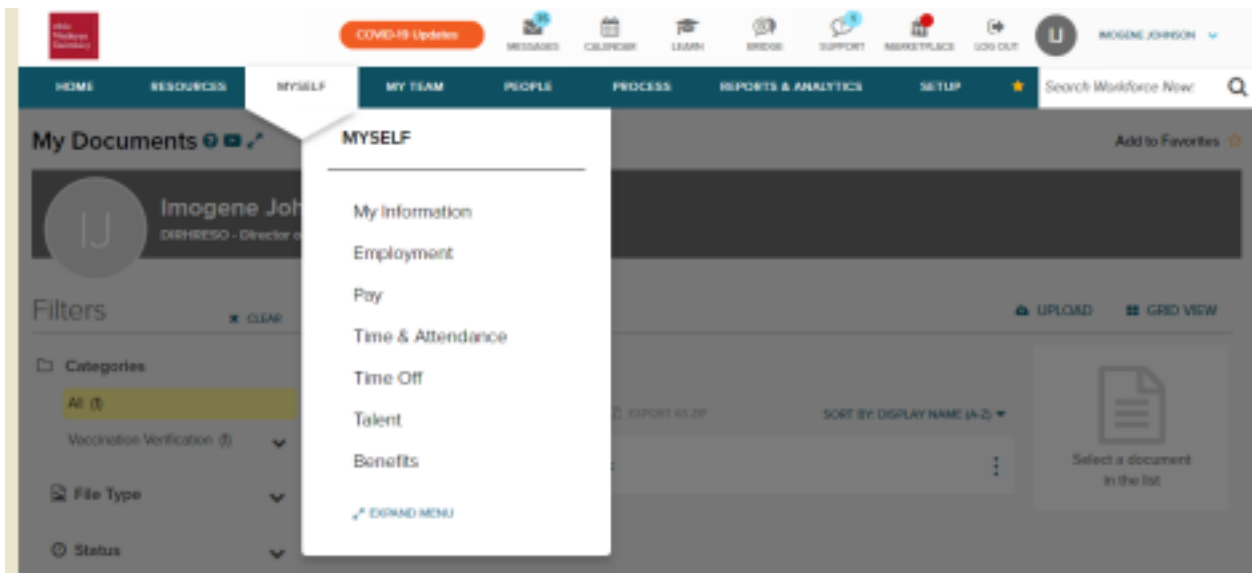


Ohio Wesleyan University  
ADP Employee Document Upload Tip Sheet

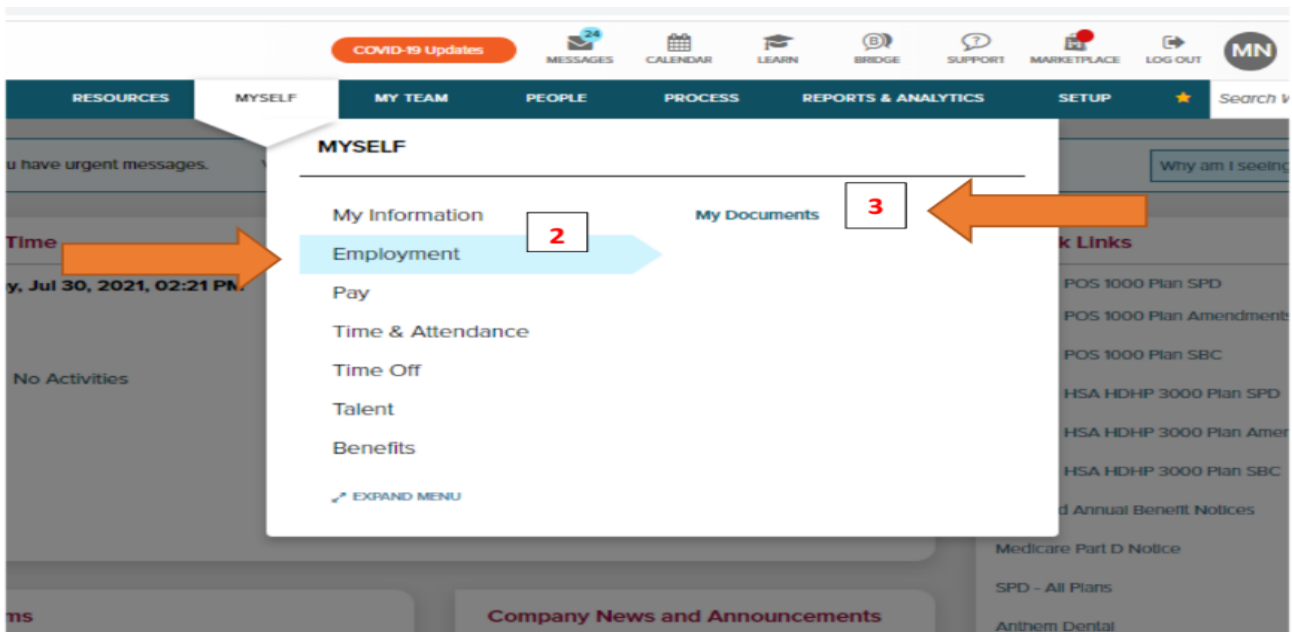
Follow the steps outlined below to upload a document or form on the ADP website. Use either the OWU single sign-on at [owu\\_single\\_signon](https://owu_single_signon) to get to the 'ADP Portal' or go directly to the ADP site at <https://workforcenow.adp.com>.

