

# How to Use ADP Self Service

The new Employee Self Service system, accessible through the ADP Portal, allows employees to access their payroll statements and personal information on-line, 24 hours a day, 7 days a week.

You are able to make changes to your information in Employee Self Service. Unless otherwise noted, all changes will automatically pass over to the ADP database (and in the case of an address change, it will be automatically passed to the benefits vendors such as Anthem Delta Dental, etc.). All changes are monitored by HR or Payroll staff.

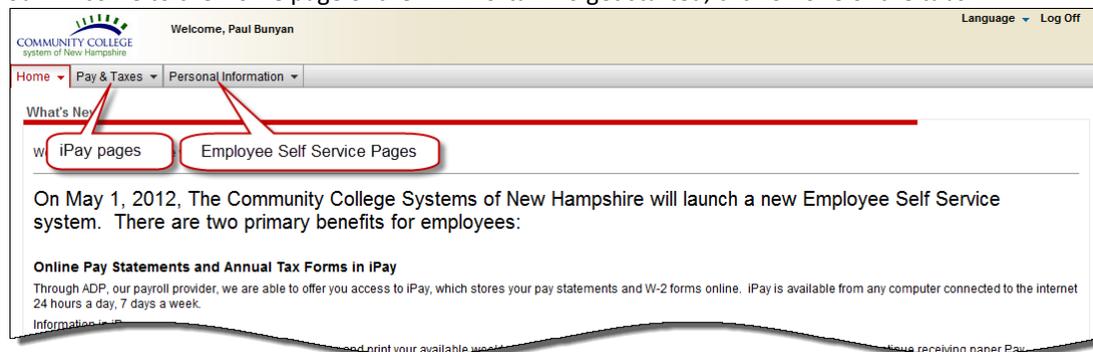
To access the new Employee Self Service system, you must first register for the Portal. Please see the guide “How to Register for the Portal” for easy instructions. Once you have your username and password for the Portal, you may log in.

## How to Log in to the Portal:

1. Go to <https://portal.adp.com>
2. Click on User Login

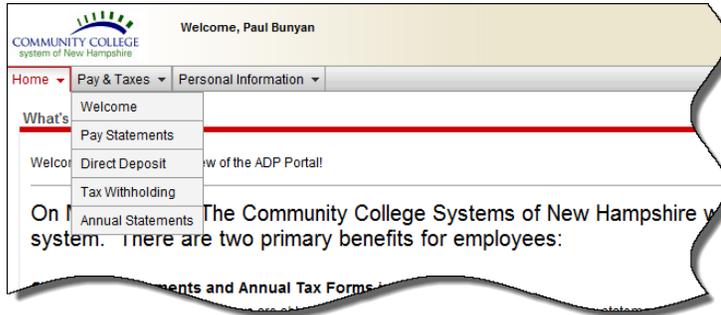


3. Enter your credentials
  - a. Your Username was provided to you when you registered. It is typically the first initial of your first name followed by your last name. It also includes the text @ccsnh. For example, **pbunyan@ccsnh**.
  - b. Your password is the one that you set up in Step 7 of the instructions “How to Register for the Portal”.
4. You will come to the Home page of the ADP Portal. To get started, click on one of the tabs.



## How to Navigate iPay

Click on the **Pay and Taxes** tab. The following pages are available:



1. **Pay Statements** - On this page you can view and print your available weekly Pay Statements. Prior employers' paychecks may appear here as well, if that employer used ADP to process payroll. If you are enrolled in direct deposit, iPay allows you to elect to 'go paperless' and discontinue receiving paper Pay Statements; and you may elect to receive an automated email message when the Pay Statement is available for viewing online.
2. **Direct Deposit**: You may add, delete and change your Direct Deposit accounts. Anytime you delete a direct deposit account, Payroll will hold this in a pending status until a new direct deposit account has been set up.
3. **Tax Withholding**: You may change your Federal W-4 tax elections.
4. **Annual Statements** - Here you can view the annual tax forms (ie., W-2 forms) available for viewing. Select the tax year to view details. Your annual statements remain on iPay for 3 years.

### Pay Statements Page

The first thing you may want to do is view your paycheck stubs.

Pay Statements

[Go Paperless](#) | [Select Notification Options](#) | [Change E-mail Address](#)

Pay Statements  Pay Adjustments

**Pay Statement Summary**

Paperless Pay Statements are now available with iPay!

This page displays the pay statement summary for the selected pay date. To view pay statement detail, click the appropriate underlined pay date.

