Pre-ETS &
Project Skills

Pre-Employment Transition Services

JOB EXPLORATION	WORK READINESS	SELF-ADVOCACY	POST-SECONDARY	WORK EXPERIENCE
• Pathful Explore • Informational Interviews • Career Fairs • Exploring Local Employment Availability • Job Analysis • Workplace Tours	• eTrac • Let's Talk Work • Soft Skills Development • Mock Interviews • Master Application • Resume Development	• YLF • Disability Disclosure • Resource Fairs • Understanding Accommodations • IEP Discussion • Public Transportation Training	• Catch the Wave • Technical College VS. University • Campus Visits • College Fairs • Major Research • 18-21 Transition Program Opportunities	• Project Skills/ESP • Project SEARCH • Summer Employment • Internships • Job Shadowing • Volunteering

Services are individualized for every student pending their needs
Talk with your VR Counselor to learn more!

bit.ly/SDDHS-ADP-staff-link

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? *Do NOT click the Approve Timecard button on right side.*	☐
	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.

Project Skills Manual for School Staff

DHS · Career Match Solutions · ADP

Table of Contents

Revised 08/16/2024
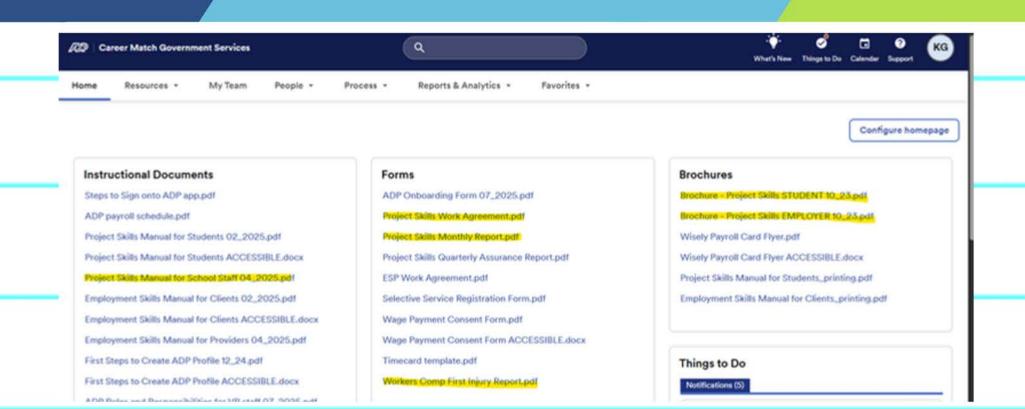
DESK REFERENCE FOR SCHOOL STAFF → ADP HOMEPAGE → PS MANUAL FOR SCHOOL STAFF

ADP — Career Match Government Services

Home · Resources · My Team · People · Process · Reports & Analytics · Favorites

What's New · Things to Do · Calendar · Support · KG

Configure homepage

Instructional Documents
- Steps to Sign onto ADP app.pdf
- ADP payroll schedule.pdf
- Project Skills Manual for Students 02_2025.pdf
- Project Skills Manual for Students ACCESSIBLE.docx
- Project Skills Manual for School Staff 04_2025.pdf
- Employment Skills Manual for Clients 02_2025.pdf
- Employment Skills Manual for Clients ACCESSIBLE.docx
- Employment Skills Manual for Providers 04_2025.pdf
- First Steps to Create ADP Profile 12_24.pdf
- First Steps to Create ADP Profile ACCESSIBLE.docx

Forms
- ADP Onboarding Form 07_2025.pdf
- Project Skills Work Agreement.pdf
- Project Skills Monthly Report.pdf
- Project Skills Quarterly Assurance Report.pdf
- ESP Work Agreement.pdf
- Selective Service Registration Form.pdf
- Wage Payment Consent Form.pdf
- Wage Payment Consent Form ACCESSIBLE.docx
- Timecard template.pdf
- Workers Comp First Injury Report.pdf

Brochures
- Brochure - Project Skills STUDENT 10_23.pdf
- Brochure - Project Skills EMPLOYER 10_23.pdf
- Wisely Payroll Card Flyer.pdf
- Wisely Payroll Card Flyer ACCESSIBLE.docx
- Project Skills Manual for Students_printing.pdf
- Employment Skills Manual for Clients_printing.pdf

Things to Do
Notifications (5)

PAID EVERY TWO WEEKS

NO USER ID/ NO PASSWORD
only emails and email password due to Microsoft Single-Sign-On

IPE and ONBOARDING FORM
Starts the Project Skills process and getting them into ADP