Save your document. Make note of which file you save it in. Include your name in the document name. Example Document names: Performance Evaluation Form (2022) – Jane Doe

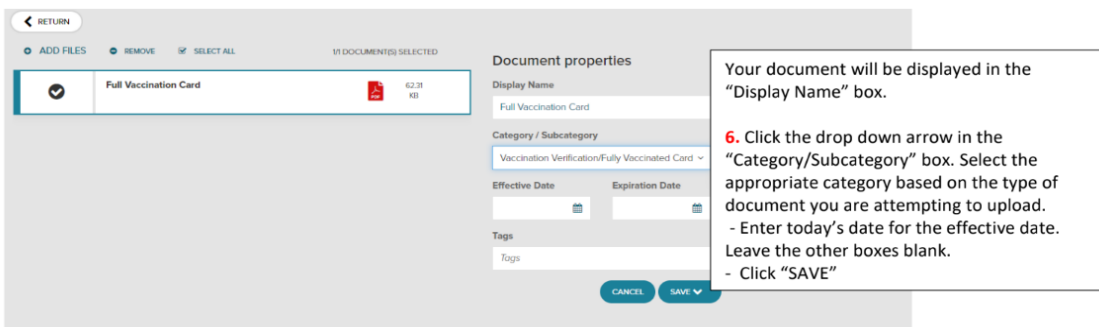
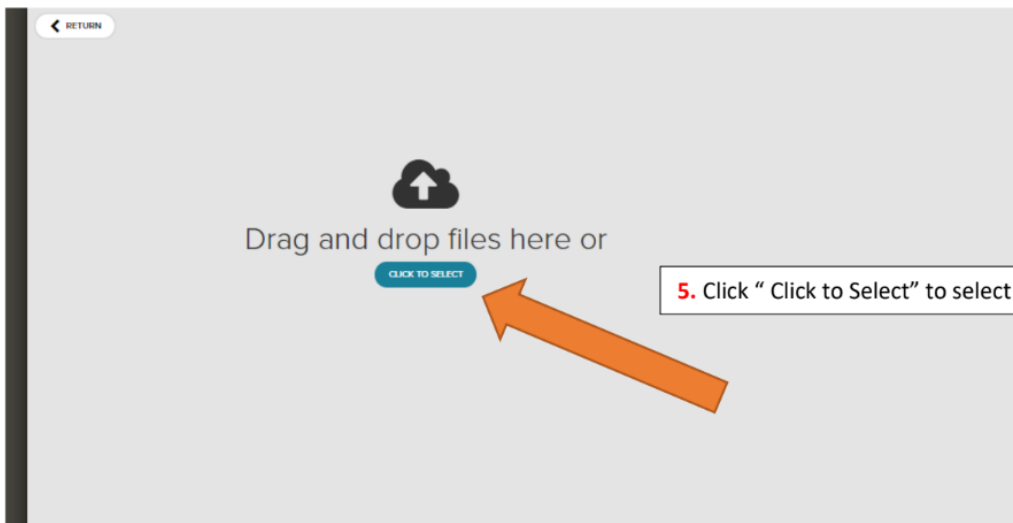
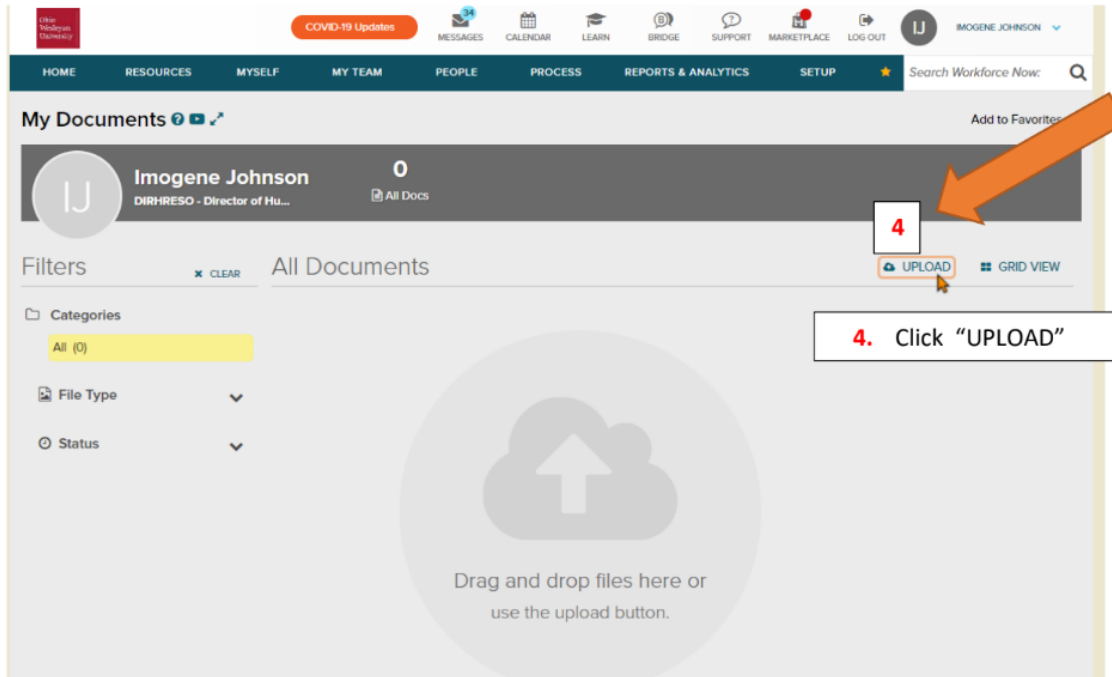
1. After logging in to ADP, click on “MYSELF”,



