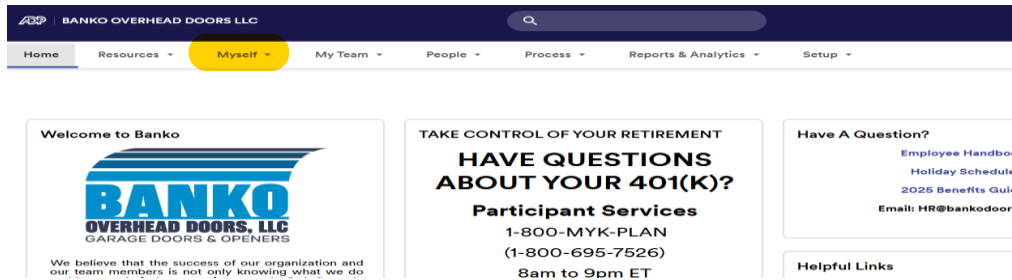
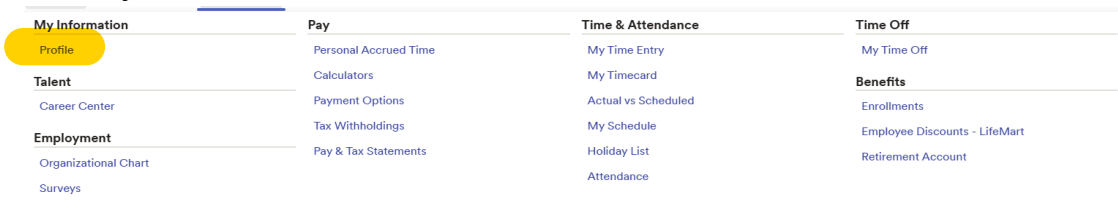


Updating Address and Emergency Contact Information in ADP

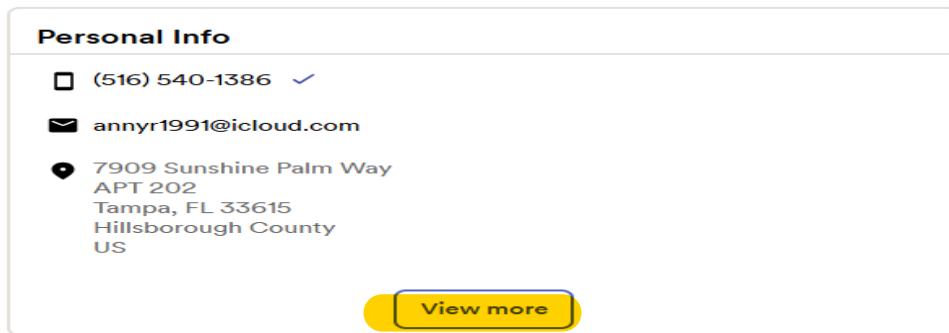
1. On the Home Page, go to the Myself tab.



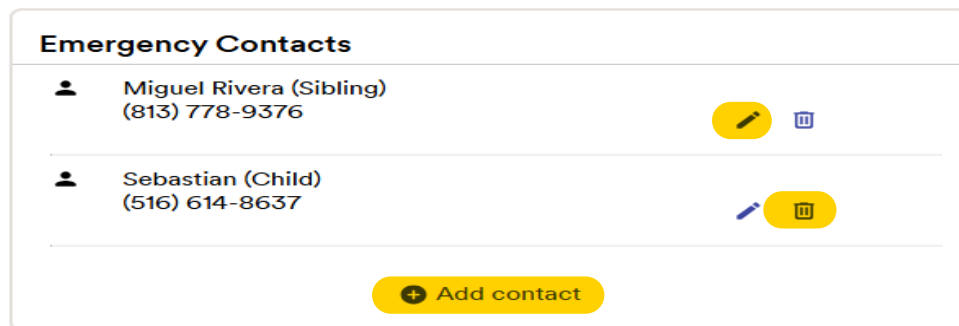
2. Click My Information > Profile.



3. Click the view more button under personal info to update address. Click Save.



4. Click on the pencil icon under emergency contact to update Emergency Contacts. If you want to delete a contact, click on the trash can icon. Click save.

