

# Navigating the New ADP System

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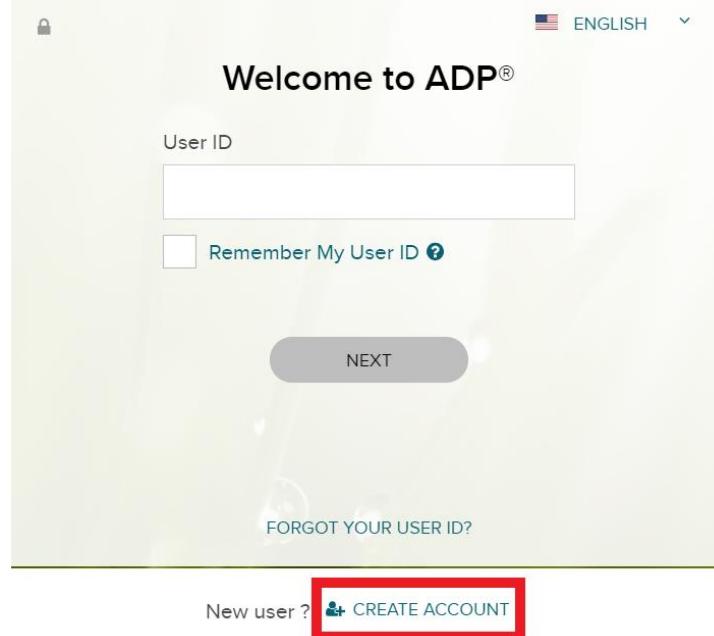
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## Logging into ADP

Go to: <https://workforcenow.adp.com/>

- You will receive an ADP registration code in your Interfor inbox.
- Please contact Payroll if you have not received your registration code:  
US: [uspayrolldepartment@interfor.com](mailto:uspayrolldepartment@interfor.com)  
CAN Salaried: [salariedpayrolldept@interfor.com](mailto:salariedpayrolldept@interfor.com)  
CAN Hourly: [canadianhourlypayroll@interfor.com](mailto:canadianhourlypayroll@interfor.com)

1. On the login page, click **Create Account**:



Welcome to ADP®

User ID

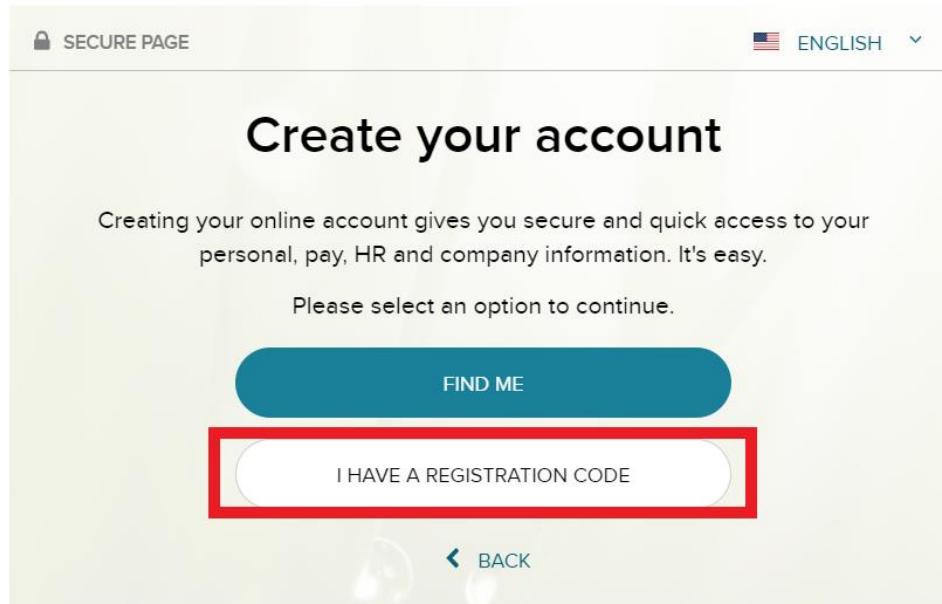
Remember My User ID ?

NEXT

FORGOT YOUR USER ID?

New user? **CREATE ACCOUNT**

2. Click **I Have a Registration Code**:



SECURE PAGE

ENGLISH

## Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

BACK

3. Enter the **Registration Code**, click **Continue**:

SECURE PAGE X

Enter Code Identity Info Contact Info Create Account

### Enter registration code

Registration code ?

1v39tj6w

CONTINUE

BACK

4. Enter your **Personal Information**, click **Continue**:

SECURE PAGE X

Enter Code Identity Info Contact Info Create Account

### Let's get started

First, we'll need your information so that we can create your account with **Interfor U.S. Inc.**

First name \* ?

Test Mickey

Last name \* ?

Test Mouse

And one of these \*

Last 4 Digits of SSN, EIN, or ITIN

....

WHY IS THIS REQUIRED?

