

Update on ADP Transition September 2020

Update: Transition to ADP

In order to ensure a smooth transition and allow NOWCC staff to complete testing of the new system, we will be implementing a blackout period as we introduce you to the new ADP payroll system. Blackout periods are common in new system implementations, and will allow us to put the final touches on the new ADP payroll system.

As a result:

1. Neither ADP nor Paycom will be available to enrollees/monitors during the blackout period, September 12th through September 21st.
2. You will receive your logins on September 21st, and have access to the system on this date.
3. The training scheduled for tomorrow is cancelled.
4. Additional training sessions have been added closer to our NEW live date.

See the updated dates below. The rescheduled dates are in red.

ADP TRAINING REMINDER:

ADP will be holding two live webinars at 3pm EST for **enrollees - September 15 & September 22**. The session will be recorded and emailed out following the live session.

ADP will be holding two live webinars at 3pm EST for **monitors - September 16 & September 23**. The sessions will be recorded and emailed out following the live sessions.

We will begin using ADP for the pay period beginning on September 12, 2020, however, you will not be able to enter time in ADP until September 21st. Please keep track of your time so that you can enter it in ADP once you receive your login.

Important Upcoming Dates:

Date	UPDATED: ADP Implementation
9/15/20	Save the Date: ADP live training for Enrollees at 3pm EST
9/16/20	Save the Date: ADP live training for Monitors at 3pm EST
9/21/20	You will receive an email from ADP with your log-in information

9/21/20	1st day you will be able to enter time in ADP
9/22/20	Save the Date: ADP live training for Enrollees at 3pm EST
9/23/20	Save the Date: ADP live training for Monitors at 3pm EST
9/28/20	Completion & Approval of 1st timesheet in ADP is due by noon
10/8/20	Receive your 1st paycheck through ADP

ADP Transition Support: NOWCC will have a dedicated email and phone number for enrollees and monitors to use for technical support as we transition to ADP. Detailed information will be provided in future emails.

Thank you for your understanding and continued support!

Helpful Tips:

- Recommended browsers for ADP: Mozilla Firefox and Chrome
- We would appreciate if when talking with other enrollees and/or monitors you would mention our transition to ADP. If they have not received the emails from us they should check their junk mail first. If the emails are not in their junk mail they should reach out to us at NOWCC so we can make sure they get the necessary information.

2020 Payroll Schedule

2020 Payroll Schedule




Period Start Date	Period End Date	Payroll Deadline 12:00 Noon EST	Paycheck Date	
12/07/19	12/20/19		01/02/20	
12/21/19	01/03/20		01/16/20	
01/04/20	01/17/20		01/30/20	
01/18/20	01/31/20		02/13/20	
02/01/20	02/14/20		02/27/20	
02/15/20	02/28/20		03/12/20	
02/29/20	03/13/20		03/26/20	
03/14/20	03/27/20		04/09/20	
03/28/20	04/10/20		04/23/20	
04/11/20	04/24/20		05/07/20	
04/25/20	05/08/20		05/21/20	
05/09/20	05/22/20	*5/22/20	06/04/20	

05/23/20	06/05/20	6/8/20	06/18/20	
06/06/20	06/19/20	6/22/20	07/02/20	
06/20/20	07/03/20	7/6/20	07/16/20	
07/04/20	07/17/20	7/20/20	07/30/20	
07/18/20	07/31/20	8/3/20	08/13/20	
08/01/20	08/14/20	8/17/20	08/27/20	
08/15/20	08/28/20	8/31/20	09/10/20	
08/29/20	09/11/20	9/14/20	09/24/20	Last Timesheet in Paycom
09/12/20	09/25/20	9/28/20	10/08/20	Start using ADP
09/26/20	10/09/20	*10/9/20	10/22/20	
10/10/20	10/23/20	10/26/20	11/05/20	
10/24/20	11/06/20	*11/6/20	11/19/20	
11/07/20	11/20/20	*11/20/20	12/03/20	
11/21/20	12/04/20	12/7/20	12/17/20	
12/05/20	12/18/20	12/21/20	12/31/20	

*Deadline on COB Friday due to a Holiday on the following Monday
[Click here for a printable version of the 2020 payroll schedule](#)

More ways to Connect to NOWCC

Want to tell others about NOWCC? Want to hear about other enrollees and what's unique and interesting about their positions? Now, you can join the conversation by connecting to our Facebook and Twitter pages. You can see new jobs, join groups of individuals who share your experiences, and create a thriving online community for years to come. How can you get started? You can click the links below and "Like" or "Follow" us on social media.

- Facebook - @NOWCC or 
- Twitter - @NOWCC or 
- LinkedIn - @NOWCC or 

If you don't have an account, download the Facebook and Twitter app on your phone and create a username and password, that's it! We can't wait to hear from you!

Please be aware that USFS has restrictions on your use of and access to social media in the workplace. Please follow the guidance of your USFS location and consult with your ACES Monitor if you need clarification of the policies.

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