

LOGISTICS

- Thank you for attending. We will begin our meeting 5 minutes after the scheduled time to allow time for others to join.
- All lines have been muted to alleviate background noise and disturbances. Please keep lines muted throughout the presentation.
- This meeting is being recorded. We will be sharing the recording link with your administrators in the next 72 business hours.
- At the end of the presentation, we will conduct a Q&A session. You will be able to unmute your lines at that time.
- If you prefer, you can use the **Chat** function to post your questions at any time during the presentation and we will go back to review these at the end.

WELCOME

to ADP Workforce Now
Employee Self-Service Training



Always Designing
for People®

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WHAT'S ON THE AGENDA TODAY?



ADP makes it easy for you to view your personal information and perform certain tasks right from your computer or mobile device. We call this Self-Service.

Today, we'll discuss the following Self-Service topics:

- Registration
- Viewing/updating your personal information
- Accessing your pay information
- Time-Off Tasks
- Benefits Tasks
- ADP Mobile App
- LifeMart

➤ Please note, your current employee information has been provided to ADP and has been uploaded into our software. Please take time to review and confirm this information.

REGISTRATION



REGISTRATION: EMAIL



Hi Employee Advantage,

Welcome to ADP Workforce Now, your company's HR and payroll provider.

Take a few minutes to sign up for ADP Self-Service so you can access your pay statements and tax forms online.



Sign up now

Button not working? Copy this link and paste it into your browser:

[Self Service Registration \(adp.com\)](#)

Using the Registration code sign-up option? Here's your code: **279w7sxn**

If you have any questions, please contact your employer.

REGISTRATION: VERIFY IDENTITY

English (US) ▾

Identity Info Contact Info Create Account

Let's Get Started

First, we'll need some information to create your account with

First Name * ⓘ

Last Name * ⓘ

And one of these*

Last 4 Digits of SSN, EIN, or ITIN

Associate ID

Birth Month and Day

→

Identity Info **Contact Info** Create Account

Help Us Protect Your Account

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email*

Personal ▾

Phone

Personal, Mobile ▾ US ▾ +1

[+ Add backup contact information](#)

→

REGISTRATION: CREDENTIALS

Identity Info Contact Info **Create Account**

One more step, Employee

Let's set up the login information for your account with

Create UserID * ⓘ

EmployeeAdvantage ✓

Create Password *

..... ✓

Strong (Add a special character to strengthen)

Confirm Password *

..... ✓

Accept Terms and Conditions

I have read and agree to the [Employee Access Terms and Conditions](#).

➔ **✓ Create your account**

Identity Info Contact Info **Create Account**

Select security questions and answers

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

..... ✓

.....

Question 2*

.....

.....

Question 3*

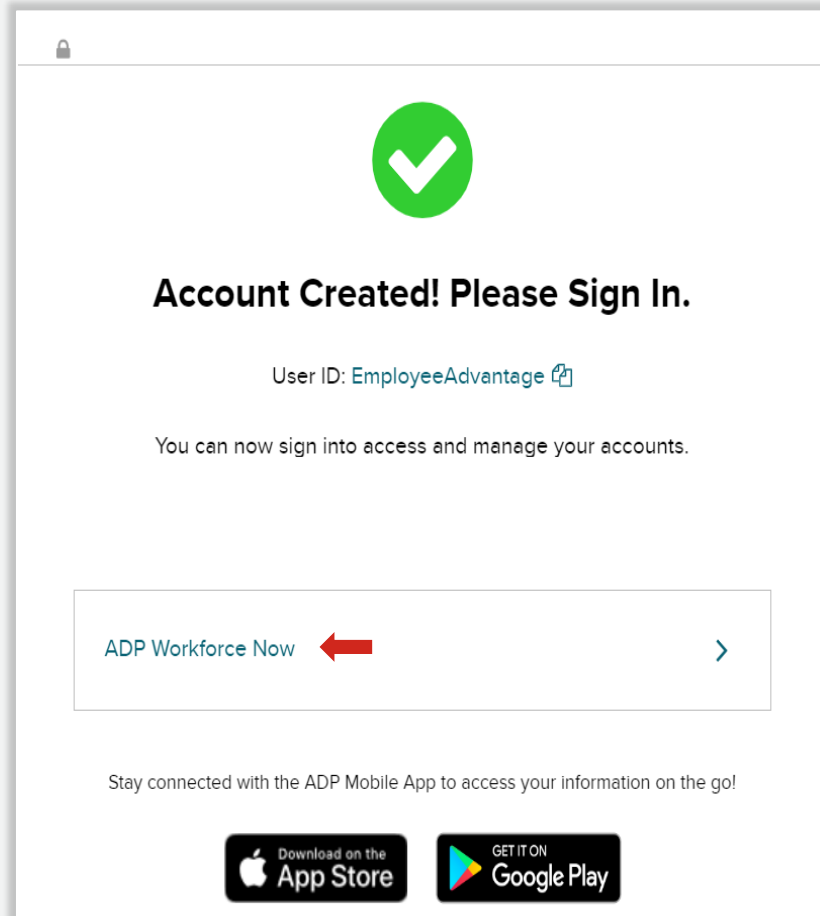
..... ✓

.....