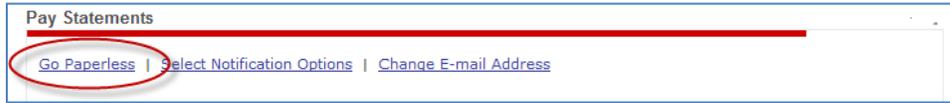
At this time you may discontinue receiving paper paychecks. To do this, click the 'Go Paperless' link at the top of this page. You can elect to receive your pay statement via direct deposit. To do this, click the 'Direct Deposit' link at the top of this page. You can elect to receive your pay statement via direct deposit. To do this, click the 'Direct Deposit' link at the top of this page.

Found 3 Rows per Page: 10

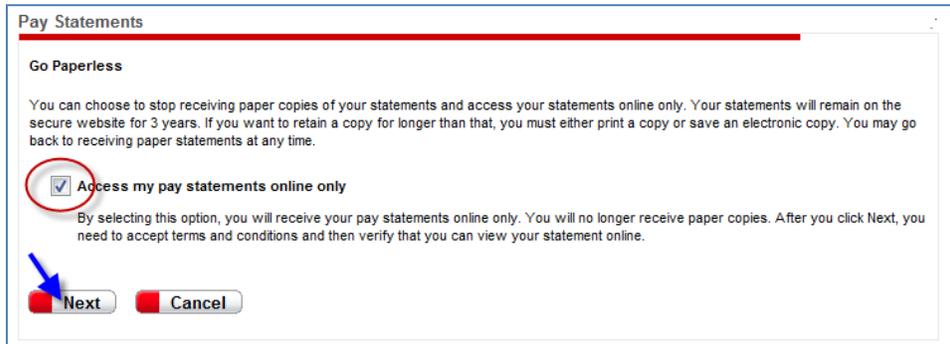
Pay Date	Check Number	Gross Pay	Net Pay 1	Net Pay 2	Net Pay 3
<a href="#">01/15/2009</a>	0000090000	\$9,999.99	\$9,999.99	\$99.99	\$999.99
<a href="#">05/25/2008</a>	0000030000	\$9,999.99	\$9,999.99	\$99.99	\$999.99
<a href="#">05/01/2008</a>	0000010000	\$9,999.99	\$9,999.99	\$99.99	\$999.99

If you participate in Direct Deposit and would like to **discontinue receiving printed paycheck statements**, follow these instructions:

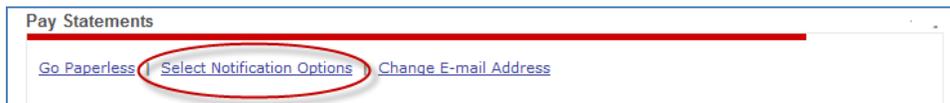
1. Press the **'Go Paperless'** link to get started.



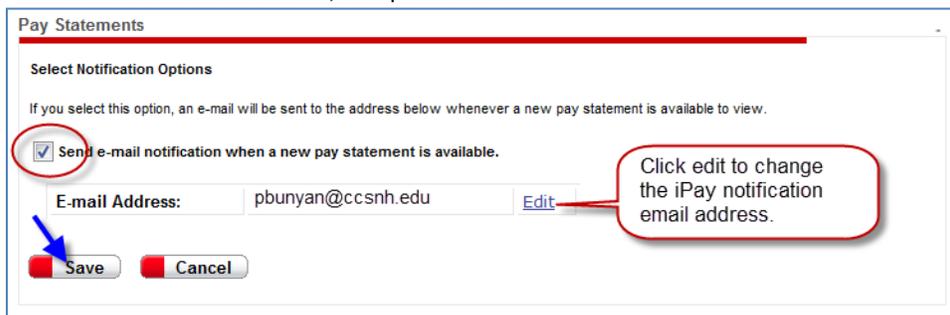
2. Check the Agreement box and press Next. On the following pages you will review and have the option to agree to certain conditions.



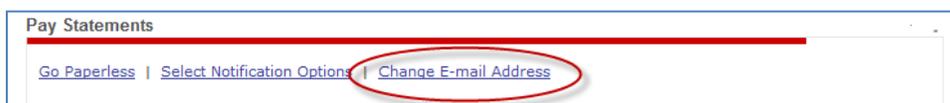
3. Click the 'Select Notification Options' link to manage these options and your iPay notification email address.



4. On the Select Notification Options page, ensure the check box is checked, enter or edit the iPay notification email address, and press Save.



Note: The 'Change E-mail Address' link brings you to the same page where you can change your iPay notification email address.



Direct Deposit Page

On this page you can view your current Direct Deposit Elections. Follow the easy to use instructions on the page to make changes. (Note – if you delete a Direct Deposit Account, the transaction will go into a Pending status until payroll has verified that you have another direct deposit account set up.)