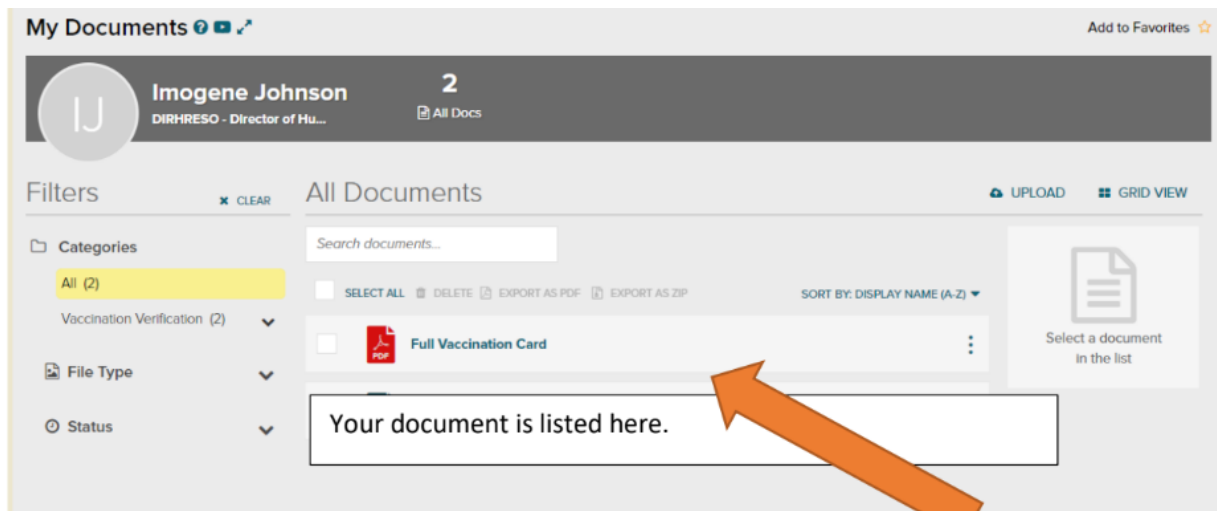
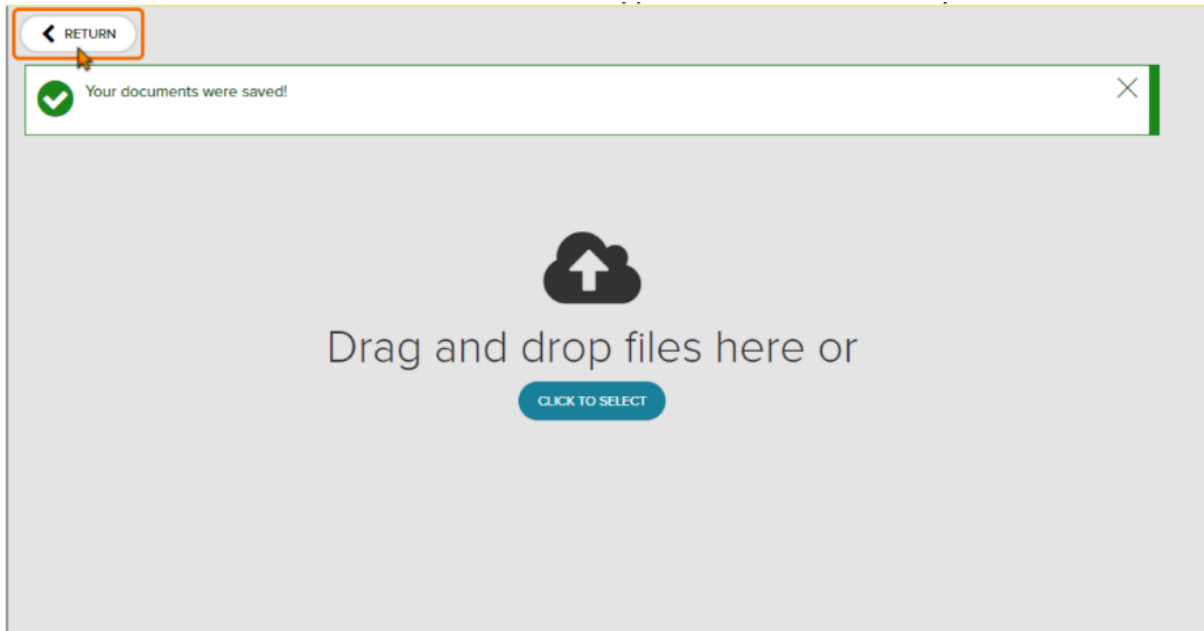
2. Click “Employment”,
3. Click “My Documents”,



4. Click "Upload"



7. Your document has been saved confirmation will appear! Select return to see your document listed on the first page.



For questions, contact [hr@owu.edu](mailto:hr@owu.edu) or call 740/368-3388.