

Employee Reference for MyADP

Learn about employee-specific features



Always Designing for People™

Self-Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to my.adp.com.
2. Click **New User? Get Started**
3. Select between the two options: **I HAVE A REGISTRATION CODE** and follow the prompts to complete your registration. Use this registration code: **OVGLLC-1234**.

Signing In

1. Go to my.adp.com.
2. Enter your **User ID** and your **Password** that you set up when you completed self-registration.
3. Click **Sign In**.


Forgot User ID

1. Click **Forgot Your User ID?**
2. Enter your First Name, Last Name, and way to be contacted.
3. Click **Next**.

Forgot Password

1. Click **Forgot Your Password?**
2. Enter your email or phonenumber.
3. Click **Next**.

For further assistance, contact the helpdesk

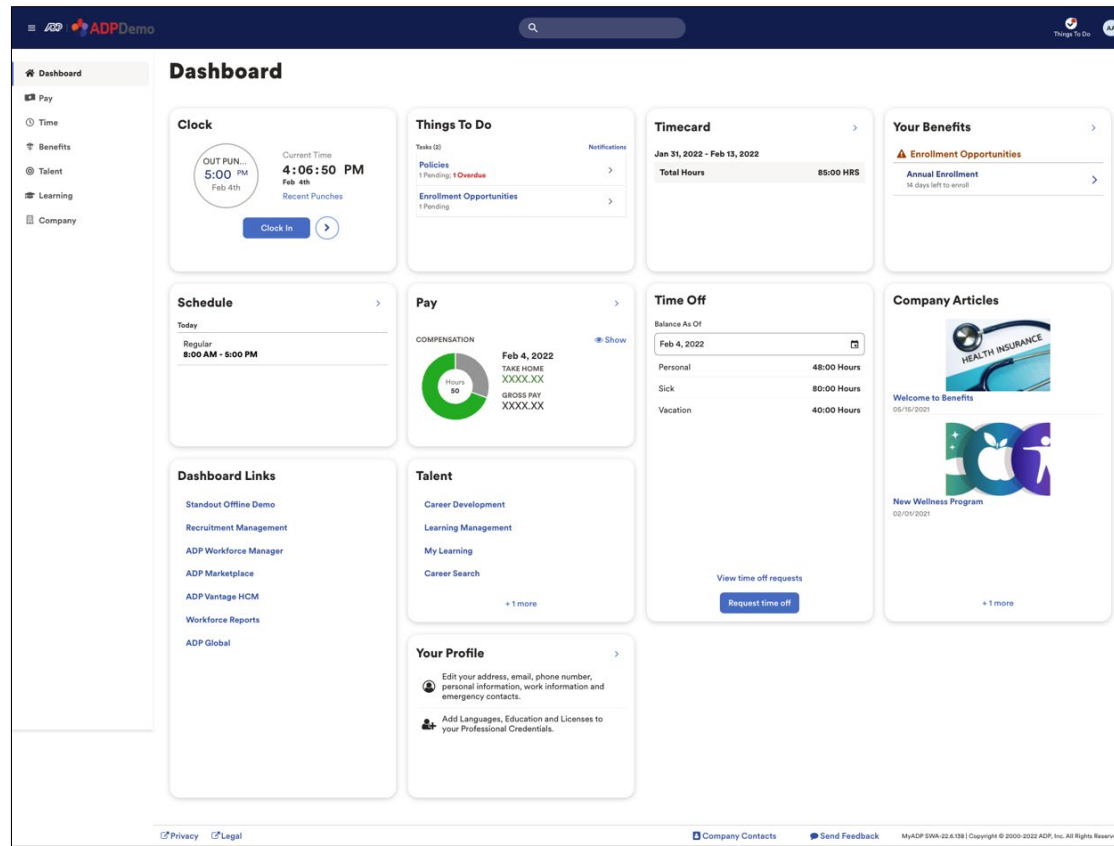


The screenshot shows the 'Sign in to ADP' page. At the top, there is a lock icon and the title 'Sign in to ADP'. Below the title is a 'User ID' label and a text input field with a search icon on the right. Underneath the input field is a checkbox labeled 'Remember User ID' with an information icon. A 'Next' button is centered below the checkbox. At the bottom of the form area, there is a link 'Forgot your user ID?'. Below a horizontal line, there is a link 'New user ? Get started'.

Welcome to MyADP: Managing Your Data and Information

Now you have one central location to access and update personal, payroll, and tax information.

Depending on which ADP services your company uses, you may also be able to access your time and attendance activities, benefits information, pay, and much more.



Payroll Information

The Pay page provides quick, summarized access to all your pay-related information. You can view up to three years of your pay information, including your W-2s, 1099s, and 1095Cs. Depending on your company services, you can also manage your direct deposit and tax withholding information.

