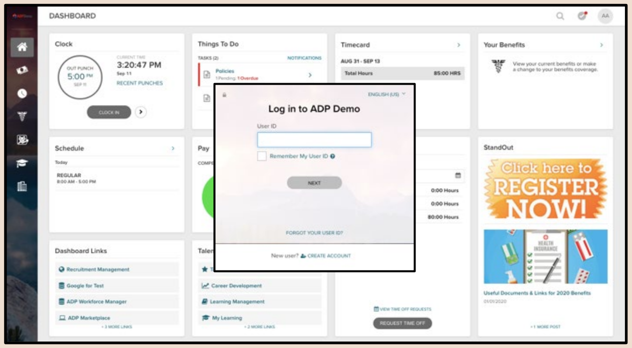


Always Designing for People™

# Employee Reference for MyADP

## Learn about employee-specific features

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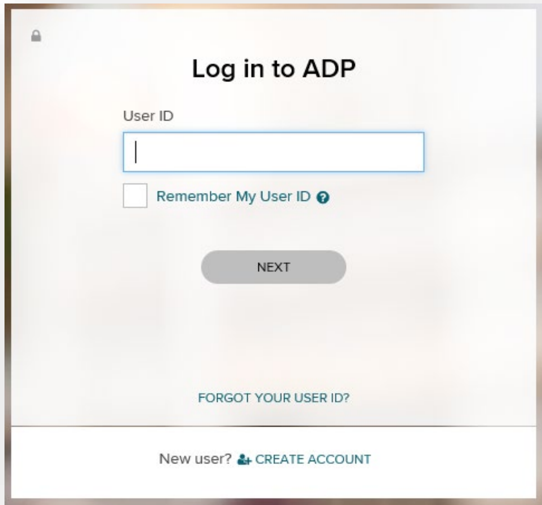
# Self-Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to MyADP.
2. Click **New User? CREATE ACCOUNT**
3. Select between the two options: **FIND ME** or **I HAVE A REGISTRATION CODE (WIT-4334)** and follow the prompts to complete your registration. Please reference this Employee Registration Quick Reference Card for additional details.

# Signing In

1. Go to MyADP.
2. Enter your **User ID** and your **Password** that you set up when you completed self-registration.
3. Click **Sign In**.



