

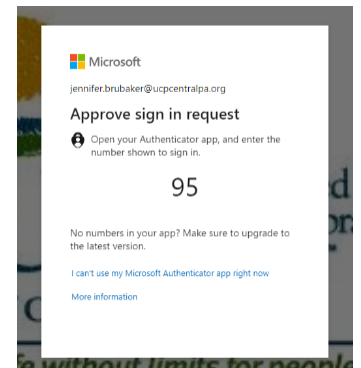
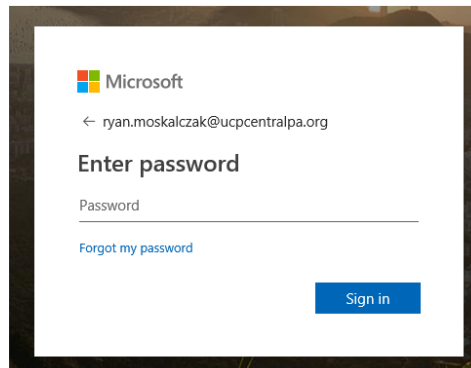
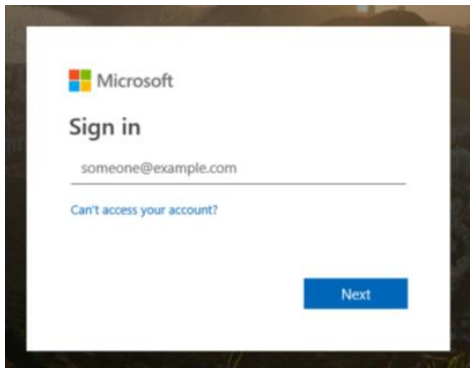
Employee Access to UCP Systems

UCP Email Accounts are provided for employees to disseminate business information and as such, your account is restricted to sending and receiving email to UCP staff. Direct Support Professionals cannot send or receive email external of UCP. Email is subject to the terms and restrictions outlined in the Employee Handbook (Use of Information Technology policy).



How to Access Your UCP Email Account:

- From a computer or smartphone launch a web browser (Safari, Firefox, Chrome), go to <https://tech.ucpcentralpa.org/> and under **Quick Links** click **Check Your Email**.
 - The direct link for this is <https://outlook.office.com/>.
- **Sign in** using your **UCP Email** (firstname.lastname@ucpcentralpa.org), click **Next**.
- **Enter** your **password**, and click **Sign in**. *After submitting your password, you might need to verify your identity through MFA (multi factor authentication) via text, email, or authenticator app.*



Password issues? Please follow the “**Self-Service Password Reset**” instructions found in **Quick Links** at <https://tech.ucpcentralpa.org/>. For additional IT support, contact the **Solution Center** at (717) 791-5250 or by email to ITSupport@ucpcentralpa.org.

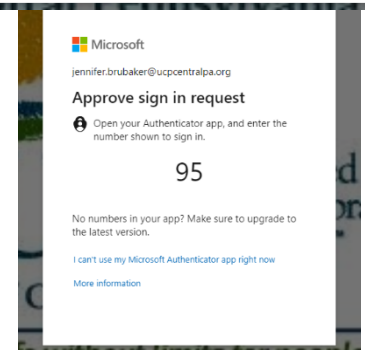
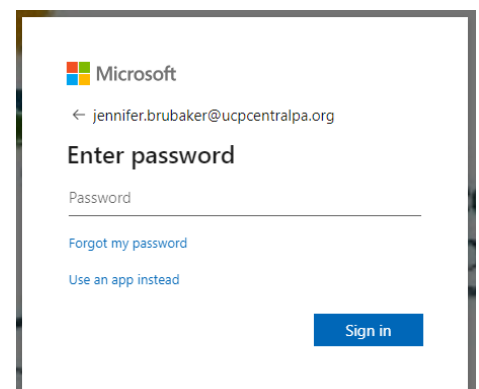
UCP Connect, Employee Self Service (ESS) is your one-stop location for all things UCP, including communications, forms, policies, and more! *Please Note: you will login with your UCP EMAIL credentials (username and password).*

How To Access UCP Connect:

- Consider downloading the **Microsoft Teams** app to your smart device.
- From a computer or smartphone launch a web browser (Safari, Firefox, Chrome) and go to <https://tech.ucpcentralpa.org/>.
- Under **UCP Connect**, click **Visit Site** and when prompted, enter your UCP EMAIL username and password. *After submitting your password, you may need to verify your identity through MFA (multi factor authentication) via text, email, or authenticator app.*
- Password resets and other access issues are supported by UCP IT (see above, instructions are the same as for email support).

