

Employee Reference for MyADP

Learn about employee-specific features



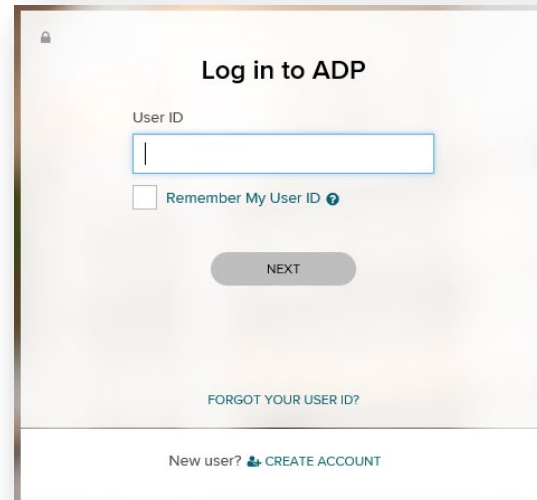
Self-Registration for First Time Users

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**.

A screenshot of the ADP login interface. At the top, it says "Log in to ADP". Below that is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember My User ID" with a small eye icon. Below the checkbox is a grey "NEXT" button. At the bottom of the main section is a link that says "FORGOT YOUR USER ID?". At the very bottom of the interface is a link that says "New user? + CREATE ACCOUNT".

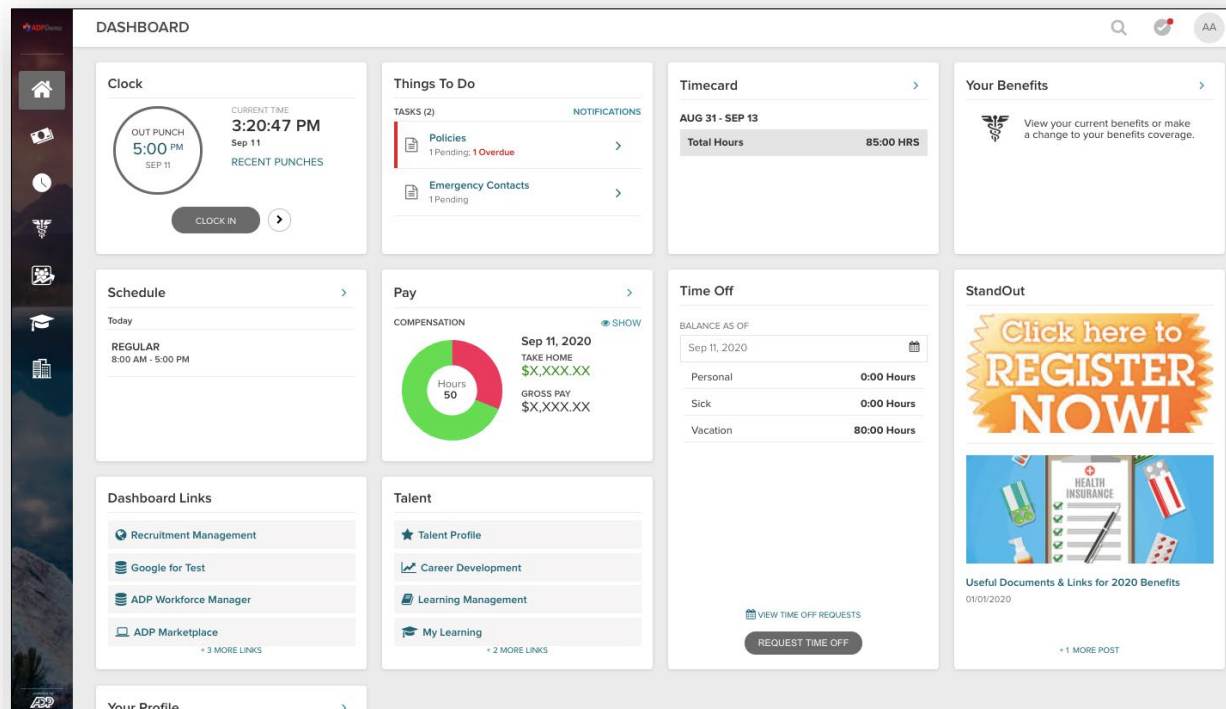
For further assistance, contact your administrator at : dudleyy@wit.edu

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.

