

ADP Portal Orientation

Performing essential functions in Workforce Now

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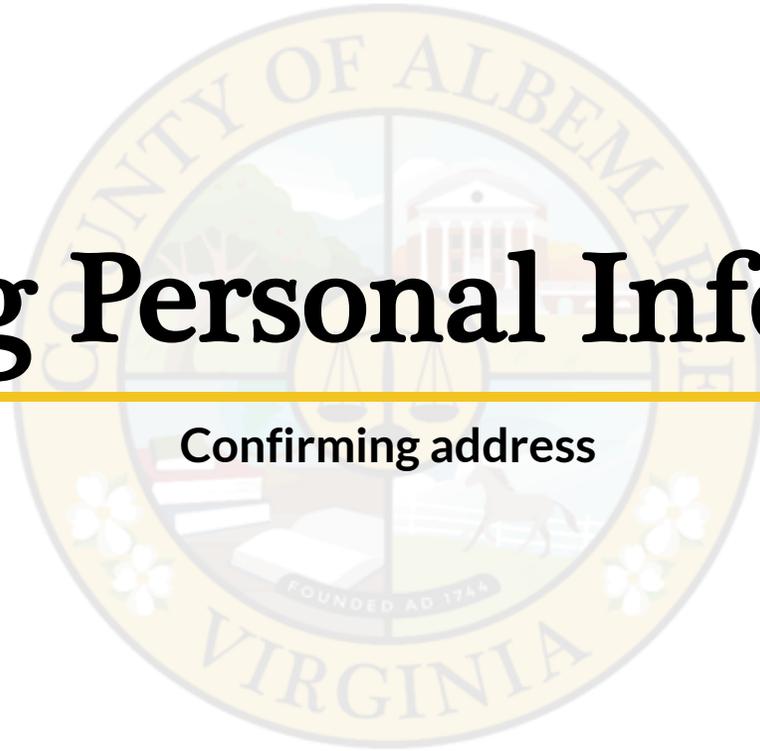
ADP Mobile

On-the-go access

Slides 43-47

Updating Personal Information

Confirming address





Updating Personal Information

Navigate to **Myself > Profile**.

HOME RESOURCES **1** MYSELF ★

| My Information | Personal Information | Pay |
|-------------------------|-------------------------------|--------------|
| Profile 2 | Dependents & Beneficiaries | Personnel |
| Talent | Benefits | Annual |
| Performance Dashboard | Enrollments | Calculators |
| Career Center | Employee Discounts - LifeMart | Payment |
| | Documents | Tax Vouchers |
| | | Pay Stubs |



Updating Personal Information

To update Personal information, go to the tile labeled **Personal Info**.

Click **VIEW MORE** button. This action will bring up a new window.

Note: you may be asked to confirm your legal address.

A screenshot of a user interface tile titled "Personal Info". The title is enclosed in a red rectangular box. Below the title, there are three options: "Add your mobile number" with a mobile phone icon, "Add your email address" with an envelope icon, and "Confirm your Legal Address" with an information icon. The "Confirm your Legal Address" option is highlighted with a light blue background and contains two buttons: "YES, CONFIRM" and "NO, UPDATE", along with a question mark icon. Below these options, the current legal address is displayed: "20 Virginia Avenue", "Perkasie, PA 18944", "Bucks County", and "US". At the bottom of the tile, there is a "VIEW MORE" button with an eye icon, which is also enclosed in a red rectangular box, and a star icon to its right.



Updating Personal Information

Enter updates, while scrolling as necessary, and click **Save**.

BACK Personal Info

Name ?

Salutation

Name * Preferred Name

Middle Name Preferred Middle Name

Last Name * Preferred Last Name

Payroll Name ?

Last Name *

Generation Suffix

SAVE

Updating Personal Information



Once saved this opens a new window which will request you to select an option to verify your identity. Click the **corresponding arrow**.

Based on selection you will receive a text message or email which includes the code.

Once code is received you will have *10 minutes* to **enter the code** and select **Submit Code**.

BACK Step Up

Security Verification

Select an option to verify your identity and continue.

- Send me a text *****
- Send me a text ****
- Send me an email (*****@gmail.com)
- Send me an email (*****@.com)

CANCEL

BACK

Enter Verification Code

We sent a code to ***** 1. It should arrive within a few minutes.

Verification Code

CANCEL SUBMIT CODE



Updating Personal Information

Once code is submitted you should receive the below screen. Click **Continue**.

You're Good to Go

We verified your credentials, then saved your updates. Click Continue to resume your work.

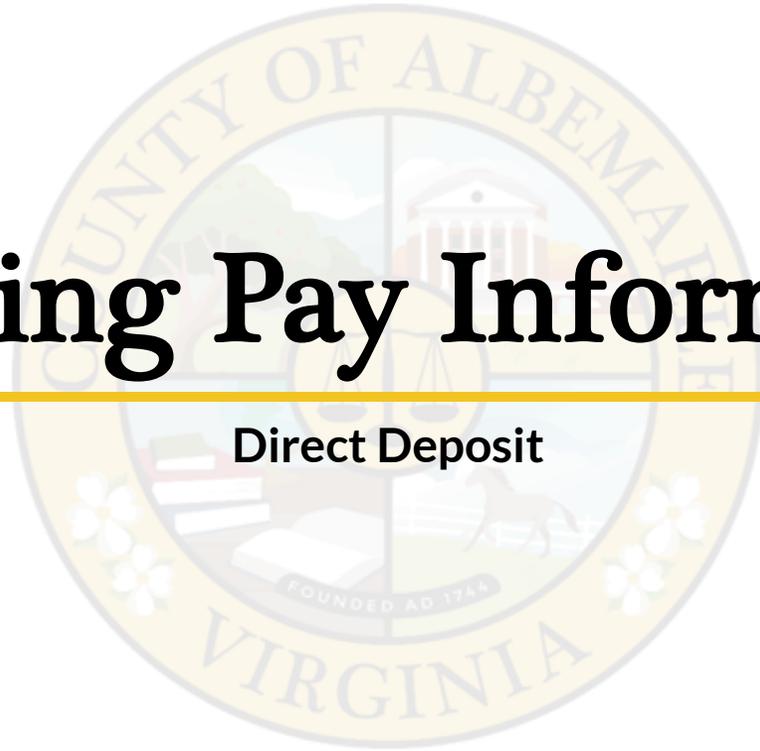


Approved

CONTINUE

Updating Pay Information

Direct Deposit





Updating Pay Information - Direct Deposit

To view Direct Deposit information, navigate to **Myself > Pay > Payment Options**.