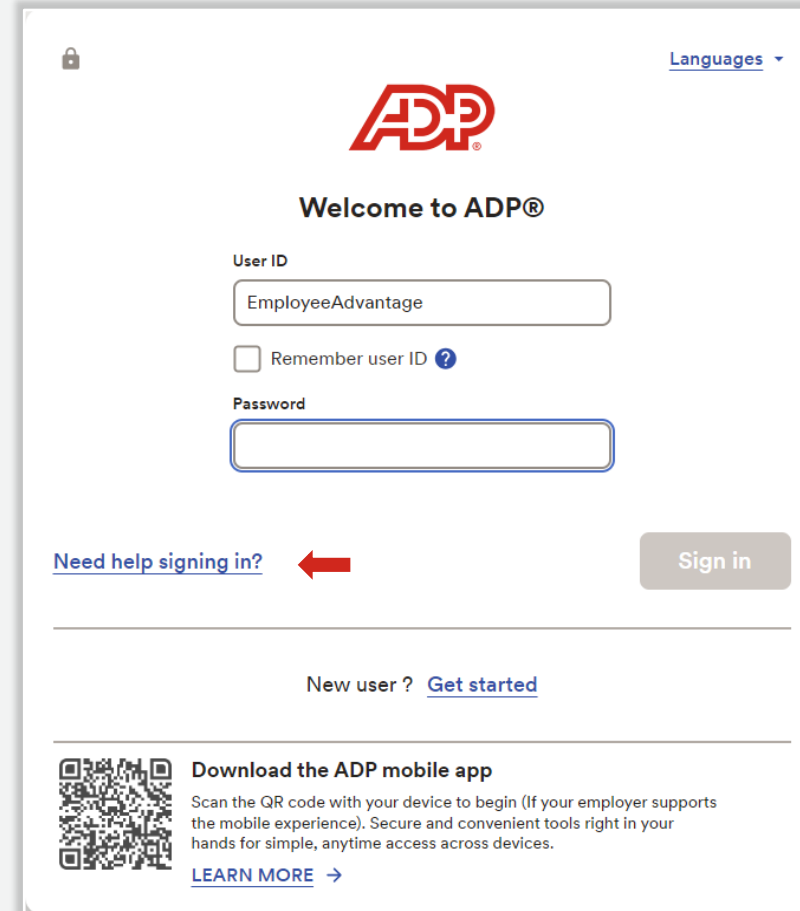
➔ **✓ Continue**

REGISTRATION: LOGIN

<https://workforcenow.adp.com>

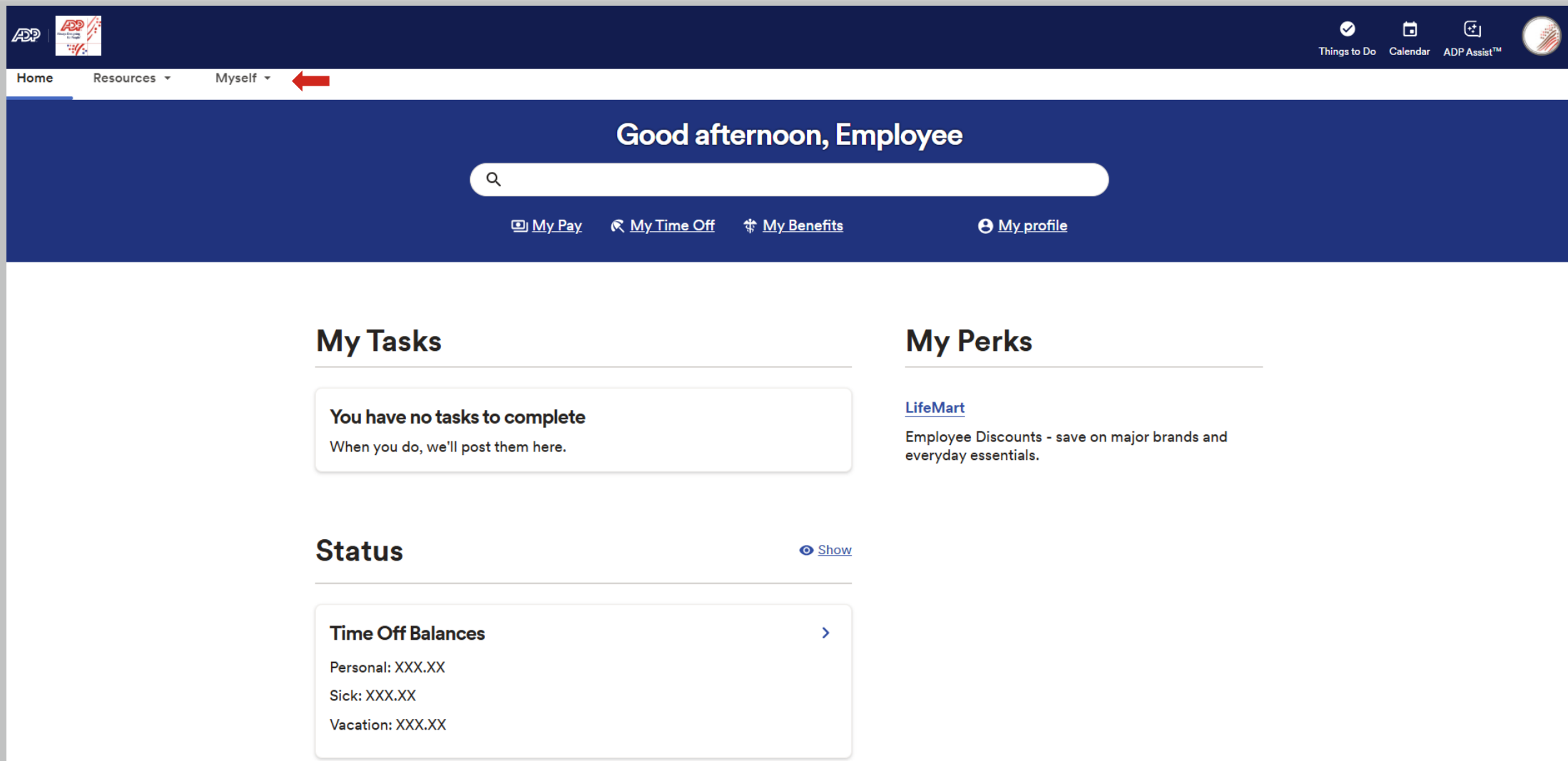


A screenshot of the ADP Workforce Now account creation confirmation page. At the top center is a green circular icon with a white checkmark. Below it, the text reads "Account Created! Please Sign In." followed by "User ID: EmployeeAdvantage" with a copy icon. A message states "You can now sign into access and manage your accounts." At the bottom, there is a button labeled "ADP Workforce Now" with a red arrow pointing left and a right-pointing chevron. Below the button are two app store logos: "Download on the App Store" and "GET IT ON Google Play".



A screenshot of the ADP Workforce Now login page. At the top right is a "Languages" dropdown menu. The ADP logo is centered at the top. Below it, the text reads "Welcome to ADP®". The login form includes a "User ID" field with the text "EmployeeAdvantage", a "Remember user ID" checkbox with a help icon, and a "Password" field. At the bottom right is a "Sign in" button. Below the form, there is a link "Need help signing in?" with a red arrow pointing left. At the bottom center, there is a link "New user? Get started". At the bottom left, there is a QR code and the text "Download the ADP mobile app" followed by a description: "Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices." and a "LEARN MORE" link with a right-pointing chevron.

EMPLOYEE HOME PAGE VIEW





The screenshot displays the ADP Employee Home Page. At the top, there is a dark blue navigation bar with the ADP logo on the left and utility icons (Things to Do, Calendar, ADP Assist, and a profile picture) on the right. Below this is a white navigation bar with 'Home', 'Resources', and 'Myself' (highlighted with a red arrow). The main content area has a dark blue header with the text 'Good afternoon, Employee' and a search bar. Below the search bar are four quick links: 'My Pay', 'My Time Off', 'My Benefits', and 'My profile'. The page is divided into two columns. The left column features a 'My Tasks' section with a message: 'You have no tasks to complete. When you do, we'll post them here.' The right column features a 'My Perks' section with a link to 'LifeMart' and the text: 'Employee Discounts - save on major brands and everyday essentials.' Below these is a 'Status' section with a 'Show' link. Under 'Status', there is a 'Time Off Balances' card with a right-pointing arrow and the following text: 'Personal: XXX.XX', 'Sick: XXX.XX', and 'Vacation: XXX.XX'.

MY INFORMATION




ACCESSING MY INFORMATION: PROFILE



Home Resources **Myself**

My Information


Profile





Employee Advantage

ASSOCIATE ID : ECRPM4HOU | <No Job Title>
REPORTS TO : Manager Advantage
POSITION ID : &VU000111

Personal Info


 [Add your mobile number](#)


 [Add your email address](#)


 123 ADP Advantage
Parsippany, NJ 07054
US


[View more](#)


Work Info


 POSITION ID: &VU000111


 Hire Date: 02/28/2023 (0 years 10 months)

 Client Services

 [Add your mobile number](#)

 test@adp.com

 [Add your work address](#)

 [Supporting documents](#)

[View more](#)

Pay Info


Compensation Show
\$XXXXX.XX

Regular Pay Rate Show
\$XX.XXXX

Pay Frequency
Biweekly


[View more](#)


Emergency Contacts


 PRIMARY CONTACT
Emergency Contact (Friend)
(800) 999-9999


[Add contact](#)

Other Credentials


 Awards [Add](#)


 Training [Add](#)


 Memberships [Add](#)


 Languages [Add](#)

Professional Credentials


 Education [Add](#)


 Experience [Add](#)

 Skills [Add](#)

 Licenses & Certifications [Add](#)

Time & Attendance

 PAY CLASS: SVCCLOCK

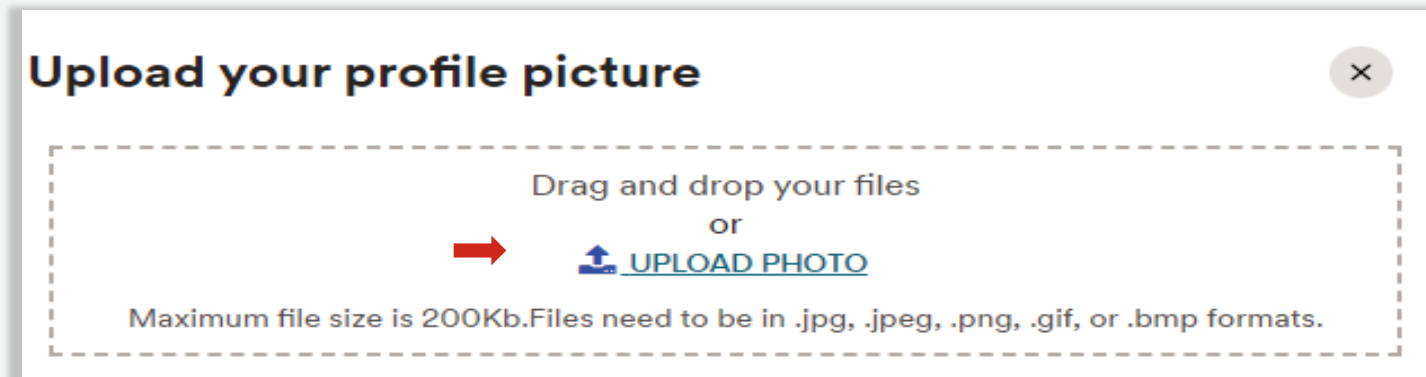
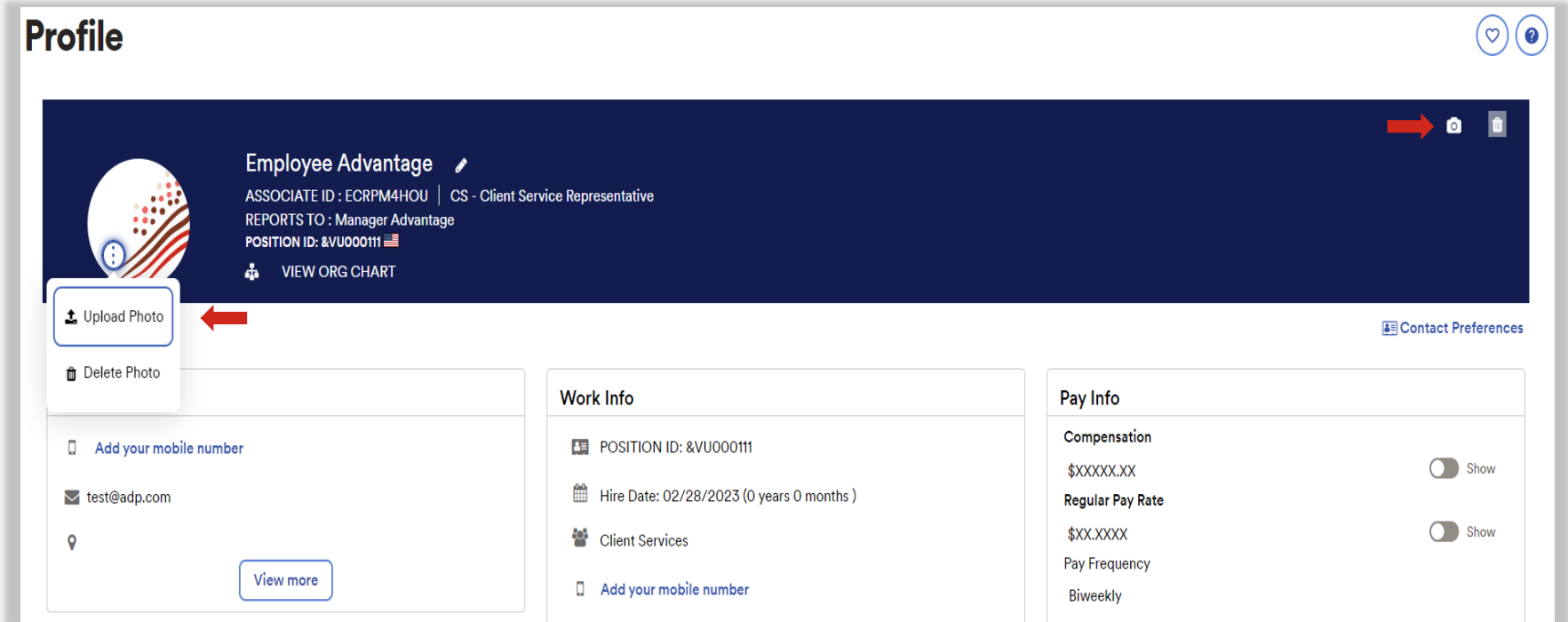
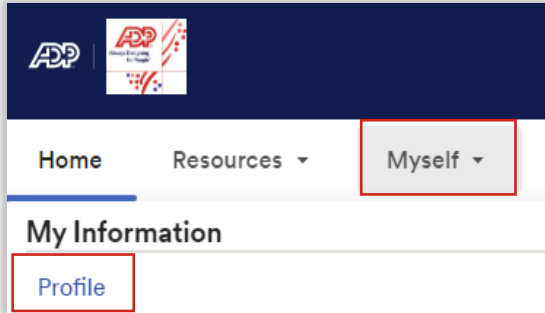
 BADGE: 000000111