Associate ID

Birth month and day

CONTINUE

## 5. Enter your Primary Contact Information, click Continue:

SECURE PAGE

Enter Code      Identity Info      **Contact Info**      Create Account

Help us protect your account

**Primary Contact Information** Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

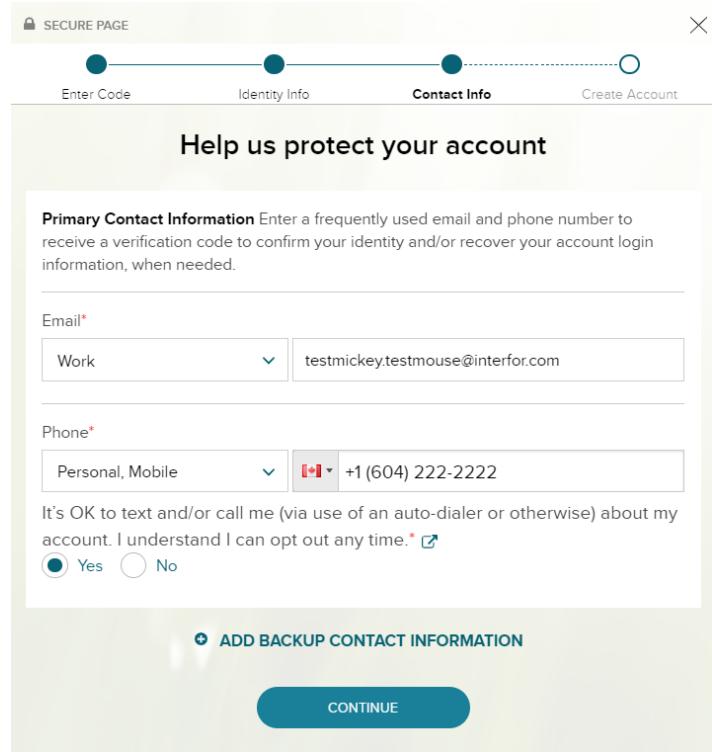
Email\*  
Work      testmickey.testmouse@interfor.com

Phone\*  
Personal, Mobile      +1 (604) 222-2222

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.\*  Yes  No

**ADD BACKUP CONTACT INFORMATION**

**CONTINUE**



## 6. Create your User ID and Password, Check 'Accept Terms & Conditions', Click Create Your Account:

SECURE PAGE

Enter Code      Identity Info      Contact Info      **Create Account**

One more step, Test Mickey!

Let's set up the login information for your account with **Interfor U.S. Inc.**

Create UserId \*  testmickey.testmouse

Create Password \*

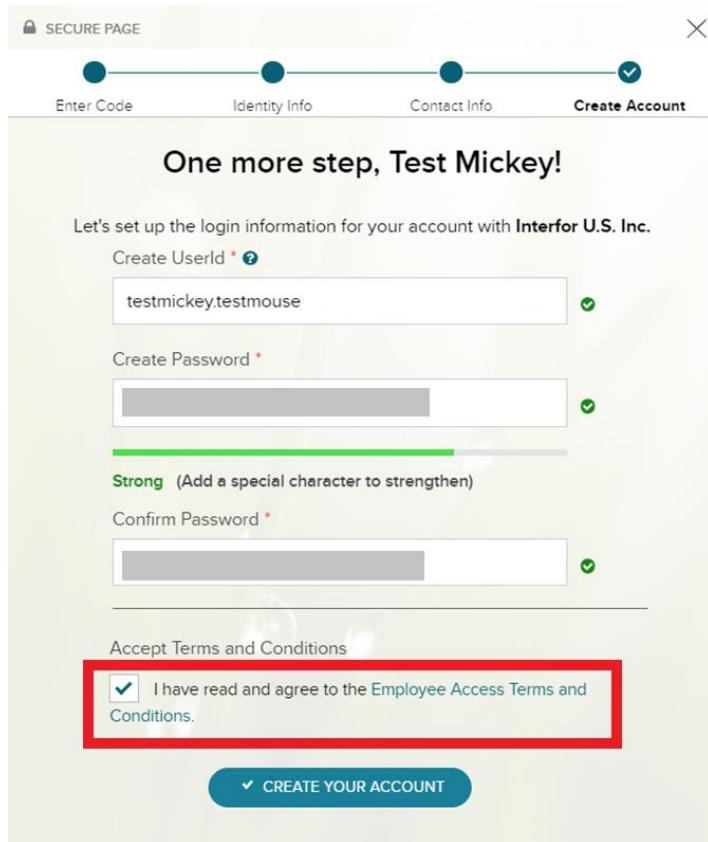
Strong (Add a special character to strengthen)

Confirm Password \*

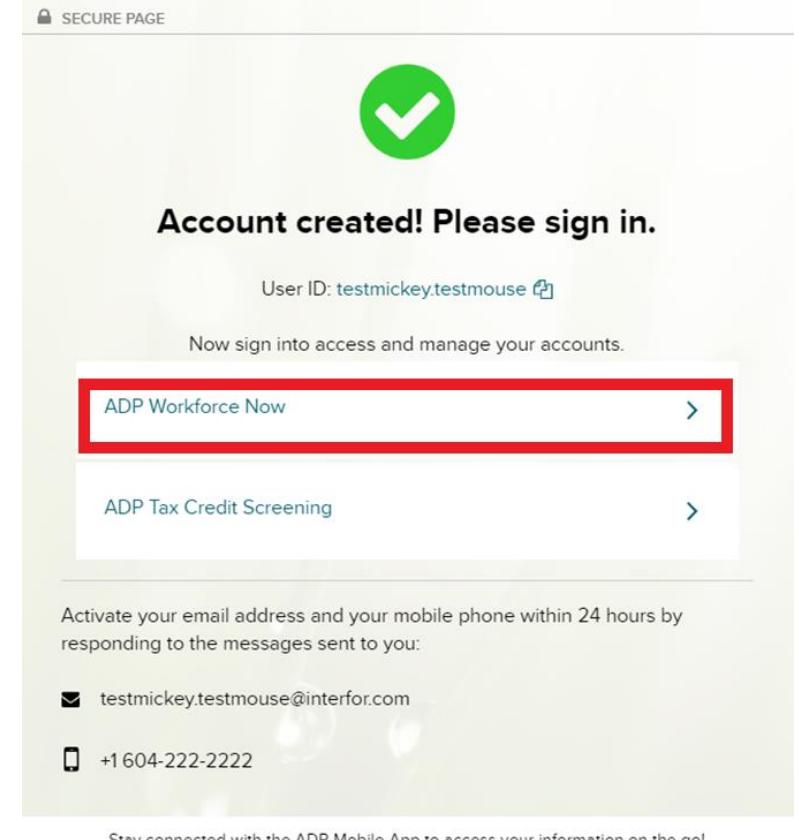
Accept Terms and Conditions

I have read and agree to the Employee Access Terms and Conditions.