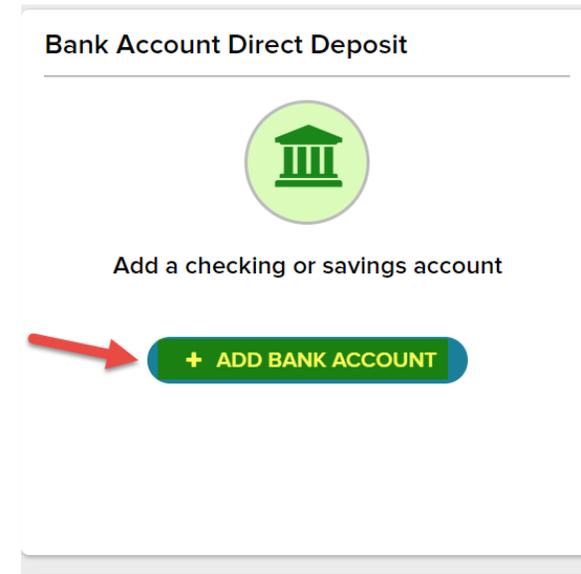
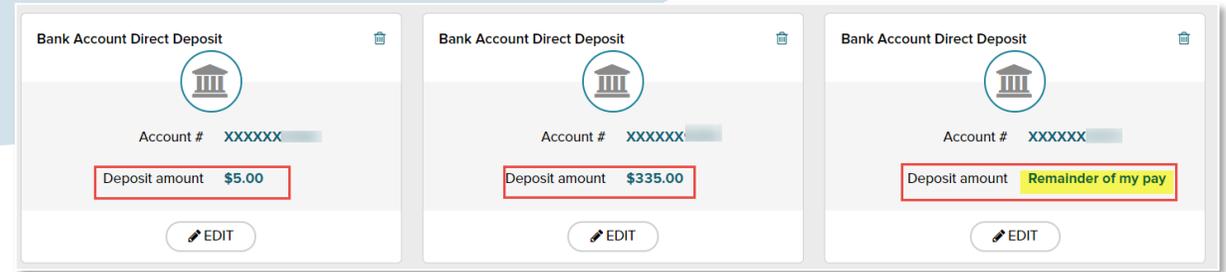
The screenshot displays a user interface for a web application. At the top, there is a dark teal header with a yellow star icon and the text 'MYSELF'. Below this, a white navigation menu is shown with the following items: 'My Information', 'Personal Information', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. The 'Pay' item is highlighted with a red box and a blue arrow pointing to the right. To the right of the 'Pay' item, a sub-menu is visible with the following items: 'Payment Options', 'Tax Withholdings', and 'Pay & Tax Statements'. The 'Payment Options' item is highlighted with a red box. At the bottom of the menu, there is a blue link labeled 'EXPAND MENU' with a small icon.



Updating Pay Information—Adding Direct Deposit

Your Direct Deposit information should already be imported, if you use Direct Deposit. If you already see it, verify that all information is correct.

If you wish to add a bank account, click the **Add Bank Account** button to add a bank account or highlight an existing account.





Updating Pay Information – Adding Direct Deposit

From your banking institution source document, enter the **Routing Number**, then click **Next**.

Enter the **Account Number**, then click **Next**.

Note: When changing routing or account numbers, you may receive a paper check for the upcoming pay period. Any changes to the account or routing information requires the bank's verification.

Add an Account

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

First, enter your routing number.

Routing Number

Routing Number *

122105278

Confirm Routing Number *

122105278

[NEXT >](#)

[CANCEL](#)

Add an Account

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

Next, enter your account number.

Account Number

Account Number *

6724301068

Confirm Account Number *

6724301068

[< BACK](#) [NEXT >](#)

[CANCEL](#)



Updating Pay Information – Adding Direct Deposit

- **Choose the Account Type.** You may have up to 5 different direct deposits, either checking or savings. If you are adding a second one, you would choose Checking2/Savings2, etc.
- **Choose the deposit type.** This can be **Full**, or you can enter a specified **amount** or **percentage** to be deposited into this account.
 - **For multiple accounts**, you can specify a specific amount to all but one account and have the final account designated as “Remainder of my pay”. This will direct all dollar amounts to the various accounts and any remainder to the “remainder deposit” account. One account must be designated as the “remainder deposit”.
- Click the **Next** button.

Add an Account ?

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

Account Type *

SV3 - SAVINGS 3

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

Deposit a specified amount.

\$25.00

Deposit a percentage of my pay.

Deposit the remainder of my pay.

The remainder of your pay is already being deposited in another account.

< BACK NEXT >

✕ CANCEL



Updating Pay Information – Adding Direct Deposit

- Verify that the **Routing** and **Accounting Numbers** and **Amount Per Pay Check** are correct.
- Click the **I've double-checked my account number** and **I agree to the terms and conditions** toggles to agree to the statements.
- Click **Add**.

Add an Account

| | | | |
|----------------|----------------|--------------|--------|
| ROUTING NUMBER | ACCOUNT NUMBER | ACCOUNT TYPE | REVIEW |
|----------------|----------------|--------------|--------|

SV3 - SAVINGS 3

Last step! Check your account information and agree to the terms and conditions.

Routing Number
122105278

Account Number
6724301068

Amount Per Pay Check
\$25.00

I've double checked my account number.

