How to Use ADP Self Service

The new Employee Self Service system, accessible through the ADP Portal, allows employees to access their payroll statements and personal information on-line, 24 hours a day, 7 days a week.

You are able to make changes to your information in Employee Self Service. Unless otherwise noted, all changes will automatically pass over to the ADP database (and in the case of an address change, it will be automatically passed to the benefits vendors such as Anthem Delta Dental, etc.). All changes are monitored by HR or Payroll staff.

To access the new Employee Self Service system, you must first register for the Portal. Please see the guide “How to Register for the Portal” for easy instructions. Once you have your username and password for the Portal, you may log in.

How to Log in to the Portal:

1. Go to http://portal.adp.com
2. Click on User Login

3. Enter your credentials
   a. Your Username was provided to you when you registered. It is typically the first initial of your first name followed by your last name. It also includes the text @ccsnh. For example, pbunyan@ccsnh.
   b. Your password is the one that you set up in Step 7 of the instructions “How to Register for the Portal”.

4. You will come to the Home page of the ADP Portal. To get started, click on one of the tabs.
How to Navigate iPay

Click on the **Pay and Taxes** tab. The following pages are available:

1. **Pay Statements** - On this page you can view and print your available weekly Pay Statements. Prior employers’ paychecks may appear here as well, if that employer used ADP to process payroll. If you are enrolled in direct deposit, iPay allows you to elect to ‘go paperless’ and discontinue receiving paper Pay Statements; and you may elect to receive an automated email message when the Pay Statement is available for viewing online.
2. **Direct Deposit**: You may add, delete and change your Direct Deposit accounts. Anytime you delete a direct deposit account, Payroll will hold this in a pending status until a new direct deposit account has been set up.
3. **Tax Withholding**: You may change your Federal W-4 tax elections.
4. **Annual Statements** - Here you can view the annual tax forms (i.e., W-2 forms) available for viewing. Select the tax year to view details. Your annual statements remain on iPay for 3 years.

**Pay Statements Page**

The first thing you may want to do is view your paycheck stubs.
If you participate in Direct Deposit and would like to **discontinue receiving printed paycheck statements**, follow these instructions:

1. Press the ‘Go Paperless’ link to get started.

2. Check the Agreement box and press Next. On the following pages you will review and have the option to agree to certain conditions.

3. Click the ‘Select Notification Options’ link to manage these options and your iPay notification email address.

4. On the Select Notification Options page, ensure the check box is checked, enter or edit the iPay notification email address, and press Save.

   Note: The ‘Change E-mail Address’ link brings you to the same page where you can change your iPay notification email address.
**Direct Deposit Page**

On this page you can view your current Direct Deposit Elections. Follow the easy to use instructions on the page to make changes. (Note – if you delete a Direct Deposit Account, the transaction will go into a Pending status until payroll has verified that you have another direct deposit account set up.)

**Adding a new account page:**

**Tax Withholding Page**

On this page you can view your current Federal W4 Elections. Follow the easy to use instructions on the page to make changes.
To view a W2, click on the tax year.

If you would like to **discontinue receiving printed W2 statements**, follow these instructions:

1. Press the ‘Go Paperless’ link to get started.

2. On the following pages you will review and have the option to agree to certain conditions.

3. Click the ‘Select Notification Options’ link to manage these options and your Annual Statements notification email address.

4. On the Select Notification Options page, ensure the check box is checked, enter or edit the Annual Statements notification email address, and press Save.

   **Note:** The ‘Change E-mail Address’ link brings you to the same page where you can change your Annual Statements notification email address.
How to Navigate Employee Self Service

Click on the **Personal Information** tab. The following pages are available:

1. **General**: You can view the personal information stored in your personnel record. To change any of this information, you must contact your Campus or System Office HR Representative.
2. **Emergency Contact Information**: You may add, delete and change your Emergency Contacts.
3. **Address**: You may change your address online – this will flow directly to the payroll and benefits systems, as well as to the benefit vendors (i.e., Anthem) automatically.
4. **Phone Numbers**: You may add, delete and change your personal phone numbers.

**General Personal Information page**

You can view the personal information stored in your personnel record. To change any of this information, you must contact your Campus or System Office HR Representative. Click the Reveal SSN link to temporarily display your Social Security Number.
**Emergency Contacts Page**

On this page you can view any Emergency Contacts you have stored in your personnel record. Follow the easy-to-use instructions on this page to change, add or delete Emergency Contact information.

(Important Note: this information does NOT feed the Campus Banner Emergency Alert System)

![Emergency Contacts](image)

**Addresses Page**

On this page you can view your Address which is stored in your personnel record. Follow the easy-to-use instructions on this page to change your Address.

(Important Note: this information does NOT feed the Campus Banner Emergency Alert System)

![Addresses](image)

**Phone Numbers Page**

On this page you can view your Phone Numbers which are stored in your personnel record. Follow the easy-to-use instructions on this page to add, delete or change your Phone Numbers.

(Important Note: this information does NOT feed the Campus Banner Emergency Alert System)

![Phone Numbers](image)
How to View your iPay and Employee Self Service Changes

Each time a change made in iPay or ESS is successfully submitted, you will receive an email similar to the one below:

```
ADP ESS - Employee Event - Address
payroll@ccsnh.edu
Sent: Fri 4/6/2012 3:08 PM
To: Paul Bunyan

Your Employee Event - Address has been submitted. You can view your approved change in the Portal under the Home tab on the Approval History page. Please contact your Campus or Systems Office Human Resources Representative with any questions.

Thank you for using iPay and Employee Self Service.
```

To see the changes (‘Events’) click on the Home tab and go to the Approval History page.

Approval History Page

Status of 'Completed' indicates the change has been successfully passed to the ADP database.

Click the Activity link to view the information that was changed.

Click the round icon to see details of the Action