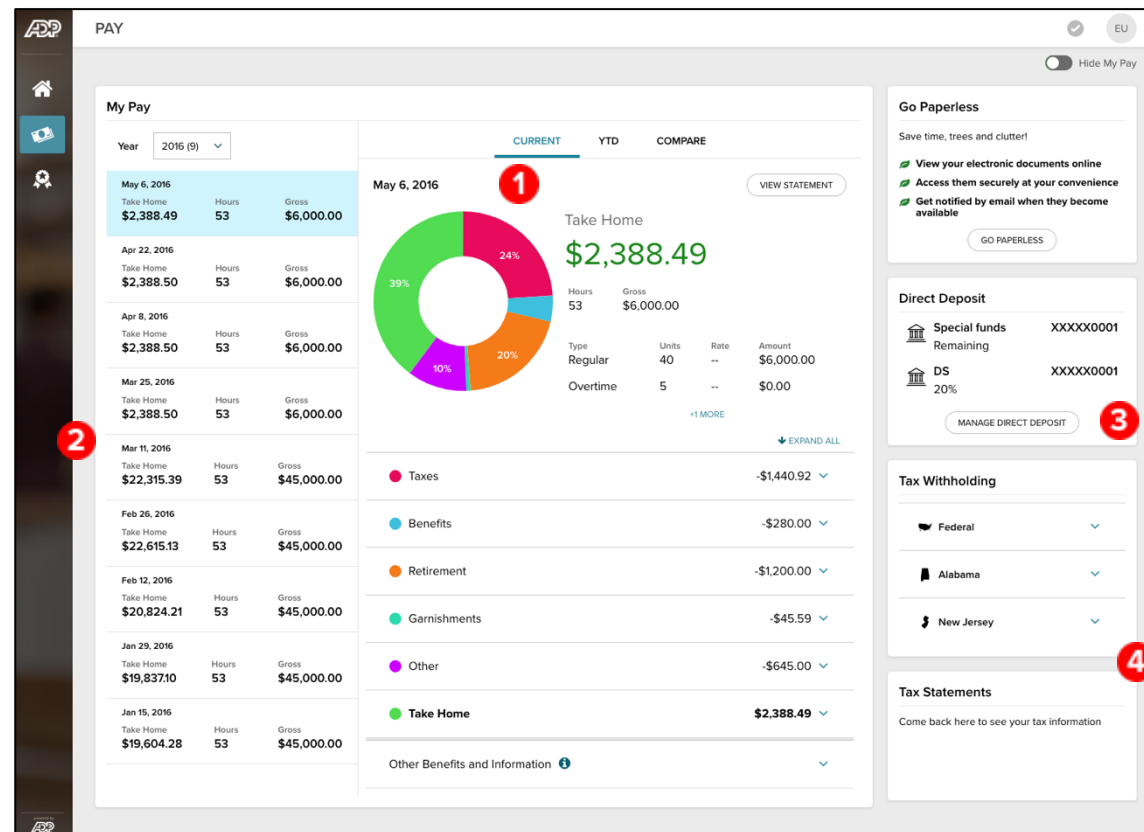


Payroll Information

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

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

The screenshot shows the 'New York Tax Withholding (IT-2104)' setup screen. At the top, it says '0%'. A red circle with the number '1' is next to the heading 'Hi James, let's set up your New York tax withholding'. Below this, it says 'Answer a few questions about yourself to let your employer know how much to withhold for your state income tax. When you're done, we'll submit it to your employer. You'll have the opportunity to print or download a copy for your records.' It then says 'Use this guided experience to:' followed by a list of bullet points: 'claim withholding allowances such as dependents', 'request to withhold an additional dollar amount', and 'declare exempt from New York income tax withholding'. Below the list, there are five rows of text, each with a link to a specific form: 'If you want to claim exempt, you can file the IT-2104-E form instead', 'If you're a Native American and want to claim exempt, you can file the IT-2104-IND form instead', 'If you're not a resident of New York state you can file the IT-2104-1 form in addition to the IT-2104', 'If you work for a Start-Up NY company, you can file the IT-2104-SNY form instead', and 'If you're a Nonresident Military Spouse, you can file the IT-2104-MS form instead'. At the bottom, there is a blue box with an information icon and text: 'If you don't complete this form, your employer is required to withhold using your federal (W-4) filing status with no allowances or the filing status "Single" with no allowances. The state of New York warns if you make false claims, you'll be penalized \$500 or face criminal penalties.' A 'GETS BEGON' button is at the bottom right.