I agree to the terms and conditions

[< BACK](#) [x CANCEL](#) [ADD](#)



Verifying Direct Deposit Accounts

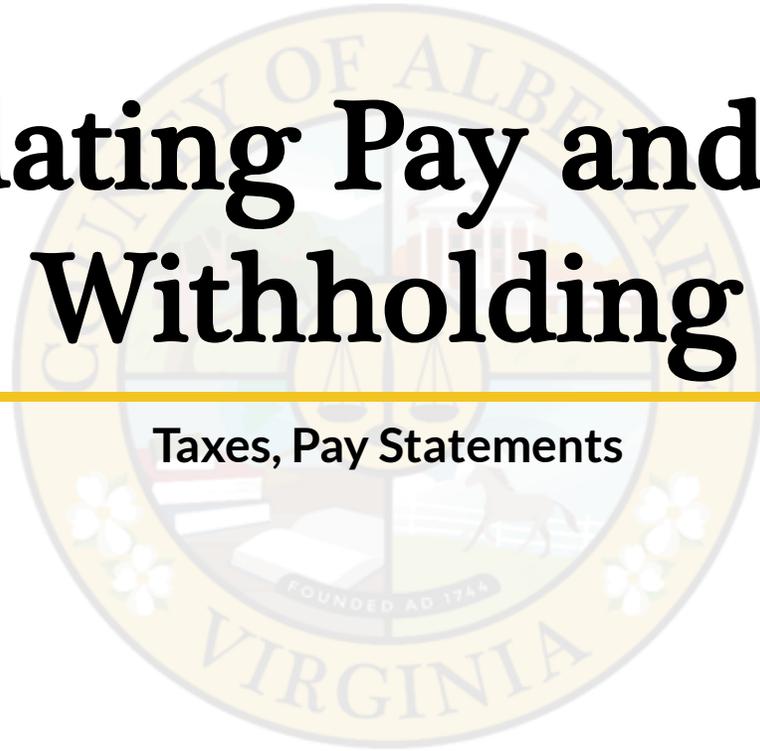
Verify that all of the Direct Deposit information is accurate.

If you have multiple deposits, one will need to be a remainder deposit. For example, having \$5.00 going to a one account, \$335.00 into a second, and the final account indicated as “remainder of pay” for the remaining funds going to a third account.

| Bank Account Direct Deposit | Bank Account Direct Deposit | Bank Account Direct Deposit |
|---|---|---|
|  |  |  |
| Account # XXXXXX | Account # XXXXXX | Account # XXXXXX |
| Deposit amount \$5.00 | Deposit amount \$335.00 | Deposit amount Remainder of my pay |
| EDIT | EDIT | EDIT |

Updating Pay and Tax Withholding

Taxes, Pay Statements





Updating Pay Information – Tax Withholding

Click the **Myself** menu, then navigate to **Pay > Tax Withholdings**.

MYSELF

- My Information
- Personal Information
- Employment
- Pay**
- Time & Attendance
- Time Off
- Talent
- Benefits

EXPAND MENU

Payment Options

Tax Withholdings

Pay & Tax Statements



Updating Pay Information – Tax Withholding

Click on the **Federal** tile and click **Start**.



Federal

W-4

Single

0 allowances

Complete this form to make changes

START



Updating Pay Information – Tax Withholding

Before you begin, it is *recommended* to download and review the copy of the W-4, instructions, and worksheets.

Click the **Next** button when ready to proceed.

Federal Tax Withholding

Before You Begin



Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

[Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

CANCEL

NEXT



Updating Pay Information – Tax Withholding

A window will open with a wizard that will take you through the requirements of the W-4 form.

Please verify and enter all information then click **Next**.

Federal Tax Withholding

 [DOWNLOAD BLANK FORM W-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name

Carlo E Garland

Your home address

549 West Areba Avenue
Hershey, PA 17033
US

SAMPLE
ONLY

Your Social Security number

Applied For

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

CANCEL

PREVIOUS

NEXT



Updating Pay Information – Tax Withholding

Select your **residential status**, then click **Next**.

Federal Tax Withholding

[DOWNLOAD BLANK FORM W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the [green card test](#) or the [substantial presence test](#) for the calendar year (January 1 - December 31).

I'm a nonresident alien.

I'm a US citizen or a resident alien.



Updating Pay Information – Tax Withholding

Select your **filing/marital status**, then click **Next**.

Federal Tax Withholding

[DOWNLOAD BLANK FORM W-4](#)

What is your filing/marital status?

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

[CANCEL](#) [PREVIOUS](#) [NEXT](#)



Updating Pay Information – Tax Withholding

Select your **tax exemption status**, then click **Next**.

Are you tax exempt?

Refer to the General Instructions of [Form W-4 Employee's Withholding Certificate](#)

I claim exemption from withholding for the current year, and I certify that I meet **both** of the conditions for exemption:

- For last year, I had **no** federal income tax liability
- For this year, I expect to have **no** federal income tax liability.

If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file next year's tax return.

I do not claim exemption from withholding



Updating Pay Information – Tax Withholding

If you have multiple jobs or your spouse works, complete the *Multiple Jobs or Spouse Works* form, then click **Next**.

Federal Tax Withholding

[DOWNLOAD BLANK FORM W-4](#)

Multiple Jobs or Spouse Works ?

Do **only one** of the following to calculate your withholding:

- a. Use the estimator at www.irs.gov/w4app for the most accurate withholding, or
- b. Use the Multiple Jobs [Worksheet](#) here and enter the result into Extra Withholding line; or
- c. If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents ?

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).

Your withholding will be most accurate if you complete this for the highest paying job

Number of qualifying children under age 17 \$0

Number of other dependents

Total dependent amount ?



Updating Pay Information – Tax Withholding

If you need to make other adjustments, complete the below *Withholding* form, then click **Next**.

Federal Tax Withholding

 [DOWNLOAD BLANK FORM W-4](#)

Other Adjustments

Complete this section for only one job in the household. Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding

Enter any additional tax you want withheld each pay period

CANCEL

PREVIOUS

NEXT 



Updating Pay Information – Tax Withholding

Review W-4 Form to confirm accuracy. To agree to the statements, click the checkbox and click **DONE**.