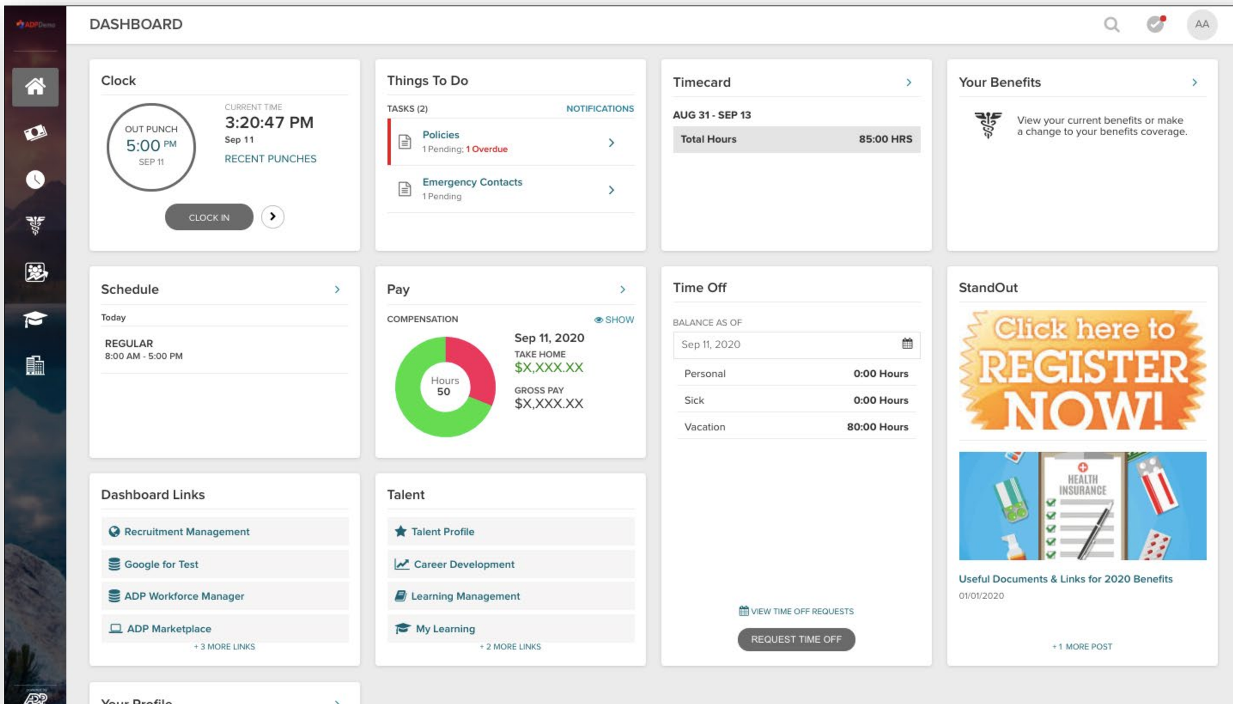

**For further assistance, contact your administrator at : dudleyy@wit.edu**

# Welcome to MyADP: Managing Your Data and Information

## BEFORE YOU BEGIN WORKING:

- **Complete/Update W4 Tax Data**
- **Complete/Update Direct Deposit**

Now you have one central location to access and update personal, payroll, and tax data.

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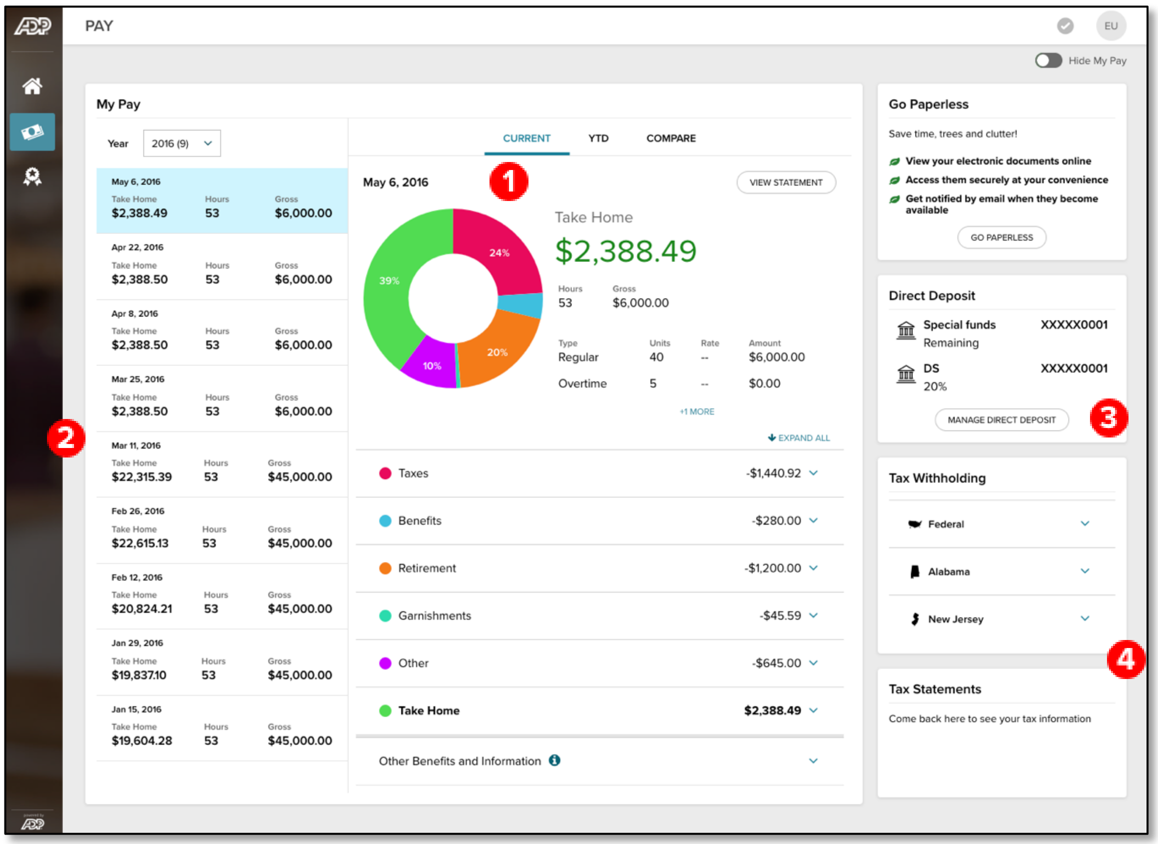
# Payroll Information

The Pay page provides quick, summarized access to all your pay-related information. You can view up to three years of your pay information, including your W-2s. You can also manage your direct deposit and tax withholding information.

