

# Project Skills Manual for School Staff



## Table of Contents

IMPORTANT INFORMATION .....	3
PROJECT SKILLS PAPERWORK.....	4
FREQUENTLY ASKED QUESTIONS BY SCHOOLS .....	5
ROLES AND RESPONSIBILITIES FOR PAYROLL PROCESS.....	9
CONTACTS FOR TECHNICAL ASSISTANCE FOR PAYROLL PROCESS.....	10
ADP STAFF LINK .....	10
ADP TROUBLESHOOTING .....	10
SAVING ADP AS A BOOKMARK.....	11
I9 VERIFICATION BY SCHOOL STAFF (OPTIONAL) .....	12
TIME APPROVAL PROCESS FOR SCHOOL .....	15
ENTERING SPLIT SHIFTS.....	15



## Reasons Schools Should Participate in Project Skills

- ✓ Research shows that students who had a year-round paid job for one full year during high school were 5 times more likely to be engaged in post-school employment and education.
- ✓ Provides paid work experiences for the students to gain career experiences while earning a paycheck.
- ✓ Showcases students' employment skills and abilities to employers to build a work history and work references.
- ✓ Helps build students' communication skills, confidence, self-determination and self-advocacy skills, problem-solving skills, and ability to get along with others.
- ✓ Can improve outcomes for students with disabilities such as graduation rate, dropout rate, transition IEP compliance, and post-secondary outcomes (Indicators 1, 2, 13, and 14 of the State Performance Plan for educators).
- ✓ Provides transition assessment information and assists in the development of the transition component of the IEP.
- ✓ Nothing beats **REAL WORK** for **REAL PAY!**

## IMPORTANT INFORMATION

### VR Eligibility Process:

- Students **must be found eligible for VR services by the VR counselor before** they can begin to participate in Project Skills.
- A meeting must be scheduled to help the students decide if they want to apply for VR services. The school, or family, should contact VR to schedule this appointment to start the application process as soon as possible.



### Job placements should be individualized.

- Once the student has been determined eligible and signed an Individual Plan for Employment (IPE) for Project Skills, then school staff can start looking for a job placement.
- Project Skills should be based on individual student preferences, interests, and goals. It is highly encouraged to have one Project Skills student at one job site at a time. Continuously explore new opportunities for job sites whenever possible, rather than using the same site numerous times.

### Job Site Hours

- Project Skills work experience ranges from a minimum of 30 hours to a maximum of 250 hours per school year. These hours can be used on different job sites. Students can work up to 20 hours a week. The VR counselor can approve jobs above 20 hours per week but never to exceed 40 hours per week.
- Project Skills hours may be completed during the school day, after school, on weekends, or during the summer, with the assurance that the school will provide adequate support. This flexibility allows busy students to add Project Skills to their school schedule.
- Students may participate in Project Skills for more than one year; however, this is a decision that needs to be made by the VR counselor along with the IEP team.

### Community Employment

- Project Skills is an integrated, community-based employment experience. The Project Skills placement cannot be at the school unless approved by the VR Supervisor.
- A job site that can help students move towards their competitive employment goals can be considered, from private to public employers, small businesses to large corporations, to state and federal government. Placements can't happen within the school unless approved by VR. **NOTE:** Labor laws or company policy may require that individuals be 18 years of age for some jobs.
- The purpose of Project Skills is to provide as many employment opportunities as possible in multiple settings so students can determine what type of career they want to pursue after high school. It is preferred to try these opportunities in different employment settings but with your VR counselor's approval, a second opportunity could be an option at a previous business if new tasks are being learned.

## PROJECT SKILLS PAPERWORK

**Note:** Each student should receive a Project Skills manual and onboarding form before they begin the Project Skills work experience. More information can be found at: [bit.ly/Employment-SDStudentswithDisabilities](https://bit.ly/Employment-SDStudentswithDisabilities).

- The student's strengths and needs in employment should be addressed on the present levels page of the IEP. Areas of need will be addressed on the Work Experience Agreement Form.

**NOTE:** All required paperwork must be completed on the online portal **before** the student is placed at the worksite for the first time.

- The Project Skills Work Experience Agreement form must be shared and discussed with the employer. This form states the responsibilities of the employer and the student during the work experience. It also includes the training plan which identifies specific skills for the student to learn. A copy of the Work Experience Agreement form should be kept in the student's school file.

### Documents for Project Skills

- Onboarding form
- Project Skills Work Agreement
- W-4
- Select Services Registration
- I-9 with a Social Security card and other form of approved ID
- Employee Direct Deposit form

- A work schedule will be set up between the employer, school, and student. All involved parties should have a copy of the student's schedule.