If desired, click **Print Completed Form**.

NOTE: *It is recommended to print a copy of the completed W-4 for your records*

Form W-4 Employee's Withholding Certificate OMB No. 1545-0074
2021

Department of the Treasury Internal Revenue Service ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

| | | |
|---|-----------------------|---|
| (a) First name and middle initial: Carlo E | Last name: Garland | (b) Social security number: Applied For |
| Address: 549 West Areba Avenue | | ▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov . |
| City or town, state, and ZIP code: Hershey, PA, 17033 | | |
| (c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) | | |

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

| | |
|---|------|
| Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ | |
| Multiply the number of other dependents by \$500 ▶ \$ | |
| Add the amounts above and enter the total here | 3 \$ |

Step 4 (a) Other income (not from jobs). If you want tax withheld for other income you expect

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.
Date: Nov 17 2021

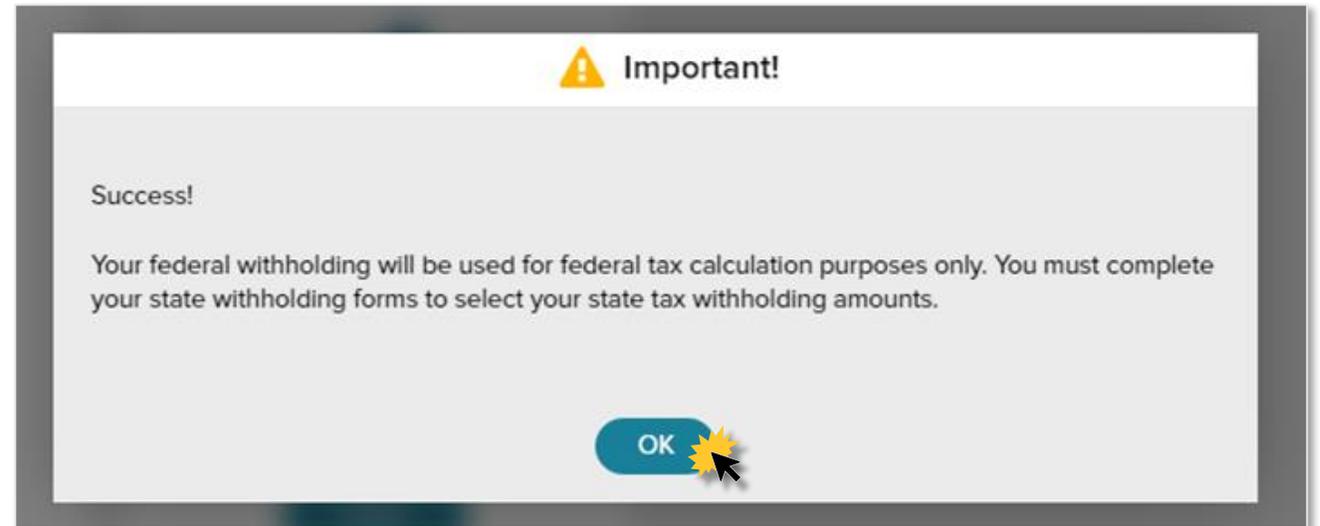
CANCEL **PREVIOUS** **DONE** **PRINT COMPLETED FORM**



Updating Pay Information – Tax Withholding

Once the federal tax withholdings form is complete, a pop-up window will appear reminding you to complete the state withholding form.

Click **OK**.





Updating Pay Information – Tax Withholding

To update State withholding, click the **Start** button in the Virginia tile.

NOTE: *State W-4 forms are not available for completion until the Federal form is finalized.*

The screenshot displays a user interface for managing tax withholding. It consists of two main panels. The left panel, titled 'Federal W-4', features a teal map of the United States and includes the text 'Married Filing Jointly' and 'Multiple Jobs'. Below this is a white button with a teal border labeled 'EDIT'. The right panel, titled 'Virginia VA-4', features a teal map of Virginia and the text 'Complete this form to make changes'. Below this is a teal button labeled 'START', which is being clicked by a mouse cursor, indicated by a yellow starburst effect. At the bottom of the interface, there is a link labeled 'VIEW SAVED TAX FORMS' with a teal download icon to its left.



Updating Pay Information – Tax Withholding

Before you begin, it is *recommended* to download and review the copy of the VA-4, instructions, and worksheets.

Click **Next** when ready to proceed.

Virginia Tax Withholding

Before You Begin



If you want to claim more personal exemptions on Form VA-4 than you claimed on your federal Form W-4, you must get written permission from the Commonwealth of Virginia Department of Taxation.

You can complete your Form VA-4 using this convenient tool. However, some questions may require the use of supplemental worksheets and instructions. Therefore, it may be useful for you to [download a blank copy of the VA-4 for reference](#).

If you need assistance completing your Form VA-4, consult your tax professional.

CANCEL **NEXT**



Updating Pay Information – Tax Withholding

Verify that the information displayed is correct.

Click **Next**.

Virginia Tax Withholding [DOWNLOAD BLANK FORM VA-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name
Jane S Doe

Your home address

STREET ADDRESS
CITY, STATE, ZIP CODE
--

Your Social Security number Reveal
XXX-XX-0000

 If you click Reveal, use caution to prevent your sensitive information from being viewed by others.





Updating Pay Information – Tax Withholding

Enter the **number of exemptions** you wish to claim and any **additional withholdings**, if desired.

Click **Next**.

Virginia Tax Withholding [DOWNLOAD BLANK FORM VA-4](#)

How many exemptions are you claiming?
Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet

Subtotal of Exemptions for Age and Blindness - line 7 of the Personal Exemption Worksheet

Do you want to withhold additional taxes?
Additional amount, if any, you want withheld from each paycheck



Updating Pay Information – Tax Withholding

Select your tax exemption status, then click **Next**.

Virginia Tax Withholding [DOWNLOAD BLANK FORM VA-4](#)

Are you tax exempt?

