Ursinus College

ADP Workforce Now
Time & Attendance - Login Information

ADP Workforce Now is the portal for:
- Non-exempt (hourly) employees to track their hours
- Downloading copies of payroll stubs and W-2's
- Completing annual benefits open enrollment submission

For First Time Users:

Access the Employee Self Service Website at https://workforcenow.adp.com

1 First-time users must register.
- Click "Register Now".
- Registration Code is **UrsinusCol-1111**.
- On step 2 of 7, under Identity Type, please switch from 'Associate ID' to 'Partial SSN'.

2 After registering and logging in, you will be able to access your records by clicking on the '**Myself'** tab in the top menu bar.

Forgot your password:

If you have accessed ADP Workforce Now previously, log onto https://workforcenow.adp.com   and click on "Forgot User ID/Password?"