ONBOARDING PAPERWORK
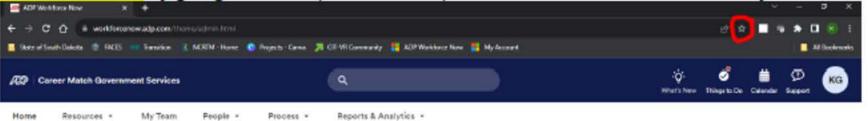Onboarding Form; *I9; *W4; SSA form; *Wage Consent; Work Agreement

PS HOST SITE
Employers sign off on the PS Work Agreement & can help verify hours worked

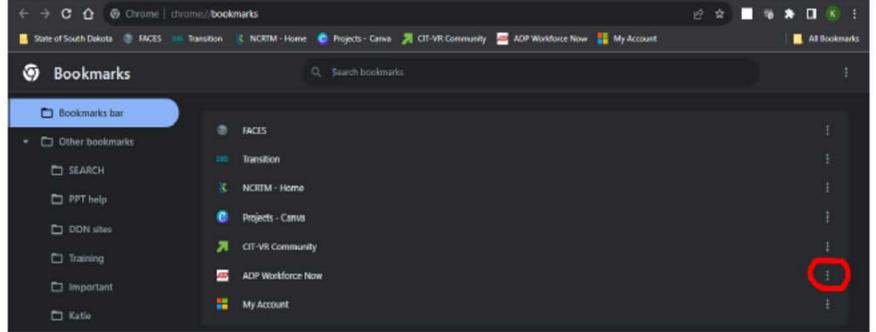# Special steps to bookmark link.

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== (capitalization matters) and click SAVE.

Helpful Tips

Create a biweekly reminder on calendar to approve timecards.

Recurrence pattern

○ Daily   ==Recur every 2 week(s) on:==

● Weekly   ☐ Sunday   ☐ Monday   ☐ Tuesday   ☑ Wednesday

○ Monthly   ☐ Thursday   ☐ Friday   ☐ Saturday

○ Yearly

First Steps to Create ADP Profile

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 <u>separate</u> 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.
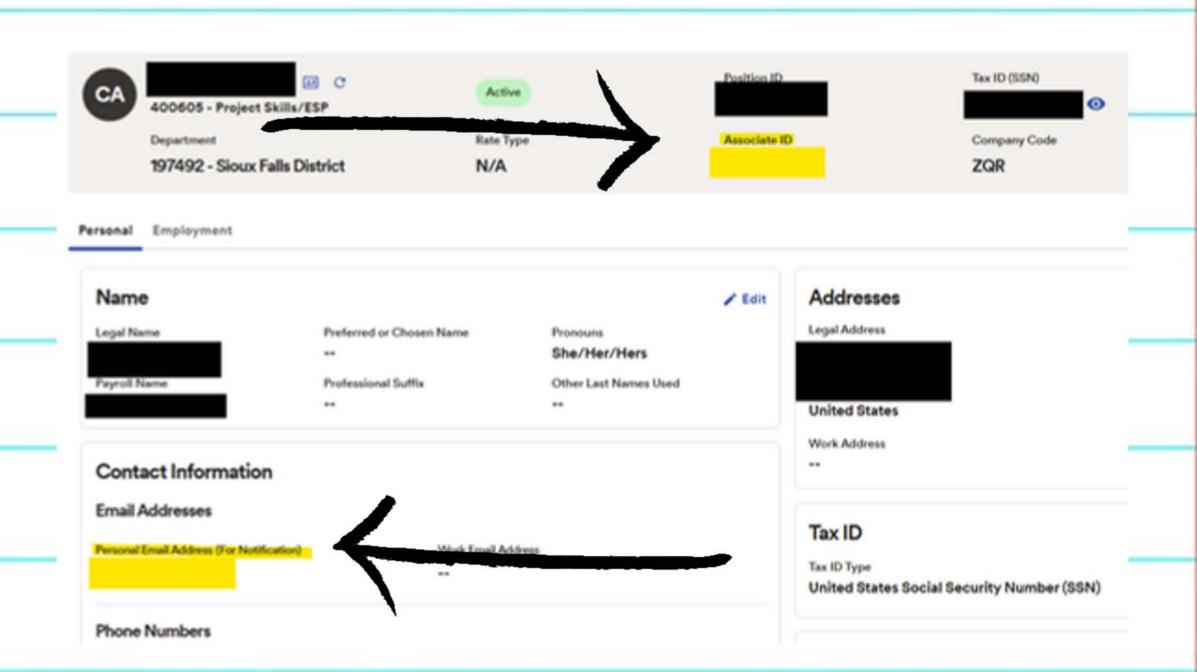
Download the app