**NOTE:** Employers need to be informed who the single point of contact through the school will be. *It is the responsibility of the school to identify this single point of contact.*

- During the time the student is participating in Project Skills, the school must maintain and complete the required forms.
  - A monthly service report needs to be completed and submitted to the VR counselor monthly (refer to the Project Skills website).
  - The Assurance of Match form needs to be completed and submitted quarterly to the VR Transition Specialist.
- The school should work with the student to make sure the timecard is filled out properly and signed by the student by the due date. **Students are paid bi-weekly if timecards are signed on time.**

**Remember:** Your VR counselor or Transition Liaison will be happy to provide technical assistance on forms or any part of the Project Skills process!

[dhs.sd.gov](https://dhs.sd.gov)  
[tslp.org/employment](https://tslp.org/employment)

## FREQUENTLY ASKED QUESTIONS BY SCHOOLS

### ➡ Are there funds exchanged between schools and VR?

There is no funding exchanged between VR and the school district. The school district is responsible for providing non-federal matching funds through services provided directly to the students while the wages are paid to the students through VR.

The match ratio is for every \$10.00 VR provides in wages, the school will provide \$3.00 from Job Development, Job Coaching, and Monitoring services during the student's work experience. These employment services/supports can be provided by a teacher, paraprofessional, or other school staff. Schools may also contract with an approved VR provider. If interested in this service, the school will need to contact the VR counselor.

### ➡ How is the match calculated?

The school employee, who provides job development, job coaching, and monitoring services, will track the time and activities of each student participating in Project Skills. This information will go on the Monthly Report and be used to calculate the Assurance of Match. The match is calculated by the employee's hourly wage, plus their benefits, multiplied by the hours in providing Project Skills services to the student. See the example below:

School Staff Name	School District	Employee Hourly Wage plus Benefits	Hours Provided:			Hourly Costs for Job Services and Supports
			Job Development (JD)	Job coaching (JC)	Monitoring Services (MS)	
Jane Doe	ABC School	\$25	JD 3	JC 6	MS 1	10 X \$25 = \$250

### ➡ What is job development?

Job development is the process of assisting an individual in identifying and securing the ideal employment setting/workplace. It embraces the process of getting to know the individual's area of interests, work preferences, and abilities and matching them with a job in the community. It also includes the process of learning about the types of jobs in the business community and working with specific employers to secure work opportunities. Job development for the Project Skills program includes:

- Identify interests by asking about hobbies/collections, preferred activities based on what they do outside of school (chores at home, volunteer work, extracurricular activities), and the skill level of the student while identifying physical and sensory limitations.
- Contact employers for potential work site opportunities that match the student's interests and preferences and ask the student if they are interested in working for that employer.
- Complete the Work Experience Agreement with the employer which includes a training plan that is related to IEP goals and meets the needs of the employer.
- Get approval from the VR counselor before the work experience begins.
- Fill out and send the Onboarding form to the VR counselor to start the payroll profile on the ADP system.
- Amend the Work Experience Agreement, as needed.

## ➔ What are job coaches and what do they do?

Job coaches are individuals who specialize in assisting individuals with disabilities to adjust to the work environment while learning and accurately carrying out job duties. Job coaches provide one-on-one training tailored to the needs of the employee. They may first do a job analysis to identify the job duties, followed by developing a specific plan as to how they can best train the employee to work more and more on his/her own until completely self-sufficient and able to perform job duties accurately and effectively without assistance.



➔ Ref: [askjan.org/solutions/Job-Coaches.cfm](http://askjan.org/solutions/Job-Coaches.cfm)

- Work closely with the employer to identify specific job tasks the student will be responsible for and assist the student in learning how to accurately complete them. Consider written to-do lists, picture task lists, start small and add tasks when they show understanding.
- Assist students in adapting to the work environment and the cultural aspects of the workplace. Discuss appropriate work attire and personal hygiene, who is a coworker/manager they can go to with questions, where and when do they take breaks.
- Job coaching services vary as they are tailored to the needs of the students and are expected to fade as they become more efficient at completing job tasks, have adapted to the workplace and the employers are comfortable with the skill level of the students.



## ➔ What are Monitoring Services?

Monitoring services are another important role that the school provides in the Project Skills program. At a point in which the student is comfortable in the work environment and demonstrates the ability to work independently, the job coach will step back or fade from the job site. However, the job coach will continue to be available to the student and the employer while participating in the work experience. The job coach will communicate with the employer and/or monitor the student at the worksite at least two times per month depending on the needs of the student. This will allow the job coach, the student, and the employer the opportunity to discuss and resolve any issues or changes regarding the job.

## ➔ What is the monthly report?

The monthly report details the services and hours spent working with the student for job development, job coaching, and monitoring. A report is completed for each student participating in Project Skills. The number of hours provided for each of the required services is also documented to be used on the quarterly assurance of match report. This report is sent to the VR counselor.