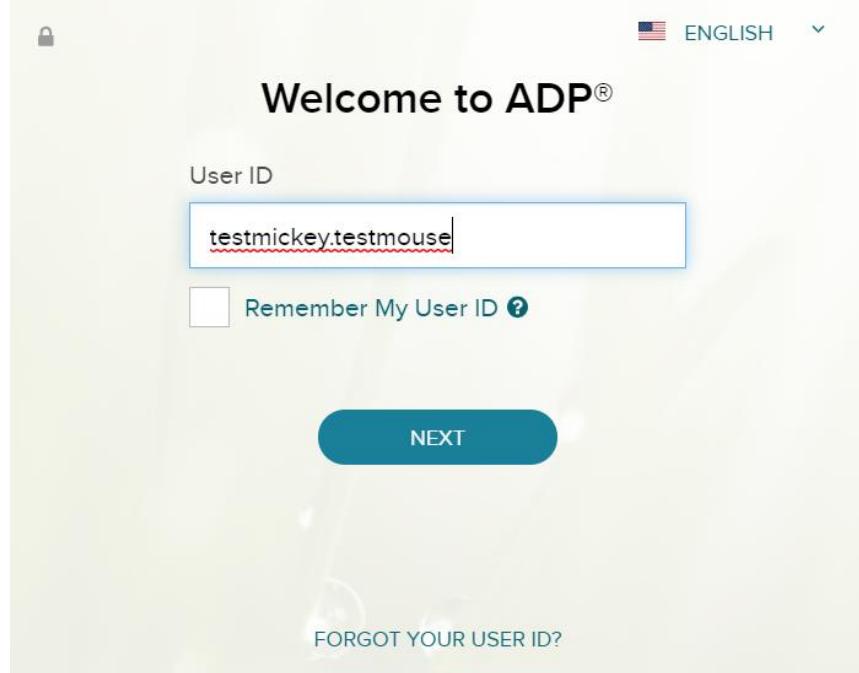
**CREATE YOUR ACCOUNT**



7. Once you have registered your account, go to **ADP Workforce Now**:



8. This will take you to the original login page on ADP Workforce Now. Please login using your **User ID**, click **Next**, enter your **Password**, click **Sign In**:



## Logging into ADP

Go to: <https://workforcenow.adp.com/>

- You will be able to use the same username & password to login to the new ADP system, no different from the way you login today.
- For managers with direct reports in both Canada & US, you will only need your ADP US user ID to access the new ADP system, where you will be able to approve vacation request for your staff in both countries.

