

# COMING SOON

## Project Skills Payroll Change

### Going electronic!

- **All the new hire paperwork will be completed online using the online ADP payroll platform.** While the Project Skills contract will continue to be in paper form for signatures, the following forms will be completed electronically on the student's ADP profile:
  - I-9 with Social Security card and other form of approved ID
  - W-4
  - Select Services Registration form
  - Employee Direct Deposit form
- **Students can download the ADP app to clock in/out if they have a smart device!**
  - If the student doesn't have access to a smart device, they will use a paper timecard and enter their hours on the ADP website.
- **Staff assisting with Project Skills will electronically sign-off on timecards vs. employers.**

### Paid every two weeks!

VR clients will be paid every two weeks vs. twice a month, simplifying the payroll schedule and easy access to past paystubs!

## Mark Your Calendars!

We know you have questions! The South Dakota VR Transition Specialist will be giving an overview of the new process at the **upcoming TSLP Summer Institute** and will be the topic on the **TSLP Transition Round-Up** scheduled **August 28th at 3pm (central time)**. A reminder and link for the Round-Up will be sent in the future so keep an eye out. It will also be recorded if you aren't able to join live.



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