## ➔ What is the Assurance of Match report?

The Assurance of Match report is due to the VR Transition Specialist quarterly. Most schools easily meet their match if they track their time on the monthly reports and report the wages of the staff providing the services correctly. Email reminders are sent to an identified school staff.

## ➡ What happens if the student is injured on the job?

VR provides worker's compensation insurance to all students participating in the Project Skills program. If the student is injured on the job, tell the employer, school staff, and VR counselor. A "South Dakota Employer's First Report of Injury" form must be completed and submitted within three days from the date of injury. This form is available from the VR counselor or on the website: [bit.ly/Employment-SDStudentswithDisabilities](http://bit.ly/Employment-SDStudentswithDisabilities).

All medical bills will be submitted to the VR counselor so they can forward them to the insurance company.

**Note:** Employers are required to have general liability insurance. This insurance covers general accidents that may occur on the employer's property.



## ➡ Where can I find information for pre-employment transition activities and training for job coaching?

Information will be located on the Department of Human Services, Rehabilitation Services website at [bit.ly/Employment-SDStudentswithDisabilities](http://bit.ly/Employment-SDStudentswithDisabilities) or [tslp.org/employment](http://tslp.org/employment). Schools can also reach out to the VR counselor or regional Transition Liaison to get information and technical assistance.

## ➡ What happens if the student's email and/or phone number changes from initial setup?

The student's VR counselor needs to be notified immediately. If the email address changes, the student will be required to redo the Microsoft verification process, but the ADP profile will stay intact.

## ➡ Can parents help the students complete their ADP profile?

Absolutely! It's important to remember that the student should be using the device they will be using when clocking in/out to avoid having to verify their identity on multiple devices and they need to follow the instructions provided. Parents can always receive paper copies of the I9 and W4 to fill out and the student can use that information to fill out the online forms.



### ➡ What if the student doesn't have a personal email?

This is a good teachable moment because students will need professional emails for future job search so creating a free professional email is encouraged!

### ➡ What if the student doesn't have a personal phone number?

For verification purposes, they will need a phone number to receive a text or phone call. The school/provider can use their phone number for verification purposes. That same number can be used for other clients as well, the school/provider would just need to be with the client when they are logging onto the system to verify if they are using a different device (or used an incognito tab) when they did their initial profile.

### ➡ What if the student doesn't have a smart device to download the app?

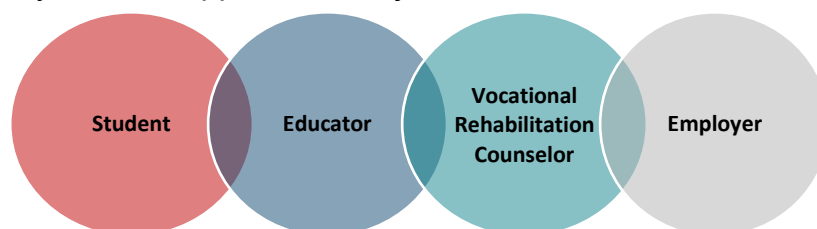
They will need to use a paper timecard to write down their hours then input them onto the ADP system prior to the deadline.

### ➡ How does Project Skills benefit the employer?

- Access to an untapped labor pool.
- Potential of finding good employees for their business.
- Be able to provide training and work experience for students within your community.
- Gain knowledge about services provided to individuals with disabilities.

### ➡ What is the employer's responsibility?

- Employers may have the student fill out an application and interview the student for possible work experience options, plus it's great experience for the student.
- Collaborate with school staff to determine the duties and expectations they will have for the student.
- Help determine the work schedule.
- Provide adequate general liability and automobile liability insurance (if applicable). VR is responsible for workers' compensation insurance.
- Provide orientation and training for the student. School staff or a job coach/employment specialist may accompany the student to assist in the training and adjustment to the employment setting.
- Provide feedback on the student's employment strengths and needs.
- Promote good work habits through an authentic work experience, where a participant will learn the benefits of doing a good job and the consequences of not.
- Work with school staff or a job coach/employment specialist to help the student learn the job and identify natural supports on the job.



**Don't forget that services VR can and will continue once students finish high school if they maintain communication with their VR counselor. Please help remind them of this!**