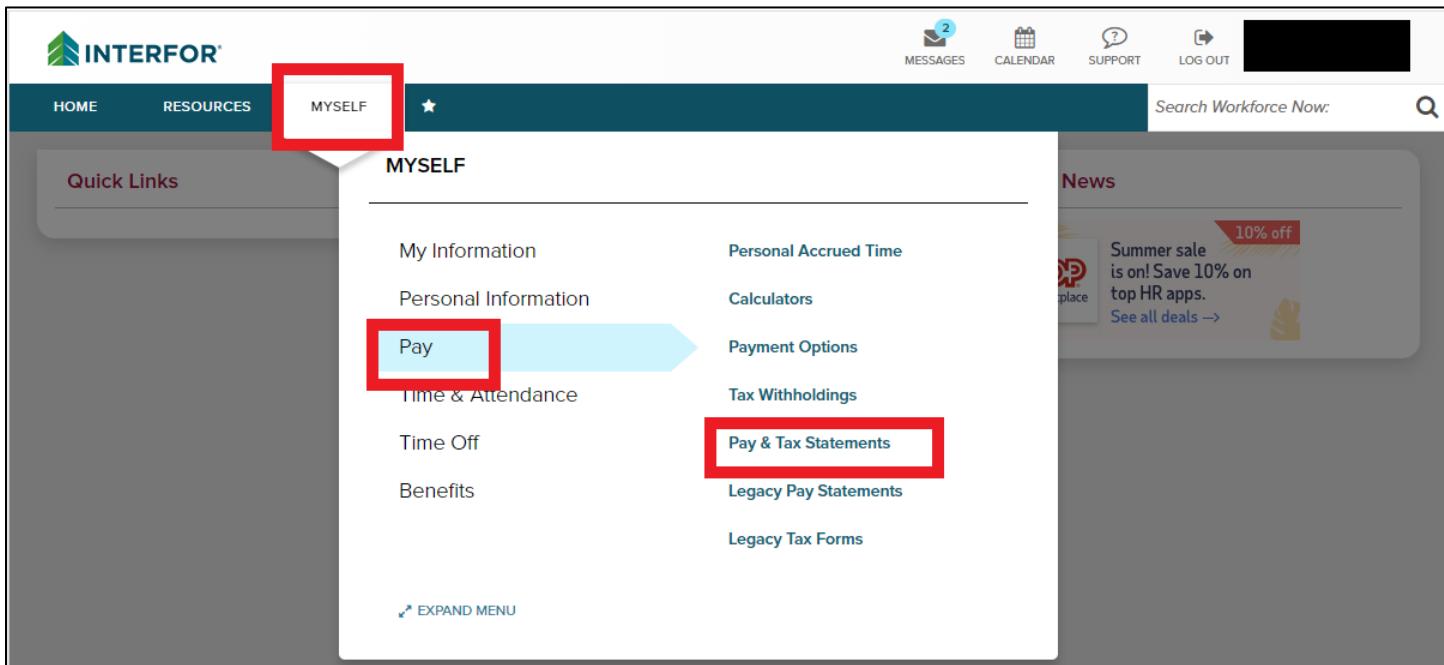


The image shows the ADP login screen. At the top right, there is a lock icon, the text "ENGLISH" with a dropdown arrow, and a small American flag icon. The main heading "Welcome to ADP®" is centered above the login fields. The "User ID" field contains the text "ADPAccount". Below it is a checkbox labeled "Remember My User ID" with a question mark icon. The "Password" field contains several dots. At the bottom center is a teal "SIGN IN" button. Below the button is a link "FORGOT YOUR PASSWORD?".

## **Viewing Pay & Tax Statements (July 15, 2021 pay and onwards)**

To view your Pay & Tax Statements from the July 15, 2021 pay and onwards, on the top bar:

1. Click **Myself**. Under **Pay**, click **Pay & Tax Statements**:



2. You may view your pay statement on this online ADP screen. All your paycheques from July 15, 2021 onwards will be shown on this screen and you may view the details of your paycheque (earnings, deductions, taxes, take home pay).

To view/print your pay statement in a PDF format, click the **View Statement** button.

Your future Tax Slips (ie. T4s) will appear under the “Tax Statements” box (your 2021 tax slip will be available in February 2022).

INTERFOR

HOME RESOURCES MYSELF ★

Search Workforce Now:

MESSAGES CALENDAR SUPPORT LOG OUT

Pay & Tax Statements

Add to Favorites

Hide My Pay

**My Pay**

Year: 2021 (1)

Jul 15, 2021

Take Home

Gross

**CURRENT** **YTD** **COMPARE**

Jul 15, 2021

Percentages may be inaccurate due to uncommon reductions

**Take Home**

Hours Gross

Type Units Rate Amount

EXPAND ALL

● Taxes

● Other

● Take Home

**Tax Statements**

Come back here to see your tax information

**Go Paperless**

Save time, trees and clutter!

- View your electronic documents online
- Access them securely at your convenience
- Get notified by email when they become available

**GO PAPERLESS**

3. You can **print** out your Pay Statement or **download** it as PDF:

CO. FILE DEPT. CLOCK VOHR. NO. 088

**Earnings Statement**

ADP

Period Ending: 07/15/2021  
Pay Date: 07/15/2021

Exemptions/Allowances:  
Federal:   
Provincial:

**Earnings**

	rate	hours	this period	year to date
Regular				
Adj Reg				
Bereav				
Bonus Rrsp				
Prev Vac				
<b>Gross Pay</b>				

**Deductions**

	Statutory	Other
Federal Tax		
EI		
CPP		
<b>Net Pay</b>		

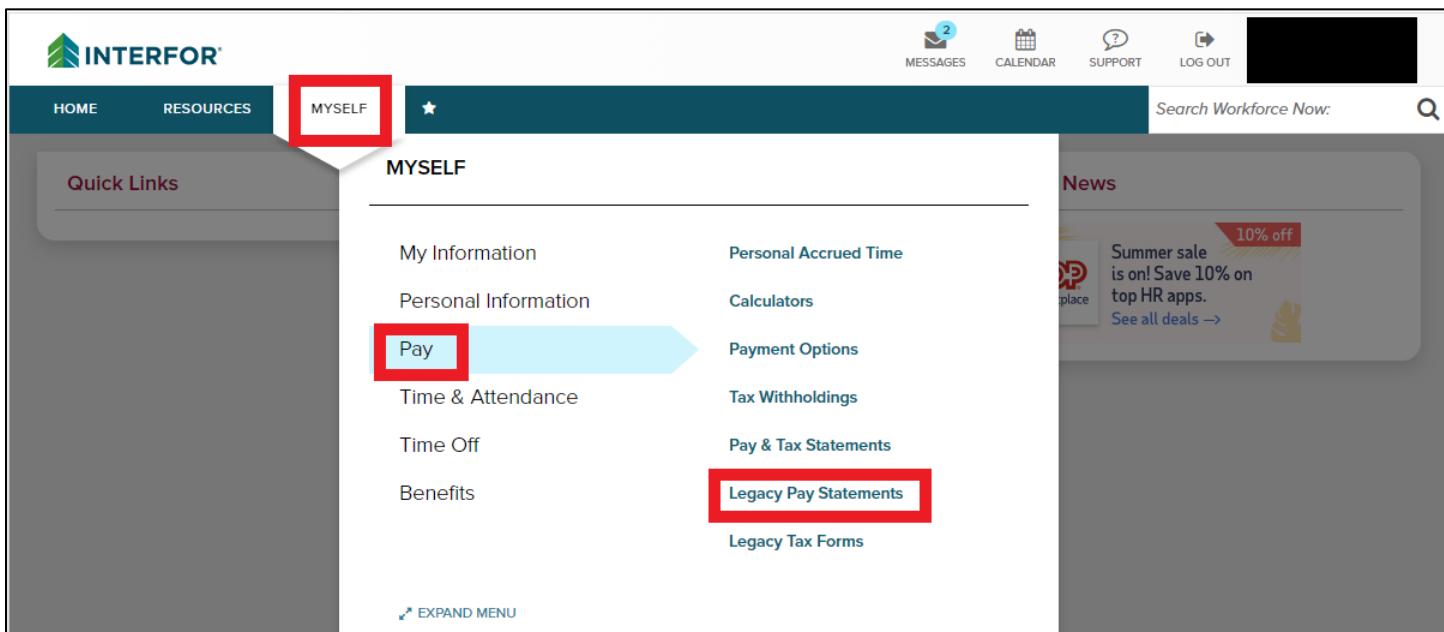
**Other Benefits and Information**

	this period	total to date
Taxable Benefits:		
Ad&D Txb		
Esppbx		
Life Txb Ben		
Dpsper		

