



# Center *for* **Workforce Inclusion**

powering opportunity for older adults

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## PAYROLL & TIMECARD INFORMATION

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### **Payroll**

The Center for Workforce Inclusion's pay period is 14 days long and starts on Saturday and ends on the second Friday. Enrollees are paid every two weeks on alternate Tuesdays. Pay schedules will be provided annually. A current Pay schedule is included in your New Enrollee Packet.

Your paycheck is deposited into the bank of your choice on the pay date. It may take up to two pay cycles to set up an account for direct deposit of paychecks. Enrollees will receive a "live check" until the direct deposit process is completed.

### **Timecards**

Enrollees record their time in the ADP electronic Timecard System (ADP Workforce Now). Shortly after the Enrollee begins their new position, they will receive an email invitation to register on the ADP portal, which provides access to use the online timecard system.

Enrollees should report their hours in ADP on each day they work to ensure their electronic timecard is as up to date as possible with the number of hours they have worked. At the end of the pay period, the Monitor approves the Enrollee's time electronically in the system. Online submission of time by the Enrollee and approval by the Monitor must be made by the end of the business day on the last day of the pay period (or the last day worked in the pay period, whichever comes first).

New Enrollees who are not registered in ADP prior to their first timecard deadline should complete a Timecard form in Excel to record their hours worked. The form should be signed by the Enrollee and Monitor. The completed timecards should be submitted by the deadline to the Payroll Office via email to [scamargo@ssa-i.org](mailto:scamargo@ssa-i.org).