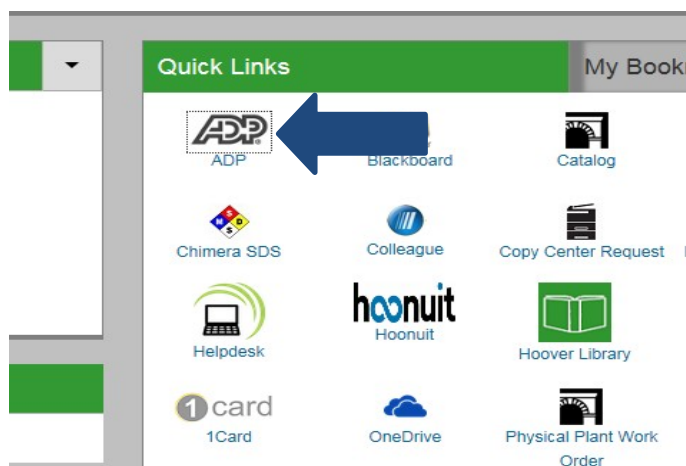


## Reviewing Sick Leave Balances through ADP

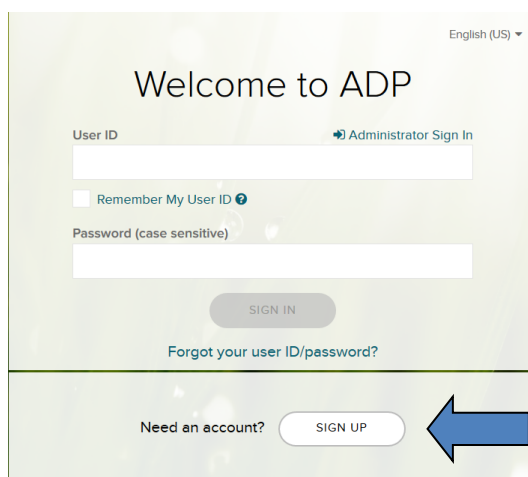
To access the online timesheet system, you can access it two different ways. You can go directly to the website at: <https://workforcenow.adp.com>

Or, you can go through the McDaniel portal at [www.mcdaniel.edu](http://www.mcdaniel.edu)  
Use your email username/password to login. Under the “Quick Links” select ADP



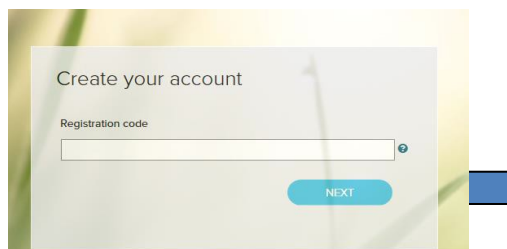
Once you are at the ADP site, you will need to register if you have never logged into to the system. If you have already registered, please go to “Reviewing Sick Leave Balance” on page 2.

### 1. Click on “Sign Up” next to “Need an Account”

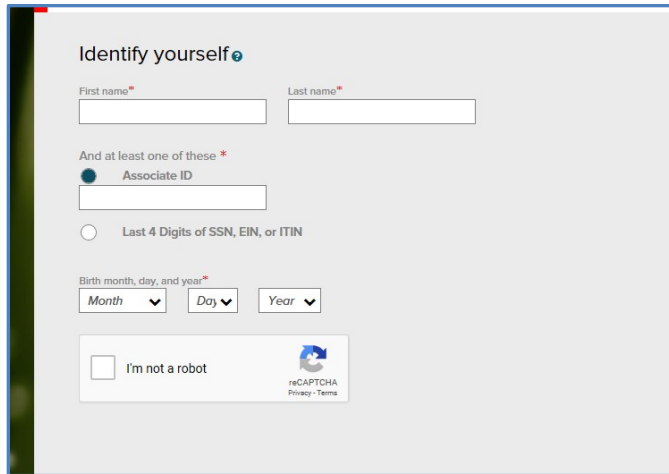


### 2. Your Registration Pass Code is McDaniel-1234. Please note that ADP will not allow you to “copy and paste” this code. You must type it in.

