

MyLife Advisor Human Resources + Payroll Support

ADP Comprehensive Services
URL: WorkForceNow.adp.com
MyLife Advisors: 855-547-8508

Getting You Started

Assistance During ADP Portal Registration

- Registration Code
- Navigation
- Permission Access
- Basic Technical Support
- Password Reset Support



Navigation During New Hire Setup

- Personal Information
- I-9
- Direct Deposit
- Tax Withholding - Federal & State
- Policy Acknowledgement
- Handbook Review

Tools to Help Yourself

Online & Mobile Portal

- Enroll in your benefits
- Clock in/out
- View your pay statements
- Update your personal information, W-4, DD and more
- Single sign-on to our partners



Getting You Paid

Help You Understand and Provide Copies of:

- Your Paychecks
- Your W-2
- Your 1095-C



MyLife Advisor Human Resources + Payroll Support Details

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Getting You Started

We Can Guide and Assist

Getting you registered with ADP Workforce Now Portal

- **Personal Registration Code:** Generate users a personal registration code to allow them to register.
- **Provide Navigation Assistance:** Walk you step by step through registration process.
- **Permission Accesses:** Inform users of their capabilities within Workforce Now.
- **Basic Technical Support:** Educate on deleting browsing history, cache, and cookies for a more efficient Workforce Now experience.
- **Password reset support:** Send temporary passwords to users locked out of their account and stay on the line to guide you through the reset process.

Setting you up as a new hire with your employer

- **Personal Information:** Instruct you how to update personal information through self-service.
- **Direct Deposit:** We can provide step by step instruction on how to access, add, and update Direct Deposit information when necessary and educate on the Prenote process.
- **Tax - Federal & State:** Instruct users on how to access and update withholding information.
- **Policy Acknowledgement:** Walk users through acknowledging company policies if applicable.
- **Handbook Review:** If an Employee Handbook is available we can provide employees insight on company specific information when desired.
- **Access Welcome Kit :** Walk WSE through how to access their welcome kit that includes instructions on how to register and login.

Providing tools on the go:

- **ADP Mobile:** Assist users with downloading and setting up their ADP Mobile app.

Tools to Help Yourself

Online & Mobile Portal

ADP strives to simplify! You have the ability to complete the following by yourself by logging into the Workforce Now Website or utilizing our mobile app

- **Clock in/out**
- **View your pay statements**
- **Update your personal information, W-4, DD and more**
- **Request time off**
- **Enroll into Benefits**
- **Single sign-on to our partners**

Getting You Paid

We Can Help Access, Download, and Print Pay/Tax Statements:

- **Pay Statement's**
- **Annual W-2's**
- **Annual 1095-C's**

Explain Check Details:

- **Check Amount:** Want to know how much you're getting paid? We can provide check amounts once check has been posted to the Workforce Now system.
- **Direct Deposit or Live Check:** We can advise how your check will be distributed.
- **Tax - Federal & State:** Provide basic insight on how federal and state tax deductions are calculated.
- **Benefit Deductions:** Provide insight on health and welfare deductions.
- **Garnishment Support:** Assist with garnishment inquiries by collaborating with our ADP Garnishment team.
- **Check Discrepancies:** Collaborate with ADP Payroll team to have them review pay information and determine if adjustments need to be made.
- **Stop Check:** Collaborate with our ADP payroll team to have them issue a stop check if necessary.