

What is ADP?

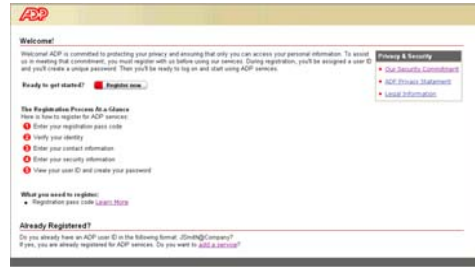
- ADP (Automatic Data Processing, Inc.) is the Shared Services vendor that was selected by the Board of Regents to service all of its institutions.
- The ADP website (<https://portal.adp.com>) will be the required portal for future employee actions.
- The ADP Module consists of 3 components:
 - Employee Self Service - Allows employees to enter or update addresses, phone numbers, dependent information, set up or update direct deposits, enter emergency contacts, change tax withholdings and view pay statements.
 - E-Time – Used to collect time, request time off, and process payroll.
 - BOSS (Benefits) –Allows the employee to view, enter and update benefit specific data for coverage elections, dependents, and family status changes

How do I register for ADP Employee Self Service?

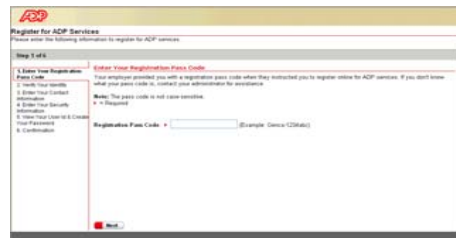
- Open the ADP website on your Internet Explorer. The ADP Website is <https://portal.adp.com>
- Click “First Time Users Register Here” on the Self Service Login page.



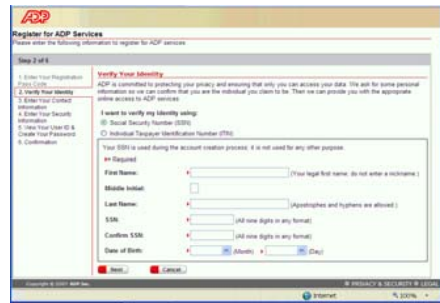
- Click “Register Now”



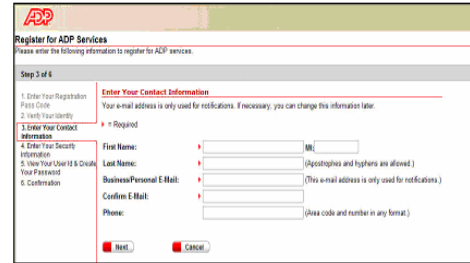
- Enter your Self Service Registration Pass Code and click “Next”. Your Pass Code is: **USG-6775**



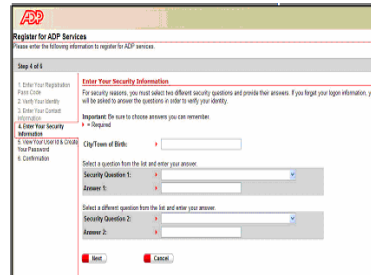
- Verify your identity using your Social Security Number. Enter your legal name as it appears on your Social Security Card, enter and confirm your Social Security Number and enter the month and day of your birth. Click “Next”



- Next enter and confirm your South Georgia College E-mail Address and enter your South Georgia College work phone number. Click “Next”.

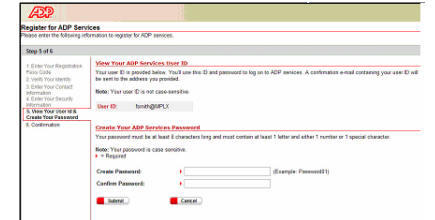


- Next complete your security information by entering in your City/Town of Birth, selecting two different security questions and supplying the answer to each question. *Please note that your submissions on this page are case sensitive. This information will be used by ADP to verify your identity if you forget your password.* Click “Next”.



- Next you will be provided with your ADP User ID. Be sure to make note of this ID for future logins. Next, you should create your ADP Password. Your password must be a minimum of 8 characters long and must contain at

least 1 letter plus either 1 number or 1 special character. Re-enter your password in the Confirm Password field and click “Submit”. PLEASE NOTE THAT YOUR PASSWORD IS CASE SENSITIVE.



- You will receive a Confirmation Page. Indicating that you are registered for Self-Service. Click “Close” on the Confirmation Page. You are now ready to proceed in adding e-Time to your profile.



Please refer to reverse side for instructions regarding adding e-Time



South Georgia College
 Human Resources Department
 100 College Park Drive
 Douglas, Georgia 31533
 (912) 260-4377 Phone
 (912) 260-4445 Fax

Employee Name per records:

South Georgia College E-mail address:

ADP employee number: _____

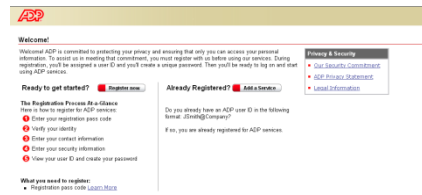
How do I add e-Time to my Profile?

In order for you to receive a paycheck, e-Time must be added to your profile.

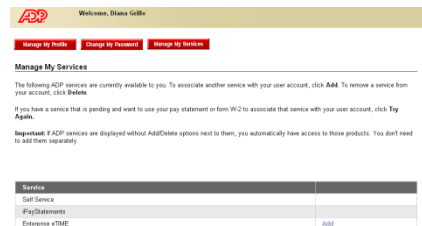
- Go back to the ADP website (<http://portal.adp.com>) and click “First Time Users Registrar Here”



- Click “Add a Service”



- Login using your ADP User ID and Password.
- Near the bottom of the “Manage My Services” screen under “Services”, find Enterprise e-Time and then click “Add” to the right of the screen.



- Enter your ADP Employee ID Number in the Employee ID field and click “Submit”. *Your ADP Employee ID Number has been provided to you in the attached letter from the Office of Human Resources*



- Upon successful completion, you will see a confirmation screen indicating that e-Time has been added successfully.



Where can I find additional information regarding the use of ADP?

- Additional information regarding the ADP Conversion and use of ADP is located on the Human Resources page of the South Georgia College Website. For additional information, you may view the user guides at http://www.sgc.edu/faculty_staff/hr/adp_guides.html

CHANGE IS COMING!

SHARED SERVICES STRATEGY