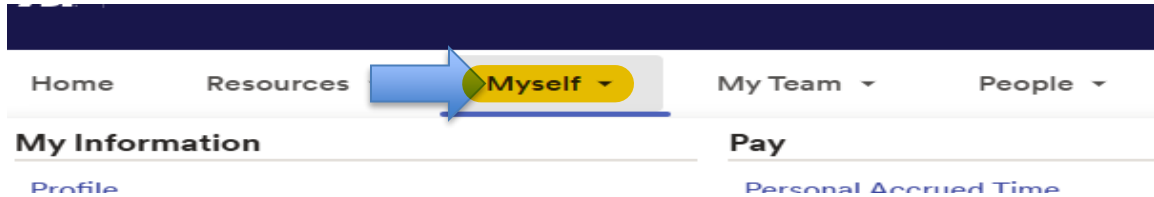


Review the saved information to ensure accuracy. Contact HR if the system does not reflect changes after 24 hours or if you encounter issues.

Updating Direct Deposit Information in ADP

1. Step 1: Log into ADP
2. Step 2: Navigate to Direct Deposit Settings

From the homepage, click on the "Myself" tab in the top menu.



3. Step 3: Go to "Pay" from the dropdown.



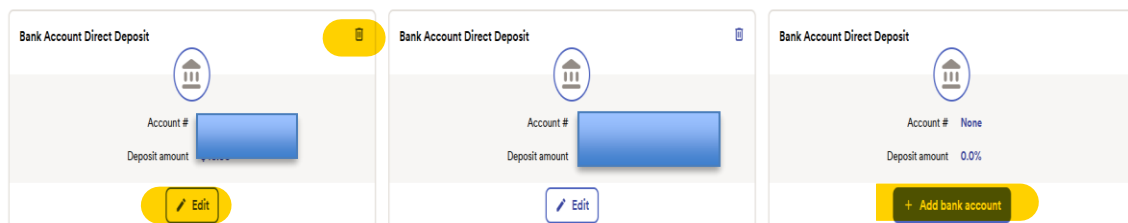
4. Step 4: Select "Payment Options" on the dropdown.



To add a new account, click "Add" and enter your bank's routing number, account number, account type (checking or savings), and the amount or percentage of your paycheck you want deposited.

To edit an existing account, click the pencil/edit icon next to the account you want to change.

To remove an account, click the trash/delete icon next to the account.



5. Step 4: Save and Confirm

Review all entered information for accuracy.

Click “Save” or “Submit” to finalize the changes.

You may receive a confirmation email or a prompt indicating that changes have been saved successfully.

Important Notes

- Ensure your bank information is accurate to avoid payment delays.
- If you encounter any issues, please contact the HR or Payroll department.

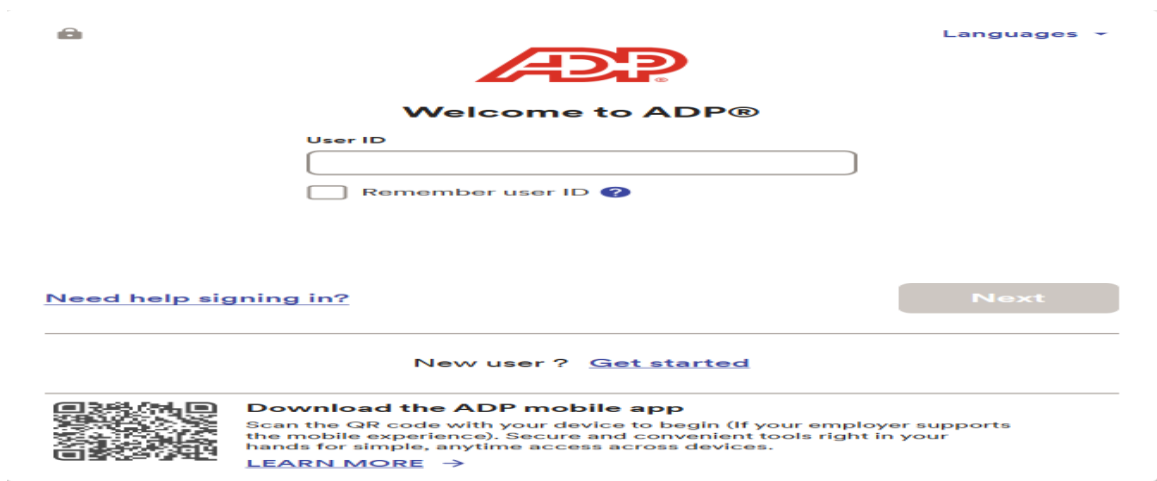
Requesting Paid Time Off (PTO) in ADP (SOP)

