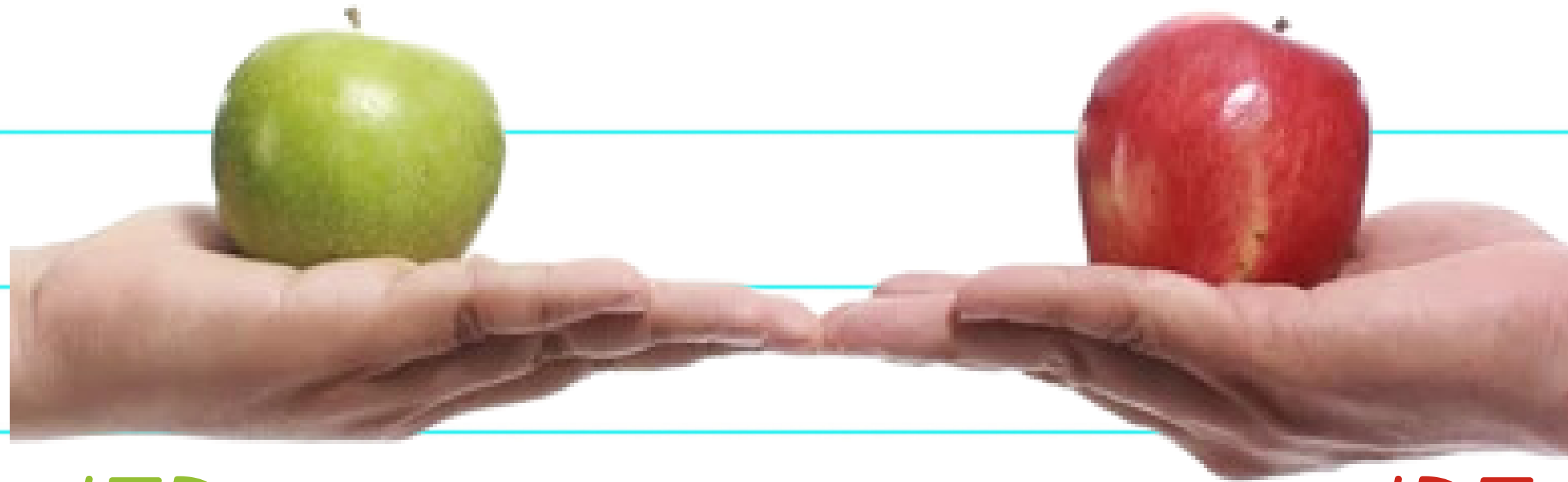


PROJECT SKILLS

& ADP

INDIVIDUAL EDUCATION PROGRAM <> INDIVIDUAL PLAN FOR EMPLOYMENT

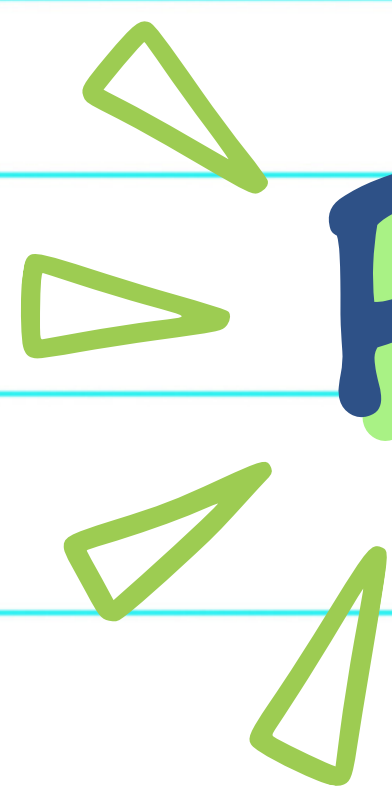


IEP

IPE

- *Project Skills and/or CTE class*
- *Increase competencies in Writing and Reading*
- *Goal to lead IEP*
- *Post-school goal*

