

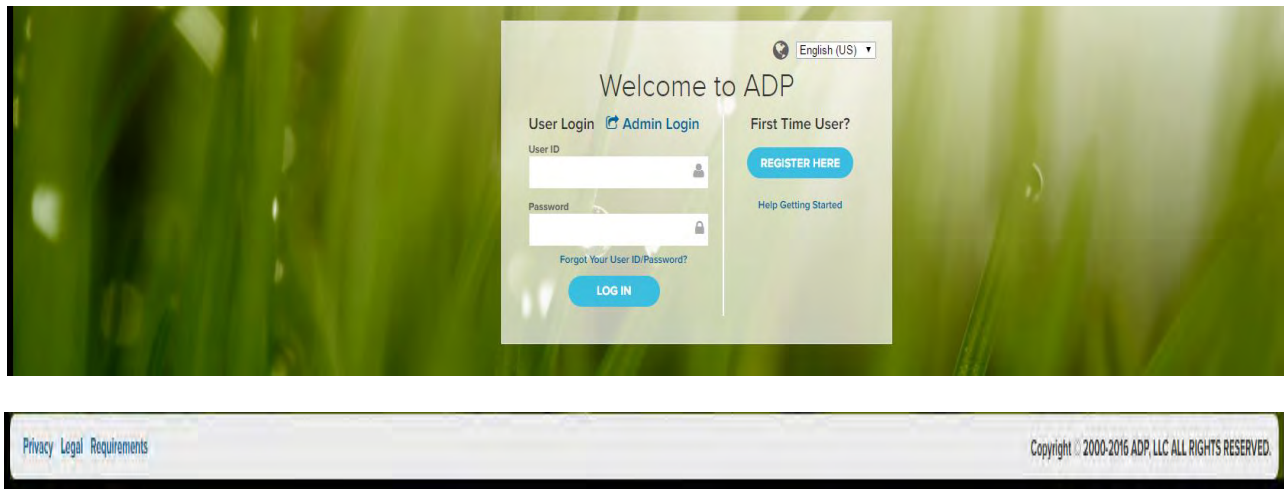
All New hires, Working interviews and Temporary employees must register for ADP self-serve portal on hire date.

Go to ADP portal website: <https://workforcenow.adp.com>

New hire, Working interviews and Temporary employees will need a personal email handy to register.

Click on "First Time Users Register Here"

Registration Code: southtexad-650



All New Hires, Working Interview, and Temporary employees make the following changes in ADP self-service portal:

- 1. Benefit Enrollment
- 2. Address changes
- 3. Direct deposit add/change/delete
- 4. W-4 changes
- 5. Print W-2 Forms
- 6. Print paycheck stubs

Instructions for printing w-2 and pay statements, changing address, direct deposit and W-2 exemptions:

Benefits Enrollment:

- a. click--"Myself"
- b. click "Benefits"
- c. click "Enrollments"
- d. start enrollment by clicking icon under "Action"

Print W-2:

- a. click--"Myself"
- b. click--"Pay"
- c. click--"~Annual Statements"
- d. click year (2016)
- e. click printer icon at top right of screen

Address change:

- a. click "Myself"
- b. click--"Personal Information"
- c. click—" Personal Profile"
- d. click on Pen Icon under Addresses
- e. click--"Update information"
- f. type in changes
- g. Done

Direct deposit:

To add an account:

- a. click "Myself"
- b. click "Pay"
- c. click "Direct Deposit"
- d. click "Add "
- e. enter information
- f. Save

To delete an account:

- a. click "Myself"
- b. click "Pay"
- c. click "Direct Deposit"
- d. click "Checking" or "Savings" under Account
- e. click "Delete" on bottom right-hand side of page
- f. Save

W-4 changes:

To add an account:

- a. click "Myself"
- b. click "Pay"
- c. click "Tax Withholding"
- d. click "Federal"
- e. enter information.
- f. Save

Pay Statements:

To print pay statement:

- a. click "Myself"
- b. click "Pay "
- c. click "Pay Statements"
- d. click "Pay Date" highlighted in blue
- e. click print icon