## ROLES AND RESPONSIBILITIES FOR PAYROLL PROCESS

Steps/Tasks	Parties Responsible/Signatures			
VR application and eligibility	VRC	Client		
IPE development and discuss jobs of interest	VRC	Client		
<b>Job development</b> – conversations with potential employers to determine placement		Client	School	
<b>The employment site is confirmed.</b> The school will notify VRC for approval and help the client fill out the following paperwork. The “ADP_Career Match Solutions Onboarding” form needs to be emailed to the DRS Transition Specialist ASAP so invitations to Microsoft and the ADP system can be sent. School staff will need to provide information on the form for access to the ADP website and be assigned to the client to sign off on their timecard. The school/provider will not get an ADP invite for the <a href="#">ADP staff website</a> but rather be able to log on once access is granted by CMS. Once the invites are received by the client, they MUST follow the instructions on the “ <b>ADP Steps for VR Clients</b> ” document to electronically complete the following documents under their ADP profile within three days of starting the employment site.				
➤ I9 with Social Security card and other form of approved ID		Client		
➤ W4		Client		
➤ Payment - direct deposit, Wisely card, or paper check		Client		
➤ Selective Services Registration form		Client		
The Work Agreement is signed by all parties and then shared directly with the VRC (paper format).	VRC	Client	School	Employer
Upload the scanned Work Agreement. Print copies of I9 verification documents. Follow screen instructions to verify ID documents and sign off as the employer on the I9 after the client completes their profile. Print the completed I9 and give to VRSS.	VRC		Optional for School	
Enter the Work Agreement onto VR FACES, create an authorization (if needed), and upload the received paperwork to VR FileDirector.	VRSS			
<b>Temporary Paid Work Experience Starts</b> The school provides job coaching support and monitoring for clients to learn and maintain their jobs documented in the monthly reports sent to the VR counselor.				
<b>Electronic Time Keeping System via a secure, encrypted system.</b> Clients are encouraged to download the ADP app. If the client doesn't have access to a smart device, they will need to write down their time on a paper timecard until they have access to a computer to input their time and sign the timecard on the <a href="#">ADP client website</a> .				
➤ The timecard with time worked must be signed every two weeks by Sunday at 11:59 PM CST		Client		
➤ Hours confirmed (corrected if need be) by the school to sign-off on the timecard every two weeks no later than Monday at 1 PM CST; can sign as soon as client signs			School	
➤ Final sign-off on the timecard and enter information into VR FACES every two weeks no later than Wednesday at 1 PM CST; can start as early as Monday afternoon	VRSS			
➤ Approve payment in VR FACES pending amount	VRSS or VRC			
➤ Paycheck is processed and sent to the client by their preferred method to be received every other Friday; paper checks will take longer to be received.		Client		CMS

## Contacts for Technical Assistance for Payroll Process

If you run into issues, please reach out to the following:

- **Kathryn Denaro** with Career Match Solutions/ADP at **704-709-5139**
- **Katie Gran** with SD DHS Vocational Rehabilitation at **605-367-4657**



## Staff Instructions for ADP Access

The “**Microsoft Invitations of Behalf of State of South Dakota**” email assists with verification purposes so only you can log on as the user for security purposes.

- Click the “**Accept the Invitation**” link in the email.  
**NOTE:** *If prompted, enter your email password associated with the invitation.*
- Accepting the invitation will prompt a **second email with an Account Verification Code** from “State of South Dakota (via Microsoft)”.
- Once the verification code is entered, you will **enter a phone number** you have immediate access to receive a second verification code via text.  
**NOTE:** *If this phone number changes, your VR counselor will need to contact the DRS Transition Specialist immediately.*

Staff will not receive an ADP invitation, once you complete the Microsoft instructions, you will be able to log into the ADP Staff link listed below (*capitalization matters when using these links*).