- *Project Skills*
- *Assistance in Resume and Cover Letter Development using Pathful*
- *Youth Leadership Forum*
- *Explore post-secondary options*



PROJECT SKILLS

JOB DEVELOPMENT

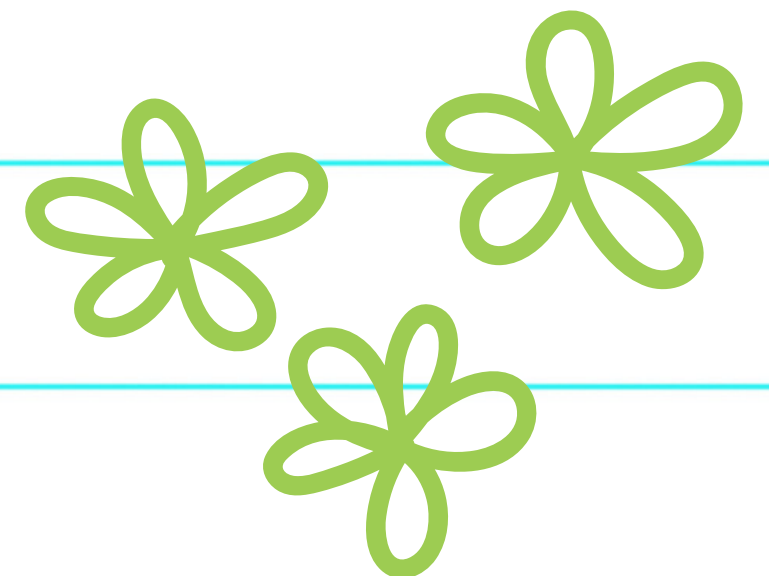
- Look for a placement closely related to IEP goal
- Focus on students' strengths
- Community business tours
- Applications and interviews
- Assisting with ADP new hire onboarding

JOB COACHING

- Work accommodations
- Encourage problem solving before helping
- Teach workplace expectations
- Encourage self-advocacy

MONITORING

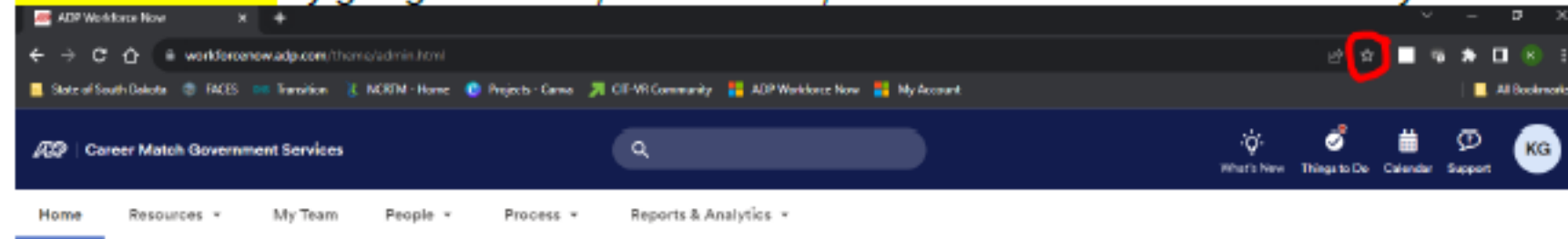
- Ongoing conversations with onsite supervisor
- Approving timecards
- Workplace discussions