(1) Current Pay Information

(2) Pay History




(3) Access to Direct Deposit

(4) Access to Tax Withholding and Tax Statements

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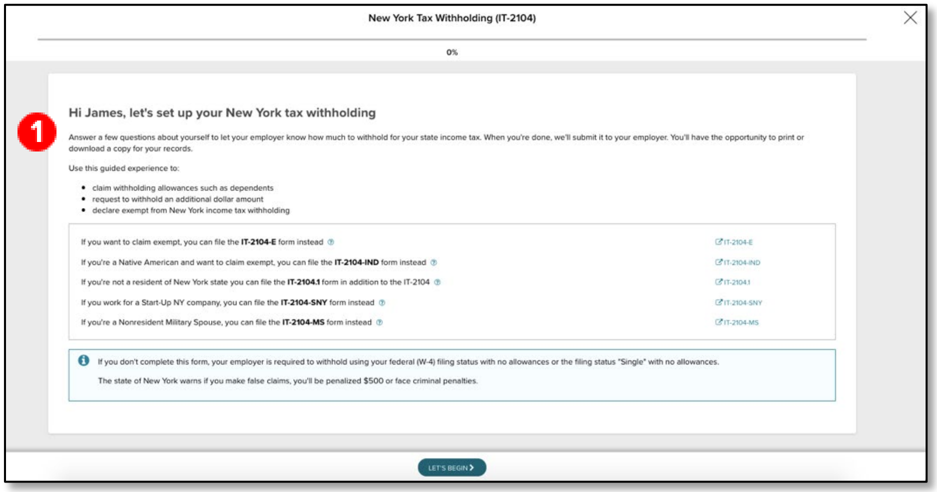
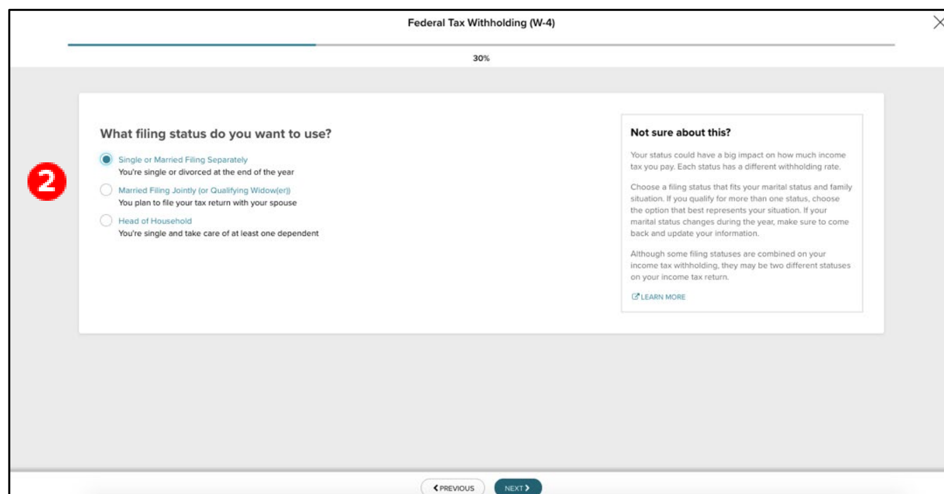
# Tax Withholding

Tax Withholding allows you to set up and manage your income tax withholding on the federal and state levels. You can generate electronically signed, fully compliant withholding certificates (W-4s), and since taxes can sometimes be overwhelming, there is a guided experience with a conversational tone that combines extensive contextual help including tips, info messages, and links out to additional jurisdiction resources including secondary forms.

(1) State Tax Withholding Process




(2) Federal Tax Withholding Process





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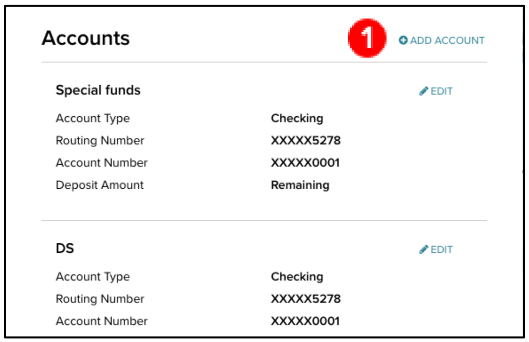
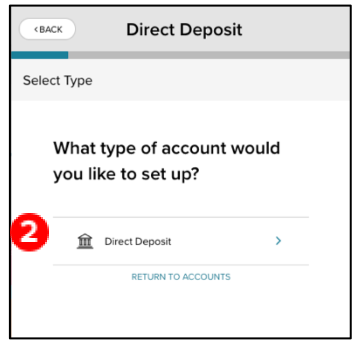
# Direct Deposit

Direct Deposit allows you to manage all of your direct deposit accounts. In most cases, account information is validated in real time to ensure accuracy and get your money to your accounts as fast as possible.