## Viewing Historical Pay Statements (July 14, 2021 and before)

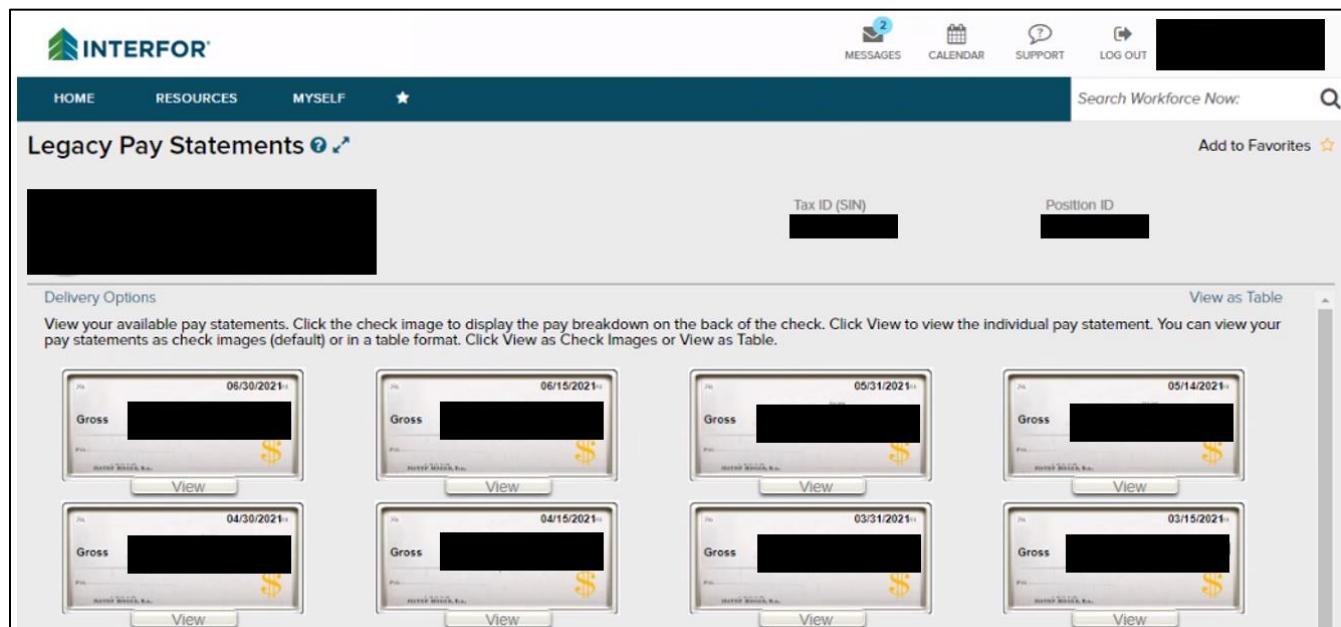
To view historical pay statements (any paycheques on July 14, 2021 and before), on the top bar:

1. Click **Myself**. Under **Pay**, click **Legacy Pay Statements**:



The screenshot shows the INTERFOR Workforce Now interface. At the top, there is a navigation bar with links for HOME, RESOURCES, and MYSELF. The MYSELF link is highlighted with a red box. Below the navigation bar is a 'Quick Links' section. The 'Pay' section is highlighted with a red box and a light blue arrow points to the 'Legacy Pay Statements' link, which is also highlighted with a red box. Other links in the Pay section include My Information, Personal Information, Personal Accrued Time, Calculators, Payment Options, Time & Attendance, Tax Withholdings, Time Off, Pay & Tax Statements, Benefits, and Legacy Tax Forms. The 'Legacy Pay Statements' link is the target of the red box and arrow. The right side of the interface shows a 'News' section with a 'Summer sale' advertisement.