Company Property



PROPERTY
002 - Laptop

[Add](#)

ACCESSING MY INFORMATION: PROFILE - UPLOADING PICTURE



ACCESSING YOUR PAY INFORMATION: TAX WITHHOLDINGS



Home Resources **Myself**

My Information **Pay**

Profile Calculators

Time Off Payment Options


My Time Off **Tax Withholdings** Pay & Tax Statements

Tax Withholdings





Advantage, Employee 

CS - Client Service Representative
105000 - Client Services (Department)



**Federal
W-4**
Single or Married filing
separately
Complete this form to make
changes

Start 



**New Jersey
NJ-W4**
You must complete your Federal
W-4 first

Start

 [VIEW SAVED TAX FORMS](#)

Federal Tax Withholding

Before You Begin

Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

 [Download a blank copy of Form W-4](#)



After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

Cancel

 **Next**

ACCESSING YOUR PAY INFORMATION: TAX WITHHOLDINGS - W4

Federal Tax Withholding [Download blank Form W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4
Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

OMB No. 1545-0074
2025

Step 1: Enter Personal Information

(a) First name and middle initial Employee	Last name Advantage	(b) Social security number Applied For
Address 123 ADP Advantage Rd. City or town, state, and ZIP code Parsippany, NJ, 07054		
(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following:

- (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000	\$	4000
Multiply the number of other dependents by \$500	\$	

Add the amounts above for qualifying children and other dependents. You may add to



Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.


I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.
Date: Sep 08 2025



[Cancel](#) [Previous](#) [Done](#)

[Print Completed Form](#)

Tax Withholdings

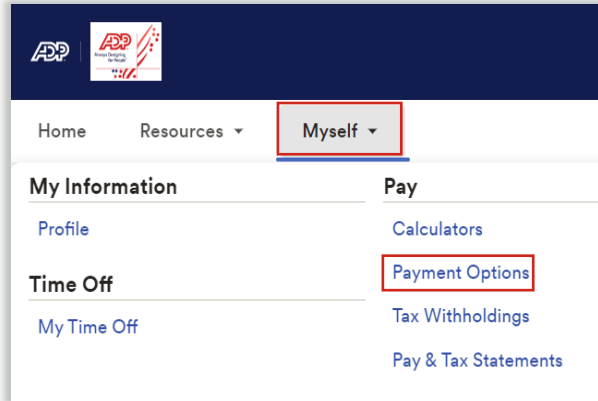
 **Advantage, Employee** 
CS - Client Service Representative
105000 - Client Services (Department)


Federal
W-4
Single or Married filing separately
\$50 additional
[Edit](#)


New Jersey
NJ-W4
Complete this form to make changes
 [Start](#)

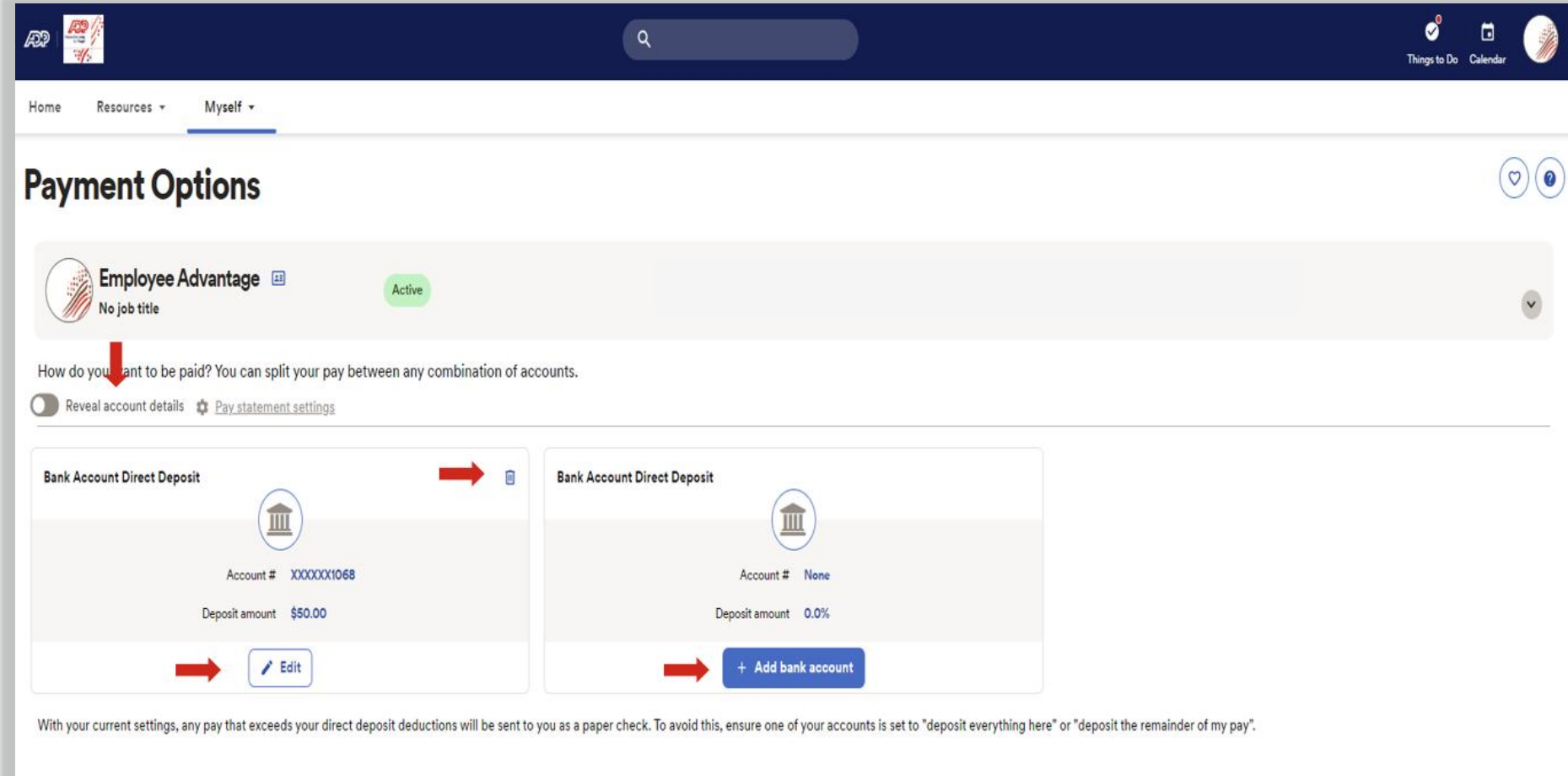
[VIEW SAVED TAX FORMS](#)

ACCESSING YOUR PAY INFORMATION: PAYMENT OPTIONS



This screenshot shows the ADP navigation menu. The 'Myself' dropdown menu is highlighted with a red box. Under the 'Pay' section, 'Payment Options' is also highlighted with a red box.

