

Using the ADP Website for RSC Payrolls

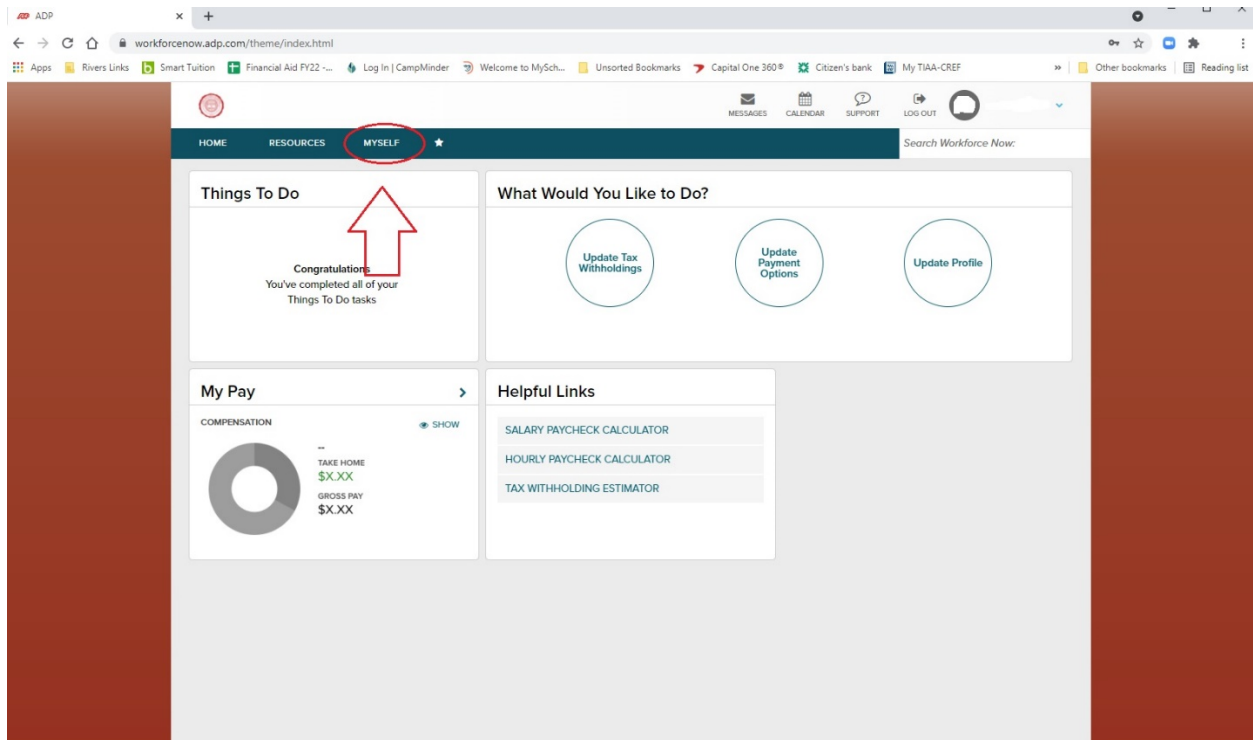
1. New Faculty
2. How to Access your Paystubs.
3. How to Change your Password
4. Other