2. Click **View** on each paycheque to view the individual pay statement details.

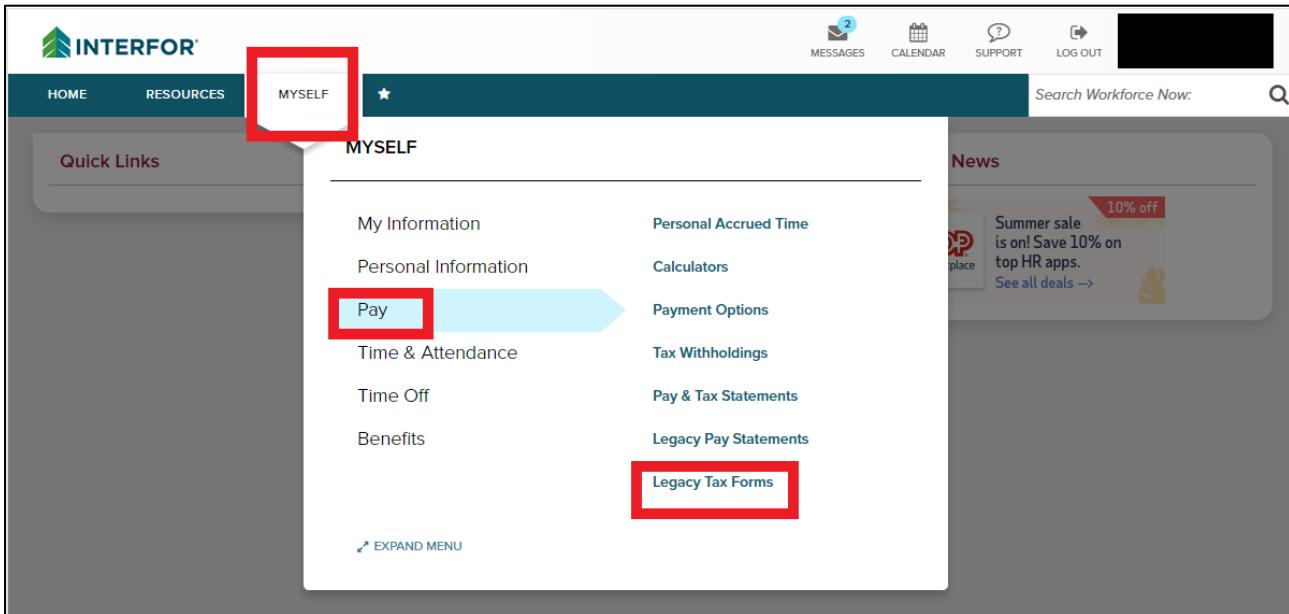


The screenshot shows the 'Legacy Pay Statements' page. At the top, there are links for HOME, RESOURCES, and MYSELF. The page title is 'Legacy Pay Statements' with a 'View' button. To the right are fields for 'Tax ID (SIN)' and 'Position ID', both with redacted values. Below the title is a 'Delivery Options' section with a note about viewing pay statements as check images or tables. A grid of eight paycheques is displayed, each with a 'View' button. The paycheques are arranged in two rows of four. The dates for the paycheques are: 05/14/2021, 05/31/2021, 06/15/2021, 06/30/2021, 04/15/2021, 04/30/2021, 03/31/2021, and 03/15/2021. Each paycheque shows 'Gross' amounts and a yellow dollar sign icon.

## Viewing Past Tax Forms (2020 tax slips and before)

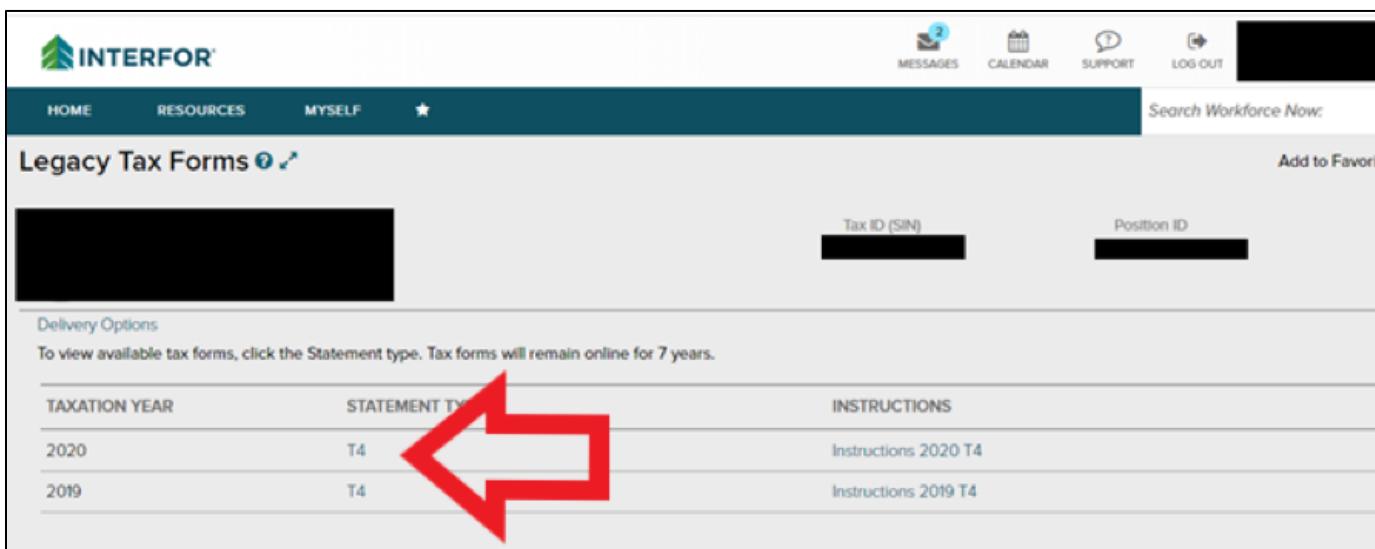
To view past tax forms, in the top bar:

1. Click **Myself**. Under Pay, click **Legacy Tax Forms**:



The screenshot shows the INTERFOR Workforce Now interface. At the top, there is a navigation bar with links for HOME, RESOURCES, and MYSELF. The MYSELF link is highlighted with a red box. Below the navigation bar is a 'Quick Links' sidebar. The main content area is titled 'MYSELF' and contains several menu items: My Information, Personal Accrued Time, Personal Information, Calculators, Pay, Payment Options, Time & Attendance, Tax Withholdings, Time Off, Pay & Tax Statements, Benefits, Legacy Pay Statements, and Legacy Tax Forms. The 'Pay' and 'Legacy Tax Forms' links are highlighted with red boxes. A blue arrow points from the 'Pay' link to the 'Legacy Tax Forms' link. A news banner on the right side of the screen also features a red box highlighting a '10% off' offer.