- Home
- Resources
- Myself**
 - My Information
 - Profile
 - Time Off
 - My Time Off
 - Pay**
 - Calculators
 - Payment Options**
 - Tax Withholdings
 - Pay & Tax Statements



This screenshot shows the 'Payment Options' page in the ADP system. The page title is 'Payment Options'. Below the title, there is a section for 'Employee Advantage' with a status of 'Active' and 'No job title'. A red arrow points down from this section to the text: 'How do you want to be paid? You can split your pay between any combination of accounts.' Below this text, there are two radio buttons: 'Reveal account details' (selected) and 'Pay statement settings'. There are two 'Bank Account Direct Deposit' cards. The first card shows an account with account number 'XXXXXX1068' and a deposit amount of '\$50.00'. A red arrow points to the right of this card, and another red arrow points to the 'Edit' button below it. The second card shows an account with account number 'None' and a deposit amount of '0.0%'. A red arrow points to the right of this card, and another red arrow points to the '+ Add bank account' button below it. At the bottom of the page, there is a note: 'With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check. To avoid this, ensure one of your accounts is set to "deposit everything here" or "deposit the remainder of my pay".'

ACCESSING YOUR PAY INFORMATION: PAYMENT OPTIONS – VERIFYING ACCOUNT

Add an Account ?

Routing Number Account Number Account Type Review

W - Checking Acct

Last step! Check your account information and agree to the [terms and conditions](#).


Routing Number

Account Number

Amount Per Pay Check
\$50.00

I've double checked my account number.

I agree to the [terms and conditions](#) for Direct Deposit

[← Back](#) [× Cancel](#) [Add](#) 

Alert

We verified the account.

[Close](#)

Account not verified

We added the account. You'll get a check until the account is verified, which generally takes one pay period.

[Close](#)

ACCESSING YOUR PAY: PAYMENT OPTIONS – WISELY DIRECT



wisely
by ADP

Take charge of your money.

Spend, save¹, and plan on your time with the myWisely[®] mobile app².

-  Access your pay up to 2 days early³ — at no cost.⁴
-  Save¹ on your terms with the myWisely mobile app.²
-  Save¹ for emergencies.
-  Use in-app Bill Pay³ at no cost.⁴
-  Deposit checks in a snap from your mobile device.⁶
-  Lock/unlock a lost or stolen card.⁷

Download the myWisely mobile app² today!

Put your money in your hands.
Afford yourself every advantage.[™]



Get Wisely today! Visit mywisely.com



ACCESSING MYSELF: PAY - PAY & TAX STATEMENTS

ADP Myself

Home Resources **Myself**

My Information **Pay**

Profile Calculators

Time Off Payment Options

My Time Off Tax Withholdings

Pay & Tax Statements

My Pay

Year: All

Date	Gross	Take Home	Hours
Sep 11, 2024	\$840.00	\$556.35	40
Feb 13, 2024	\$1,506.75	\$1,304.38	71.5
Oct 13, 2023	\$2,365.00	\$1,970.52	99
Aug 11, 2023	\$3,660.00	\$2,789.28	205.5

My Pay

Sep 11, 2024

Details YTD Compare

View statement

Access your pay on the go with ADP Mobile.

Percentages may be inaccurate due to uncommon deductions

Take Home **\$556.35**

Expand All

Gross	40 Units	\$840.00
Taxes		-\$286.49
Other		-\$47.16
Take Home		\$556.35

Tax Statements

Come back here to see your tax information

Go Paperless

Save time, trees and clutter!


- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

Go paperless

ACCESSING MY INFORMATION: PROFILE – REVIEWING ASSIGNED COMPANY POLICIES

The screenshot shows the ADP employee dashboard. At the top, there are navigation links for Home, Resources, and Myself. A greeting "Good afternoon, Employee" is displayed above a search bar. Below the search bar are links for My Pay, My Benefits, and My profile. The main content area is divided into two sections: "My Tasks" and "My Perks".

My Tasks

Complete your Things to Do tasks
Tasks (2)  [Start](#)




My Perks

[LifeMart](#)
Employee Discounts - save on major brands and everyday essentials.

The screenshot shows the "Things to Do" section. It has tabs for Tasks, Notifications, and History. A search bar for tasks is present. A task card for "Policy Acknowledgement" (1 Pending) has a red arrow pointing right. To the right, the "Policy Acknowledgement" section contains a table of pending policies.

Policy Acknowledgement

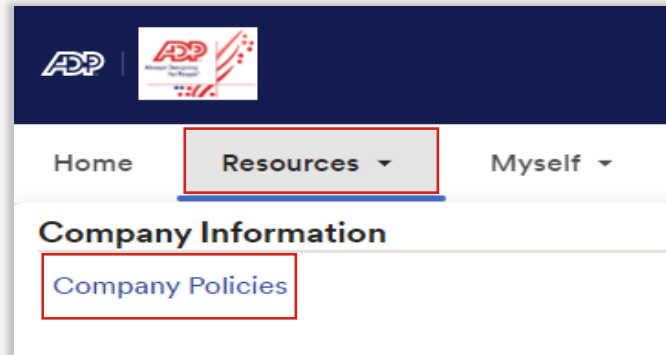
Pending Policies (1) Search Policy Name

Policy Name	Due Date	Status
 Test Company Policy 	No Due Date	 Pending

Completed Policies (0)

Policy Name	Completed Date	Status
There are currently no completed policies		

ACCESSING MY INFORMATION: PROFILE – VIEWING COMPANY POLICIES





Company Policies

Pending Policies (0)



Search Policy Name

Policy Name	Due Date	Status
There are currently no pending policies		

Completed Policies (1)

Policy Name	Completed Date	Status
 Test company policy	03/28/2023	 Acknowledged

ACCESSING MY INFORMATION: MY DOCUMENTS





Home Resources **Myself**

My Information

Profile

Employment

My Documents



Home Resources **Myself**

Search


Things to Do Calendar

My Documents

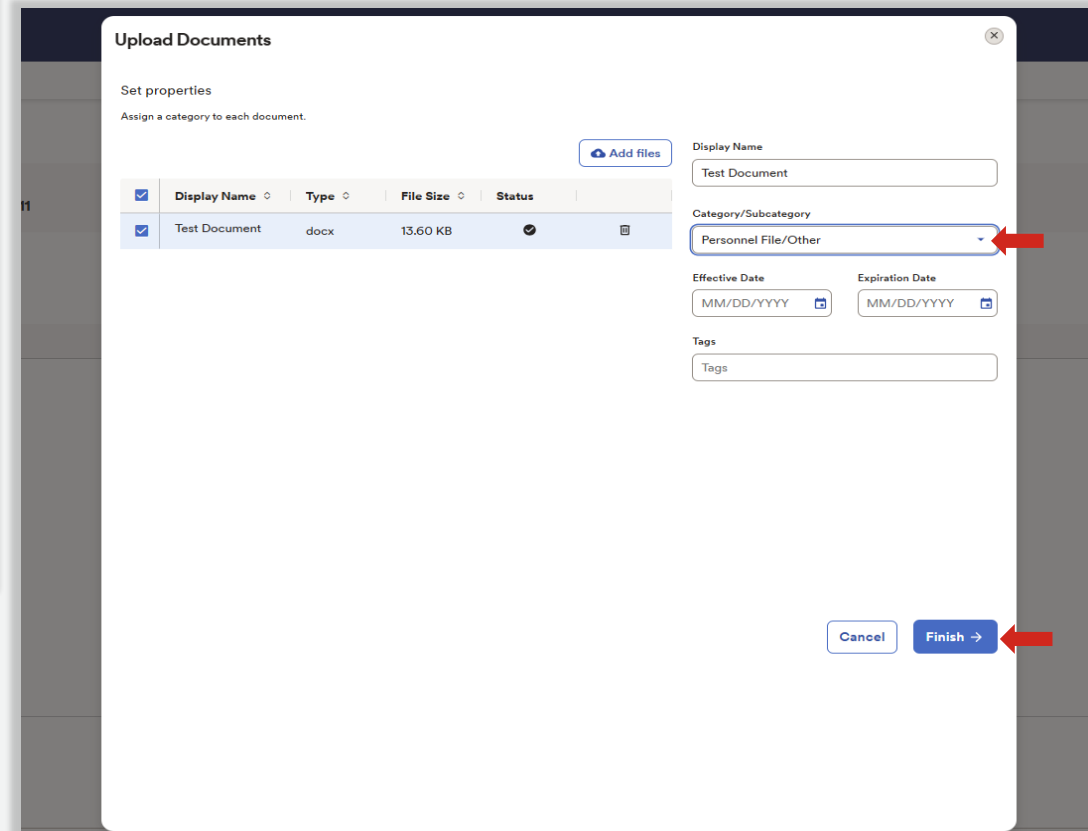
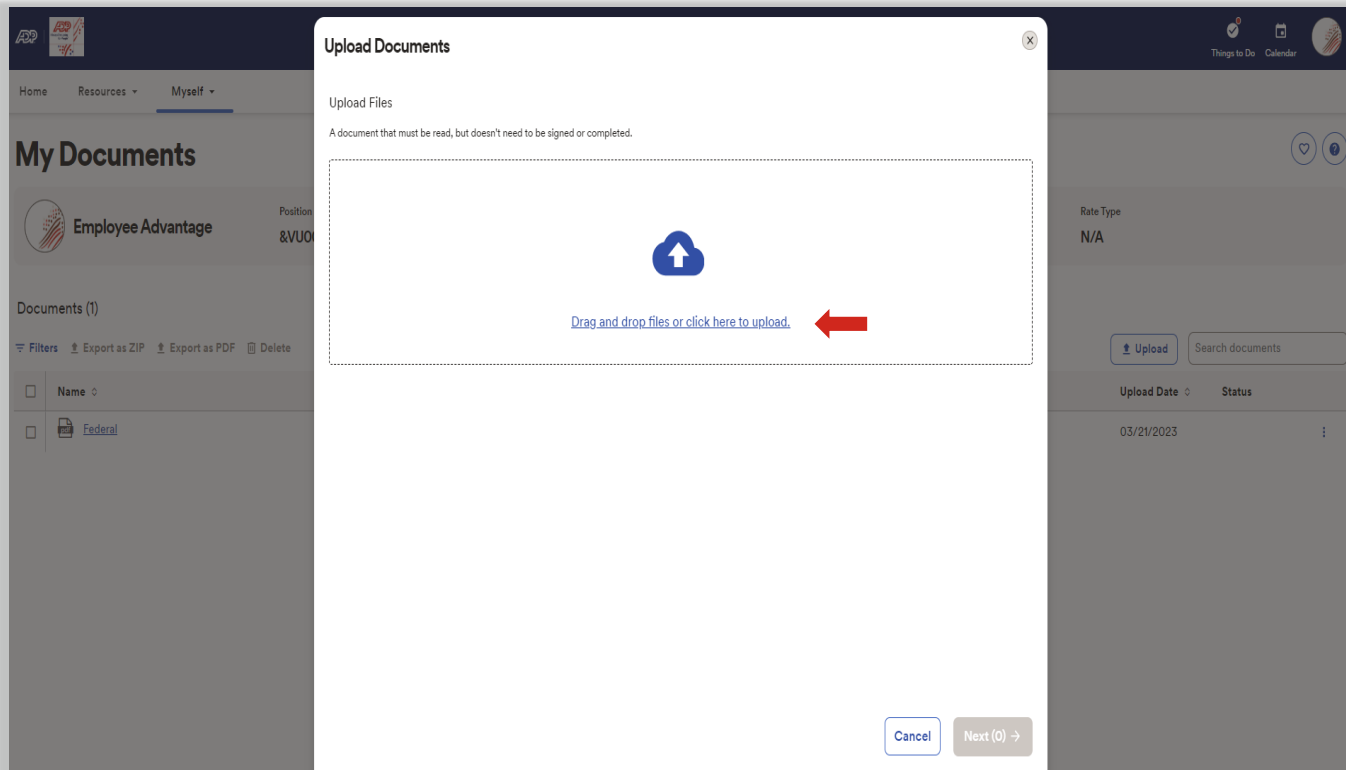
Employee Advantage