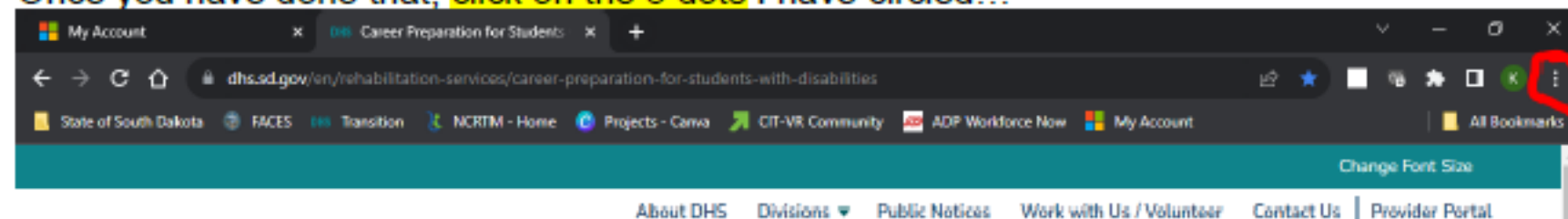
Special steps to bookmark link.

Saving ADP as a Bookmark

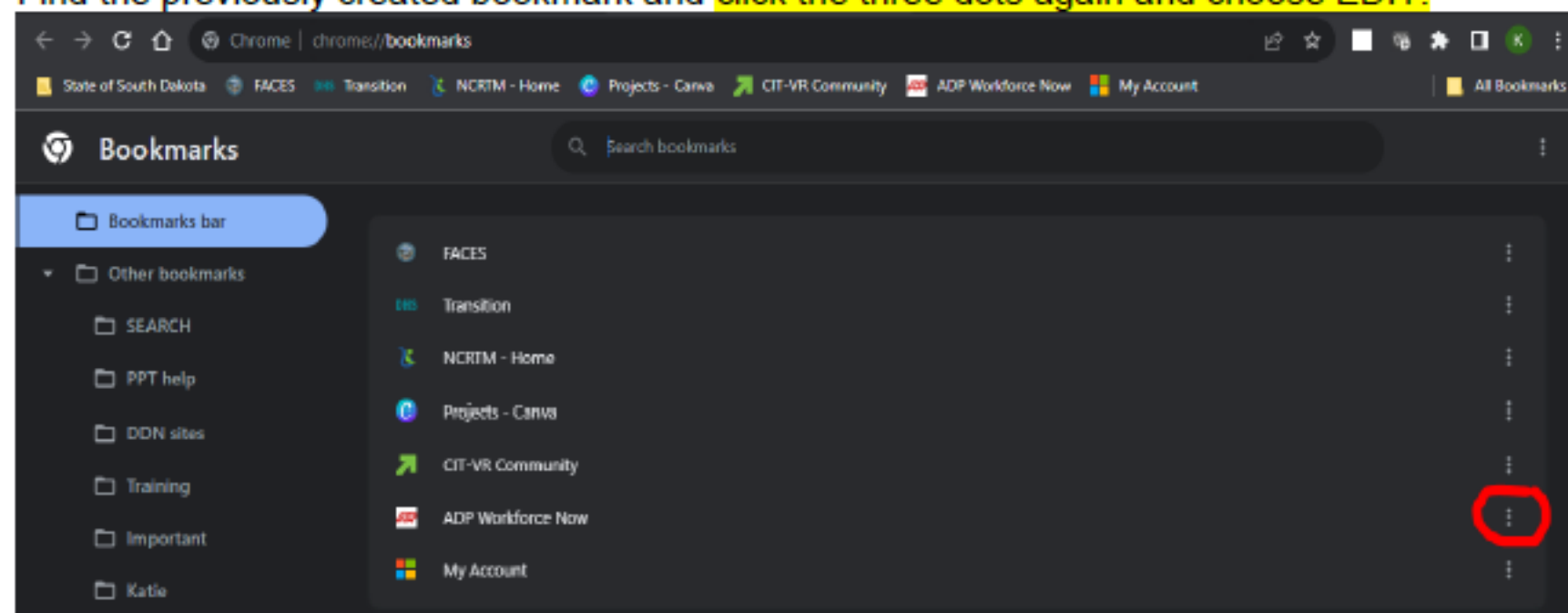
Set a bookmark by going to the link, click the star, and save the bookmark wherever you want.