2. To view available tax forms, click the **Statement Type**. Tax forms will remain online for 7 years.



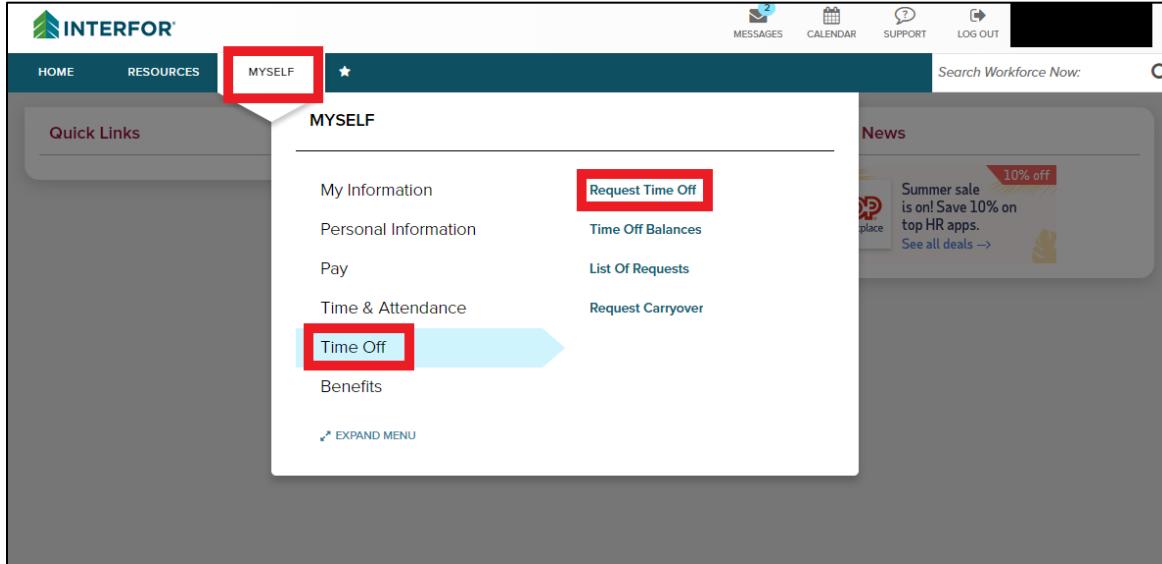
The screenshot shows the 'Legacy Tax Forms' page. At the top, there is a navigation bar with links for HOME, RESOURCES, MYSELF, and a search bar. Below the navigation bar is a 'Delivery Options' section with a note: 'To view available tax forms, click the Statement type. Tax forms will remain online for 7 years.' A large red arrow points to the 'STATEMENT TYPE' column in a table below. The table has columns for TAXATION YEAR, STATEMENT TYPE, and INSTRUCTIONS. It lists two rows: one for 2020 (T4, Instructions 2020 T4) and one for 2019 (T4, Instructions 2019 T4). There are also 'Tax ID (SIN)' and 'Position ID' fields at the top of the page.

TAXATION YEAR	STATEMENT TYPE	INSTRUCTIONS
2020	T4	Instructions 2020 T4
2019	T4	Instructions 2019 T4

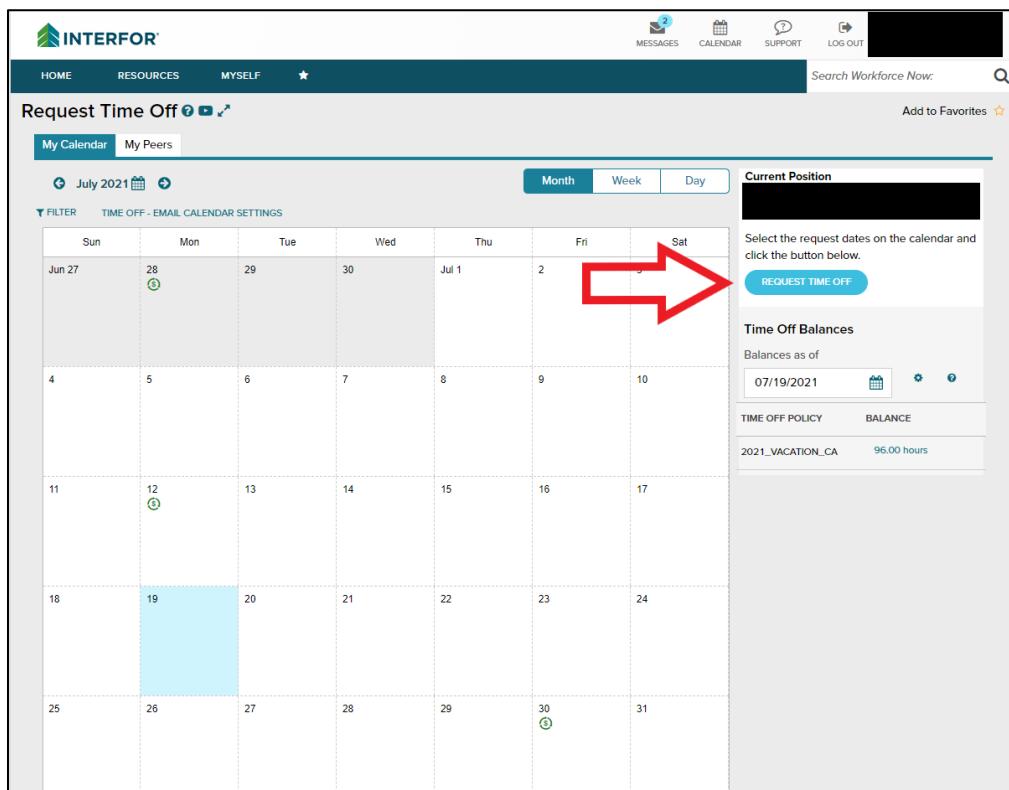
# Booking Time Off

To book time off, on the top bar:

1. Click **Myself**. Under **Time Off**, click **Request Time Off**:



2. Select the request dates on the calendar and click **Request Time Off**:



3. Enter the **data range** for when you will be away, add a **comment** or a date for your manager to respond by:

Request Time Off ?