Documents (1)

Filters Export as ZIP Export as PDF Delete **Upload** Search documents

<input type="checkbox"/>	Name	File Size	Category/Subcategory	Upload Date	Status
<input type="checkbox"/>	 Federal	77.92 KB	Personnel File/Pay - Tax Withholding	03/21/2023	⋮

ACCESSING MY INFORMATION: ATTACHING DOCUMENTS TO MY DOCUMENTS



ACCESSING MY INFORMATION: REVIEWING MY DOCUMENTS

The screenshot shows the ADP 'My Documents' page. At the top, there is a navigation bar with 'Home', 'Resources', and 'Myself'. Below this is the 'My Documents' section, which includes an 'Employee Advantage' header. A table titled 'Documents (2)' lists two files: 'Test Document' (13.60 KB, Personnel File/Other, 01/22/2025) and 'Federal' (77.92 KB, Personnel File/Pay - Tax Withholding, 03/21/2023). A context menu is open for the 'Test Document' row, showing options: View, Edit Properties, Notes, Download, Delete, and Export as PDF. A red arrow points to the menu icon for the 'Test Document' row.

Documents (2)

Filters Export as ZIP Export as PDF Delete Upload Search documents

<input type="checkbox"/>	Name	File Size	Category/Subcategory	Upload Date	Status
<input type="checkbox"/>	Test Document	13.60 KB	Personnel File/Other	01/22/2025	View Edit Properties Notes Download Delete Export as PDF
<input type="checkbox"/>	Federal	77.92 KB	Personnel File/Pay - Tax Withholding	03/21/2023	

TIME OFF



YOUR TIME OFF TASK: HOMEPAGE - REQUESTING TIME OFF

The screenshot displays the ADP 'My Time Off' interface. On the left, the 'Balances' section shows the user's position as 'CS - Client Service Representative - &VU000111' and their status as 'Active'. Balances are listed for '10/02/2025': Personal (40.00 hours), Sick (40.00 hours), Vacation (42.66 hours), and Jury Duty (as required). Below the balances are buttons for 'Request time off' and 'Request balance carryover'. On the right, the 'Time Off Requests' section shows a table with one pending request. The filters are set to 'Last 30 Days + Upcoming Requests', 'All (4)' policies, and 'All (4)' statuses. A red arrow points to the 'Actions' column of the pending request row.

My Time Off

Balances [View balance details](#)

Position : CS - Client Service Representative - &VU000111
Status : Active

Balances as of *
10/02/2025

Personal	40.00 hours
Sick	40.00 hours
Vacation	42.66 hours
Jury Duty	as required

Balances do not include pending requests

[Request time off](#) [Request balance carryover](#)

Time Off Requests **Balance Carryover Requests** [Calendar view >](#)

Filters



Request Date: Last 30 Days + Upcoming Requests | Time Off Policy: All (4) | Status: All (4) [Apply](#)

Results (1)

Policy	Request Period	Submitted on	Status	Actions
Vacation V	10/01/2025 - 10/01/2025 (8.00 hours)	10/02/2025	Pending	...


YOUR TIME OFF TASK: REQUESTING TIME OFF


← Back **Time Off Request**

Start Date* 06/12/2023  End Date* 06/16/2023 


Time Off Policy* **Vacation** ▼

Reason Code* **V** ▼ Duration Type **Hours**




Make Recurring 

Start Time* 8:00 AM  Hours Per Day* 8.00



[+ Add more Time Off](#)

 [Review](#)

← Back **Time Off Request**


Vacation (40.00 hours)   
Reason Code : V
Mon Jun 12, 2023 - Fri Jun 16, 2023



[+ Add more Time Off](#)

Approve By Date **MM/DD/YYYY**  

Comment (Optional)

0/250



 [Submit](#)


 **Success** 

Your request was submitted successfully.

[Close](#)


YOUR TIME OFF TASK: CALENDAR - REQUESTING TIME OFF



Things to Do Calendar 

Calendar

[My Calendar](#) [My Peers](#)

January 2025  Month Week Day


[Filter](#) [Time Off - Email Calendar Settings](#)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Dec 29	30	31	Jan 1 New Year's Day	2	3	4
5	6	7	8	9	10 \$	11
12	13	14	15	16	17	18
19	20 Martin Luther King Day	21 Time off : 8 hrs	22	23	24 \$	25
26	27	28	29	30	31	Feb 1

[Legend](#)

Current Position
CS - Client Service Representative Active &VU000111

Select the request dates on the calendar and click the button below.

[Request time off](#) 



Time Off Balances
Balances as of  

Time Off Policy	Balance
Personal	40.00 hours
Sick	40.00 hours
Vacation	114.66 hours
Jury Duty	As required

BENEFITS



ACCESSING YOUR BENEFITS: ENROLLMENTS – VIEW YOUR ENROLLMENTS





Home Resources **Myself**

My Information

Profile

Benefits


Enrollments



Home Resources **Myself**

Things to Do Calendar Learn

Enrollments

 **All Benefits**
Review previous, current, and future benefits. [View benefits](#)

Items to Review Annually

[Retirement Account](#)
After you finish your enrollment, update your retirement allocations.

Manage Personal Information
Review and update information such as physical or email addresses.

Manage Dependents and Beneficiaries
Review and update information for dependents and beneficiaries.

View Documents
View documents for your benefits.

[Privacy](#) [Legal](#) [Requirements](#) [Product Feedback](#) [About](#) [Accessibility](#)


All Benefits

Select a Date: 09/30/2025
Employer Cost Per Paycheck: \$0.00
Your Cost Per Paycheck: \$20.77

This information is your coverage as of the date selected.

Enrollment Summary [Download](#)

You are enrolled in the following plans.



 **Critical Illness**

Critical Illness Plan
Effective: December 5, 2024

Employee Coverage	Who is Covered?	Your Cost
\$30,000.00	You and Test Domestic	\$20.77
Spouse Coverage		Cost details
\$30,000.00		

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ACCESSING YOUR BENEFITS: ENROLLMENTS – ADDING A DEPENDENT





Home Resources **Myself**

My Information

Profile

Benefits


Enrollments



Home Resources **Myself**

Things to Do Calendar Learn

Enrollments

 **All Benefits**
Review previous, current, and future benefits. [View benefits](#)

Manage Personal Information
Review and update information such as physical or email addresses. [Manage info](#)

Manage Dependents and Beneficiaries
Review and update information for dependents and beneficiaries. [Manage info](#)

View Documents
View documents for your benefits. [View documents](#)

Items to Review Annually

[Retirement Account](#)
After you finish your enrollment, update your retirement allocations.