(1) Current Pay Information

(2) Pay History

The screenshot shows the ADP Pay portal interface. The main content area is titled "Pay" and includes a "My Pay" section with a table of pay history, a "Current" pay summary, a donut chart, and a "Direct Deposit" section. The "My Pay" table shows pay history from January to May 2016. The "Current" section shows a take-home pay of \$827.31 for May 5, 2016. The donut chart shows 90% take-home pay and 10% taxes. The "Direct Deposit" section shows a checking account with a remaining balance of \$4,000.00. The "Tax Withholding" section shows a list of states with dropdown menus for selection. Annotations 1-4 point to the current pay summary, pay history table, direct deposit management button, and tax withholding section respectively.

Year	Take Home	Hours	Gross
May 5, 2016	\$827.31	40	\$920.00
Apr 8, 2016	\$827.31	40	\$920.00
Mar 25, 2016	\$827.31	40	\$920.00
Mar 11, 2016	\$827.31	40	\$920.00
Feb 26, 2016	\$827.31	40	\$920.00
Feb 12, 2016	\$827.31	40	\$920.00
Jan 29, 2016	-	-	-

Type	Units	Rate	Amount
Regular	40	--	\$920.00
Taxes			-\$92.69
Take Home			\$827.31

(3) Access to Direct Deposit

(4) Access to Tax Withholding and Tax Statements

Tax Withholding

Tax Withholding allows you to set up and manage your income tax withholding on the federal and state levels. You can generate electronically signed, fully compliant withholding certificates (W-4s), and since taxes can sometimes be overwhelming, there is a guided experience with a conversational tone that combines extensive contextual help including tips, info messages, and links out to additional jurisdiction resources including secondary forms.

(1) State Tax Withholding Process

Federal Tax Withholding (W-4)

0%

Hi Paige, ready to set up your income tax withholding?

Answer a few questions about yourself to let your employer know how much to withhold for your federal income tax. When you're done, we'll submit it to your employer. You'll have the opportunity to print or download a copy for your records.

- The IRS has created the IRS Tax Withholding Estimator to help you get the most accurate withholding information. This is a great tool for people with more complicated tax situations. Once you've completed your calculation, you can come back to this experience to file your form. Note that you cannot use the estimator if you're a nonresident alien.
[View IRS Tax Withholding Estimator](#)
- If you don't complete this form, your employer is required to withhold income tax at the highest default status.

[Let's Begin >](#)

(2) Federal Tax Withholding Process

Federal Tax Withholding (W-4)

30%

What filing status do you want to use?

- Single or Married Filing Separately
You're single or divorced at the end of the year.
- Married Filing Jointly (or Qualifying Widow(er))
You plan to file your tax return with your spouse.
- Head of household
You're single and take care of at least one dependent.

Not sure about this?
Your status could have a big impact on how much income tax you pay. Each status has a different withholding rate. Choose a filing status that fits your marital status and family situation. If you qualify for more than one status, choose the option that best represents your situation. If your marital status changes during the year, make sure to come back and update your information. Although some filing statuses are combined on your income tax withholding, they may be two different statuses on your income tax return.
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Direct Deposit

Direct Deposit allows you to manage all of your direct deposit accounts. In most cases, account information is validated in real time to ensure accuracy to get your money to your accounts as fast as possible.

(1) Click to add account

The screenshot shows a list of accounts under the heading "Accounts". There are two account entries, "Special funds" and "DS". Each entry has a table of details and an "EDIT" link. A red circle with the number "1" is placed over the "ADD ACCOUNT" button in the top right corner of the list.

Special funds		EDIT
Account Type	Checking	
Routing Number	XXXXX5278	
Account Number	XXXXX0001	
Deposit Amount	Remaining	

DS		EDIT
Account Type	Checking	
Routing Number	XXXXX5278	
Account Number	XXXXX0001	

(3) Enter your account details

3

The screenshot shows the "Enter Account" form. It includes fields for "Account Type" (set to CHECKING), "Routing Number" (121137522), "Confirm Routing Number" (121137522), "Account Number", and "Confirm Account Number". There is a checkbox for "I have received and agreed to the terms and privacy statement." and links for "Terms" and "Privacy Statement". A red circle with the number "3" is placed over the form fields.

(2) Select the type of account

2

The screenshot shows the "Direct Deposit" modal with the question "What type of account would you like to set up?". There is one option, "Direct Deposit", with a right-pointing arrow. A red circle with the number "2" is placed over the option.