(2) Federal Tax Withholding Process

The screenshot shows the 'Federal Tax Withholding (W-4)' setup screen. At the top, it says '30%'. A red circle with the number '2' is next to the heading 'What filing status do you want to use?'. Below this, there are four radio button options: 'Single or Married Filing Separately' (selected), 'Married Filing Jointly (or Qualifying Widow(er))', 'Head of Household', and 'You're single and take care of at least one dependent'. To the right of these options is a box titled 'Not sure about this?' with text explaining that filing status has a big impact on how much income tax you pay and that you should choose a status that fits your marital status and family situation. It also mentions that some statuses are combined on your income tax return. A 'LEARN MORE' link is at the bottom of this box. At the bottom of the screen, there are 'PREVIOUS' and 'NEXT' buttons.

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

The 'Accounts' screen displays two account entries: 'Special funds' and 'DS'. Each entry shows 'Account Type' as 'Checking', 'Routing Number' as 'XXXXX5278', 'Account Number' as 'XXXXX0001', and 'Deposit Amount' as 'Remaining'. An 'EDIT' link is present next to each entry. A red circle with the number '1' highlights the 'ADD ACCOUNT' button in the top right corner.

(2) Select the type of account

The 'Direct Deposit' screen shows a 'Select Type' section with the question 'What type of account would you like to set up?'. Below this, there is a button labeled 'Direct Deposit' with a right-pointing arrow. A red circle with the number '2' highlights this button. At the bottom, there is a 'RETURN TO ACCOUNTS' link.

(3) Enter your account details

The 'Enter Details' screen for 'Direct Deposit' contains several input fields: 'Account Type' (a dropdown menu currently showing 'Checking'), 'Name Your Account (Optional)', 'Routing Number', 'Confirm Routing Number', 'Account Number', and 'Confirm Account Number'. At the bottom, there is a checkbox for 'I have received and agreed to the TERMS and PRIVACY STATEMENT' and 'PREV' and 'NEXT' buttons. A red circle with the number '3' is positioned to the left of the 'Account Number' field.

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

The 'Direct Deposit' screen shows a 'Deposit Amount' section with the question 'How much do you want to deposit in this account?'. Below this, there are three radio button options: 'Deposit remaining amount', 'Deposit a percentage' (which is selected), and 'Deposit fixed amount'. A red circle with the number '4' highlights the 'Deposit a percentage' option.

(5) Click Submit to finish

The 'Review Details' screen shows a summary of the account information. It includes sections for 'Special funds', 'DS', and 'Checking', each with their respective details. The 'Deposit Amount' for 'Special funds' is 'Remaining', for 'DS' it is '20%', and for 'Checking' it is '43%'. At the bottom, there are 'CANCEL' and 'Submit' buttons. A red circle with the number '5' highlights the 'Submit' button.

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 to 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

(4) Share where you went to school

PROFILE

Gordon Russell
Facilities Manager
Employee ID: 31612

The one thing people don't know about me is that I enjoy hiking in my spare time.

[CONTACT PREFERENCE](#) [CONFIGURE THIS PAGE](#)

1 **Personal Info**
5649 Monroe
Philadelphia, PA 90064
US
[VIEW](#)

2 **Work Info**
Employee ID: 31612
Status: Active
Time With Company
7 Years, 0 Months, 3 Days
Facilities
Philadelphia Office
1400 John F. Kennedy Blvd
Philadelphia, PA 19107
US
GoRussellUAT@nc.com
[VIEW](#)

3 **Pay Info**
Compensation
\$X,XXX.XX
Per Pay Period
\$X,XXX.XX
[VIEW](#)

4 **Emergency Contacts**
No Emergency Contacts.
It is important that you add your emergency contact info.
[ADD](#)

5 **Additional Info**
Custom CDF Test
[ADD CUSTOM CDF TEST](#)
Profit Sharing
[ADD PROFIT SHARING](#)
Career Aspirations
[ADD CAREER ASPIRATIONS](#)
Travel Preferences
[ADD TRAVEL PREFERENCES](#)
[VIEW](#)

3 **My Documents**
There are currently no documents uploaded.
You can upload and store documents here.
[UPLOAD DOCUMENTS](#)

3 **Org Chart**
Reports to Chain
Jonathan Riggs
VP of Operations
Operations
Gordon Russell
Facilities Manager
Facilities
GoRussellUAT@nc.com
[VIEW IN ORG CHART](#)

5 **Education**
Where did you go to school? What degrees have you achieved?

5 **Skills**
What work related skills do you have?

