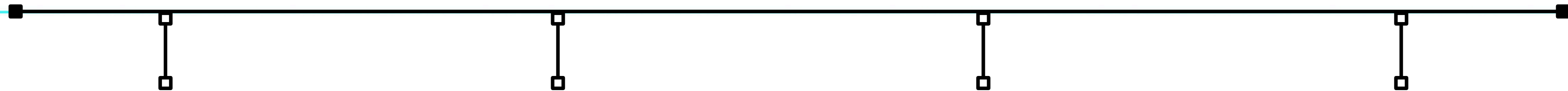




PROJECT SKILLS

PAYROLL CHANGES



**PAID EVERY
TWO WEEKS**

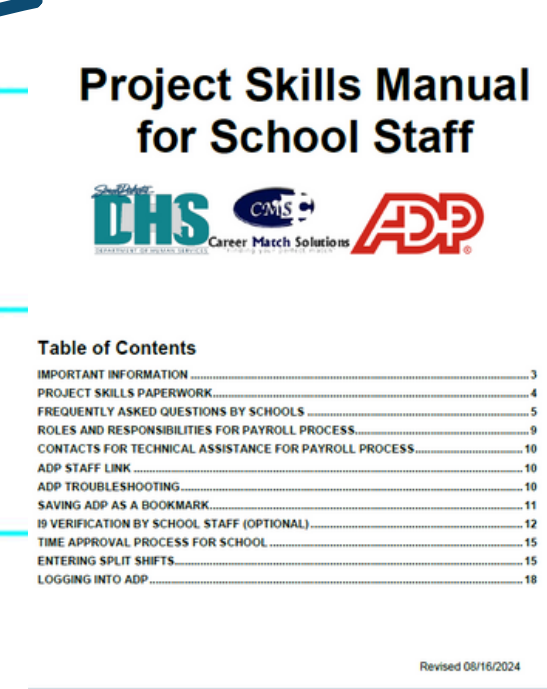
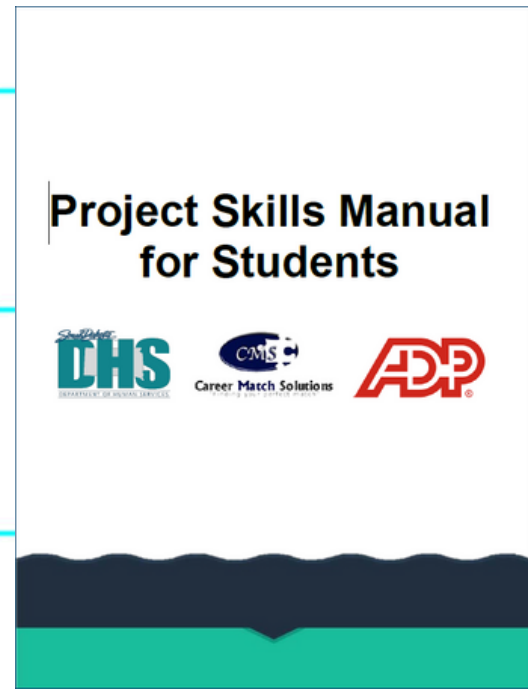
**ALL STUDENTS
must redo
new hire
paperwork
on ADP**

**19
W4
SSA form
Wage Consent
Work Agreement**

**Employers
only sign
off on the
PS Work
Agreement**

bit.ly/SDDHS-ADP-client-link

bit.ly/SDDHS-ADP-staff-link



PS MANUAL FOR STUDENTS

ADP HOMEPAGE

PS MANUAL FOR SCHOOL STAFF

HELPFUL RESOURCES

ADP Career Match Government Services

Home Resources My Team People

Important Documents

- [Workers Comp First Injury Report.pdf](#)
- [Project Skills Manual for Students.pdf](#)
- [Project Skills Manual for Students ACCESSIBLE.docx](#)
- [Project Skills Manual for School Staff.pdf](#)
- [Project Skills Work Agreement.pdf](#)
- [Project Skills Monthly Report.pdf](#)
- [Assurance of Match Report.pdf](#)
- [Employment Skills Manual for Clients.pdf](#)
- [Employment Skills Manual for Clients ACCESSIBLE.docx](#)

GET READY



IPE and

Microsoft

ADP

Onboarding Form

Single-Sign-On

Profile

starts the process; three emails are sent to student

email and password; phone for text verification

Two forms of ID
W4 claim preference
Direct Deposit Info

FOLLOW



Revised 08/14/2024

DO YOU HAVE/KNOW BEFORE STARTING?

- Your password to the email used on the Onboarding form.**
 - Depending on your email account, you may have additional verification steps to follow once it's entered.
- Scan/save the following as separate documents.**
 - Social Security Card
 - 2nd approved ID for I9 - uscis.gov/i-9-central/form-i-9-acceptable-documents
- Your bank information (routing and account number) if you are choosing direct deposit for your paycheck to be deposited into your personal checking/savings account.**
 - If you are choosing a Wisely payroll card or paper check, those instructions are below on page 10.
- Your preferred responses to [Federal Form W-4](#).**

PARENTAL CONTROLS

If there are Parental Controls set up on your smart device/computer, the following websites will need to be marked as safe prior to starting...

- <https://myapplications.microsoft.com/#optIn>
- bit.ly/SDDHS-ADP-client-link (Must type exactly as shown, capitalization matters)

TECHNICAL ASSISTANCE

If you run into any issues when following the instructions, please reach out to Kathryn Denaro with ADP/Career Match at 704-709-5139 or Katie Gran with South Dakota Voc Rehab at 605-367-4657.



First Steps to Create ADP Profile

STAFF DOB REALLY REQUIRED?

- Yes for security purposes

NO PHONE TO DOWNLOAD APP?

- Paper timecard, use website to enter hours

EMAIL OR PHONE CHANGES?

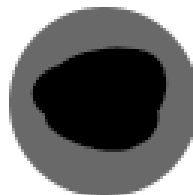



- VR Transition Specialist needs to be notified

MONTHLY/QUARTERLY REPORTS?

- Onboarding help counts as job development
- Signing off on timecards counts as monitoring



Individual Timecard

  
400605 - Project Skills/ESP


Tax ID (SSN) XXX-XX-XXXX Position ID   Hire Date 07/15/2024 Status Active

Employee Search
<all employees w/future new hires> 



Current Pay Period  8/12/2024  8/25/2024  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	
	<input checked="" type="checkbox"/>	Mon 08/12	09:00 AM - 10:00 AM		1.00	197447	1.00	1.00	0.00	0.00	
	<input type="checkbox"/>	Tue 08/13	-		0.00	197447	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Wed 08/14	<input type="text"/> - <input type="text"/>		0.00	197447	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Thu 08/15	-		0.00	197447	0.00	0.00	0.00	0.00	
	<input checked="" type="checkbox"/>	Fri 08/16	08:57 AM - 09:51 AM		0.90	197447	0.90	0.90	0.00	0.00	
	<input type="checkbox"/>	Sat 08/17	-		0.00	197447	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	Sun 08/18	-		0.00	197447	0.00	0.00	0.00	0.00	
Week 1 Totals							1.90	1.90	0.00	0.00	
<	<input checked="" type="checkbox"/> Approve	Week 2	In - Out	Pay Code	Hours	Department	Daily Totals	REGULAR	OVERTIME	OTHER	
Pay Period (4.08)		Week 1 (1.90)	Week 2 (2.18)								





THANK YOU!

Any additional questions?