**Staff will not be able to access the ADP mobile app, only students can access the ADP app.**

### ADP Staff link

<https://bit.ly/SDDHS-ADP-staff-link>



### ADP Client link

<https://bit.ly/SDDHS-ADP-client-link>

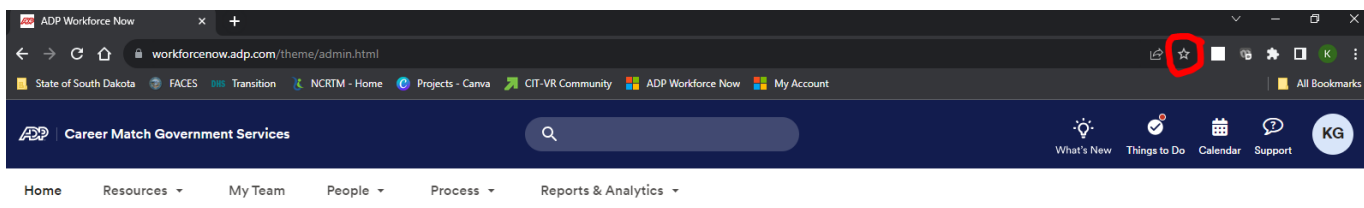


## ADP Troubleshooting

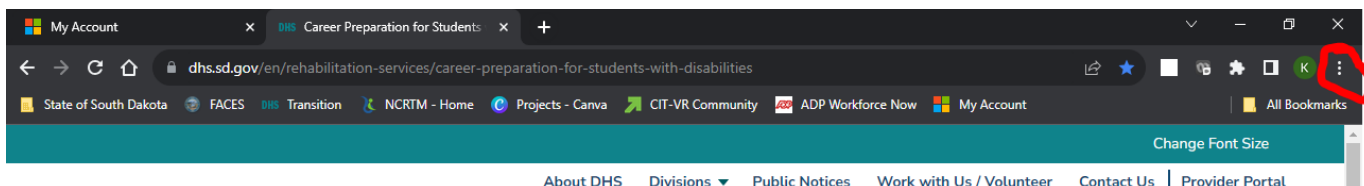
- Best practice for the client to use their computer/device when setting up their account. If they must use the teacher/provider’s computer, use an incognito tab to create their account.
- Once the onboarding process is completed, clients will only use the ADP app or ADP Client link.
- After getting into ADP to complete the profile page, if you don’t see boxes to enter your address and other information, you will need to Zoom out. Use the 3 vertical dots in the top right corner of the browser to find the Zoom out option. This will most likely only be needed if using a Google Chromebook.
- When logging onto the app, if you run into an issue with accepting cookies. Go to the phone's settings to find and click the browser being used (Safari, Chrome, etc.), scroll down to advanced, and shut off the "block all cookies" option.
- If the student runs into issues with logging into the app after successfully logging in once, they will need to follow the Logging onto the ADP app via Single Sign-On instructions in the original packet.

## Saving ADP as a Bookmark

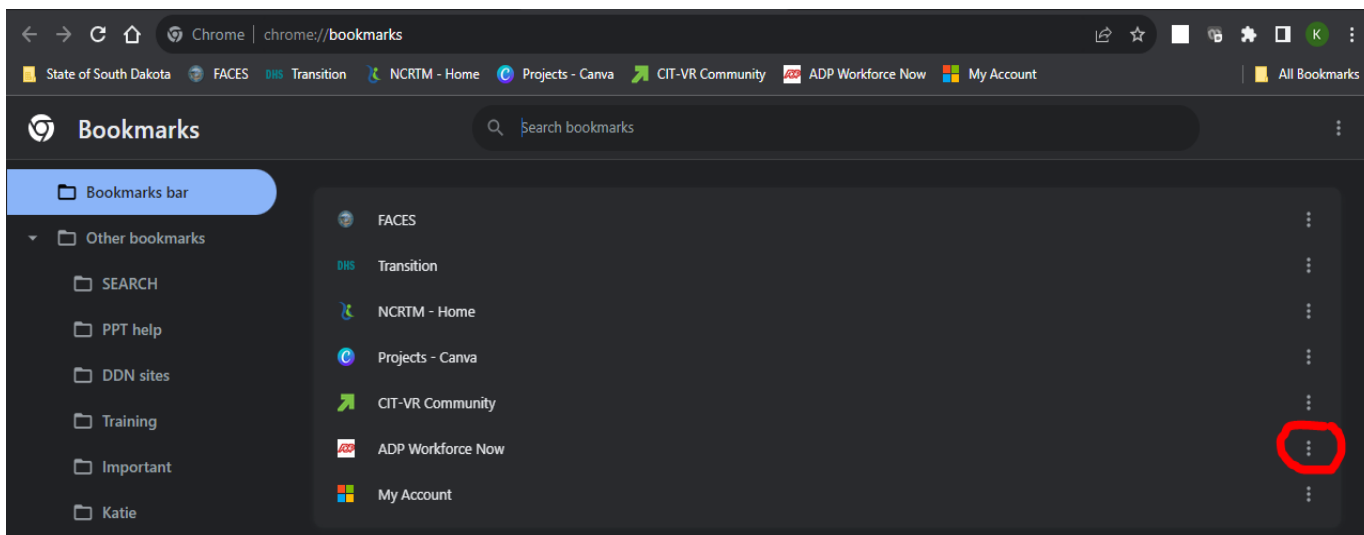
Set a bookmark by going to the link, click the star, and save the bookmark wherever you want.



Once you have done that, click on the 3 dots I have circled...



Go down to Bookmarks with the arrow then find and click on BOOKMARK MANAGER  
Find the previously created bookmark and click the three dots again and choose EDIT.



Once the Edit box shows, type [bit.ly/SDDHS-ADP-staff-link](https://bit.ly/SDDHS-ADP-staff-link) (capitalization matters) and click SAVE.



## I9 Verification by School Staff (optional)

**NOTE:** School staff can count a maximum of one hour if they are helping clients with the ADP onboarding process as part of your required Job Development for assurance match report.

If helping and see the original I9 required ID documents, please sign off on the I9.

**Step 1:** Click on Process and EI-9 Management. Click the client's name.

Home My Team People Process

HR

EI-9 Management

ADP Career Match Government Services

Home My Team People Process

EI-9 Management

Don't forget to enter your E-Verify enrollment information

Active 2 Closed 0 Archived 0 Expiring 0

Quick links

All Search...