Examples of resources available include (but are not limited too):

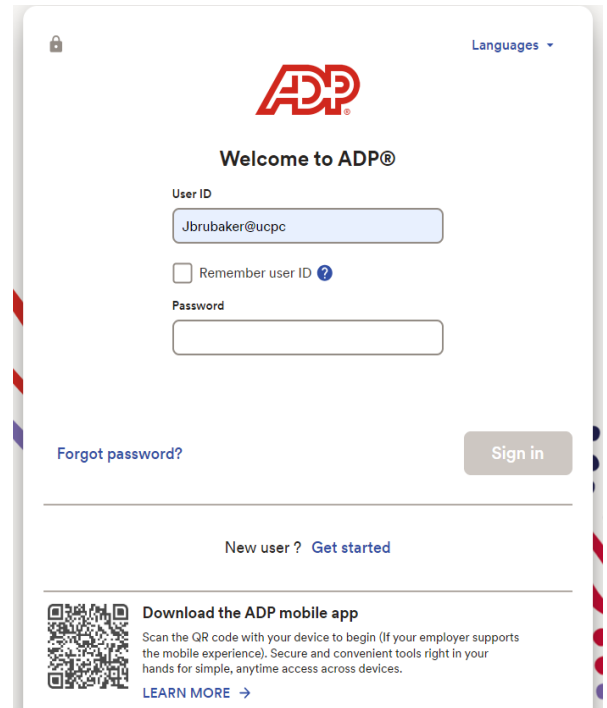
- ADP Instructions and Screenshots
- Employee Handbook and Employee Benefits Guide
 - Includes the process for reporting a Life Event
- Employee Assistance Program
- Employee Referral Program
- Employment Verification Service and Process
- Leave of Absence/FMLA/Payroll Forms



ADP Workforce Now Employee Portal is our Payroll and HR Information Systems vendor. This is UCP's primary data system for maintaining employee's personal and pay data and employment history. Employees access the **ADP Employee Portal** for tasks such as clocking in and out, requesting time off, accessing pay statements and W-2s, updating their personal and educational information, and managing their benefits, beneficiaries, and dependents.

How To Access ADP Workforce Now:

- From a computer, tablet, or smartphone, launch a web browser (Safari, Firefox, Chrome), go to <https://tech.ucpcentralpa.org>, and under **Quick Links** click **ADP Workforce Portal Login**
 - The direct link to this is <https://workforcenow.adp.com>.
- **Enter your unique ADP User ID and Password** (this is **not** your UCP Email credentials). *After submitting your password, you may be prompted to verify your identity by receiving a code by text or email.*
- Job aids and instructions are posted in UCP Connect Employee Self Service (in the **Employee Benefits Guide**, the **"Frequently Asked Questions,"** the **"Employee Changes in ADP"** and the **"Payroll and Time and Attendance"** sections).
- Consider downloading the **ADP Mobile App** for easy access to your ADP employee portal (use this QR code, which is also on the login page). *If your device supports facial recognition or passcodes, you can use those to log in once you have established your account in the app.*



Once you are logged into ADP – the path to access features is as follows:

- Go to **Myself > My Timecard** to clock in and out.
- Go to **Myself > Profile** to update personal information including name, address, contact information, and emergency contacts, and view your pay information. You can also add your education and professional credentials here.
- Go to **Myself > Dependents & Beneficiaries** to add or update your dependents' information, as well as to assign or change your beneficiaries for your Retirement Plan and Life Insurance (if applicable).
- Go to **Myself > Benefits** to:
 - View your current benefit elections.
 - Report a Life Change (aka Life Event) and complete an associated Enrollment change (if applicable).
 - Complete Year-Round Enrollment changes for Retirement and Health Savings Accounts.

For support with your ADP User ID and Password, click **Forgot User ID** on the log in screen, and/or **Forgot Password** after you enter your User ID. For additional support, contact **Human Resources** at HRhelpdesk@ucpcentralpa.org or call (717) 737-3477 and ask for HR.