- I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions on Form VA-4
- I am not subject to Virginia withholding because I meet the requirements set forth under the Service member Civil Relief Act, as amended by the Military Spouses Residency Relief Act
- I do not claim exemption from withholding





Updating Pay Information – Tax Withholding

Review VA-4 Form to confirm accuracy. To agree to the statements, click the **checkbox** and click **DONE**.

If desired, click **Print Completed Form**.

NOTE: *It is recommended to print a copy of the completed VA-4 for your records*

Virginia Tax Withholding [DOWNLOAD BLANK FORM VA-4](#)

Your Form VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

FORM VA-4 COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TAXATION
PERSONAL EXEMPTION WORKSHEET
(See back for instructions)

- If you wish to claim yourself, write "1" _____
- If you are married and your spouse is not claimed on his or her own certificate, write "1" _____
- Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse). _____
- Subtotal Personal Exemptions (add lines 1 through 3) _____
- Exemptions for age:
(a) If you will be 65 or older on January 1, write "1" _____
(b) If you claimed an exemption on line 2 and your spouse will be 65 or older on January 1, write "1" _____
- Exemptions for blindness:
(a) If you are legally blind, write "1" _____
(b) If you claimed an exemption on line 2 and your spouse is legally blind, write "1" _____
- Subtotal exemptions for age and blindness (add lines 5 through 6) _____
- Total of Exemptions - add line 4 and line 7 _____

Detach here and give the certificate to your employer. Keep the top portion for your records.

FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

| | | |
|---|---------------------|-------------------------|
| Your Social Security Number: XXX - XX - XXXX | Name: Jane S Doe | |
| Street Address | | |
| City: CHARLOTTEVILLE | State: VA | Zip Code: 22901-2698 |

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct and complete.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

CANCEL **PREVIOUS** **DONE** [PRINT COMPLETED FORM](#)



Updating Pay Information – Tax Withholding

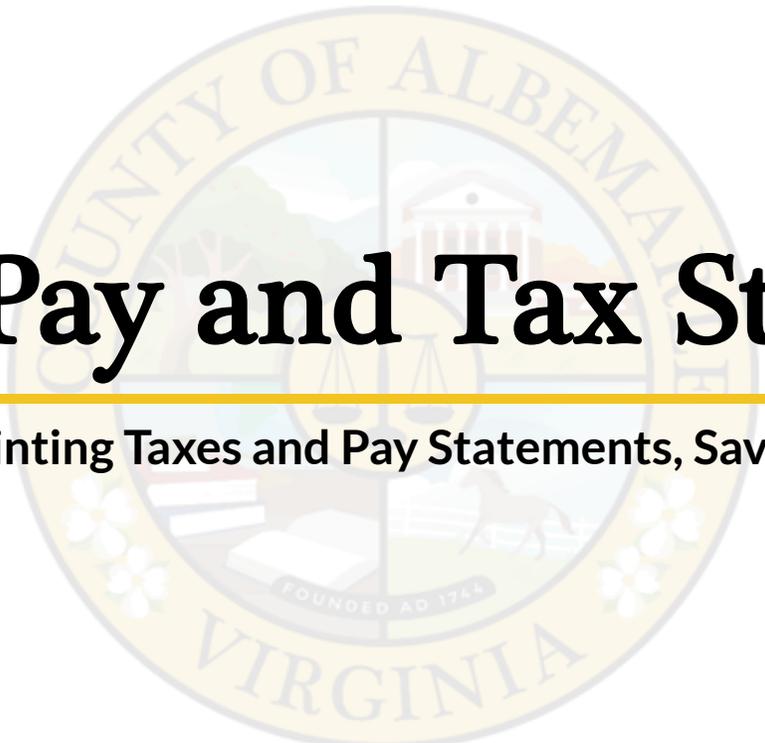
The tax withholdings are now complete.

You may download and view the forms by clicking **View Saved Tax Forms**.

The screenshot displays a user interface for managing tax withholding information. It features two main columns, one for Federal and one for Virginia. Each column contains a map icon, the jurisdiction name, the form type (W-4 or VA-4), specific withholding details, and an 'EDIT' button. At the bottom of the interface is a 'VIEW SAVED TAX FORMS' button with a download icon.

| Jurisdiction | Form Type | Withholding Details | Action |
|--------------|-----------|---|--------|
| Federal | W-4 | Married Filing Jointly Multiple Jobs | EDIT |
| Virginia | VA-4 | 2 exemptions | EDIT |

[VIEW SAVED TAX FORMS](#)

The seal of Albemarle County, Virginia, is centered in the background. It is a circular emblem with a yellow border. The text "COUNTY OF ALBEMARLE" is written along the top inner edge, and "VIRGINIA" is written along the bottom inner edge. The center of the seal features a landscape with a building, a plow, and a sheaf of wheat. Below the landscape, it says "FOUNDED AD 1744".

Viewing Pay and Tax Statements

Viewing and Printing Taxes and Pay Statements, Saving to Favorites



Viewing Pay Information

To view your pay statements,
Navigate to **Myself > Pay > Pay & Tax Statements**

The screenshot displays a user interface for a web application. At the top, there is a dark teal header with a yellow star icon and a yellow box containing the text 'MYSELF'. Below this, a white navigation menu is shown with the title 'MYSELF' and a horizontal line. The menu items are: 'My Information', 'Personal Information', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. The 'Pay' item is highlighted with a light green background and a red border, and a blue arrow points to it from the right. To the right of the main menu, there is a secondary menu with items: 'Payment Options', 'Tax Withholdings', and 'Pay & Tax Statements'. The 'Pay & Tax Statements' item is highlighted with a yellow background and a red border. At the bottom of the menu, there is a blue link with an arrow icon and the text 'EXPAND MENU'.