(4) Select how much should be deposited in the account, by percentage or amount

4

The screenshot shows the "Deposit Amount" screen with the question "How much do you want to deposit in this account?". There are three radio button options: "Deposit full amount" (selected), "Deposit a percentage", and "Deposit fixed amount". A blue notification bar states "100% of your take home pay will be deposited into this account." A red circle with the number "4" is placed over the "Deposit full amount" option.

(5) Click Submit to finish

5

The screenshot shows the "Review Accounts" screen. It displays the account details for the selected account: "CHECKING", "Account Type", "Routing Number *****7522", "Account Number *****6789", and "Deposit Amount Full". A warning message states "We're verifying this account with your financial institution. It may take one or more pay periods to complete this process." A red circle with the number "5" is placed over the "Submit" button.

Profile

The Profile page allows you to view/update personal and work information, emergency contacts, skills, memberships, licenses, education, and more. You can customize your page with personal photos, messages about what you like to do and what is important to you.

Depending on your access permissions, you may not see all of the items described here.

(1) View your work info

(5) Share where you went to school

The screenshot shows the ADP Profile page for Kaley Clark. At the top, there is a navigation bar with the ADP logo and a search bar. Below the navigation bar is the user's profile header, which includes a profile picture, the name "Kaley Clark", and her title "Director, Business Services". Below the header is a "Configure This Page" button, highlighted with a red circle and the number 2. The main content area is divided into several sections, each with a red circle and a number: 1 on "Work Information", 3 on "Skills", 4 on "Org Chart", and 5 on "Education". The "Work Information" section shows the user's status as "Active", email address "Kaley.ClarkUAT@nc.com", and address "5800 Windward Parkway, Alpharetta, GA 30005, US". The "Org Chart" section shows the user's report chain, including Jonathan Jackson (VP of Operations Corporate) and Kaley Clark (Director, Business Services). The "Education" section has a red circle with the number 5. The "Skills" section has a red circle with the number 3. The "Licenses" section has a red circle with the number 4. The "Memberships" section has a red circle with the number 5. The "Career Mobility" section is also visible at the bottom.

(2) Configure what gets shared to the rest of the organization

(3) Share special work-related skills

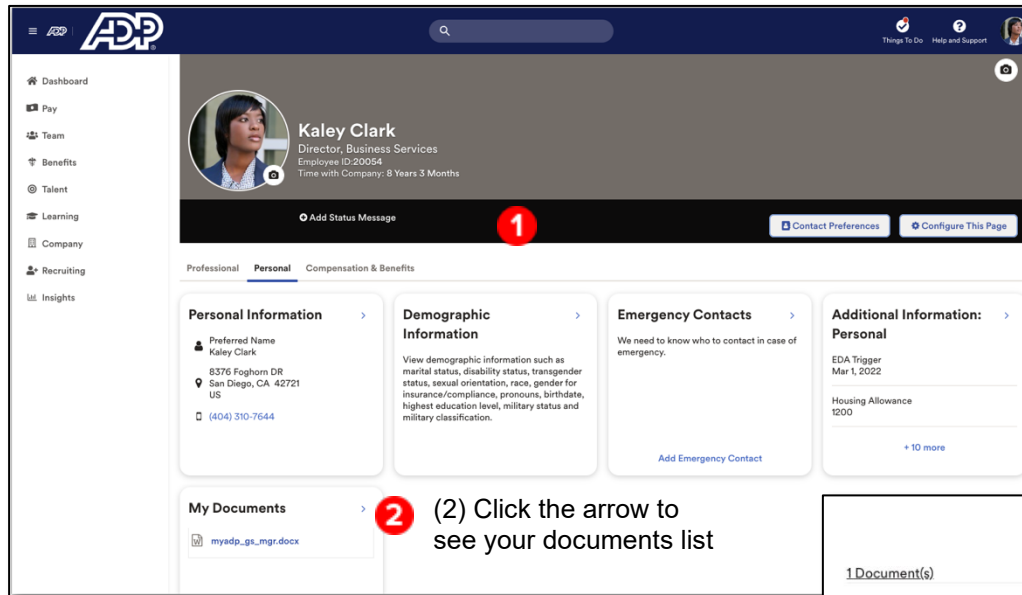
(4) View the Org Chart

My Documents

The **My Documents** feature provides employees with the ability to manage their personnel documents in **MyADP**. You can find the My Documents tile on the Profile page.

