

ADP WorkForceNow Instructions

We are pleased to announce ADP iPay Statements as a part of payroll going green. Through ADP, our payroll provider, we are providing electronic access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you will be able to make changes to your W-4, get payroll and HR forms, and view your direct deposit information.

We will be using the Payroll and Benefits Web for this great resource. All of the staff, faculty, and students currently have access to the Payroll and Benefits Web.

How to Register on the Payroll and Benefits Web.

1. Go to <https://workforcenow.adp.com>.
2. Click on "Register Here" under "First Time User?"
3. Read and accept the Terms and Conditions
4. Enter the **self Service Registration Pass Code** which is: **judsonu-payrollsignup**
Click Next
5. Enter the requested information on the "Verify Your Identity" screen
Please enter your name as it appears on your most recent pay statement. Enter your last 4 digits of your social security number.
6. Follow the prompts through the remaining steps entering the information that is requested
7. Step 7: Review and Submit
8. Click Log on. You can now access your earning statements by selecting the **Myself** tab and then Pay Statements.

If you have any questions feel free to contact:

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We hope you will enjoy using this feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information as we go green.

Sincerely,

Jeremiah Thompson
Personnel & Payroll Administrator