

# WELCOME TO LEAP

**ADP** REGISTRATION GUIDE



## What is ADP

ADP is a Payroll company that LEAP uses to make sure you get paid .



## Lets Start



Check your Inbox and spam folder



Find the email sent from  
ADP with registration  
code

SecurityServices\_NoReply@adp.com

to me ▾



Hi **[REDACTED]**,

L.e.a.p. Inc. and ADP are partnering to provide you with fast and easy access to your HR information. It only takes 2 minutes to sign up and get immediate access to the app.

[Sign Up Now](#)

Can't click on the button above? Copy and paste the link <https://workforcenow.adp.com> in the web browser. Click Create Account and enter code **[REDACTED]**.

This email is sent from an automated system, so please do not reply. PR-5B2-B21-PCPFNQ

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# ADP Registration Guidelines

Select

- I Have a Registration Code.

Enter

- Enter your Registration code .

IRE PAGE

## Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy and free.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

← BACK



# Registration

**IDENTITY INFO** : Enter your identity information, such as First name, Last name that matches your Date of birth or government-issued legal ID [SSN, Drivers license]

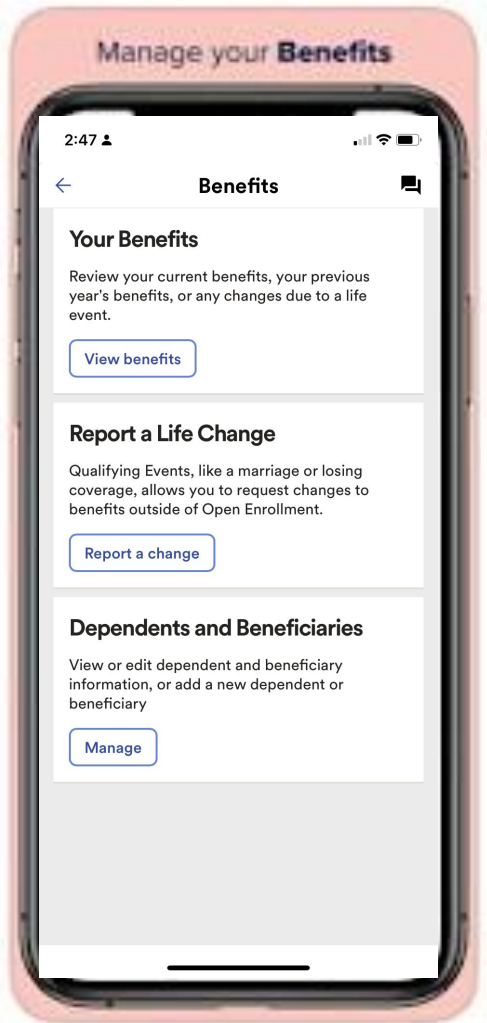
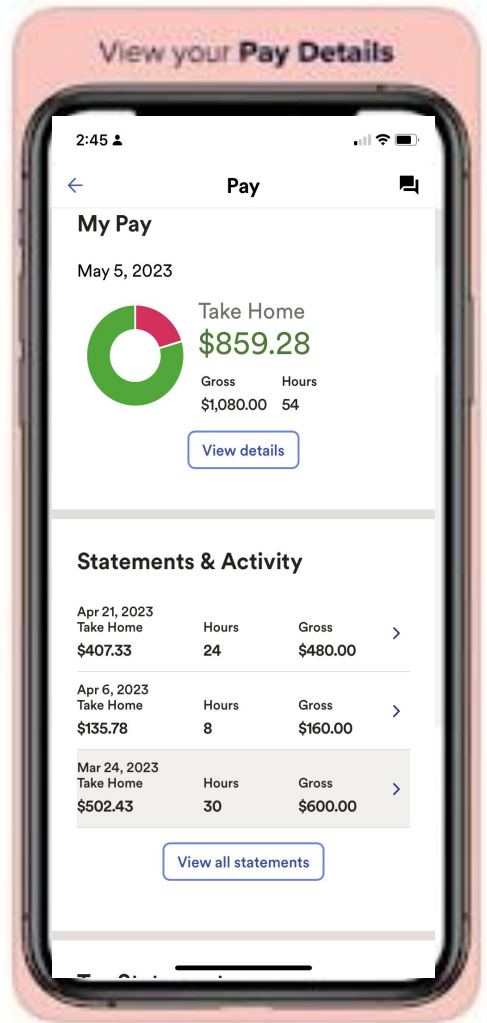
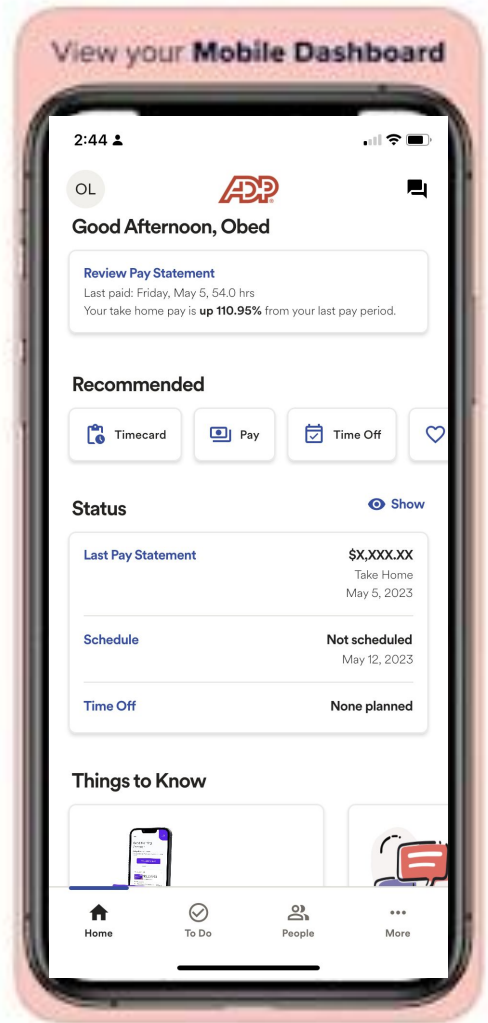
Note: Do not enter NICK NAMES