New Faculty

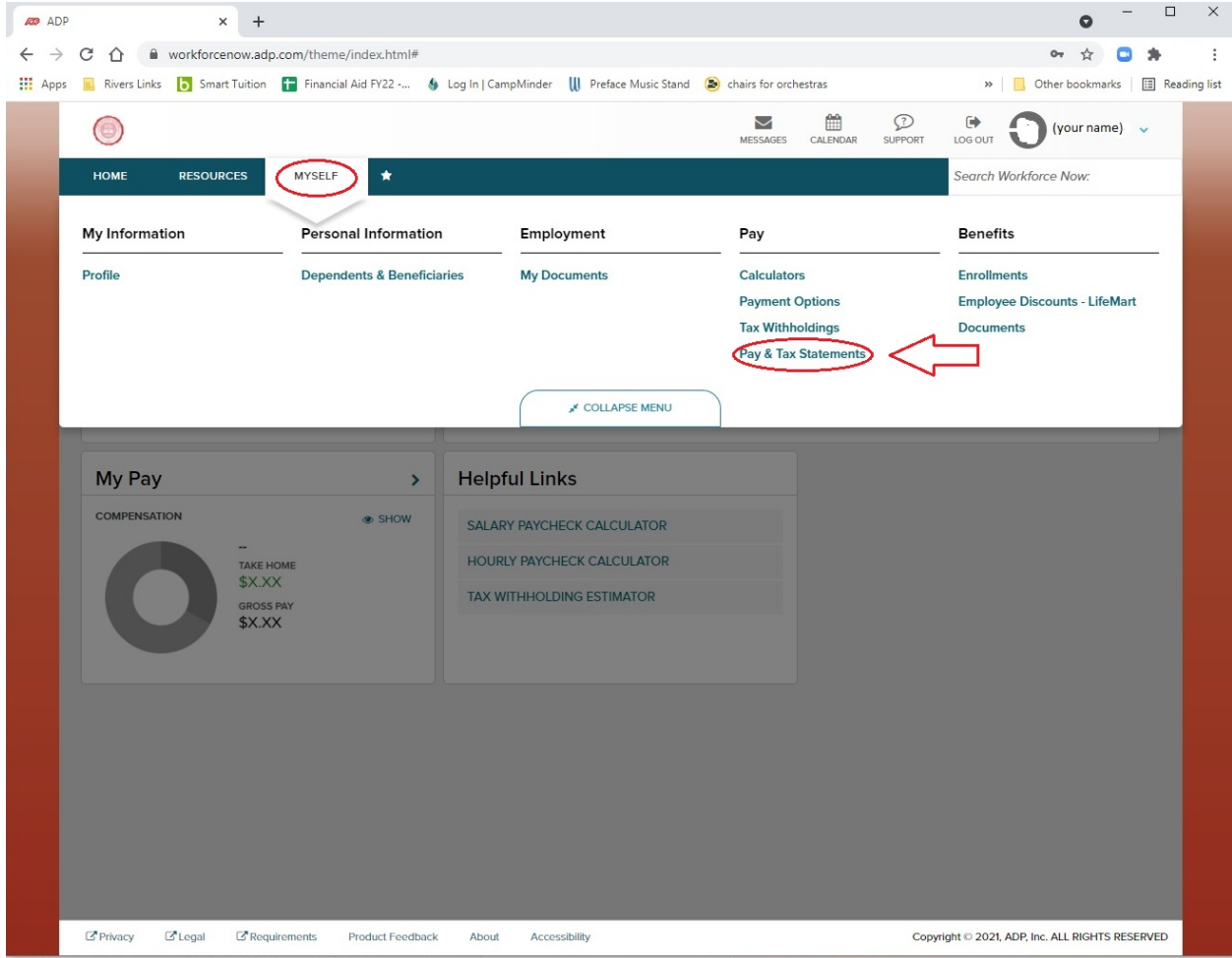
New faculty should watch for an email from **Rivers_School.HR@adp.com**. This will contain your computer-generated registration code to create an account at the ADP Payroll website. At this point you will be asked to create a login name and password. Please record this. Although I am an ADP administrator, I do not have access to your login/password, so I can't remind you what your password is.

