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?”