**CONTACT INFO** : Add your primary contact information—a frequently used email address and mobile number to receive account notifications

**CREATE ACCOUNT**: Set up your user ID and strong password to complete the registration process

[Save the User ID and Password](#)

The screenshot shows a registration page with a progress indicator at the top. The progress indicator consists of four circles connected by a dashed line, with the first circle filled and labeled 'Enter Code', and the others empty and labeled 'Identity Info', 'Contact Info', and 'Create Account'. The page title is 'Enter registration code'. Below the title is a text input field labeled 'Registration code' with a help icon. Below the input field is a 'CONTINUE' button and a 'BACK' button with a left-pointing arrow. The page is marked as a 'SECURE PAGE' and has a language dropdown set to 'ENGLISH'.



# ADP APP & APPLICATIONS

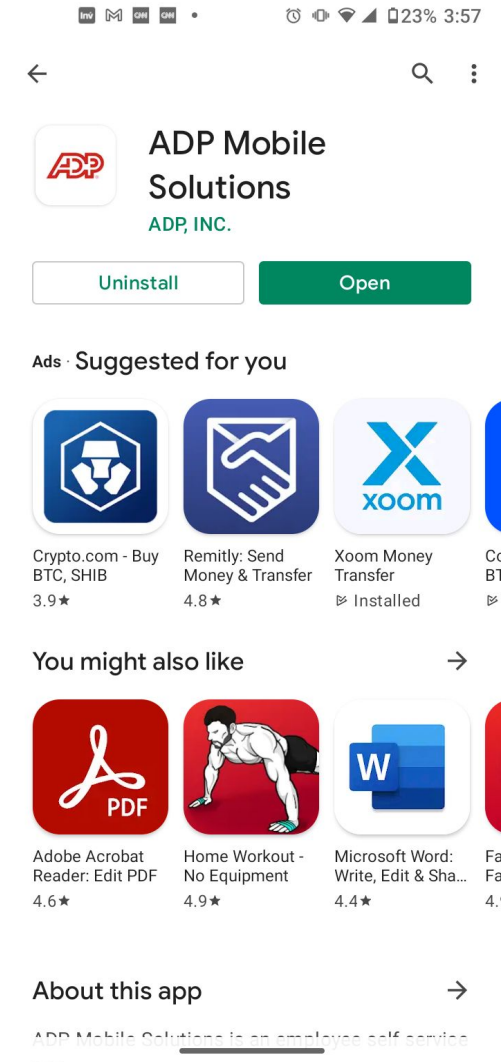
LEAP