Name	Case Number	Hire / Rehire Date	Reports To	Status	Actions
[Redacted]		01/11/2024		Section 2 Pending	
[Redacted]		12/04/2023		E-Verify Pending	

**Step 2:** Verify the client information in Section 1. Then click on SECTION 2 to fill out your portion of the I9 by following the prompts.

Back EI-9 Summary

[Redacted]

Hire Date 01/11/2024 Location

Section 1 Section 2 E-Verify Section 3 Documents Archive/Unarchive

The employee completed Section 1 on 01/10/2024 01:53:36 PM. The confirmation number is MIL1624565119.

Employee Name [Redacted] Other Last Names Used N/A Social Security Number XXX-XX-XXXX Date of Birth XX/XX/XXXX

Work Authorization A citizen of the United States Phone Number [Redacted] Email [Redacted]

Employee's Address [Redacted] Employee Signature Date 01/10/2024

Back EI-9 Summary

[Redacted]

Hire Date 01/18/2024 Location

Section 1 Section 2 E-Verify Section 3 Documents Archive/Unarchive

Section 2 has not yet been completed for this screening

Do you want to complete Section 2 now? Yes

**Step 3:** Enter information from the 2 forms of ID. **Choose ORIGINAL.** Leave the expiration date blank for the SS cards.

Home My Team People Process

## EI-9 Management

██████████ Social Security Number XXX-XX-XXXX Date of Birth XX/XX/XXXX Citizenship Status A citizen of the United States Address ██████████

Show less

---

Employment Information Identity Verification Employer Information Review & Submit

**i** The acceptable documents list was updated. View updated list.  
Changes include:  
• Information on acceptable receipts  
• Useful information on list C, item 7

Select the first document that the employee provided.\*

Government ID

Does the document appear to be the original document or a receipt for a document?

☒ Original ☐ Receipt

Issuing Authority


Enter Issuing Authority

Document Number

Enter Document Number

Expiration Date

Sample Government ID



MISSISSIPPI IDENTIFICATION CARD

DATE OF BIRTH 01/12/2021 DATE OF EXP 01/12/1999

Career Match Government Services

What's New Support AB

Does the document appear to be the original document or a receipt for a document?

☒ Original ☐ Receipt

Issuing Authority

Social Security Administration

Document Number

██████████

Expiration Date

MM/DD/YYYY

Upload Documents

Add File

Are you using an alternative procedure authorized by DHS to examine documents?

☐ Yes, I'm using an alternative procedure to examine documents.

☒ No, I'm not using an alternative procedure to examine documents.

Additional Information

██████████

**Step 4:** Upload documents in separate PDFs.

MM/DD/YYYY

Upload Documents

Add File

██████████

██████████

**Step 5:** Keep this information as it's shown as Career Match are the ones issuing the paycheck and **click NEXT**.

### EI-9 Management

██████████ Social Security Number XXX-XX-XXXX Date of Birth XX/XX/XXXX Citizenship Status 1. A citizen of the United States Address ██████████

Employment Information Identity Verification Employer Information Review & Submit

Please enter the name of the employer's business or organization and the actual physical address of the employer.

Employer's business name \*  Employer's street address \*

Employer's city \*  Employer's state \*  Employer's zip code \*

**Step 6:** Review I9 and **enter YOUR information and click SUBMIT**.

### EI-9 Management

██████████ Social Security Number XXX-XX-XXXX Date of Birth XX/XX/XXXX Citizenship Status A citizen of the United States Address ██████████

Employment Information Identity Verification Employer Information Review & Submit

#### I-9 Employment Eligibility Verification

1 / 1 100% +

day of employment, but not before accepting a job offer

I am aware that federal law provides for imprisonment and fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions).

☒ 1. A citizen of the United States

☐ 2. A non-citizen national of the United States (See instructions.)

☐ 3. A lawful permanent resident (Enter USCIS or Alien's ID)

☐ 4. A temporary lawful permanent resident (Enter USCIS or Alien's ID)

☐ 5. A non-citizen who has been lawfully admitted for temporary admission to work and study, date (if any)

If you check item Number 4, enter one of these:

USCIS A Number  Form I-94 Admission Number  Foreign Passport Number and Country of Issuance

Signature of Employee  Date (mm/dd/yyyy)

Electronically signed by Julia Miller

If a preparer or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2: Employer Review and Verification: Employers or their authorized representatives must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A, List B, or List C to determine if the employee is authorized to work in the United States.

List A	List B	List C
Document Title 1	Government ID	Social Security Card (Unrestricted)
Issuing Authority	South Dakota	Social Security Administration
Document Number (if any)		
Expiration Date (if any)		
Document Title 2 (if any)		
Issuing Authority		

Additional Information

Please read the statement below, then select the checkbox to indicate your acknowledgement and acceptance.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 01/11/2024 (See instructions for exemptions)

☒ By entering my name below, I understand and agree that I am electronically signing this document and that I attest to the accuracy of all the information provided above.