Licenses and Certifications

(2) Configure what get shared on this page

(3) View the Org Chart

(5) Share special work-related skills

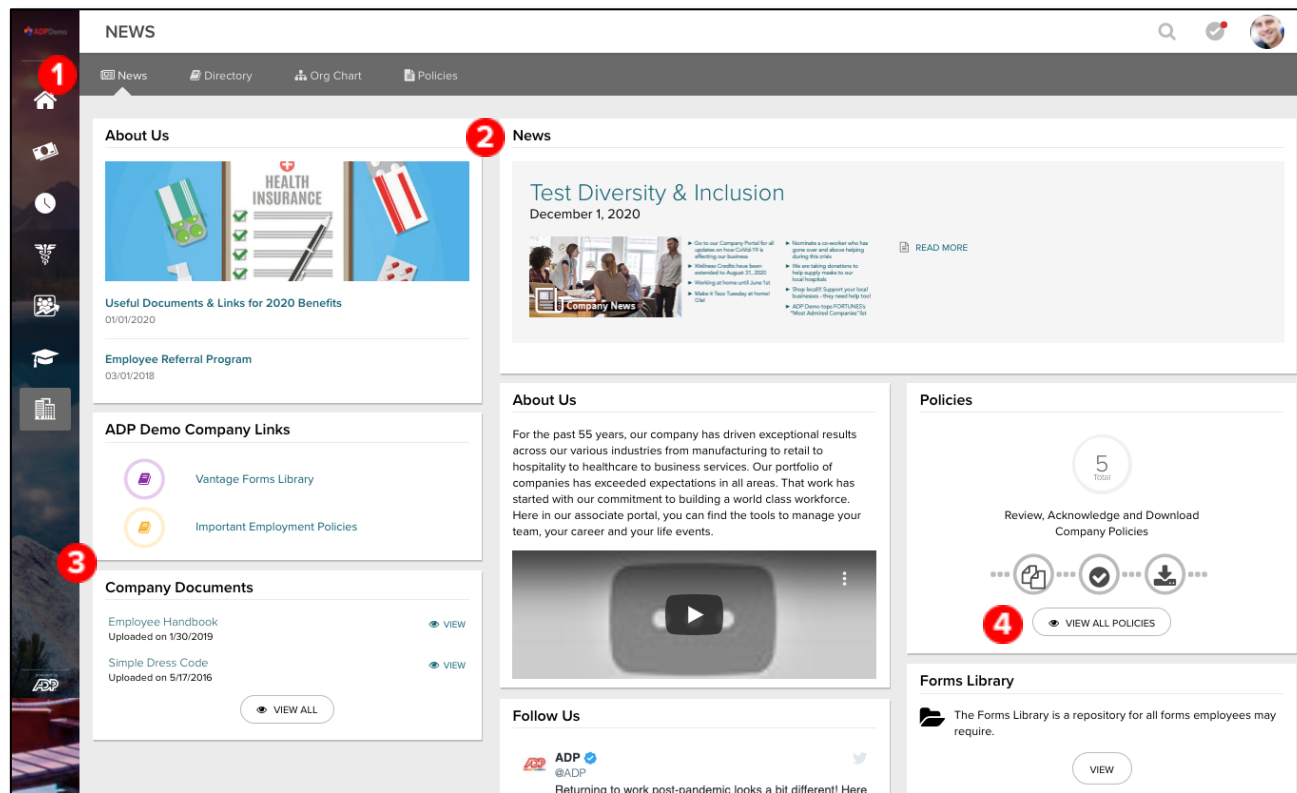
Company Page

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 policies 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