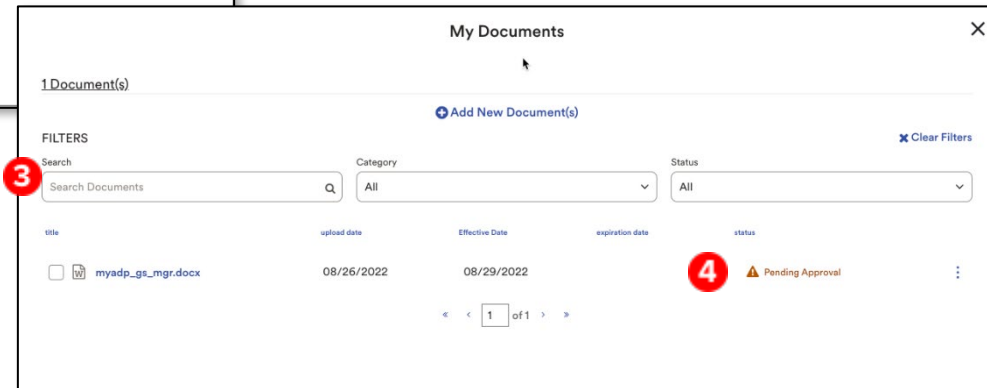
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(1) My Documents tile is on the Profile page, Personal tab



(2) Click the arrow to see your documents list

(3) Filter the documents list



(4) A warning will alert you if a document requires a signature or is pending for an approval

Company Page

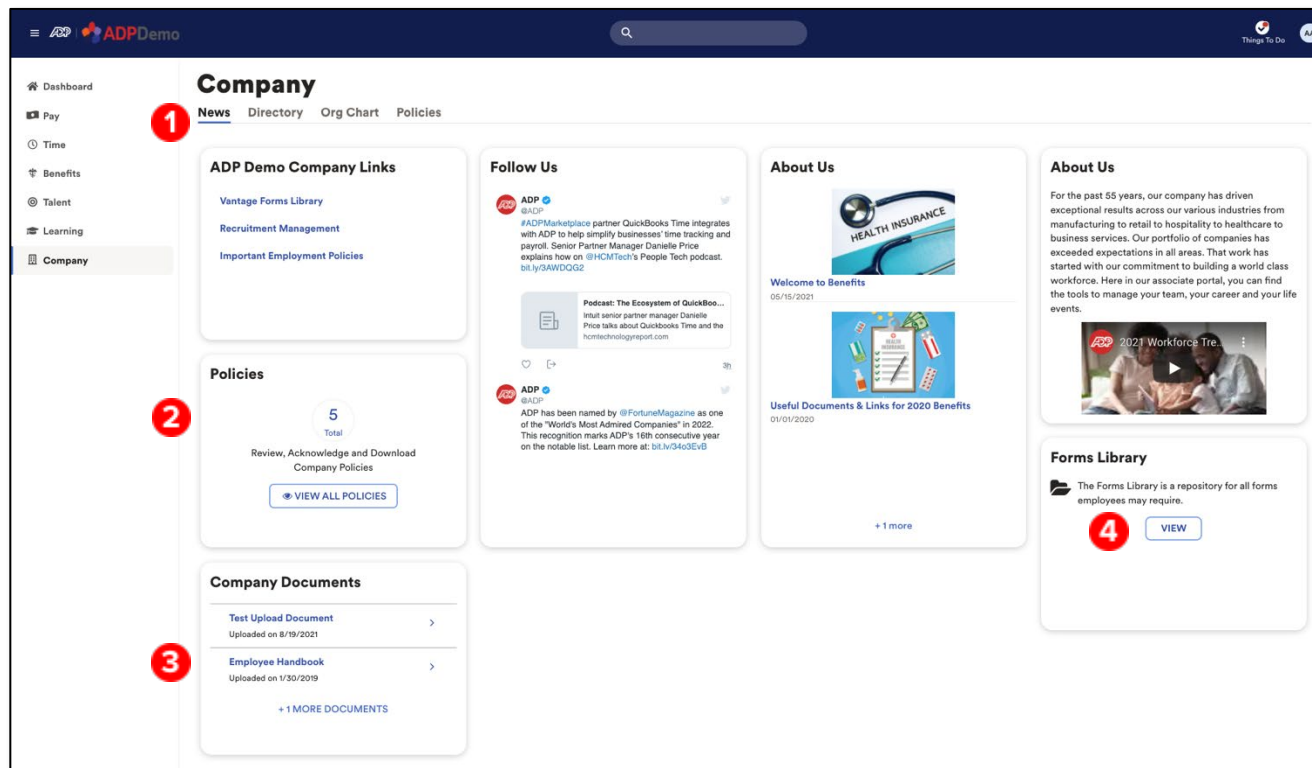
From here, you have a quick way to catch up on the company news that's important or relevant. You also have access to the company directory, the company org chart, and company polices that you're responsible to complete.

Depending on your access permissions, you may not see all of the items described here.

(1) From this banner you have access to your company's News, Directory, Org Chart, and Policies

(2) Access company policies

(3) Access to company provided quick links and documents



(4) Access the company Forms Library