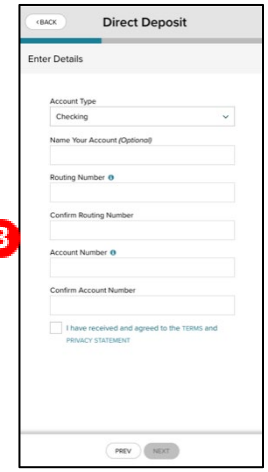
(1) Click To add account



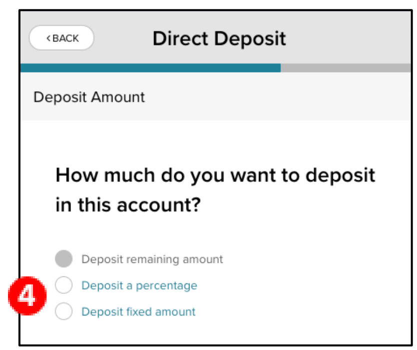

(2) Select the type of account

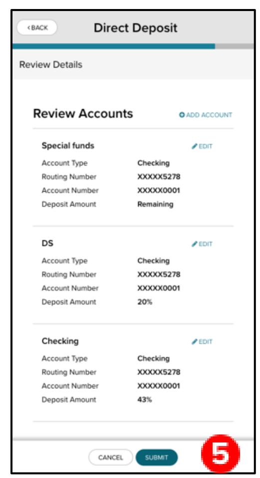



(3) Enter your account details




(4) Select how much should deposited in the account, by percentage or amount




(5) Click Submit to finish

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# Profile

The Profile page allows you to view/update personal and work information, emergency contacts, skills, memberships, licenses, education, and more. You can customize your page with personal photos, messages about what you like do and what is important to you.