Viewing Pay Information – Dashboard View

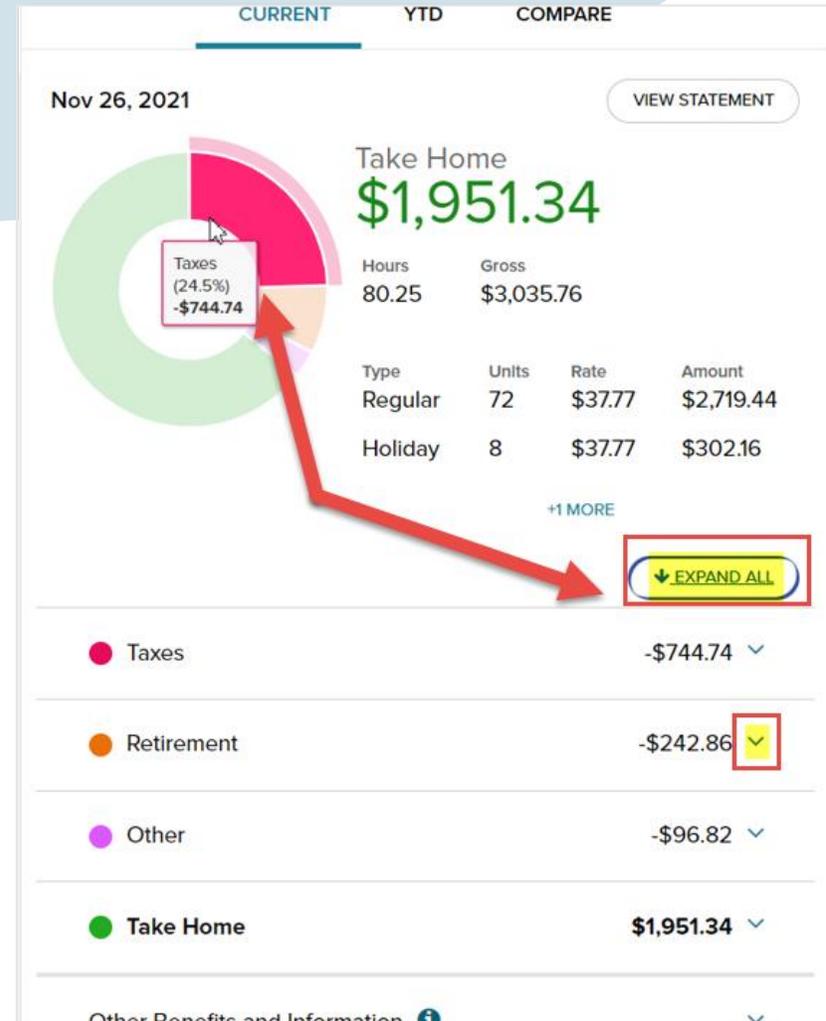
To view your pay statements, you may use the Dashboard view or the Pay Statement view.

From the dashboard you can view the contents of the pay statement directly.

Note: The dashboard defaults to the most recent pay statement.

To drill down into the details of the pay statement, you can:

- Hover over the graph for the items you would like to view
- Select the down arrows next to the appropriate section.
- Select 'expand all' which will expand all categories.





Viewing Pay Information – Pay Statement View

Producing a pay statement copy is simple. By following the steps below, you can view, download, and print a copy of your pay statement.

- Select the **pay statement** you wish to view from the list on the left-hand side.
- On the far right click the **View Statement** button.

Pay & Tax Statements ↗

My Pay

Year 2021 (7) ▾

CURRENT YTD COMPARE

| | | | | | |
|--------------------------|--------------|-----------|------------|-------|------------|
| <input type="checkbox"/> | Nov 26, 2021 | Take Home | \$1,951.34 | Gross | \$3,035.76 |
| <input type="checkbox"/> | Nov 12, 2021 | Take Home | \$1,968.61 | Gross | \$3,064.09 |
| <input type="checkbox"/> | Oct 29, 2021 | Take Home | \$1,801.63 | Gross | \$2,790.26 |
| <input type="checkbox"/> | Oct 15, 2021 | Take Home | | Gross | |

Nov 26, 2021

VIEW STATEMENT

Take Home **\$1,951.34**

Hours 80.25 Gross \$3,035.76

| Type | Units | Rate | Amount |
|---------|-------|---------|------------|
| Regular | 72 | \$37.77 | \$2,719.44 |
| Holiday | 8 | \$37.77 | \$302.16 |

+1 MORE



Viewing Pay Information – View Pay and Tax Statements

Once you click the view statement button, a new window appears with the pay statement included.

You will have the option to view on screen, download to a local location, or print this statement to a local printer.

Statement for Nov 26, 2021

Pay Date: Nov 26, 2021 Gross Pay: \$3,035.76 Net Pay: \$1,951.34

1 of 7

PRINT DOWNLOAD

AutoPay output documents

1 / 1 100%

| CO. | FILE | DEPT. | CLOCK | VOHR. | NO. | 052 |
|-----|--------|--------|-------|------------|-----|-----|
| B1J | 000074 | 201000 | | 0000470014 | | 1 |

Earnings Statement ADP

Period Beginning: 11/08/2021
Period Ending: 11/21/2021
Pay Date: 11/26/2021

BETH BETHANY
20 VIRGINIA AVENUE
PERKASIE PA 18944

Taxable Marital Status: Single
Exemptions/Allowances:
Federal: 0
PA: N/A

| Earnings | rate | hours | this period | year to date |
|------------------|---------|-------|-------------------|--------------|
| Regular | 37.7700 | 72.00 | 2,719.44 | |
| Overtime | 56.6550 | .25 | 14.16 | |
| Holiday | 37.7700 | 8.00 | 302.16 | 2,719.44 |
| Vacation | | | | 604.32 |
| Gross Pay | | | \$3,035.76 | 74,170.86 |

Your federal taxable wages this period are \$2,792.90

| Deductions | Statutory | this period | total to date |
|---------------------|-----------|-------------|---------------|
| Federal Income Tax | | -417.49 | 10,285.40 |
| Social Security Tax | | -188.22 | 4,598.61 |
| Medicare Tax | | -44.02 | 1,075.45 |
| PA State Income Tax | | -93.19 | 2,277.01 |
| PA SUI Tax | | -1.82 | 44.48 |

Other Benefits and Information

| | this period | total to date |
|--------------|-------------|---------------|
| 401(K) Match | 12.14 | 296.71 |

Totl Hrs Worked 72.25

PREVIOUS NEXT



Viewing Pay Information – Printing Pay Statements

You may download or print the statement by placing your mouse on the icons in the top right-hand corner and clicking either the **Download** icon or the **Print** icon



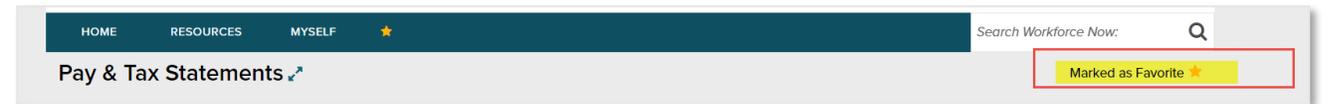


Viewing Pay Information – Saving to Favorites

To save time it is suggested to save frequently visited tasks to your favorites area.

