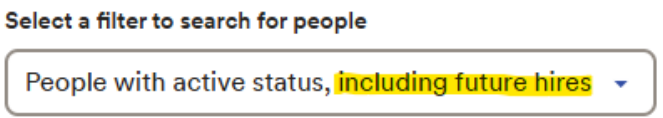
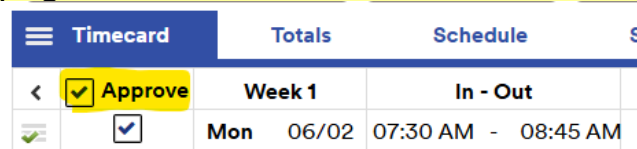



# ADP Desk Reference for Teachers/Providers

Before Student/Client First Day	Do you have access to ADP ( <a href="https://bit.ly/SDDHS-ADP-staff-link">https://bit.ly/SDDHS-ADP-staff-link</a> )? Will need to provide your email and DOB to VR counselor to gain access.	<input type="checkbox"/>
	Does the student/client have an email and know the password? Send to VR counselor with anticipated start date to send Onboarding form.	<input type="checkbox"/>
	Has the student/client completed the onboarding/new hire paperwork? If you helped complete the onboarding, count as Job Development for teachers/Employment Services for providers, if authorized.	<input type="checkbox"/>
	Has the work agreement been signed by the host business?	<input type="checkbox"/>
	Has the work agreement been signed by the student/client?	<input type="checkbox"/>
	Has the work agreement been signed you?	<input type="checkbox"/>
	Has the work agreement been sent to the VR counselor?	<input type="checkbox"/>
	Is the student/client showing on your ADP profile after completing the onboarding? 	<input type="checkbox"/>
End of Each Pay Period – every other Monday	Did the student/client enter their hours on ADP or provide their paper timecard to be entered into ADP by you?	<input type="checkbox"/>
	Have you checked in with the host business to verify the hours worked? (Count as Monitoring or Follow Along for VR reporting)	<input type="checkbox"/>
	Are hours on ADP accurate? (missing punch in/out, should there be a lunch break entered, was AM/PM entered correctly)	<input type="checkbox"/>
	Has the student/client approved their timecard? (optional)	<input type="checkbox"/>
	Did you approve the student/client timecard on the left side of ADP page for week 1 and 2?  Do NOT click the Approve Timecard button on right side. 	<input type="checkbox"/>
If the student/client has completed their hours; has an onboarding form been submitting to place on leave or terminate?		<input type="checkbox"/>

Reference the Project Skills Manual for Teachers/Employment Skills Manual for Providers on ADP homepage for instructions and information.

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