**Depending on your access permissions, you may not see all of the items described here.**

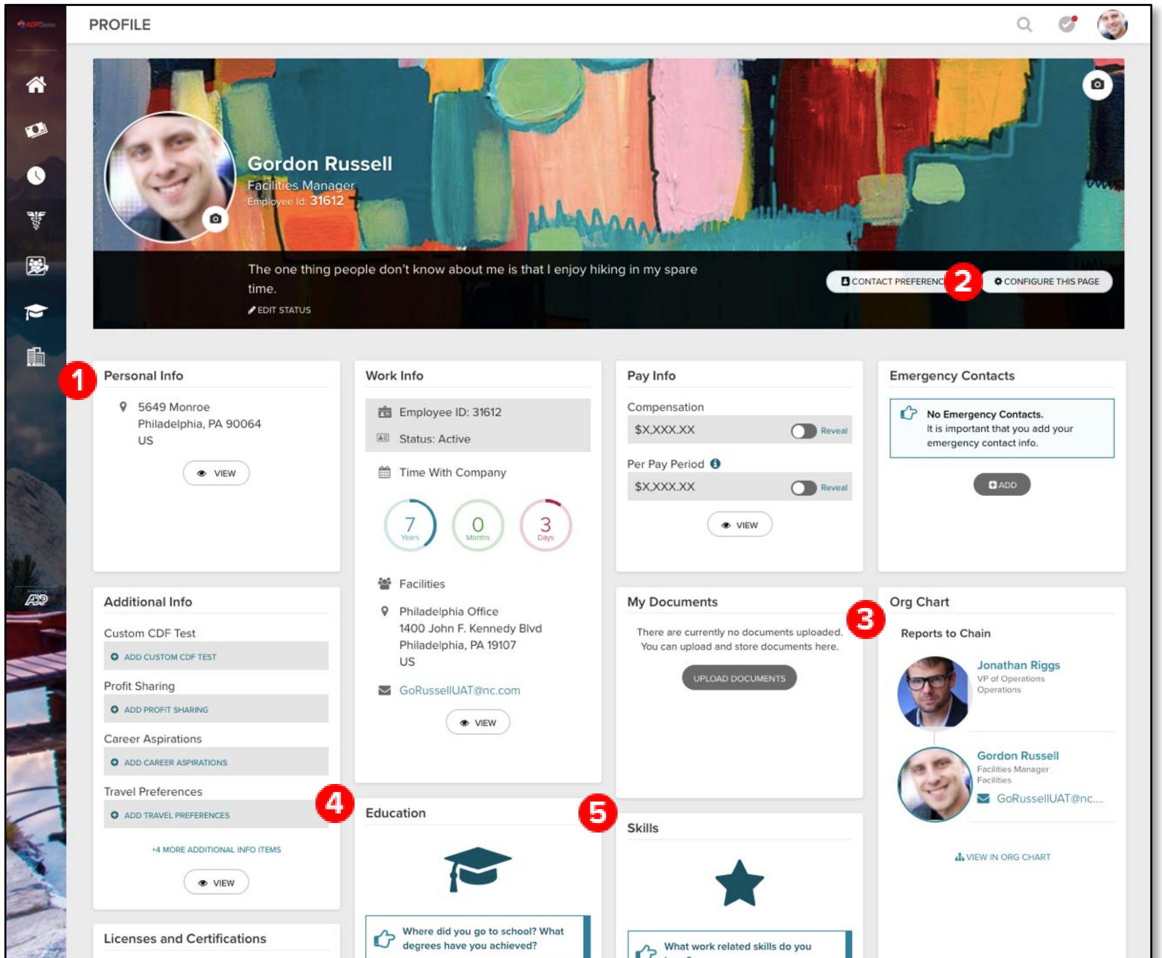
(1) View your personal info

(2) Configure what get shared on this page

(3) View the Org Chart

(4) Share where you went to school

(5) Share special work-related skills





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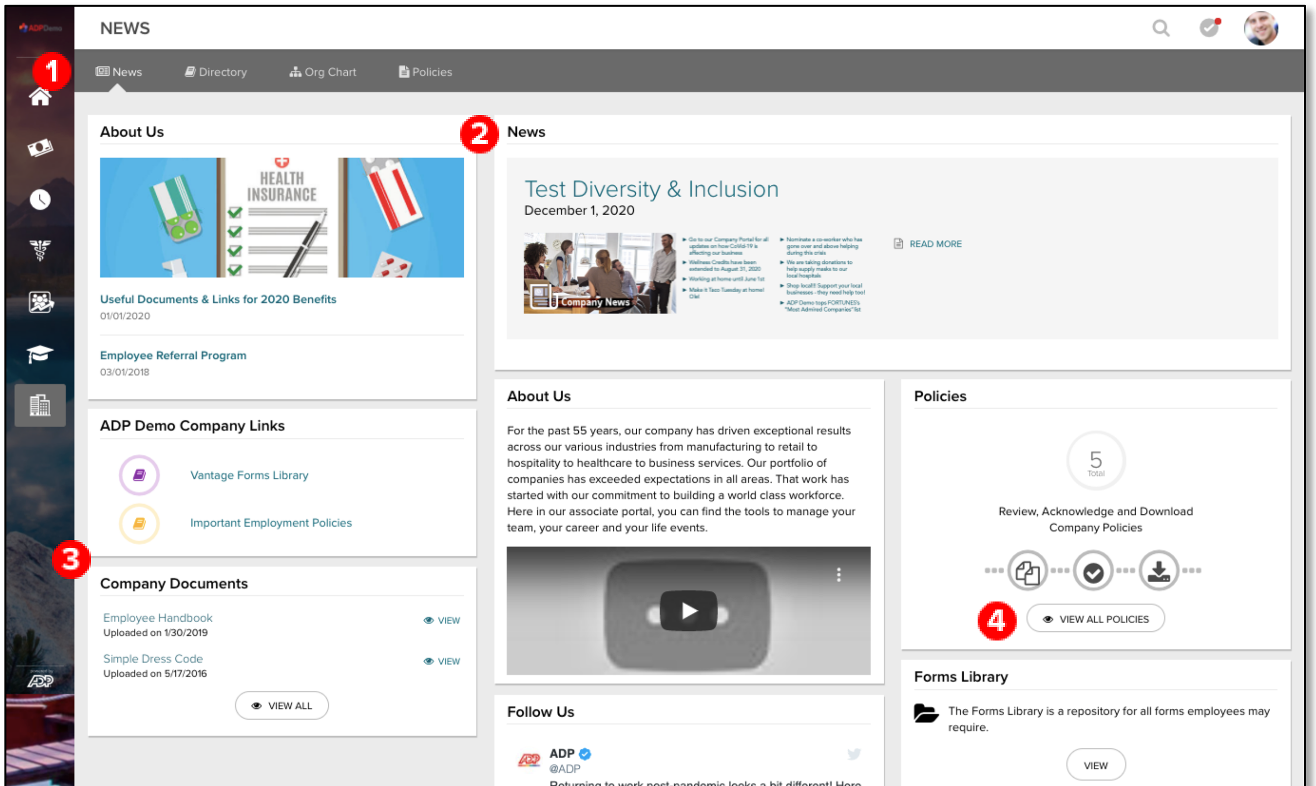
# Company Page

From here, you have a quick way to catch up on the company news that's important or relevant. You also have access to the company directory, the company org chart, and company polices that you're responsible to complete.

