



# 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?"