Procedure:

1. 1. Log into ADP Workforce Now

- Go to <https://workforcenow.adp.com> (or use app)

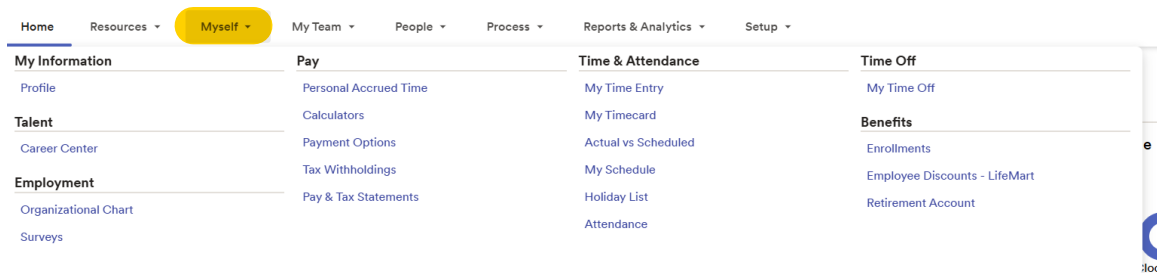
- Enter your User ID and Password



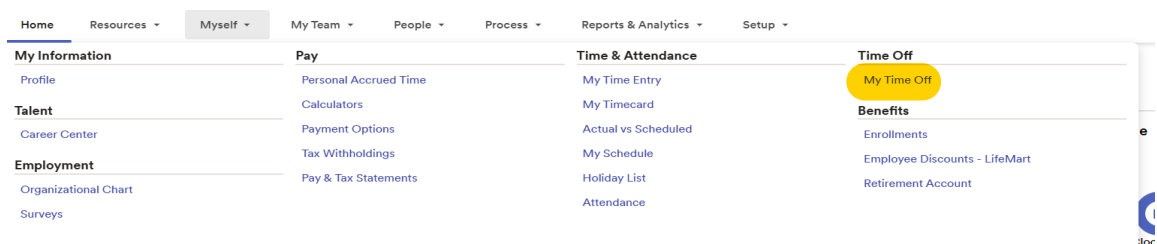
- Complete any two-factor authentication if prompted

2. 2. Navigate to the Time Off Section

- From the dashboard, click on **"Myself"**



- Select **"Time Off"** from the dropdown menu



- Click on "Request Time Off"

Attendance Award Program	--
Floating Holiday	--
Paid Time Off	0.00 hours
BEREAVEMENT	as required
UNPAID TIME OFF	as required

Balances do not include pending requests

Request time off Request balance carryover

Policy

3. 3. Enter Time Off Details

← **Time Off Request**

Start Date * MM/DD/YYYY **End Date *** MM/DD/YYYY

Time Off Policy * Select policy Select PTO, If no PTO balance left, Select Unpaid Time off

Reason Code * **Duration Type**

Make Recurring ?

Start Time * hh:mm AM **Hours Per Day ***

+ Add more time off

- Partial Day (if applicable): Indicate if the request is for a half-day

- Comments (optional): Add any relevant notes for your manager

4. 4. Submit Request

- Review the request for accuracy

- Click "Submit"

5. 5. Confirmation and Follow-Up

- You will receive an on-screen confirmation and/or email

- Your manager will be notified and can approve or deny the request

- Check back in ADP under "Time Off Requests" to view the status (Approved, Denied, or Pending)