First Name \*  Last Name \*  Your Job Title \*

# Time Approval Process for School

**APPROVAL  
NEEDED**

**NOTE:** Employers are no longer required to sign off on the timecard.

**How do you verify the hours worked?** Communication about client's schedule should be part of the ongoing discussions with the employer and student during check-ins which can count as Monitoring.

**NOTE:** A reminder email from Career Match Solutions will be sent every other Monday (the week of payroll) at 8AM (CST) to school staff listed on the onboarding forms. You can also set a calendar reminder every two weeks BEFORE 1PM CST on Mondays to sign timecards.

## Recurrence pattern

☐ Daily **Recur every 2 week(s) on:**

☒ Weekly ☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday






☐ Monthly ☐ Thursday ☐ Friday ☐ Saturday

☐ Yearly

## Entering Split Shifts

➤ For clients that worked two different shifts on the same day, click on the 3 lined button (left hand side) and choose "add blank row" to enter the second shift in the blank row.

Timecard		Totals		Schedule		Time Off Balances						
<	<input type="checkbox"/> Approve	Week 1		In - Out		Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER
	<input type="checkbox"/>	Mon	06/17	08:00 AM - 11:00 AM			3.00	197447	3.00	3.00	0.00	0.00
	<input checked="" type="checkbox"/>	Tue	06/18	-			0.00	197447	0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Wed	06/19	02:52 PM - 05:10 PM			2.30	197447	2.30	2.30	0.00	0.00

Timecard		Totals		Schedule		Time Off Balances						
<	<input type="checkbox"/> Approve	Week 1		In - Out		Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER
	<input type="checkbox"/>	Mon	06/17	08:00 AM - 11:00 AM			3.00	197447	3.00	3.00	0.00	0.00
	<input type="checkbox"/>	Tue	06/18	-			0.00	197447	0.00	0.00	0.00	0.00
	<input type="checkbox"/>	Wed	06/19	02:52 PM - 05:10 PM			2.30	197447	2.30	2.30	0.00	0.00
	<input type="checkbox"/>	06/19		-			0.00	197447	0.00	0.00	0.00	0.00
	<input type="checkbox"/>	06/19		-			0.00	197447	0.00	0.00	0.00	0.00

Add Blank Row

Copy Row

Copy Row to Next Day

Timecard		Totals		Schedule		Time Off Balances						
<	<input type="checkbox"/> Approve	Week 1		In - Out		Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER
<div></div>	<input checked="" type="checkbox"/>	Mon	06/17	-			0.00	197447	0.00	0.00	0.00	0.00
<div></div>	<input type="checkbox"/>	Tue	06/18	02:30 PM - 05:10 PM			2.67	197447	2.67	2.67	0.00	0.00
<div></div>	<input type="checkbox"/>	Wed	06/19	08:00 AM - 11:00 AM			3.00	197447		3.00	0.00	0.00
<div></div>	<input type="checkbox"/>		06/19	02:52 PM - 05:10 PM			2.30	197447	5.30	2.30	0.00	0.00

**Do not click on the white "Approve Timecard" button as that is for VR support staff.**


People


### Individual Timecard ?

**MM Mitchell, Matt** 400605 - Project Skills Student Home Department : 197492 - Sioux Falls District

Tax ID (SSN) XXX-XX-XXXX Position ID ZGR000066 Hire Date 11/20/2023 Status Active Employee Search <status is active>

Current Pay Period 12/4/2023 12/17/2023 Find Show Pay Class




Timecard	Totals	Schedule	Time Off Balances						
< <input checked="" type="checkbox"/> Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER
	Mon 12/04	-		0.00	197492	0.00	0.00	0.00	0.00



**Step 1:** Log in to ADP using <https://bit.ly/SDDHS-ADP-staff-link>. You will land on the page with one of your clients. You can navigate between clients by using the arrows to the left (circled in green in the photo below) or by using the search bar (circled in blue in the photo below)

People ▾

## Individual Timecard ?

MM  400605 - Project Skills Student  
Home Department : 197492 - Sioux Falls District

Tax ID (SSN) XXX-XX-XXXX Position ID ZGR000066 Hire Date 11/20/2023 Status Active