**Depending on your access permissions, you may not see all of the items described here.**

(2) Important company news

(1) From this banner you have access to your company's News, Directory, Org Chart, and Policies




(3) Access to company provided quick links and documents

(4) Access company policies

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# ADP Time & Attendance

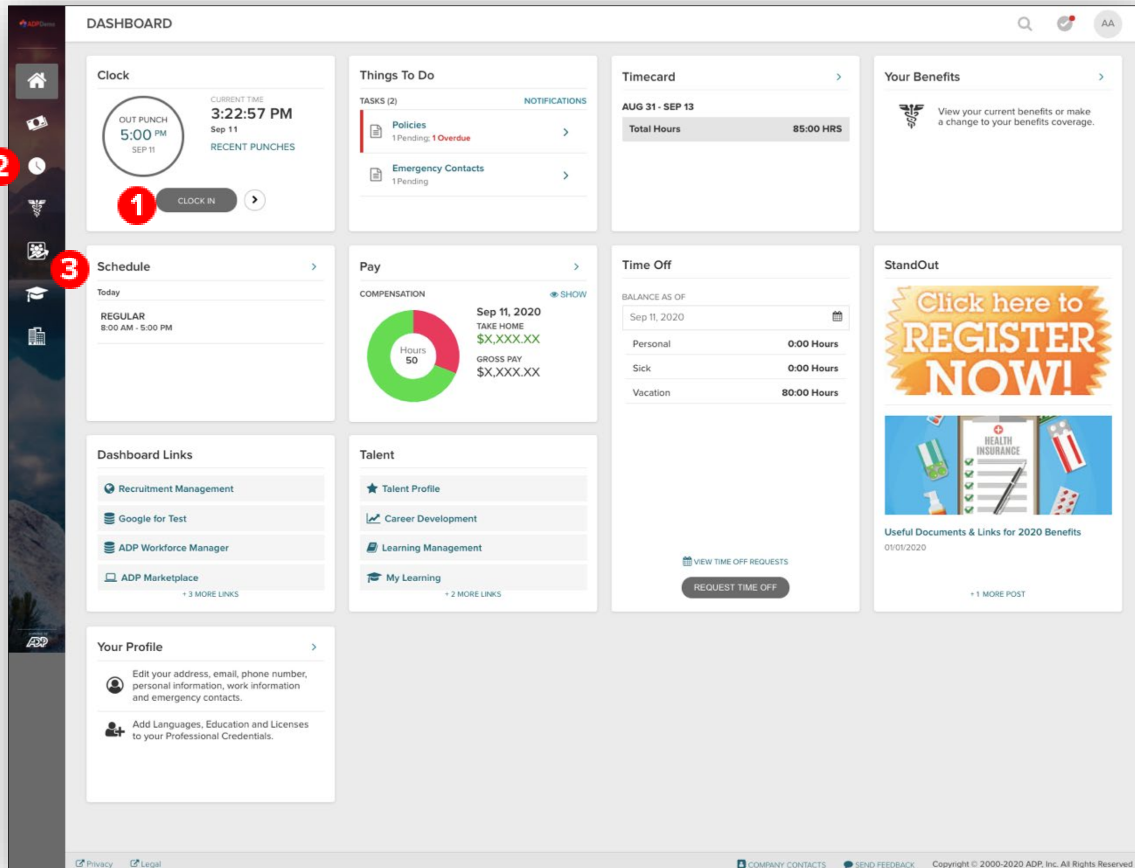
With MyADP, you can access your Time information in one location with easy-to-use functionality.

Watch this **short video** for information on how to clock in and out.

(1) Enter your time or clock in and clock out, transfer to a different account, transfer to a different work rule, and add a note/comment

(2) Access your time info

(3) Access your past, current, and future events on the Schedule tile

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# ADP Time & Attendance – Employee Timecard

You can view and edit your timecard and access totals in the Timestamp, Hourly, and Project View Timecard.