**Direct Deposit** ?

Manage your Direct Deposit elections in iPay!  
 This page displays the direct deposit information currently in effect. To add a new Direct Deposit Account, press the Add New button. To change any of the accounts listed on this page, click on the account.  
 Please note that if you delete an account, this will go into a pending status until payroll has verified that a new or existing direct deposit account exists.  
**Note:** An asterisk (\*) identifies the account that will receive any pay that is not allocated.

Account	Bank Transit Number	Account Number	Deposit Amount
<input type="button" value="Add New"/>			

Adding a new account page:

**Direct Deposit** ?

Enter your changes and click Save.

Account:

Deposit Amount:  Full/Remaining  Partial Amount

Bank Transit Number:

Confirm Bank Transit Number:

Account Number:

Confirm Account Number:

Account Number:

Bank Transit Number:

Please agree to the following:  
 By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

Complete account fields here. Check the Agreement box and press Save.

Tax Withholding Page

On this page you can view your current Federal W4 Elections. Follow the easy to use instructions on the page to make changes.

**Tax Withholding**

Manage your Tax Withholding elections in iPay!  
 This page displays the tax withholding currently in effect. To change a tax withholding election, click on 'Federal' link in the Type column.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount	Additional Percent	Exemptions in Dollars (or other state specific exemptions)	Exempt from Federal Tax	Nonresident Alien
<a href="#">Federal</a>	XXXXXX	XXXXXX	99999.99	99999.99	99999.99	99999.99	XXXXXX	XXXXXX

## Annual Statements Page

To view a W2, click on the tax year.

Annual Statements

[Go Paperless](#) | [Select Notification Options](#) | [Change E-mail Address](#)

**Annual Statement Summary**

This page displays the annual tax forms available for viewing. Click the tax year to view details. Tax forms remain online for 3 years. **Note:** One of the forms available may be a W-2C, which is for a correction to your W2 information.

W2	1099
2011	

If you would like to **discontinue receiving printed W2 statements**, follow these instructions:

1. Press the '**Go Paperless**' link to get started.

Annual Statements

[Go Paperless](#) | [Select Notification Options](#) | [Change E-mail Address](#)

2. On the following pages you will review and have the option to agree to certain conditions.
3. Click the '**Select Notification Options**' link to manage these options and your Annual Statements notification email address.

Annual Statements

[Go Paperless](#) | [Select Notification Options](#) | [Change E-mail Address](#)

4. On the Select Notification Options page, ensure the check box is checked, enter or edit the Annual Statements notification email address, and press Save.

Annual Statements

**Select Notifications Options**

If you select this option, an e-mail will be sent to the address below whenever a new annual statement (W-2) is available to view.

Send e-mail notification when new annual statements are available.

E-mail Address:  [Edit](#)

Click edit to change the Annual Statements notification email address.

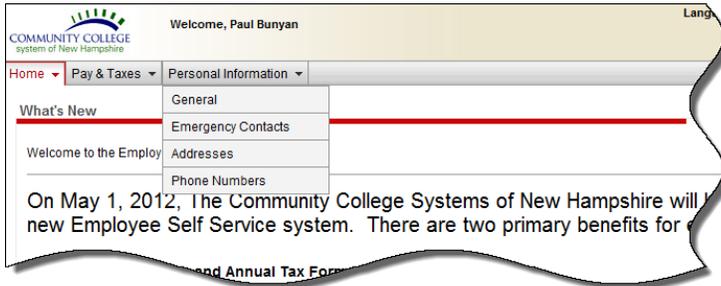
Note: The '**Change E-mail Address**' link brings you to the same page where you can change your Annual Statements notification email address.

Annual Statements

[Go Paperless](#) | [Select Notification Options](#) | [Change E-mail Address](#)

## How to Navigate Employee Self Service

Click on the **Personal Information** tab. The following pages are available:



1. **General:** You can view the personal information stored in your personnel record. To change any of this information, you must contact your Campus or System Office HR Representative.
2. **Emergency Contact Information:** You may add, delete and change your Emergency Contacts.
3. **Address:** You may change your address online – this will flow directly to the payroll and benefits systems, as well as to the benefit vendors (ie., Anthem) automatically.
4. **Phone Numbers:** You may add, delete and change your personal phone numbers.

### General Personal Information page

You can view the personal information stored in your personnel record. To change any of this information, you must contact your Campus or System Office HR Representative. Click the Reveal SSN link to temporarily display your Social Security Number

A screenshot of the 'Personal Information' page. The page title is 'Personal Information' with a question mark icon. Below the title, it says: 'The following personal information is stored in your personnel record. To change any of the information below, please contact your local HR representative.' Below this is a table of personal information. A red callout box points to the 'Social Security Number' field, which has a 'Reveal SSN' link next to it. The callout box contains the text: 'Click this link to temporarily display your Social Security Number.'

