Welcome to ADP Employee Self-Service (E.S.S.)

Our new ADP Employee Self Service website is here! E.S.S. allows for 24-hour access to Pay Stubs, W-2's, and other personal information through a secured login and password. There are two options available. Option 1: Employee Self Service and/or Option 2: ADP Mobile APP. To protect your privacy and ensure that only you can access your personal information, you must register before using either option.

<u>Option 1:</u> Employee Self Service

* * *   (Before you begin please have the following information ready)

- Your first and last name as it is in Payroll.
- Registration Passcode = **padres-1234**
- Employee Number - or-
- Social Security Number (last 4 digits)
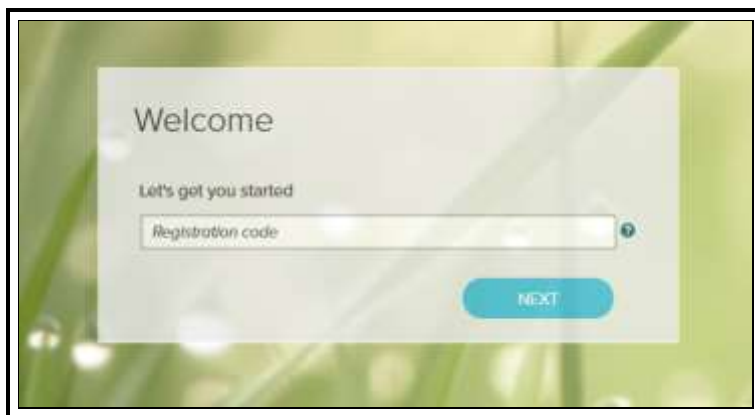- Your birth month and day

To get started:

- Please go to - https://workforcenow.adp.com and register today!
- You can add this link to your favorites so you do not have to key in the website each week.

Click "Register Here"

Registration code = **padres-1234**

- Enter your personal information to help us find you in our records.

Click "Register Now"

Follow the system prompts and continue to enter:

- **Your email address**
- **Mobile Phone number**
  - *** Authorize ADP to send you a text message about your account.**
- **Create your user ID and Password**
- **Select security questions and answers**

Congratulations! Your registration is complete!

Option 2: ADP Mobile Solutions

Viewing Pay Statements from your Mobile Phone

** NOTE: You DO NOT need to register if you DO NOT plan to use the ADP mobile app. You cannot make benefit elections or print a pay statement from the APP mobile app. The app is a view only tool to see pay check information and current benefit information.

1. The following instructions will provide information about first time mobile login. **You must have a User ID and Password from ADP E.S.S.** before registering for the mobile application. (Please wait 24 hours after registering with ADP ESS before setting up your Mobile App)

 It's available to you from your mobile device, anytime, anywhere!

Getting Started

2. You must be using a smart phone with a data plan
3. Access the mobile web application using the following URL from your mobile device browser: https://mobile.adp.com
   - For quick access later bookmark this URL on your phone
   - iPhone, iPad, iPod touch users may download the ADP Mobile Solutions app from the APP Store:

4. Enter your User ID and press Log In.

5. Enter your Password and press Log in
6. First time you log into the ADP Mobile Solutions you will be presented with Terms of Use for review and acceptance.
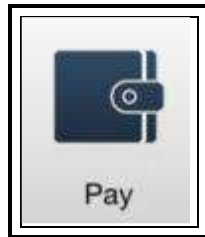

Press **Accept**

3

ADP Mobile ⚙

Pay

7. Click Pay to begin viewing pay statements

After your initial login, you have the option to log in using your existing ADP Portal password or by establishing a mobile PIN (a 4 to 10 character numeric value). The sign on option is yours.

Viewing Paychecks

Pay

1. Select Pay icon

2. To see detail, click the arrow next to the check date *

Deductions	
Social Secur	- $40.81
Medicare Tax	- $14.09
MI Withholdi	- $40.79
*Med PreTax	- $148.73
*401K	- $33.60

Back **Pay**

$779.37 Net Pay	on 9/7/12 0 hours	>
$779.38 Net Pay	on 8/24/12 0 hours	>
$771.25 Net Pay	on 8/10/12 0 hours	>
$783.43	on 7/27/12	

Use the scroll option on your phone to view detail of the check; earnings by pay type, deductions withheld, and the accounts your wages were deposited to.

Always remember to SIGN OUT!

Back **Pay**

$779.37
Net Pay 8/19/12 - 9/1/12

Earnings	
Regular	$1,113.00
Personal	$7.00
Holiday	$0.00
Overtime	$0.00

Questions or Issues Contact:

The payroll Team at:
payroll@padres.com