

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**



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

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:

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department
<input type="checkbox"/>	Mon	02/07/2011	08:00 AM	04:45 PM	8.25				597010
<input type="checkbox"/>	Mon	02/07/2011				8.25			597010
<input type="checkbox"/>	Tue	02/08/2011	08:00 AM	04:30 PM	8.00				597010
<input type="checkbox"/>	Tue	02/08/2011				8.00			597010
<input type="checkbox"/>	Wed	02/09/2011	08:00 AM	04:00 PM	7.50				597010
<input type="checkbox"/>	Wed	02/09/2011				7.50			597010
<input type="checkbox"/>	Thu	02/10/2011	08:00 AM	04:30 PM	8.50				597010
<input type="checkbox"/>	Thu	02/10/2011				8.50			597010

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:

Welcome, Robin A Horton

Employee Home Time & Attendance Pay & Taxes Personal Information Benefits

Direct Deposit

Enter your changes and click Save. To remove a d

Account: Dir Dep Chkg

Deposit Amount: Full/Remaining Partial Amount

Routing Number:

Account Number:

Account Number: 123456789

Routing Number: 123456789

Please agree to the following:

☐ By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my emp

Save Cancel Reset Delete

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.

Welcome, Robin A Horton

Support | Compa

Time & Attendance Pay & Taxes Personal Information Benefits Career

Pay Statements

Direct Deposit

Tax Withholding

Annual Statements

Earnings Statement

Period Ending: 02/06/2011

Pay Date: 02/11/2011

EVANGEL UNIVERSITY

1111 NORTH GLENSTONE

SPRINGFIELD, MO 65802

Taxable Mortal Status: Married

Exemptions/Allowances: 1

MO: 0

Social Security Number: XXX-XX-8881

Other Benefits and Information

Group Term Life 1.10

Sick 150.06

Vac 26.16

Financial Tools

Click a link to help yo your most important

Salary Paycheck Cal

Hourly Paycheck Cal

Gross Pay Calculato

401k Planner

403(b) Planner

Employee Stock Opti

W-4 Assistant

Tools & Links

My 401K

My Expenses

My Hours