All Faculty: How to Access Your Paystubs

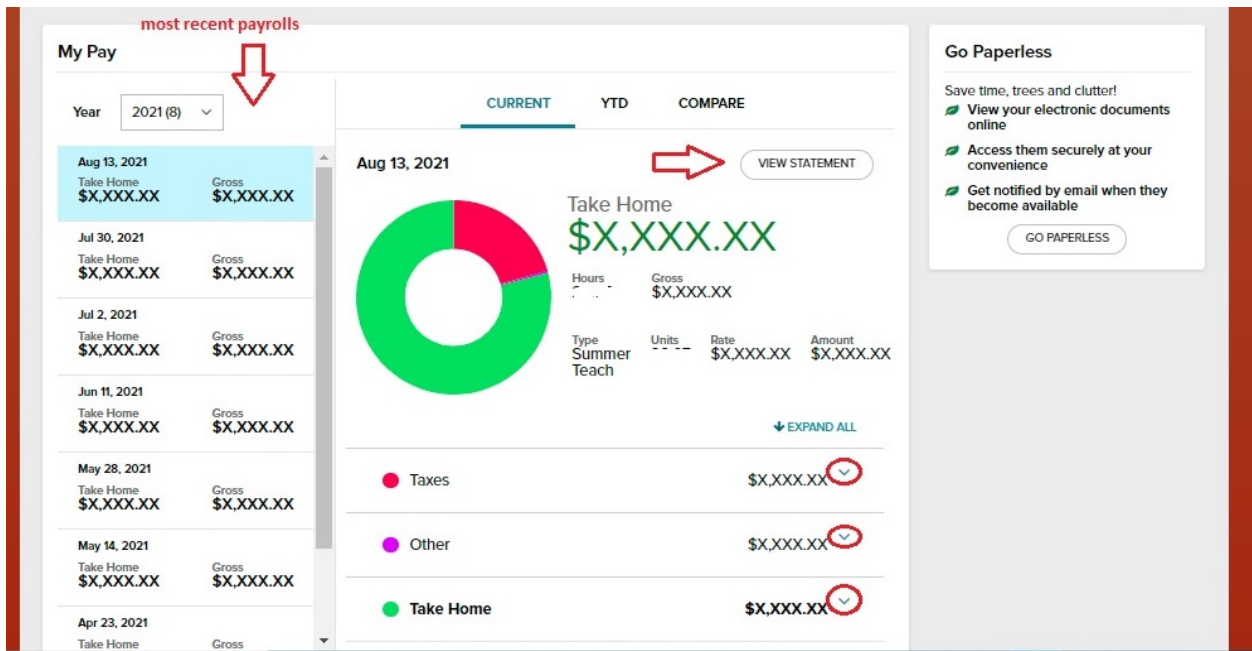
After logging into workforcenow.adp.com, click on the MYSELF dropdown menu (see below).



You will then see a dropdown menu appear. Click on the Pay & Tax Statements selection (see below).

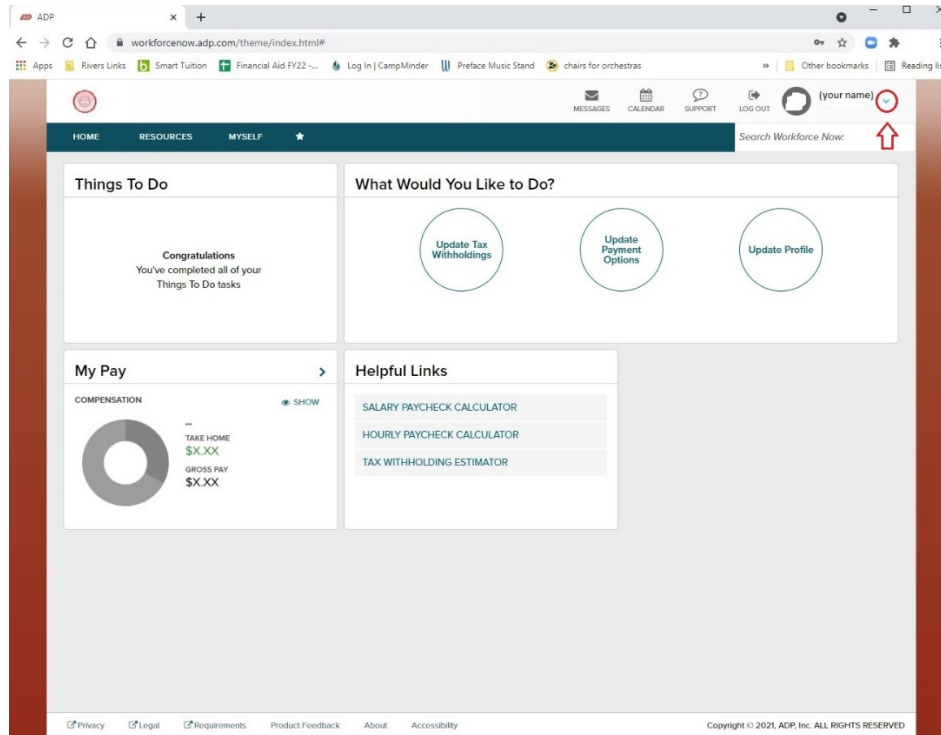


You will then see a screen similar to the one below. Note all options, indicated by red arrows or circles. Numbers will NOT be x'ed out.