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

☒ Weekly

☐ Monthly

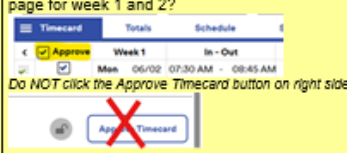
☐ Yearly

Recur every 2 week(s) on:

☐ Sunday ☐ Monday ☐ Tuesday ☒ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

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, Excluding 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 A(M)P 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? 	☐
	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.

bit.ly/SDDHS-ADP-staff-link

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
LOGGING INTO ADP.....	18

Revised 08/16/2024

DESK REFERENCE
FOR SCHOOL STAFF

ADP HOMEPAGE

PS MANUAL FOR
SCHOOL STAFF

Career Match Government Services

What's New
Things to Do
Calendar
Support
KG

Home
Resources
My Team
People
Process
Reports & Analytics
Favorites

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
- ADP Policy and Responsibilities for VR staff 07_2025.pdf

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**

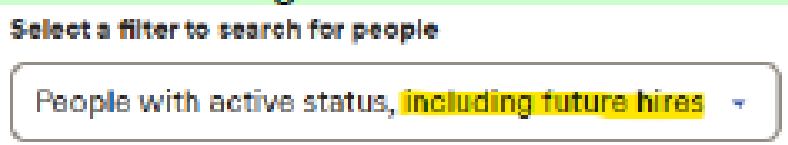
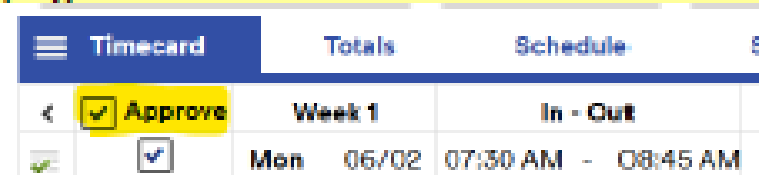
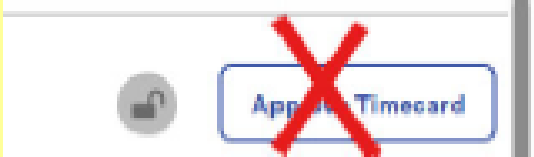
Brochures

- 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)

ADP Desk Reference for Teachers/Providers

Before Student/Client First Day	Do you have access to ADP (https://bit.ly/SDDHS-ADP-staff-link)? <i>Will need to provide your email and DOB to VR counselor to gain access.</i>	☐
	Does the student/client have an email and know the password? <i>Send to VR counselor with anticipated start date to send Onboarding form.</i>	☐
	Has the student/client completed the onboarding/new hire paperwork? <i>If you helped complete the onboarding, count as Job Development for teachers/Employment Services for providers, if authorized.</i>	☐
	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? 	☐
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? <i>(Count as Monitoring or Follow Along for VR reporting)</i>	☐
	Are hours on ADP accurate? <i>(missing punch in/out, should there be a lunch break entered, was AM/PM entered correctly)</i>	☐
	Has the student/client approved their timecard? <i>(optional)</i>	☐
	Did you approve the student/client timecard on the left side of ADP page for week 1 and 2? 	☐
	<i>Do NOT click the Approve Timecard button on right side.</i> 	
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.

Created 08/2025

Project Skills Manual for School Staff



Career Match Solutions
"Finding your perfect match"



Table of Contents

IMPORTANT INFORMATION	3
PROJECT SKILLS PAPERWORK.....	4
FREQUENTLY ASKED QUESTIONS ABOUT PROJECT SKILLS PROCESS	5
ROLES AND RESPONSIBILITIES FOR PAYROLL PROCESS.....	8
CONTACTS FOR TECHNICAL ASSISTANCE FOR PAYROLL PROCESS.....	9
ADP STAFF LINK	9
ADP TROUBLESHOOTING	9
SAVING ADP AS A BOOKMARK.....	10
FREQUENTLY ASKED QUESTIONS ABOUT ADP PROCESS	11
I9 VERIFICATION BY SCHOOL STAFF (OPTIONAL)	14
THINGS TO CHECK PRIOR TO APPROVING	17
TIME APPROVAL PROCESS FOR SCHOOL	18