### 3. You’ll come to a screen that says “Create an account with McDaniel College.” Click on Enter information.



#### 4. Complete the “Identify Yourself” section.



The screenshot shows a web form titled "Identify yourself" with a blue header. It contains several input fields: "First name" and "Last name" (both with red asterisks), "Associate ID" (with a radio button selected), and "Last 4 Digits of SSN, EIN, or ITIN" (with a radio button). Below these are "Birth month, day, and year" dropdowns. At the bottom is a reCAPTCHA "I'm not a robot" checkbox and a "confirm" button.

#### Enter your:

- Legal first name, legal last name
- Click the radio dial to “last four digits of your social security number” and enter the last four digits of your social security number.
- Enter your birth date. Click the box in “I’m not a robot”.
- Click on “confirm.”

5. You will then need to answer a few security questions and create a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Also, your password is case sensitive.

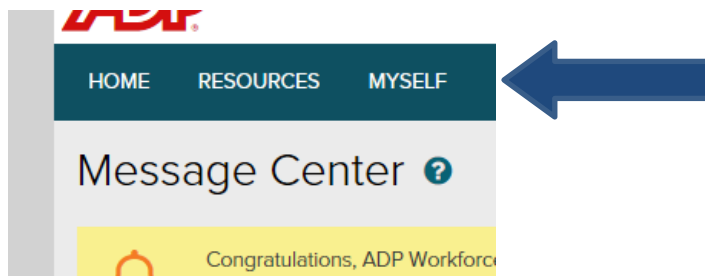
6. During the registration process, you will need to provide an email address or cell phone which you can easily access. ADP will email or text a password for you to complete the registration process.

7. Your username will be the first letter of your first name with your last name @mcdaniel (for example bsmith@mcdaniel).

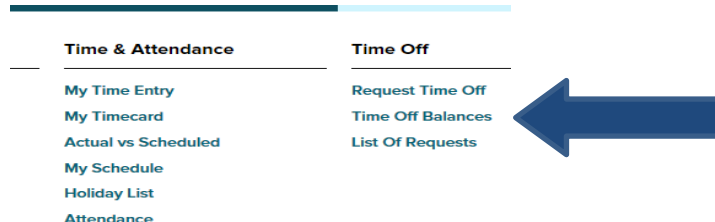
8. If you forget your password, please contact Diane Weeks at [dweeks@mcdaniel.edu](mailto:dweeks@mcdaniel.edu) or Cindy Gordon at [cgordan@mcdaniel.edu](mailto:cgordan@mcdaniel.edu) to reset your password. You can also change your security questions on the login screen.

#### REVIEWING SICK LEAVE BALANCE



1. Click on “Myself” at the home page



2. Click on “Time Off Balances” under the “Time Off” Heading



3. The current balances will appear. See below for a description of each column.

Balances As of:						
03/04/2020						
TIME OFF POLICY	CARRYOVER	+	EARNED/ADJUSTED	+	FUTURE EARNED	-
					TAKEN	-
						SCHEDULED
						=
						BALANCE
Sick 12 month/7 h...	795.50 hours		44.50 hours		-	21.00 hours
						-
						819.00 hours

**Carryover:** The sick leave balance on the last day of the previous fiscal year that was carried forward to the current fiscal year.

**Earned/Adjusted:** The amount of hours accrued in the new fiscal year. In this example, the faculty/staff member had a large unused balance from the previous year. 840 hours is the maximum sick leave balance for a 12-month employee working 35 hours a week. Therefore, the accrual rate was limited.

**Taken:** The amount of sick leave used in the current fiscal year.

**Scheduled:** Any sick leave that is entered to the online timesheet system but has not yet been processed. For faculty/staff who do not use the online timesheet system, this will always be blank.

**Balance:** The remaining sick leave that faculty/staff have available for the remainder of the fiscal year.

For more information on the accrual of sick time, please refer the Faculty Handbook, Staff Handbook or Student Worker Handbook.