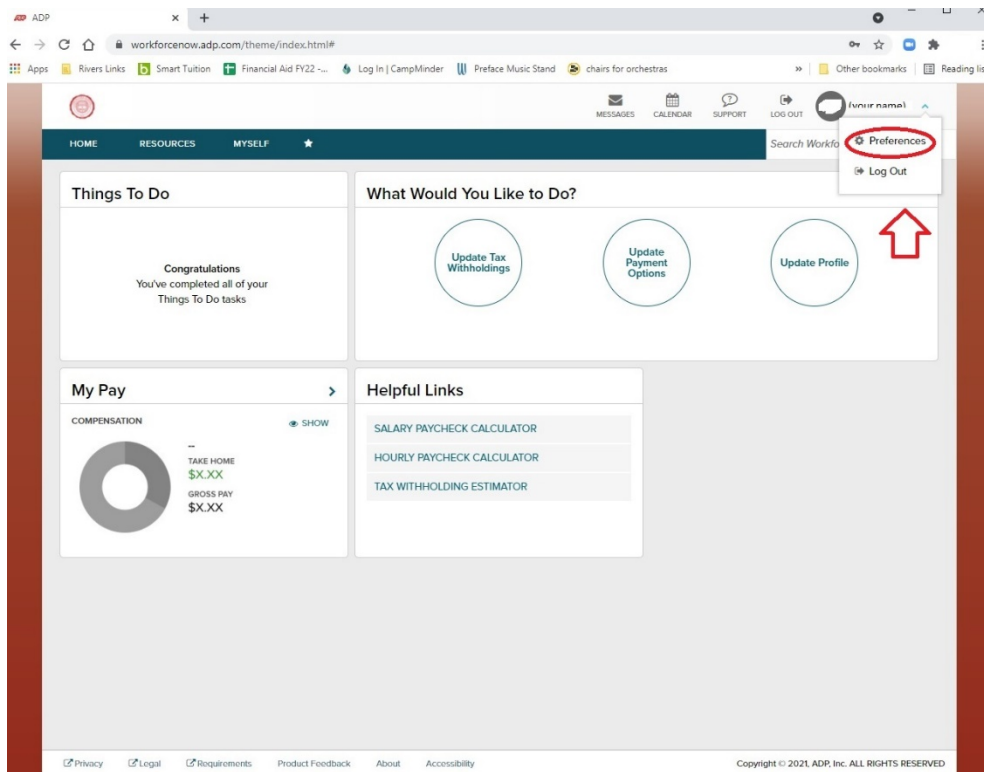


Customizing Your Password:

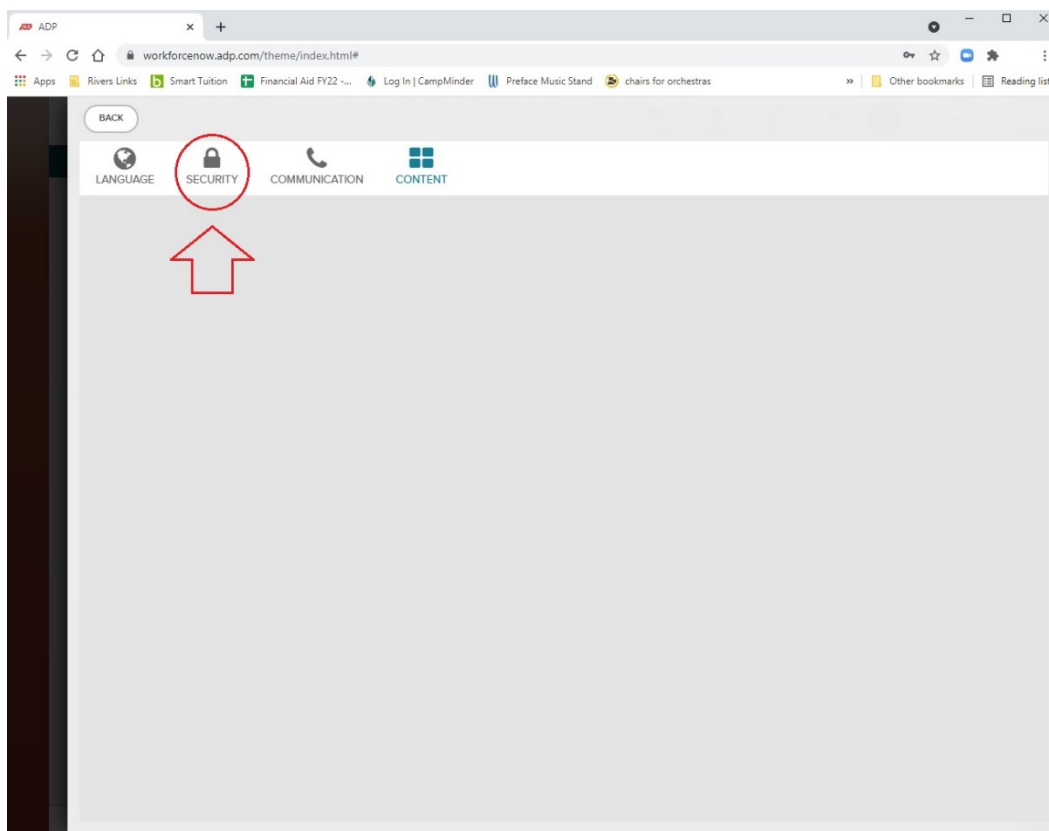
Log into workforcenow.adp.com using your computer-generated password. You will come to a page similar to the one below. You will see your name in the top right corner. Click on the down arrow that is circled in red, next to your name.