(4) Access company policies

(3) Access to company provided quick links and documents

ADP Time & Attendance

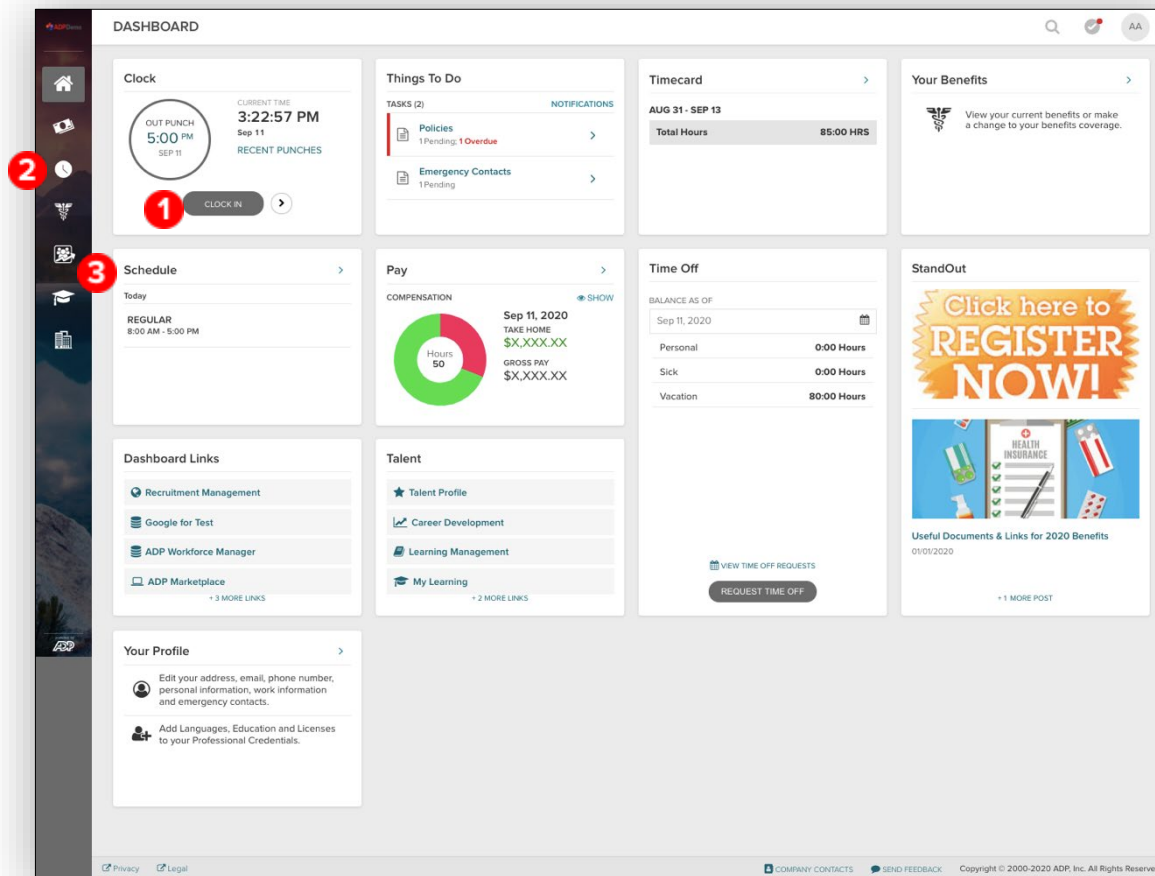
With MyADP, you can access your Time information in one location with easy-to-use functionality.

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



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

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

The screenshot shows the ADP Timecard interface. At the top, there's a navigation bar with 'TIMECARD', 'SCHEDULE', 'TIME OFF', and 'OTHER TIME FEATURES'. Below this is a welcome message. The main section is titled 'My Timecard' and contains three summary cards: 'Previous Pay Period' (Apr 26 - May 9), 'Pay Code Summary' (Total Hours: 80:00 HRS), and 'Account Summary' (Home Account: 80:00 HRS). Below these is a grid showing the schedule for the week of April 26 to May 2. The grid has columns for each day of the week and rows for each day. The schedule shows regular hours from 8:00 AM to 5:00 PM, with a break from 12:00 PM to 1:00 PM. The interface also includes a sidebar with navigation icons, a search bar, and a footer with privacy and legal links.

1. PAY PERIOD: Previous Pay Period

2. Pay Code Summary

3. Account Summary

4. APPROVE TIMECARD

5. Show Schedule / Show Breakdown

(1) Navigate time periods

(3) Totals for
time period

(5) View schedule
details by toggling
'Show Schedule'

(4) Approve Timecard

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

The image displays two screenshots of the ADP Time & Attendance app interface. The left screenshot shows the 'Clock' screen with a 'CLOCK IN' button and a red circle with the number 1. The right screenshot shows the 'Advanced Clock Options' screen with sections for 'Transfer', 'ACCOUNT', 'WORK RULE', 'Deductions', and 'CANCEL DEDUCTION', each with a dropdown menu. A red circle with the number 2 is next to the 'ACCOUNT' dropdown, a red circle with the number 3 is next to the 'WORK RULE' dropdown, and a red circle with the number 4 is next to the 'PUNCH' button at the bottom.

(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

ADP Time & Attendance – Other Time Features

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.

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

(2) Click **Other Time Features**

(1) Click **Time**

