ADP Desk Reference for Teachers/Providers

Before Student/Client First Day	Do you have access to ADP (https://bit.ly/SDDHS-ADP-staff-link)? *Will need to provide your email and DOB to VR counselor to gain access.*	☐
	Does the student/client have an email and know the password? *Send to VR counselor with anticipated start date to send Onboarding form.*	☐
	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.*	☐
	Has the work agreement been signed by the host business?	☐
	Has the work agreement been signed by the student/client?	☐
	Has the work agreement been signed you?	☐
	Has the work agreement been sent to the VR counselor?	☐
	Is the student/client showing on your ADP profile after completing the onboarding? Select a filter to search for people People with active status, including future hires ▾	☐
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?	☐
	Have you checked in with the host business to verify the hours worked? (*Count as Monitoring or Follow Along for VR reporting*)	☐
	Are hours on ADP accurate? (*missing punch in/out, should there be a lunch break entered, was AM/PM entered correctly*)	☐
	Has the student/client approved their timecard? (*optional*)	☐
	Did you approve the student/client timecard on the left side of ADP page for week 1 and 2? ☰ Timecard Totals Schedule ☑ Approve Week 1 In - Out ☑ Mon 06/02 07:30 AM - 08:45 AM *Do NOT click the Approve Timecard button on right side.* ✗ Approve Timecard	☐
If the student/client has completed their hours; has an onboarding form been submitting to place on leave or terminate?		☐

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

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