[Tax Withholdings](#)
Make sure your information is correct.

[Privacy](#) [Legal](#) [Requirements](#) [Product Feedback](#) [About](#) [Accessibility](#) [Artificial Intelligence](#)

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ACCESSING YOUR BENEFITS: ENROLLMENTS – ADDING A DEPENDENT SCREEN

Add Dependents and Beneficiaries

Recipient

Who are you adding?

Person

Organization or Trust

[Cancel](#)

Add Dependents and Beneficiaries

Recipient

Who are you adding?

Person

Organization or Trust

Will this person need coverage?

Yes

No

Personal Information

First Name *	Middle Name	Last Name *
<input type="text" value="Child"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Advantage"/>
Generation Suffix	Professional Suffix	Date of Birth *
<input type="text" value="Select one..."/>	<input type="text" value="Select one..."/>	<input type="text" value="09/01/2025"/>

Gender and Relationship

Gender *	Relationship *	Child Classification
<input type="text" value="Female"/>	<input type="text" value="Child"/>	<input type="text" value="Biological child"/>

[Cancel](#) [Save](#)

ADP MOBILE



ADP MOBILE

ADP Mobile is available for employees/managers to view their information To download the application, visit the app store on your phone!



#1 HCM App

in the Apple App Store

Free Business App Category



4.7/5.0 User Rating

from Apple App Store (iOS)

from over **1.3 million reviews!**



4.6/5.0 User Rating

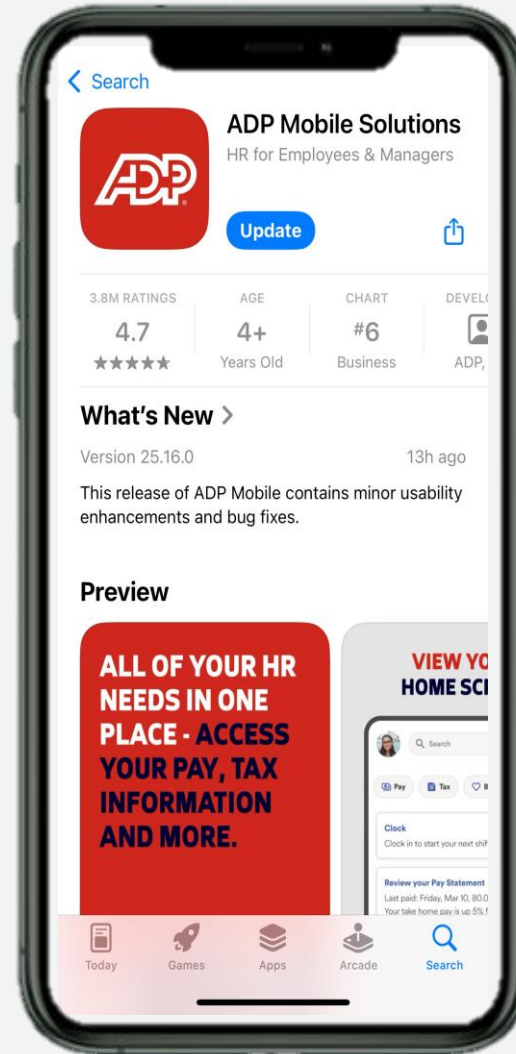
from Google Play (Android)



Available in 28 languages



Compatible with Apple Watch and iPad



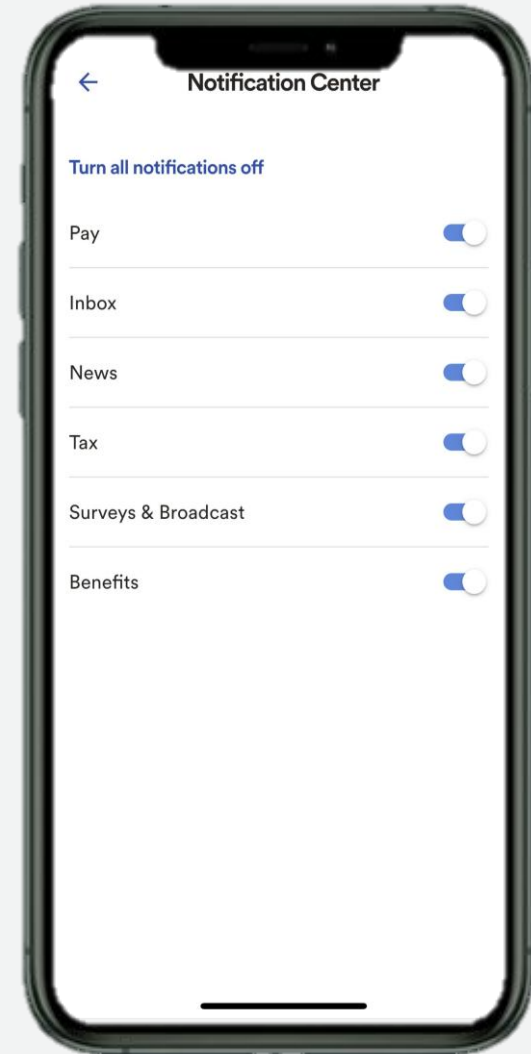
Download:



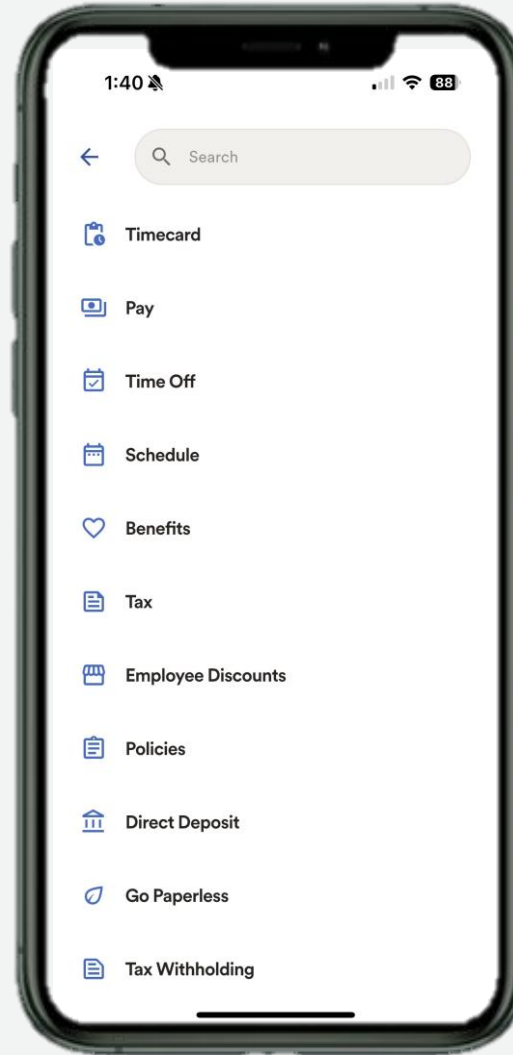
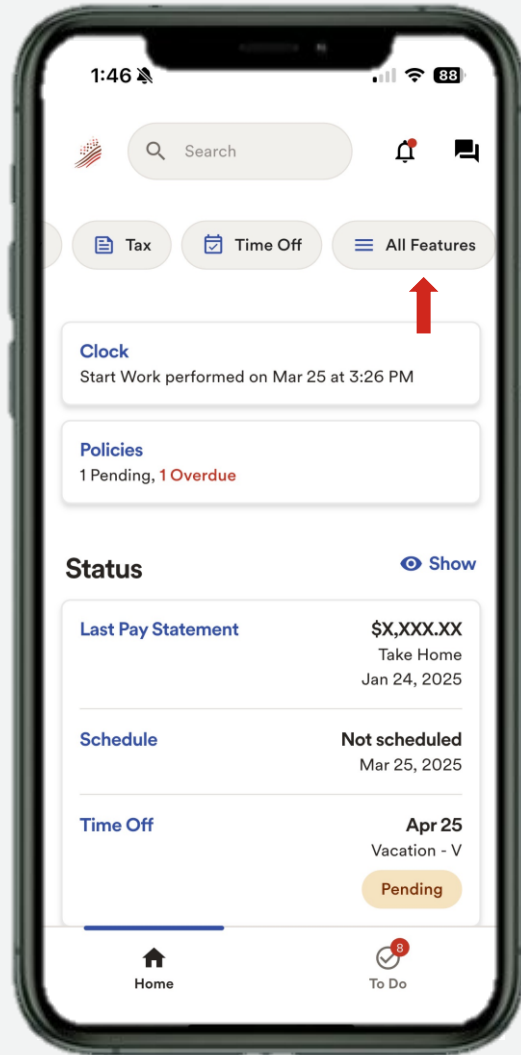
ADP MOBILE - NOTIFICATIONS

Receiving Alerts – Pay & Inbox

- Mobile inbox can display notifications, alerts, reminders and tasks
- You can receive important company news and communications
- You can receive push notifications for important company alerts

