NEW Student Workers: ADP Self-Service Portal

Setting Up New User ID & Password

Go to https://portal.adp.com or Click on ADP Self Service icon on Desktop

Please give H.R. 48 hrs to process your Contract before Registering!
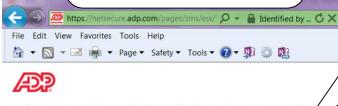**If it doesn't work, wait 24 hrs. and try again before calling.** ☺

Click on **First Time Users Register**

This site requires Microsoft Internet Explorer Version 6.0 or higher.

Take your time and follow each direction carefully, the System is very sensitive/secure and doesn't allow much room for error.

Before you register, help us find you in our records.

Registration code* | evangel-12-payroll

What is this?

Registration Code
(Type in the text box):

evangel-12-payroll

Click "**Go**" until you've answered all the questions, especially the required fields (Legal Name, SSN, Email, and Security Questions – remember your answers!)

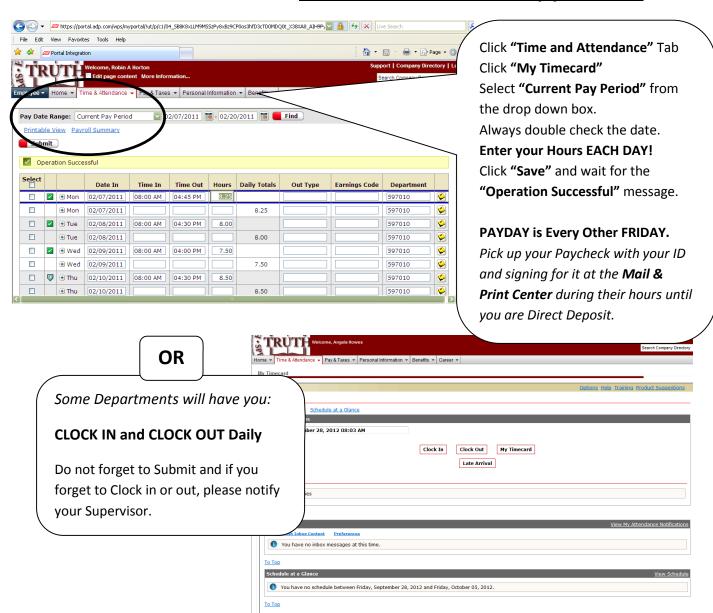**Be sure to *MEMORIZE*** **your *User ID* & *Password* & *SECURITY* information!**

USER ID will contain your first initial and last name @evangel-12. (Ex: jdoe@evangel-12)

PASSWORD is case sensitive. It has to be at least 8 characters long and include one number or symbol.

Take the time **RIGHT NOW** to log in to your email account and get the **activation code**! Then click "Next" and Review the Information on Step 7 and **SUBMIT** to confirm.

LOG YOUR HOURS Each Day you Work:

Click **"Time and Attendance"** Tab
Click **"My Timecard"**
Select **"Current Pay Period"** from the drop down box.
Always double check the date.
Enter your Hours EACH DAY!
Click **"Save"** and wait for the **"Operation Successful"** message.

PAYDAY is Every Other FRIDAY.
*Pick up your Paycheck with your ID and signing for it at the **Mail & Print Center** during their hours until you are Direct Deposit.*

OR

Some Departments will have you:

CLOCK IN and CLOCK OUT Daily

Do not forget to Submit and if you forget to Clock in or out, please notify your Supervisor.

Locked Out of ADP??

Start by Resetting your Password!

☺ On ADP Portal Page, Click "Forgot your Password" and Follow Directions – Copy and Paste the Temporary Password by using Ctrl+C to Copy and Ctrl+V to Paste, NOT right-click with mouse.

PAYCHECK Features on the ADP Self-Service Portal:

DIRECT DEPOSIT (Full Amount):
*Go to the "**Pay & Taxes**" TAB
*Select "**Direct Deposit**" from Dropdown Menu
*Click "**Add New**"
***Account**: (From Dropdown Menu) For Checking Account: Select **"CK4 –Dir Dep 4-Checking"**
(Select SV4 for Savings, etc)
*Select "**Full/Remaining**" (by clicking the left circle)
*Enter **Routing/Account** #'s with NO SPACES and NO DASHES into the provides Boxes twice
(The system gives an example of where your bank information is located on a personal check. NOT available on a debit card OR a deposit slip)
*Check the **BOX** (to agree to have your information ran with your Bank)   *Click "**SAVE**"

If you are interested in Voluntary deposit into your **STUDENT ACCOUNT**, please see Robin in HR to complete the paperwork EACH Academic Year.

You should get a Message that states "This is Pending Approval by your Administrator" and to Please Allow up to two full Pay Cycle for the System to Pre-note & Verify the info before taking effect… That means that you were successful. If the information is rejected by your Bank because of a closed account or wrong information, we will contact you via email within 2-3 weeks. ☺

You can View your **Paycheck Stubs / Earnings Statements** and Print them any time from any computer. *ADP keeps three years' worth on file online for you.*

Go to the **"Pay & Taxes"** Tab, Select **Pay Statements**

Also, your W-2s (Annual Statements): These are needed to file Income Tax Returns and FAFSA Application.

Please use the **"Personal Information"** Tab to keep your Permanent Address and information up to date.