"Steps to Sign onto ADP App"

NO USER ID
NO PASSWORD

CA
400605 - Project Skills/ESP   Active   Position ID   Tax ID (SSN)

Department   Rate Type   Associate ID   Company Code
197492 - Sioux Falls District   N/A   ZQR

Personal   Employment

Name   ✏ Edit

Legal Name   Preferred or Chosen Name   Pronouns
                        **   She/Her/Hers

Payroll Name   Professional Suffix   Other Last Names Used
                        **   **

Contact Information

Email Addresses

Personal Email Address (For Notification)   Work Email Address
                                             **

Phone Numbers

Addresses

Legal Address

United States

Work Address
**

Tax ID

Tax ID Type
United States Social Security Number (SSN)

Forgot User ID or Password?

- There are NONE for ADP - only their email and email password.

No email?

- Create a free professional one for future work needs
- Can use parents but they will need to assist with onboarding

Email or Phone changes?

- VR Transition Specialist needs to be notified

No phone to download app?

- Paper timecard, use website to enter hours

FAQ?

Hours per week

- Per the signed written agreement, students CANNOT work more then 20 hours/week without VR approval.

Change in paycheck delivery

- Fill out a "Wage Payment Consent Form" and change input information themselves or contact their VRC for guidance

Monthly Reports

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

Individual Timecard

Field Grabber

Tax ID (SSN) XXX-XX-XXXX

Position ID

Hire Date 07/15/2024

Status Active

Employee Search
<all employees w/future new hires>

400605 - Project Skills/ESP

| Current Pay Period | 8/12/2024 | 8/25/2024 | Find | Show Pay Class | | Approve Timecard |

| Timecard | Totals | Schedule | Time Off Balances |

Approve	Week 1		In - Out	Pay Code	Hours	Department	Daily Totals		REGULAR	OVERTIME	OTHER	
✔	Mon	08/12	09:00 AM - 10:00 AM		1.00	197447	1.00		1.00	0.00	0.00	
	Tue	08/13	·		0.00	197447	0.00		0.00	0.00	0.00	
	Wed	08/14	[ ] · [ ]		0.00	197447	0.00		0.00	0.00	0.00	
	Thu	08/15	·		0.00	197447	0.00		0.00	0.00	0.00	
✔	Fri	08/16	08:57 AM - 09:51 AM		0.90	197447	0.90		0.90	0.00	0.00	
	Sat	08/17	·		0.00	197447	0.00		0.00	0.00	0.00	
	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

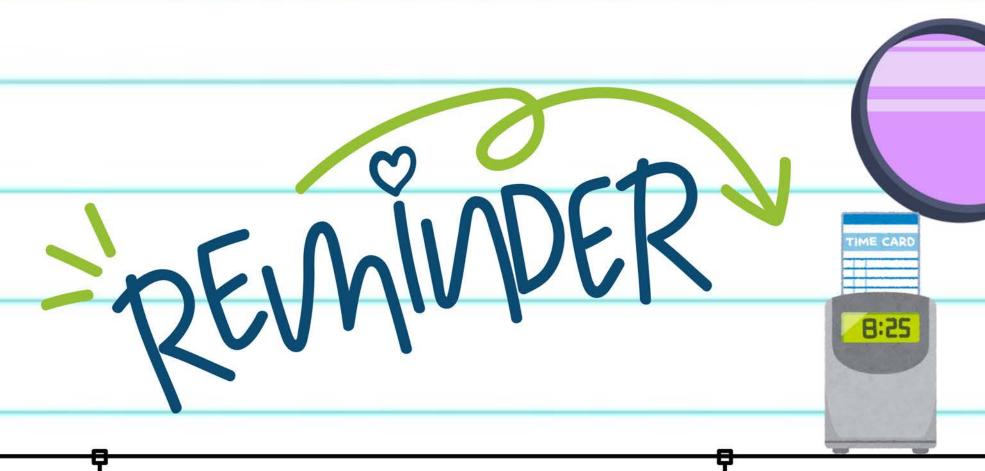| Approve | Week 2 | In - Out | Pay Code | Hours | Department | Daily Totals | v | REGULAR | OVERTIME | OTHER |

Pay Period (4.08)   Week 1 (1.90)   Week 2 (2.18)

Save   Refresh   Preferences ∨   Legend

REMINDER

Check for missing punch in/outs ~ be sure to input AM or PM.

Review long shifts ~ Did VR agree to long shift? Missed lunch break?

Talk with business to ensure shifts were worked as scheduled.

Thank you!

Any additional questions?