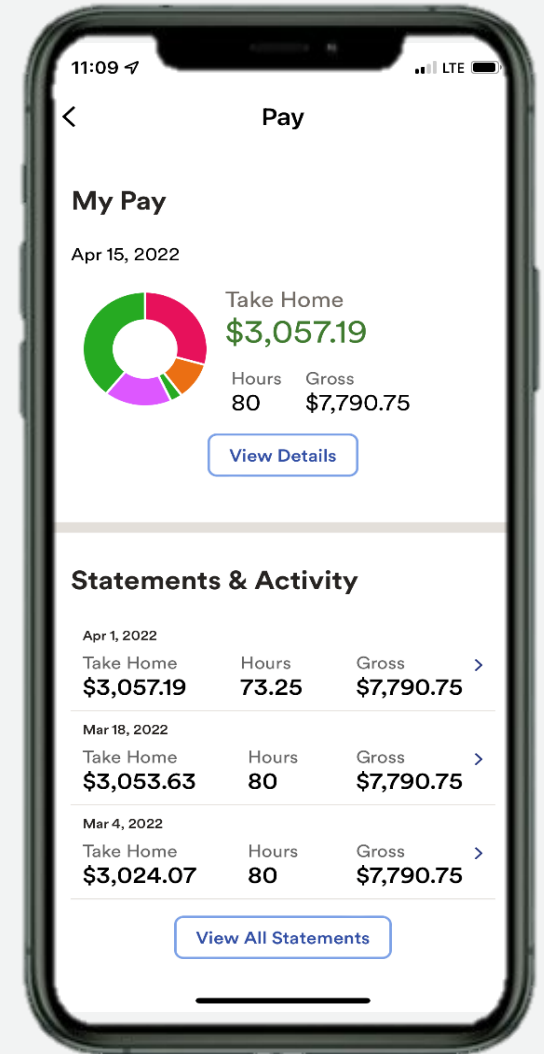


ADP MOBILE - DASHBOARD

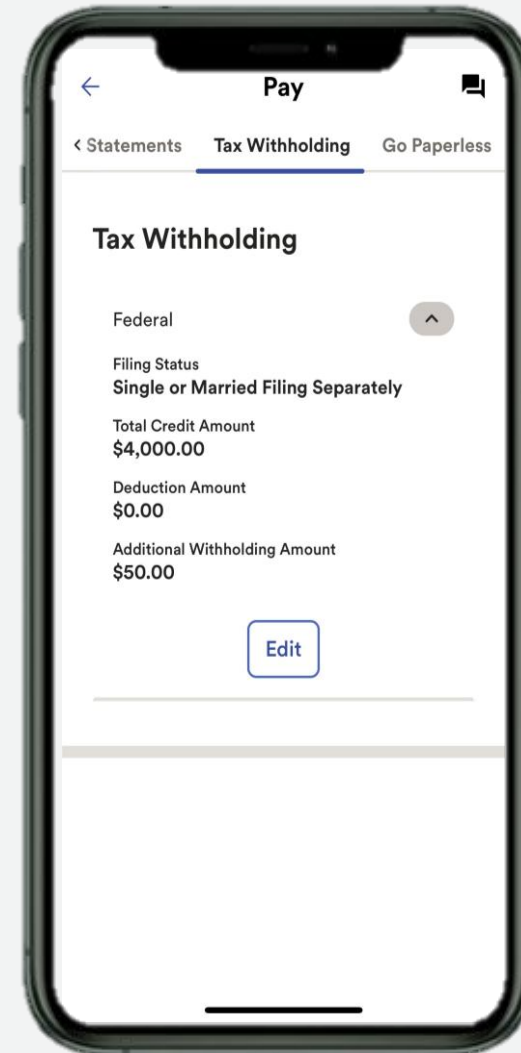
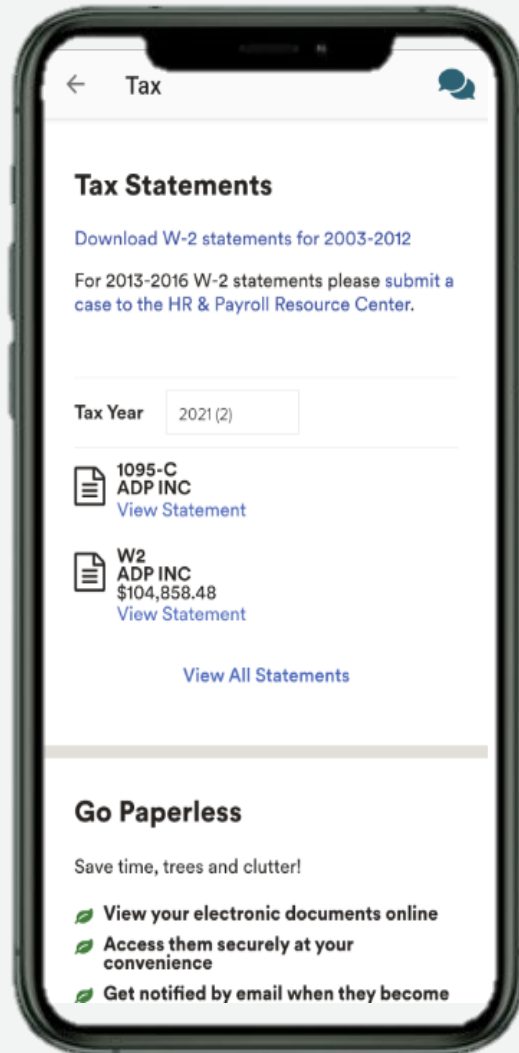


ADP MOBILE – PAY SCREENS

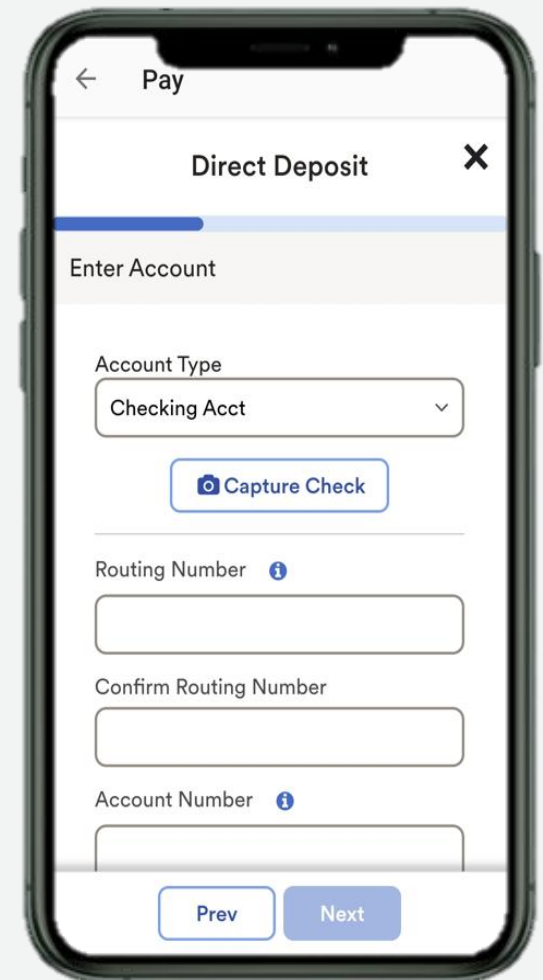
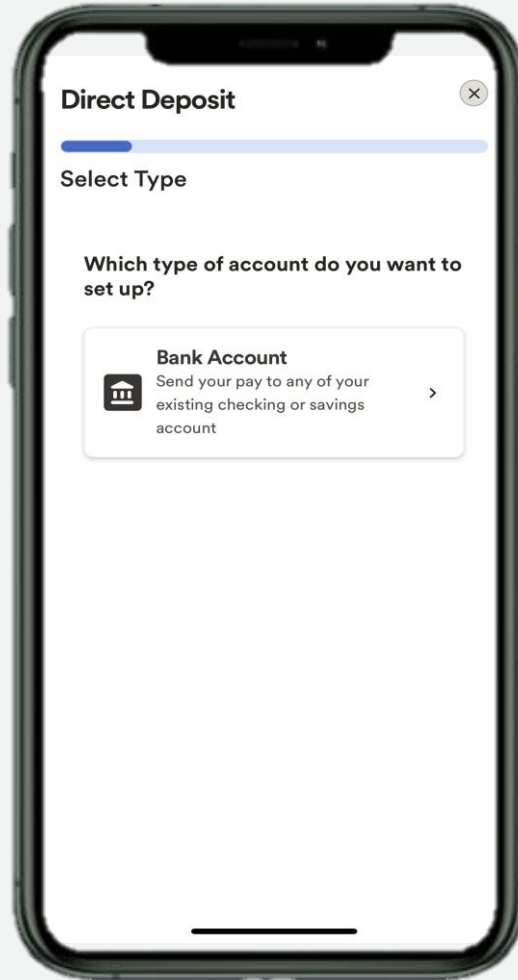
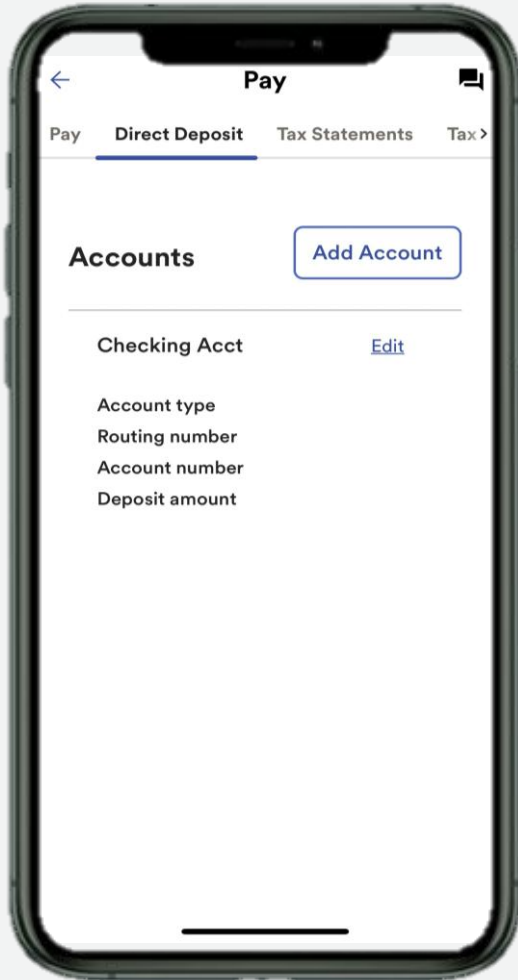
- The Pay screen gives you the option to view your current and historical pay statements.
- When selecting **View Details**, it will display your gross wages earned along with the breakdown of pay details.
 - You can also compare pay statements across multiple pay periods, along with viewing year-to-date earnings and deductions.
- You have the option to view your statement and print a copy.