Personal Information	
Name:	Paul Bunyan
Employee ID:	7112375
Social Security Number:	XXXXXXXX <a href="#">Reveal SSN</a>
Birth Date:	06/03/1963
Gender:	Male
Race/Ethnicity:	White
Ethnic Group:	White
Marital Status:	Single
Military Status:	Not Indicated
Highest Education Level:	Not Indicated

## Emergency Contacts Page

On this page you can view any Emergency Contacts you have stored in your personnel record. Follow the easy-to-use instructions on this page to change, add or delete Emergency Contact information. (Important Note: this information does NOT feed the Campus Banner Emergency Alert System)

Name	Relationship	Primary Phone	Secondary Phone	Primary Contact
Bunyan, Polly	Spouse	603/234-5678	603/123-4567	Y

## Addresses Page

On this page you can view your Address which is stored in your personnel record. Follow the easy-to-use instructions on this page to change your Address. (Important Note: this information does NOT feed the Campus Banner Emergency Alert System)

ESS / iPay Confirmation Address  
ESS / iPay Confirmation E-mail Address: pbunyan@ccsnh.edu

Home Address

Street: 123 Main St.  
Apt/Suite:  
Other:  
City/Town: Derry  
State/Prov: New Hampshire  
Postal/ZIP: 12345  
Country: USA

pbunyan@ccsnh.edu

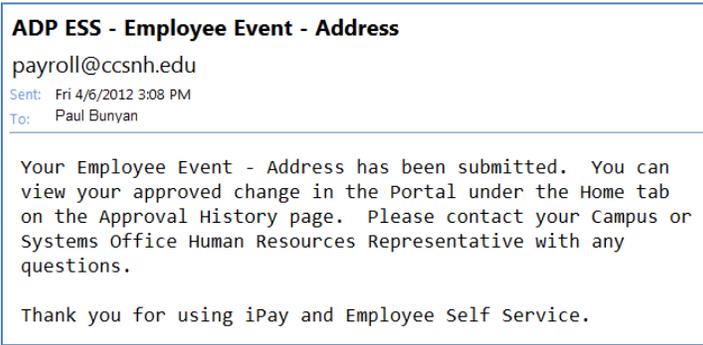
## Phone Numbers Page

On this page you can view your Phone Numbers which are stored in your personnel record. Follow the easy-to-use instructions on this page to add, delete or change your Phone Numbers. (Important Note: this information does NOT feed the Campus Banner Emergency Alert System)

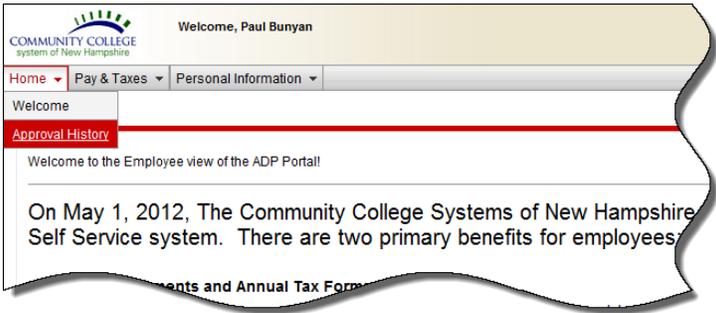
Type	Phone	Extension/PIN
Home Telephone	603/234-5678	

# How to View your iPay and Employee Self Service Changes

Each time a change made in iPay or ESS is successfully submitted, you will receive an email similar to the one below:



To see the changes ('Events') click on the **Home** tab and go to the Approval History page.



## Approval History Page

Approval History

Enter search criteria and click Find to refine Activity list. Click the Activity hyperlink to view the details of the event. Use the Action icons to view approval history, remove a row from the list or to recall a submitted event. Click the More Information link to view additional columns.

Status: All  
Employee Name:  Activity:   
Originator Name:  Last Action Date: From:  To:   
Worksheet ID:  Effective Date: From:  To:  Find Clear

More Information  
Found 3 Rows per Page 30

Activity	Employee Name	Originator Name	Date Submitted	Last Action Date	Status	Actions
<a href="#">Employee Event - Address</a>	Bunyan, Paul	Bunyan, Paul	04/06/2012 15:08:04	04/06/2012 15:08:06	Completed	
<a href="#">Employee Event - Phone Numbers</a>	Bunyan, Paul	Bunyan, Paul	04/06/2012 14:37:17	04/06/2012 14:37:18	Completed	
<a href="#">Employee Event - Emergency Contacts</a>	Bunyan, Paul	Bunyan, Paul	04/06/2012 14:36:38	04/06/2012 14:36:40	Completed	

Print

Click the Activity link to view the information that was changed.

Click the round icon to see details of the Action

Status of 'Completed' indicates the change has been successfully passed to the ADP data base.