# DOWNLOAD - ADP APP

- GO TO APP STORE

- SEARCH FOR **ADP MOBILE SOLUTIONS**

- DOWNLOAD THE APP

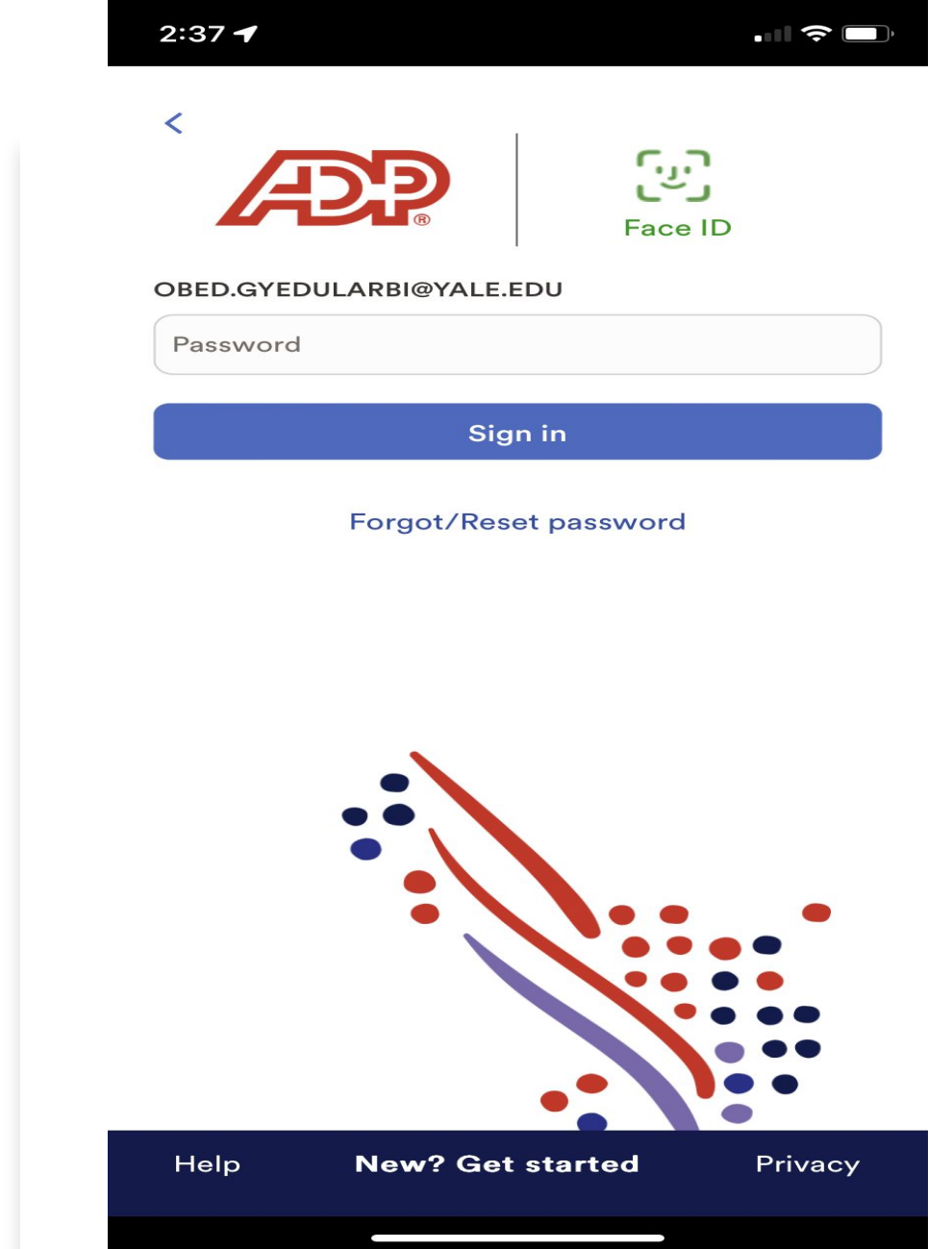


# LOGIN

- ENTER YOUR USER ID & PASSWORD



Use the same User ID & Password from [Registration](#)





# APPLICATIONS



PAYCHECK



TIMECARD



2:32

OL

### Good Afternoon, Obed

**Review Pay Statement**  
Last paid: Friday, May 5, 54.0 hrs  
Your take home pay is **up 110.95%** from your last pay period.

### Recommended

Timecard Pay Time Off

### Status

<b>Last Pay Statement</b>	<b>\$X,XXX.XX</b> Take Home May 5, 2023
<b>Schedule</b>	<b>Not scheduled</b> May 12, 2023
<b>Time Off</b>	<b>None planned</b>

### Things to Know

Home To Do People More



# TIMECARD



Track Time by Punching  
In/Out on Timesheets



Note: Make sure to  
choose the current period

**Important-** Please submit exact time period for clocking In & Out ,  
Your supervisor have to approve your timesheets in order for you  
to get paid in time .