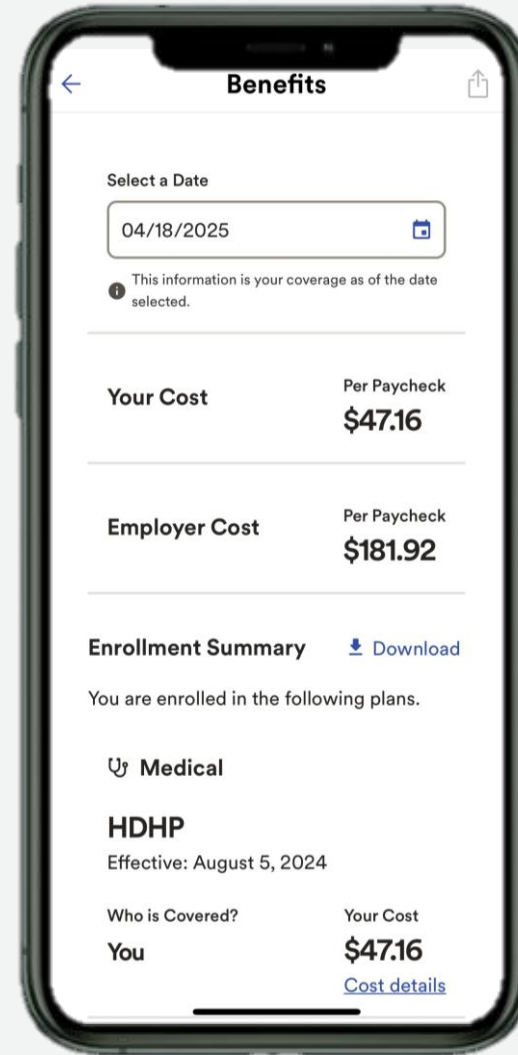
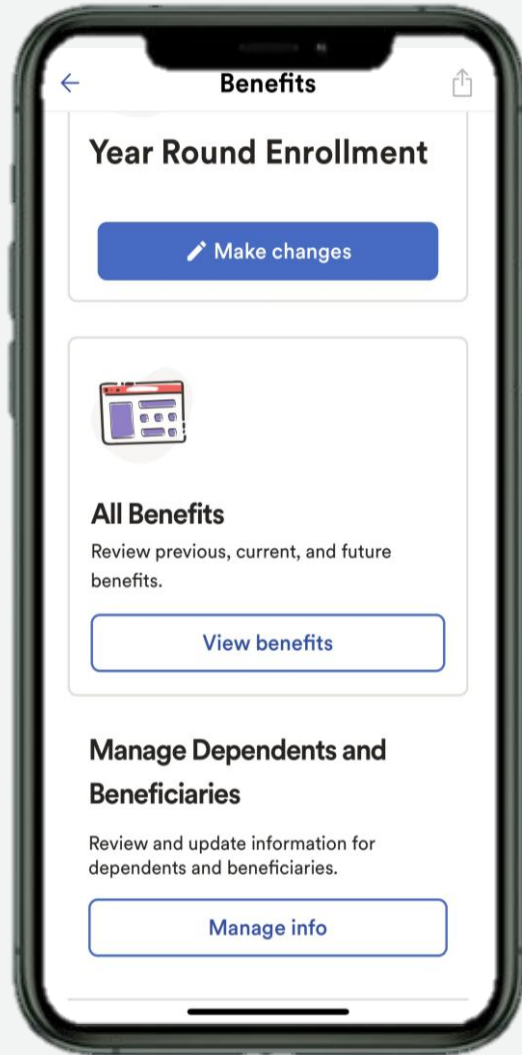
ADP MOBILE – TAX SCREENS



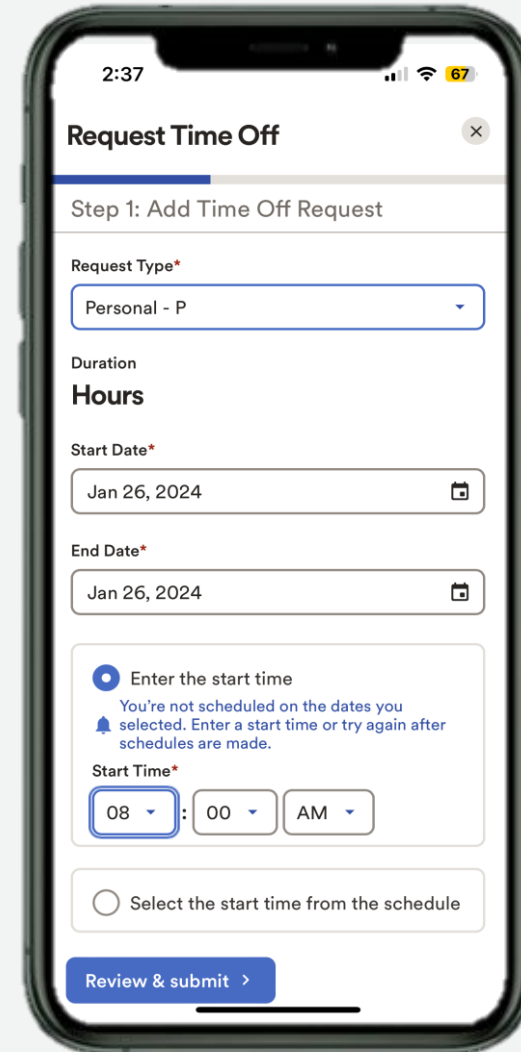
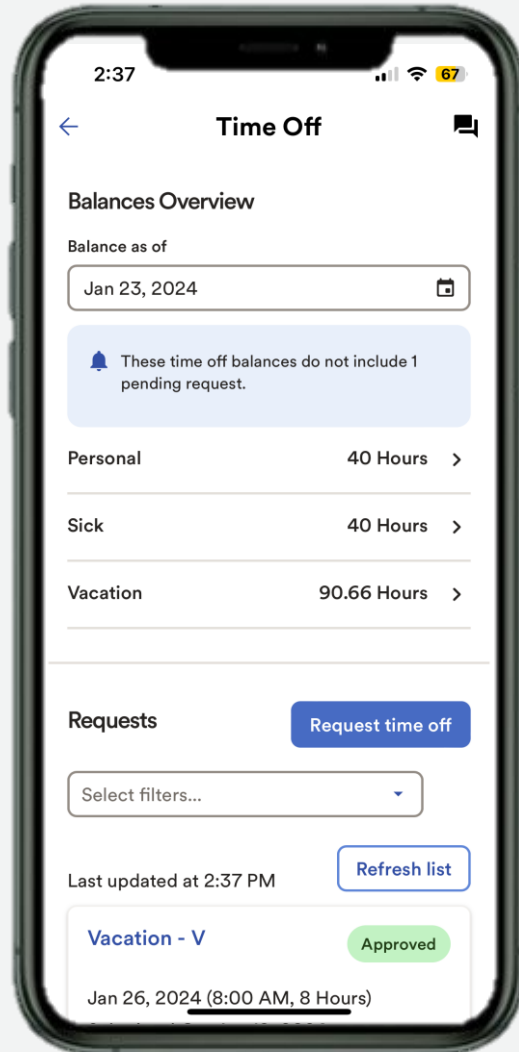
ADP MOBILE – DIRECT DEPOSIT



ADP MOBILE – BENEFITS SCREENS



ADP MOBILE – TIME OFF



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QUESTIONS?



THANK YOU!

