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 <u>owu_single_signon</u> to get to the 'ADP Portal' or go directly to the ADP site at <u>https://workforcenow.adp.com</u>.

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

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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 or call 740/368-3388.