

Greetings!

Over the next few months, we will be moving all payroll processing to ADP. ADP is a global leader in the payroll industry and currently pays one out of every six employees in the United States. We are very excited about this transition and the numerous benefits that ADP has to offer—both to you as employees and in the Human Resource Office. Our first changes begin September 7! Please read below to make sure you know how to take advantage of the features.

Beginning September 7, 2012—pay stubs will be available on-line via a secure website (no more paper direct deposit statements will be delivered). Attached is a document on how to access your personal account with ADP. You can also find the instructions on the [HR Website](#). This access will also be available through smart phone and tablet applications. Application features include:

Current Features

- viewing of direct deposits
- printing pay stubs (if you have problems printing, please contact the Help Desk at 4294)
- viewing and printing W-2s (beginning with the calendar year 2012 W-2)

Future Features:

- changing your direct deposit information
- changing your federal tax withholding
- managing your benefits
- submitting and viewing timecard information (for hourly staff members and supervisors only)

By making the pay statements available on the web, annually approximately 18,000 direct deposit advices will not be printed and distributed in envelopes. Although we understand that some employees may still print their pay statements, we anticipate that this number will be significantly lower than the current amount. ***Please note that hourly employees will continue to enter their time in e-Services.***

We will keep you informed of other functions as they become available. In the meantime, please feel free to contact Crystal Mitchell at extension 4126 with any questions. If you have trouble establishing your account or printing the payment advices, please contact the Help Desk at extension 4294.