To do this, click the **star** icon on the far right of your screen. The system will automatically move this selection to your favorites area (star icon on the menu bar).

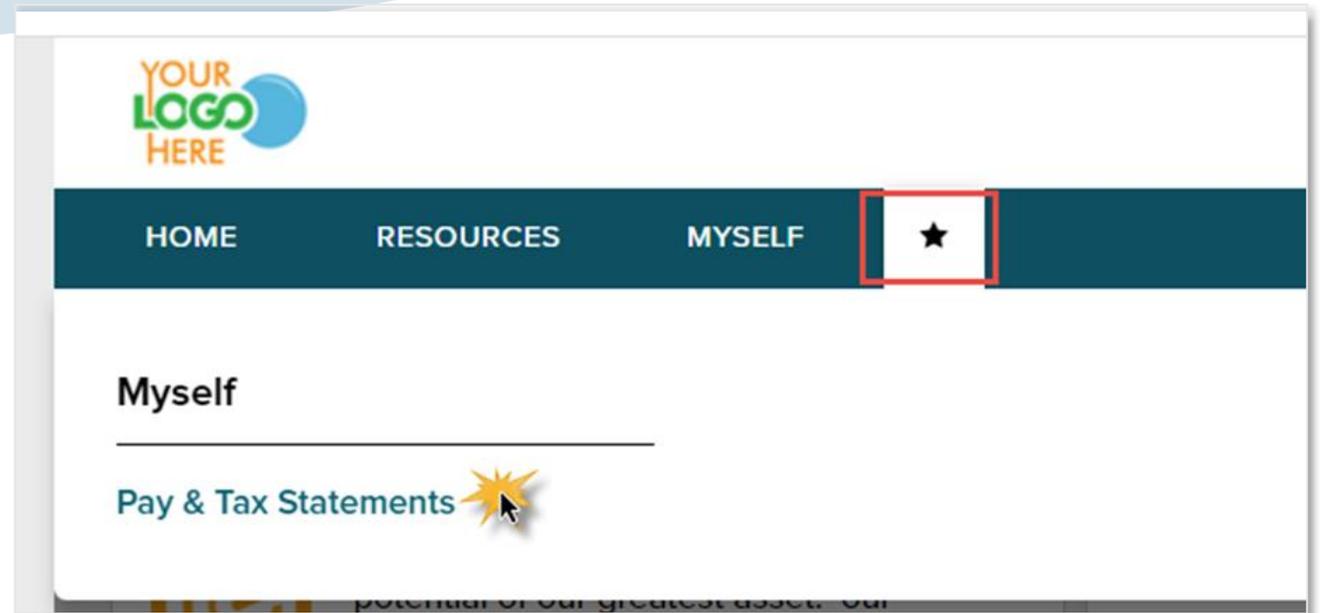
Note: you can do this for many other activities as well.

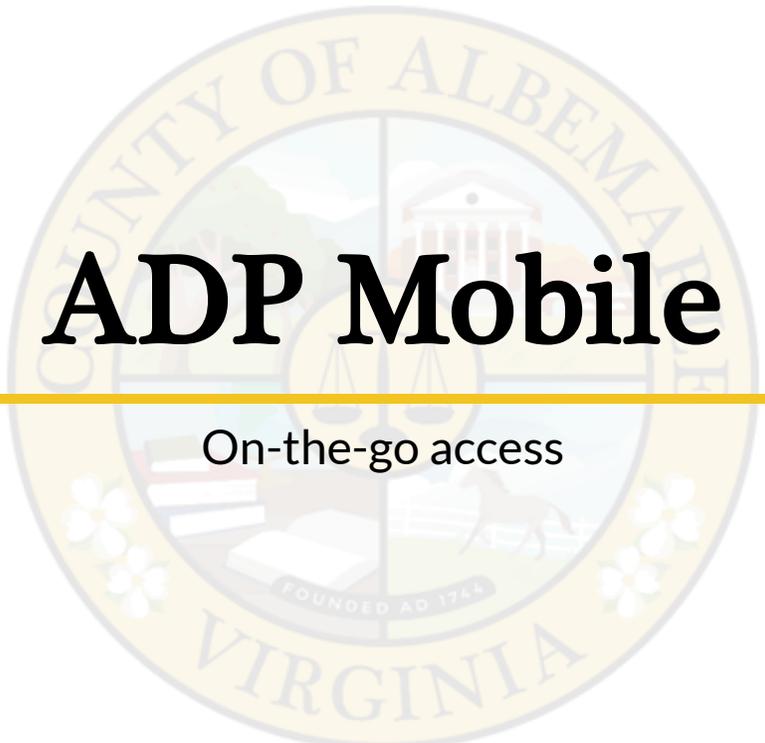




Viewing Pay Information – Saving to Favorites

Once saved, the Pay & Tax Statements will appear in your Favorites location. Simply click the **star** icon and verify that the favorited page is in the menu that drops down.



The seal of Albemarle County, Virginia, is a circular emblem. It features a central shield divided into four quadrants. The top-left quadrant shows a landscape with a tree and a building. The top-right quadrant shows a classical building with a pediment. The bottom-left quadrant shows a scale of justice. The bottom-right quadrant shows a horse. The shield is surrounded by a wreath of flowers. The text "COUNTY OF ALBEMARLE" is written in a circle around the top, and "VIRGINIA" is written around the bottom. At the very bottom of the seal, it says "FOUNDED AD 1744".