Configure homepage

Instructional Documents

Steps to Sign onto ADP app.pdf

ADP payroll schedule 08_2025.pdf

Project Skills Manual for Students 02_2025.pdf

Project Skills Manual for Students ACCESSIBLE.docx

Project Skills Manual for School Staff 02_2026.pdf

Employment Skills Manual for Clients 02_2025.pdf

Employment Skills Manual for Clients ACCESSIBLE.docx

Employment Skills Manual for Providers 02_2026.pdf

First Steps to Create ADP Profile 07_26.pdf

First Steps to Create ADP Profile ACCESSIBLE.docx

ADP Desk Reference for Teachers_Providers.pdf

Forms

ADP Onboarding Form 12_2025.pdf

Project Skills Work Agreement revised 2026.pdf

Project Skills Monthly Report.pdf

Project Skills Quarterly Assurance Report.pdf

ESP Work Agreement revised 2026.pdf

Selective Service Registration Form.pdf

Wage Payment Consent Form_07-2026.pdf

Wage Payment Consent Form ACCESSIBLE.docx

Timecard template.pdf

Workers Comp First Injury Report.pdf

Project Skills_ESP tracking template.xlsx

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

Wisely Payroll Card FAQs.pdf

Project Skills Manual for Students_printing 07_26.pdf

Employment Skills Manual for Clients_printing 07_26.pdf

Things to Do

NO USER ID/ NO PASSWORD

only emails and email password (Microsoft SSO)



IPE and ONBOARDING FORM

Starts the Project Skills process and getting them into ADP

ONBOARDING PAPERWORK

I9 & supporting documents; W4; SSA form; Wage Consent; Work Agreement

PS HOST SITE

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



NO USER ID
NO PASSWORD

Changes to K12?
Microsoft Authenticator App

CA [Redacted] Active

400605 - Project Skills/ESP

Department 197492 - Sioux Falls District

Rate Type N/A

Position ID [Redacted]

Associate ID [Redacted]

Tax ID (SSN) [Redacted]

Company Code ZQR

Personal Employment

Name Edit

Legal Name [Redacted]

Preferred or Chosen Name --

Pronouns She/Her/Hers

Payroll Name [Redacted]

Professional Suffix --

Other Last Names Used --

Addresses

Legal Address [Redacted]

United States

Work Address --

Contact Information

Email Addresses

Personal Email Address (For Notification) [Redacted]

Work Email Address --

Phone Numbers

Tax ID

Tax ID Type United States Social Security Number (SSN)

First Steps to Create ADP Profile



Revised 12/16/2024

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/BLOCKED WEBSITES

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

- <https://myapplications.microsoft.com/#optIn>
- <https://bit.ly/SDDHS-ADP-client-link> (contact Katie Gran if you need the long link)

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.



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

A graphic consisting of two overlapping speech bubbles. The front bubble is dark blue with the text 'FAQ?' in white. The back bubble is light green.

FAQ?

HOURS PER WEEK

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

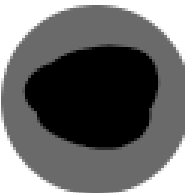
RETURNING STUDENTS

- Need to verify/update personal information on ADP
- Wage Payment Consent Form

MONTHLY 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
[REDACTED]

Hire Date
07/15/2024

Status
Active

Employee Search

<all employees w/future new hires> 



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	▼	REGULAR	OVERTIME	OTHER	
Pay Period (4.08)		Week 1 (1.90)		Week 2 (2.18)										

Save

Refresh

Preferences ▼

Legend

RE[♥]MINDER



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!

Katie.Gran@state.sd.us

or

DHSonboarding@state.sd.us