Employee Search <status is active> Q

Current Pay Period ▾ 12/4/2023 12/17/2023 Find Show Pay Class

Approve Timecard

		Totals		Schedule		Time Off Balances					
←	Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER	
Mon	12/04	-			0.00	197492	0.00	0.00	0.00	0.00	
Tue	12/05	07:00 AM - 10:00 AM			3.00	197492	3.00	3.00	0.00	0.00	
Wed	12/06	-			0.00	197492	0.00	0.00	0.00	0.00	
Thu	12/07	04:00 PM - 07:00 PM			3.00	197492	3.00	3.00	0.00	0.00	
Fri	12/08	-			0.00	197492	0.00	0.00	0.00	0.00	
Sat	12/09	-			0.00	197492	0.00	0.00	0.00	0.00	
Sun	12/10	-			0.00	197492	0.00	0.00	0.00	0.00	
Week 1 Totals							6.00	6.00	0.00	0.00	
←	Approve	Week 2	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER	
Mon	12/11	-			0.00	197492	0.00	0.00	0.00	0.00	
Tue	12/12	-			0.00	197492	0.00	0.00	0.00	0.00	
Wed	12/13	-			0.00	197492	0.00	0.00	0.00	0.00	
Thu	12/14	-			0.00	197492	0.00	0.00	0.00	0.00	
Week 2 Totals							0.00	0.00	0.00	0.00	

Pay Period (6.00) Week 1 (6.00) Week 2 (0.00)

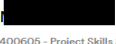
Save Refresh Operation Successful.

Preferences Legend

**Step 2A:** If the hours are **correct**: Click the box next to each day worked (circled in the green in the photo below) and click save (circled in blue in the photo below). Once the time has been approved and saved, you will be able to hover over the box and see the approval. The process for the first approval is complete. **Return to step 1 to repeat the same process for additional clients.**

People ▾

## Individual Timecard ?

MM  400605 - Project Skills Student  
Home Department : 197492 - Sioux Falls District

Tax ID (SSN) XXX-XX-XXXX Position ID ZGR000066 Hire Date 11/20/2023 Status Active

Employee Search <status is active> Q

Current Pay Period ▾ 12/4/2023 12/17/2023 Find Show Pay Class

Approve Timecard

		Totals		Schedule		Time Off Balances					
←	Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER	
Mon	12/04	-			0.00	197492	0.00	0.00	0.00	0.00	
Tue	12/05	07:00 AM - 10:00 AM			3.00	197492	3.00	3.00	0.00	0.00	
Wed	12/06	-			0.00	197492	0.00	0.00	0.00	0.00	
Thu	12/07	04:00 PM - 07:00 PM			3.00	197492	3.00	3.00	0.00	0.00	
Fri	12/08	-			0.00	197492	0.00	0.00	0.00	0.00	
Sat	12/09	-			0.00	197492	0.00	0.00	0.00	0.00	
Sun	12/10	-			0.00	197492	0.00	0.00	0.00	0.00	
Week 1 Totals							6.00	6.00	0.00	0.00	
←	Approve	Week 2	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER	
Mon	12/11	-			0.00	197492	0.00	0.00	0.00	0.00	
Tue	12/12	-			0.00	197492	0.00	0.00	0.00	0.00	
Wed	12/13	-			0.00	197492	0.00	0.00	0.00	0.00	
Thu	12/14	-			0.00	197492	0.00	0.00	0.00	0.00	
Week 2 Totals							0.00	0.00	0.00	0.00	

Pay Period (6.00) Week 1 (6.00) Week 2 (0.00)

Save Refresh Operation Successful.

**Step 2B:** If the hours are **incorrect**, click in the box with the time you need to change (circled in green in the photo below). Change the time to the correct time and click save (circled in blue in the photo below). You need to follow these steps each day if corrections are needed. **Once the timecard is correct, return to step 2A.**

Career Match Government Services

People ▾

## Individual Timecard ?

400605 - Project Skills Student

Home Department : 197492 - Sioux Falls District

Tax ID (SSN)

XXX-XX-XXXX

Position ID

ZQR000066

Hire Date

11/20/2023

Status

Active

Current Pay Period ▾

12/4/2023

12/17/2023

Find

Show Pay Class

Timecard		Totals	Schedule	Time Off Balances							
<	<input type="checkbox"/> Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER	
	<input type="checkbox"/>	Mon 12/04			0.00	197492	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Tue 12/05	07:00 AM - 10:00 AM		3.00	197492	3.00	3.00	0.00	0.00	
	<input type="checkbox"/>	Wed 12/06	-		0.00	197492	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Thu 12/07	04:00 PM - 07:00 PM		3.00	197492	3.00	3.00	0.00	0.00	
	<input type="checkbox"/>	Fri 12/08	-		0.00	197492	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Sat 12/09	-		0.00	197492	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Sun 12/10	-		0.00	197492	0.00	0.00	0.00	0.00	
Week 1 Totals							6.00	6.00	0.00	0.00	
<	<input type="checkbox"/> Approve	Week 2	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER	
	<input type="checkbox"/>	Mon 12/11	-		0.00	197492	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Tue 12/12	-		0.00	197492	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Wed 12/13	-		0.00	197492	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Thu 12/14	-		0.00	197492	0.00	0.00	0.00	0.00	
Pay Period (6.00)		Week 1 (6.00)	Week 2 (0.00)								

Save

Refresh