The screenshot shows a mobile application interface for a timecard. At the top, the status bar displays the time 11:41, signal strength, Wi-Fi, and battery icons. The app title is "Timecard". Below the title is a "Pay Period" dropdown menu currently set to "Current Pay Period". A horizontal separator line follows. The next section is the "Pay Period Summary" for "04/30/2023 - 05/13/2023", showing "45.50 Total Hours" and a warning icon with the text "There are 6 warnings flagged". Another separator line is present. Below that are two expandable sections: "Pay Code Summary" and "Weekly Summary", each with a downward arrow icon. A toggle switch labeled "Show schedule" is currently turned off. The bottom section displays a list of days with their respective hours and a warning icon: "SUN 30" with a "+ Add entry" link; "MON 1" with a "+ Add entry" link; and "TUE 2" with a time range of "09:00 AM - 05:00 PM", a warning icon, and "8.00 HRS" with a right arrow icon.



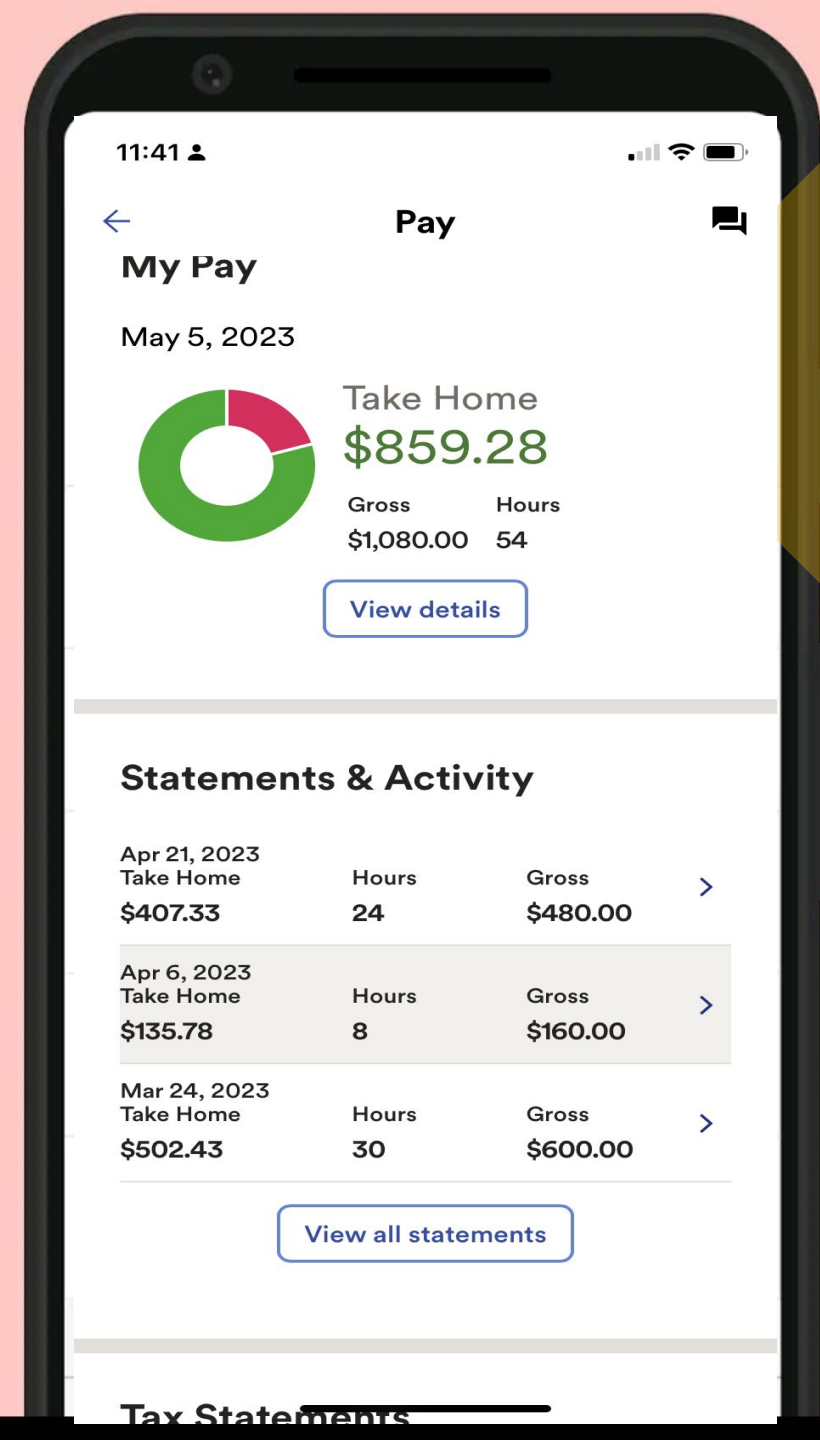
# MY PAY



View your current & previous pay statements



View your Tax Statements





# QUESTIONS ?

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ASK YOUR SUPERVISOR

OR

Reach us at [payroll@leapforkids.org](mailto:payroll@leapforkids.org)



BELIEVE you CAN & YOU are halfway THERE