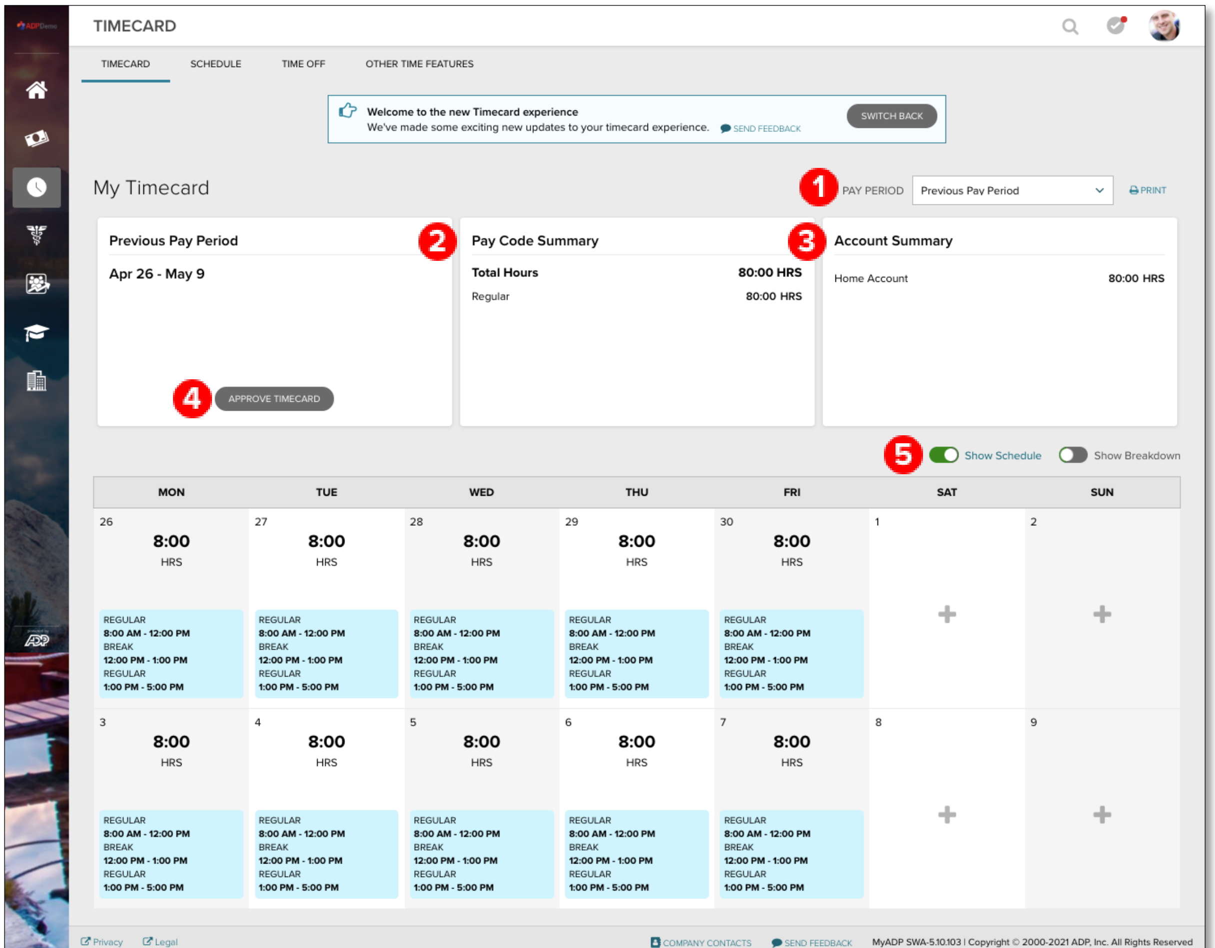
(2) Hours and paycode summaries

(1) Navigate time periods

(3) Totals for time period

(4) Approve Timecard

(5) View schedule details by toggling ‘Show Schedule’

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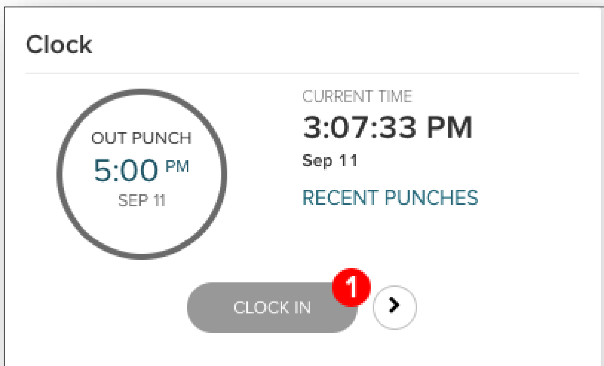
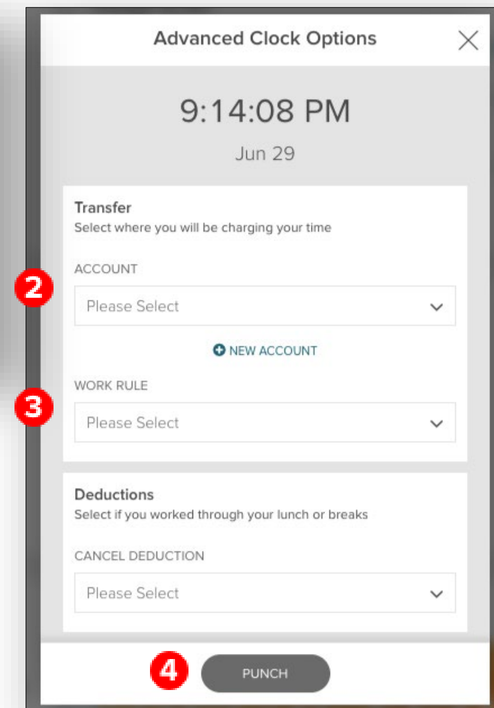
# ADP Time & Attendance – Transfer and Work Rule

