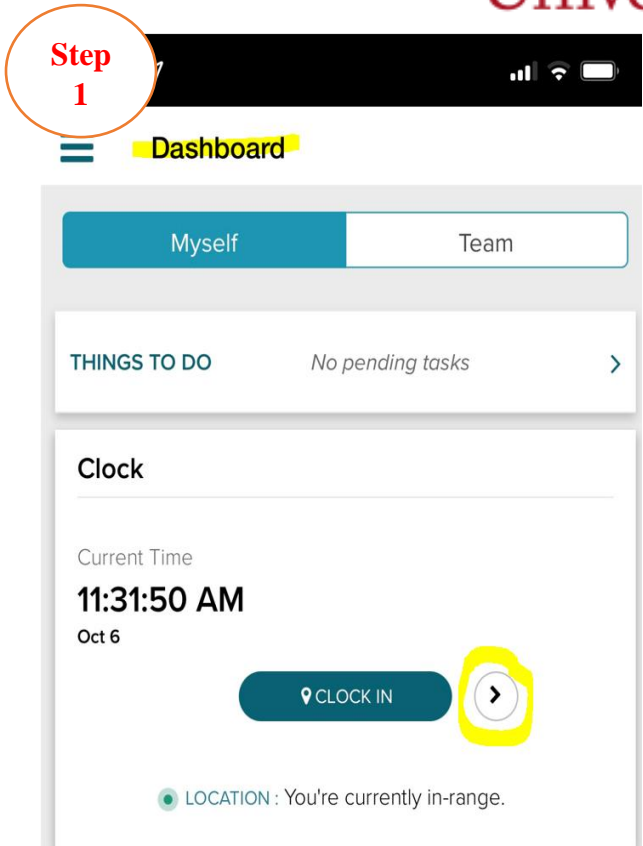
		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X		Sat 10/02						
+ X		Sun 10/03						
+ X		Mon 10/04				5:15PM	;115710/0000/1111514///	6:15PM
+ X		Tue 10/05				1:04PM		1:05PM
+ X		Tue 10/05				1:06PM		2:54PM
+ X		Wed 10/06						
+ X		Thu 10/07						
+ X		Fri 10/08						

## ADP Mobile

From the mobile app, you will see the **Clock** function directly on your dashboard. If this is missing please, send an email with an attached screenshot to [payroll@fsmail.bradley.edu](mailto:payroll@fsmail.bradley.edu) so the Payroll team can troubleshoot the problem

1. To clock in to your home department you will select CLOCK IN
  - a. The app will let you know whether you are in-range to use the app or not. If you are not, you can only punch via the website.
  - b. You may also view your time card from the app as well to see the total number of hours you have worked so far in the pay period, etc.
2. **If you work multiple jobs, you will need to complete a Labor Account Transfer.** What this does is pays you at the appropriate rate and charges the appropriate department for your time worked.
  - a. You will have a “home department” in ADP, let’s say this position is with Brave’s Vision. For this job, you will clock in and out like normal using Record Timestamp. In addition to Brave’s Vision you work with Dining Services, any time you are working with Dining Services you will need to complete the Labor Account Transfer process.
  - b. You will receive an email from [payroll@fsmail.bradley.edu](mailto:payroll@fsmail.bradley.edu) when your Labor Account Transfer Rule is set up. This will include the details that you will need in order to do the transfer.
3. **How-To Complete a Labor Account Transfer via the ADP Mobile app**
  - a. Select the arrow pointing to the right. This will take you to Advanced Clock Options
  - b. Under Transfer, select + New Account
  - c. Here is where you will enter the Labor Account Transfer details emailed to you from the Payroll team. Most often, this will include fields **Fund ID through Job**. Please do not add the Reports To. This will cause you to get an error and won’t allow the transfer to go through
  - d. Once all of the appropriate information has been added, **select Save and then Punch**





- e. This process is managed by the Payroll team. Should you have any questions, please email [payroll@fsmail.bradley.edu](mailto:payroll@fsmail.bradley.edu)

### On-Campus Time Clocks

1. From the Home Screen tap Record Punch to Clock In
2. Enter your Badge ID, then scan your fingerprint if applicable
3. Select the Job in which you are working either by typing it in or using the scroll functions
4. To clock out at the end of your shift, select Record Punch

### Time Clock Transfers

1. Opposed to using Record Punch, select **Labor Account Transfer**
2. Enter your Badge ID, then scan your fingerprint if applicable.
3. Select the Job in which you are working either by typing it in or using the scroll functions
4. To clock out at the end of your shift, select Record Punch