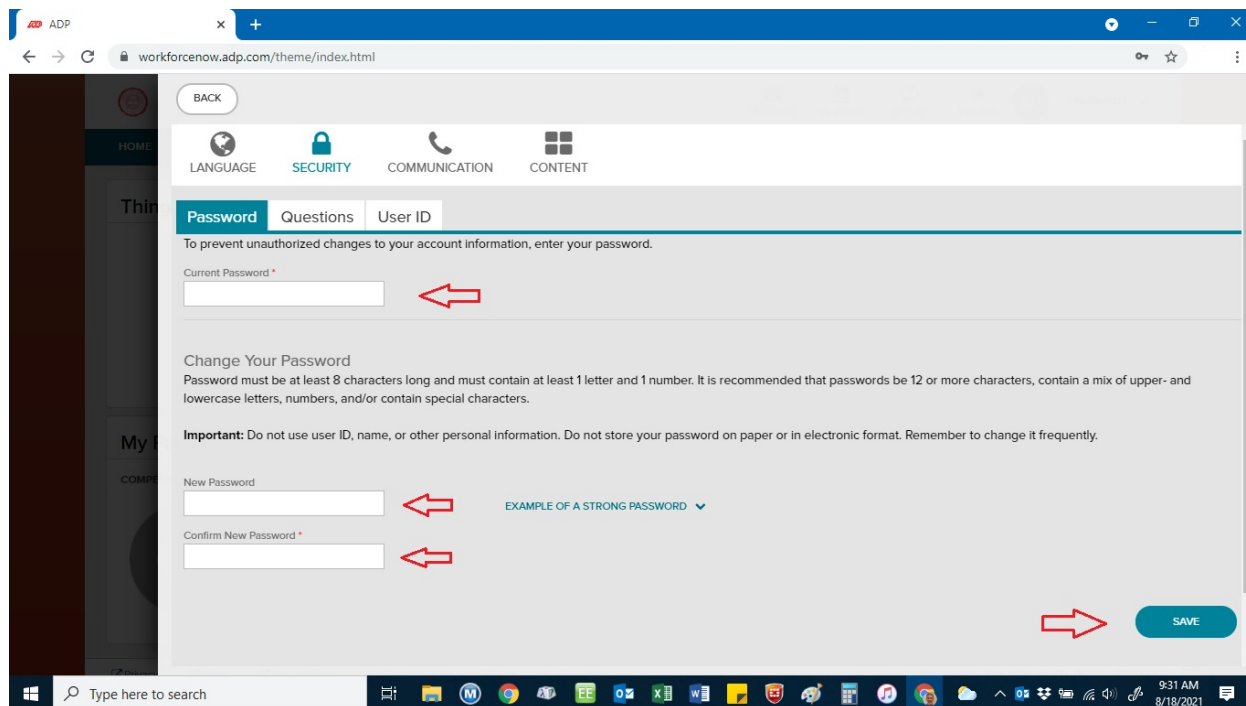
You will then see a small dropdown menu. Click on "Preferences." (see example below.)



You will then go to a different screen. Click on the button that says "SECURITY." (see example below.)



You will then go to a new screen. Here you must once again enter your computer-generated password, and then enter and reenter your personal password. Then click on SAVE. (see example below.)



Other:

You are encouraged to explore further options available on your own. You can also change your address or other personal information, change your tax withholding, access your tax forms, and other features.

Unfortunately, you cannot access payroll information from our previous payroll software here. If you require tax statements or payroll statements from before the April 9, 2021 payroll, please contact Lindsey Robb at l.robb@rivers.org or 339-686-2334.

If you have additional questions regarding payroll, please contact Lindsey Robb