ADP Mobile

On-the-go access



Downloading the App

There are two ways to download the app:

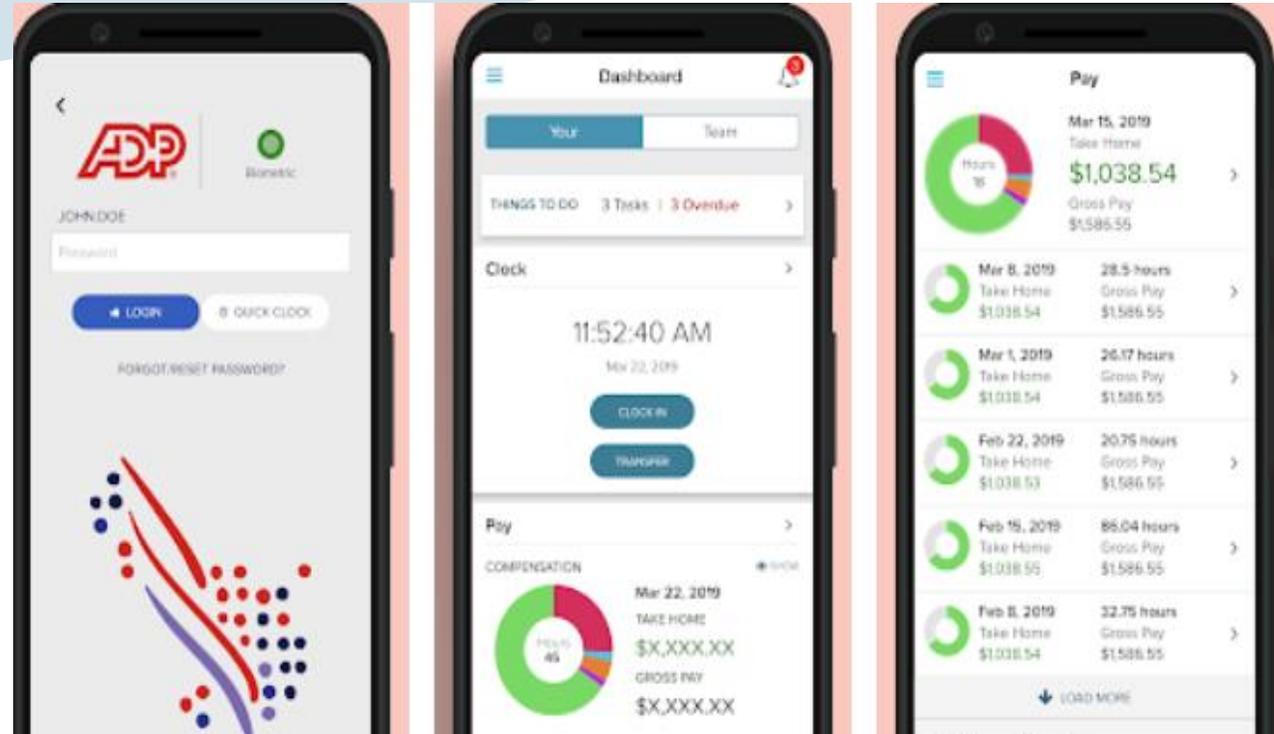
- Open the Apple App or Google Play store and download the ADP app
- Scan the QR code at the right with the Camera or Google Lens app, then tap the notification that appears.



ADP Mobile App



If you already have a user ID and password for any of the following ADP products, you can activate your ADP Mobile Solutions account by logging in using the same credentials.



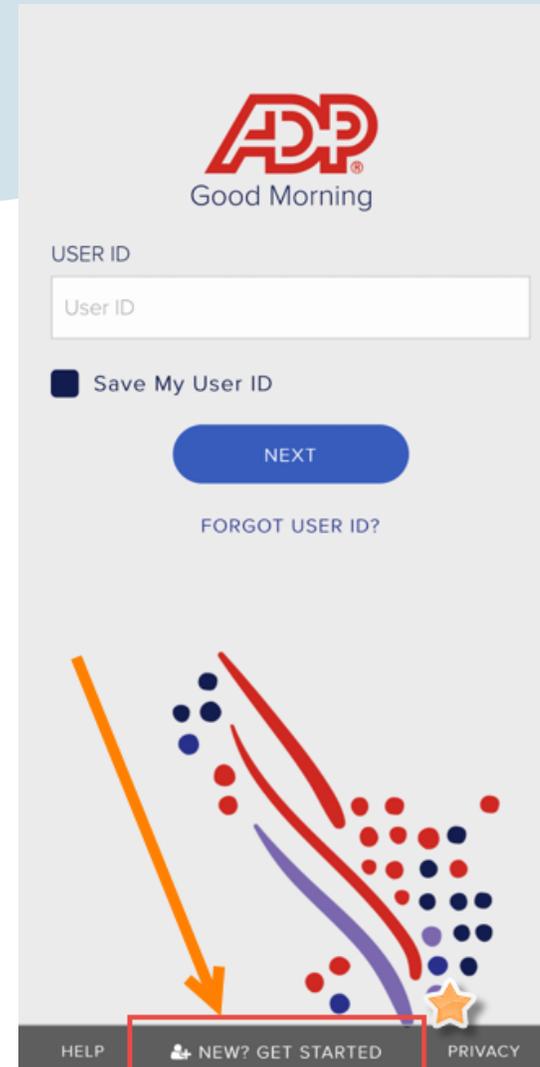
ADP Mobile App



Don't have an ADP user ID or password?

Go to **New? Get Started** and follow the instructions to create your user ID and password. There is a video on the following slide.

System requirements: The latest version of ADP Mobile Solutions is available through the Apple App Store and Google Play. Users must have a mobile device running IOS v8+ or Android™ v4.4+



ADP Mobile App



How to create your account with the ADP Mobile App