Labor level and work rule transfers are aligned with eTIME to avoid confusion when transferring and choosing labor accounts.

(1) Transfer and Work Rule are located in the slide-in menu




(2) Select the Account that you are transferring from

(3) Select the Work Rule that you are transferring to

(4) Click **Punch** to finalize the transfer

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# ADP Time & Attendance – Other Time Features

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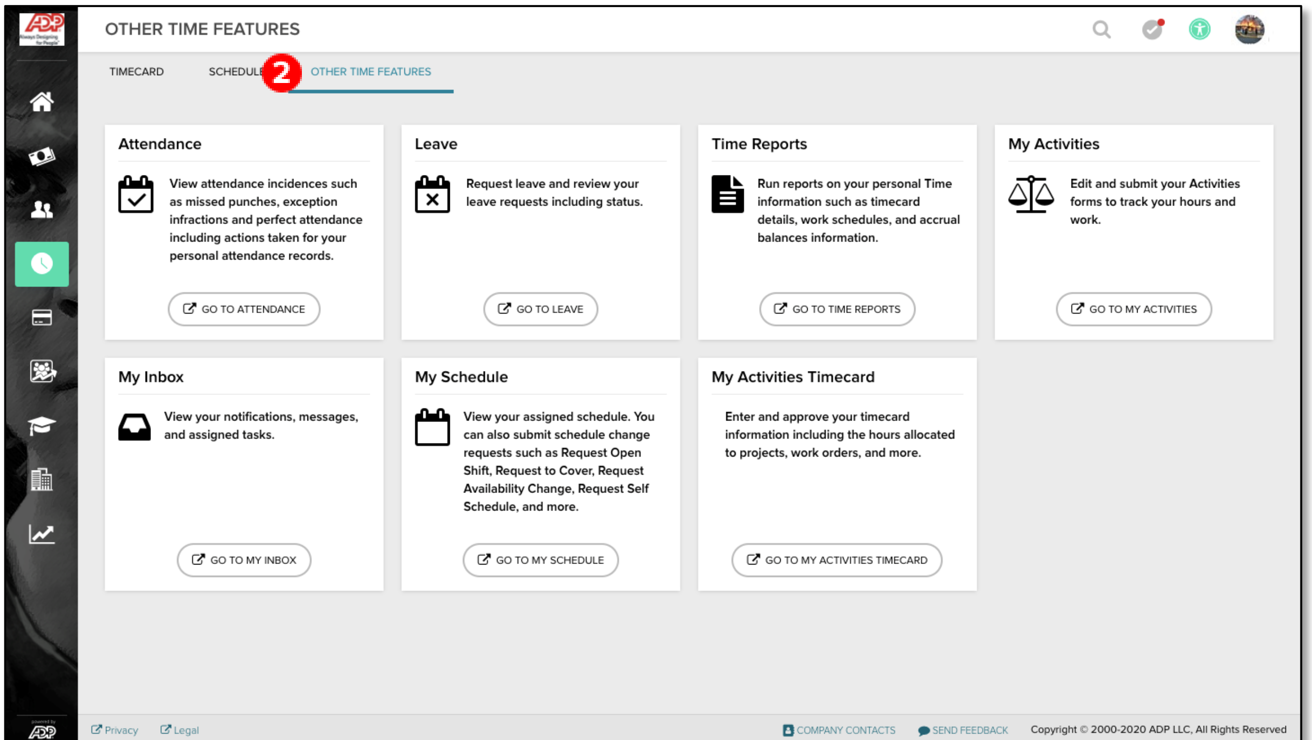
The use of Other Time Features in MyADP extends access to additional features previously only available in ADP Time & Attendance. Learn more about Other Time Features by accessing learning materials on myLearning.

(2) Click **Other Time Features**

(1) Click **Time**

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