Step 1 : Enter a Date Range

Start Date \*  to  USER PREFERENCES

Step 2 : Enter Request Details

DATE	TIME OFF POLICY*	AMOUNT*	START TIME*	ACTIONS
There are currently no records. Select the start and end dates.				

TOTAL : Comments: Please respond by

SUBMIT

Current Position Redacted

Balances as of 07/19/2021 TIME OFF POLICY BALANCE

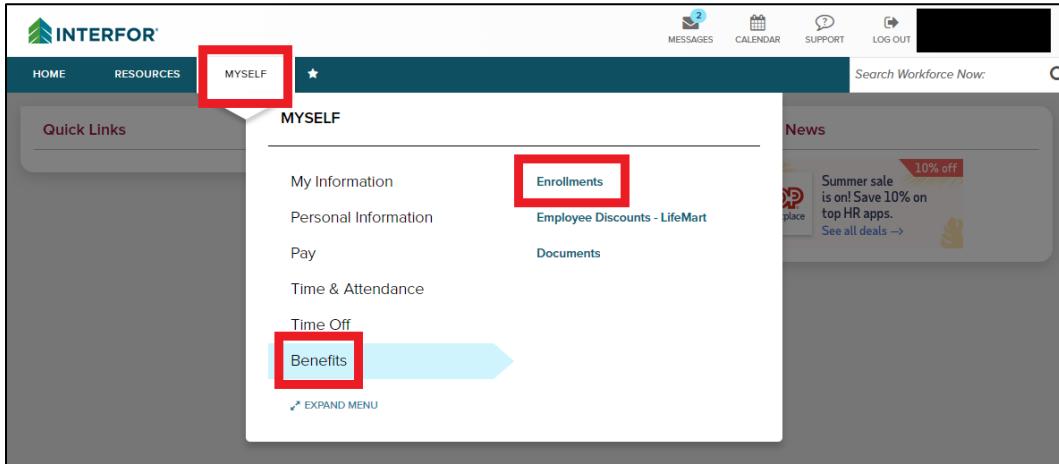
TIME OFF POLICY	BALANCE
2021_VACATION_CA	96.00 hours

4. Click **Submit**, your manager will receive your Time Off Request and review/approve your dates.

# Viewing Your Benefits

To view your current benefit enrollments, on the top bar:

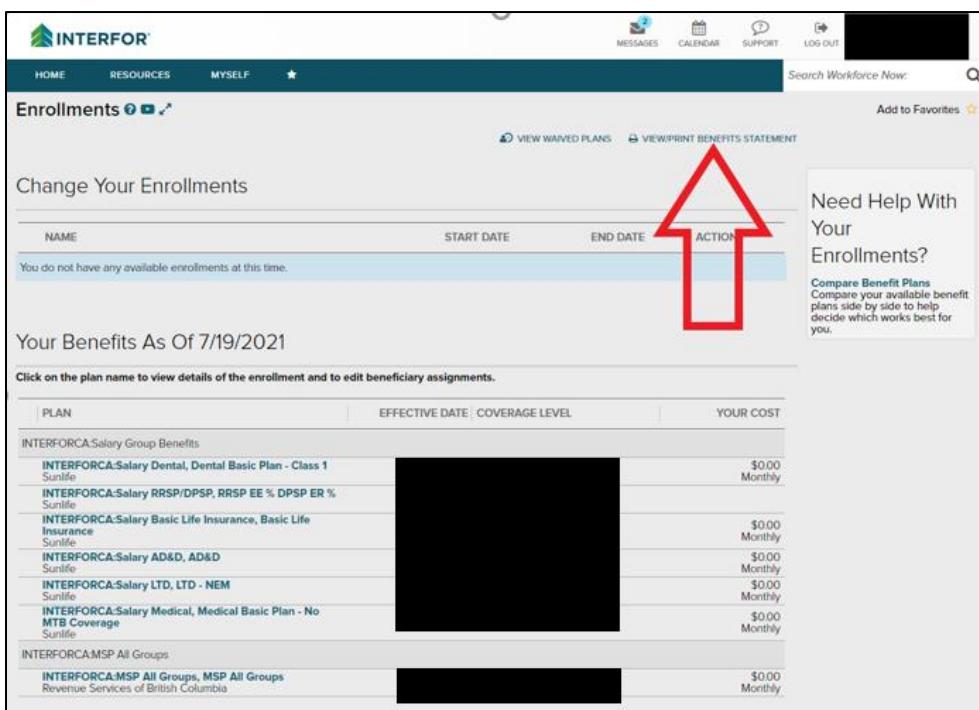
1. Click **Myself**. Under **Benefits**, click **Enrollments**:



The screenshot shows the INTERFOR intranet homepage. At the top, there is a navigation bar with links for HOME, RESOURCES, and MYSELF. The MYSELF link is highlighted with a red box. Below the navigation bar is a sidebar titled 'Quick Links' with options like My Information, Personal Information, Pay, Time & Attendance, Time Off, and Benefits. The Benefits link is also highlighted with a red box. To the right of the sidebar is a main content area titled 'MYSELF' with sub-links for Enrollments, Employee Discounts - LifeMart, and Documents. A blue arrow points from the 'Benefits' link in the sidebar to the 'Enrollments' link in the main content area. A news banner is visible on the right side of the page.

2. To print or view your benefit enrollment statements in greater detail, click **View/Print Benefits Statement**:

3.



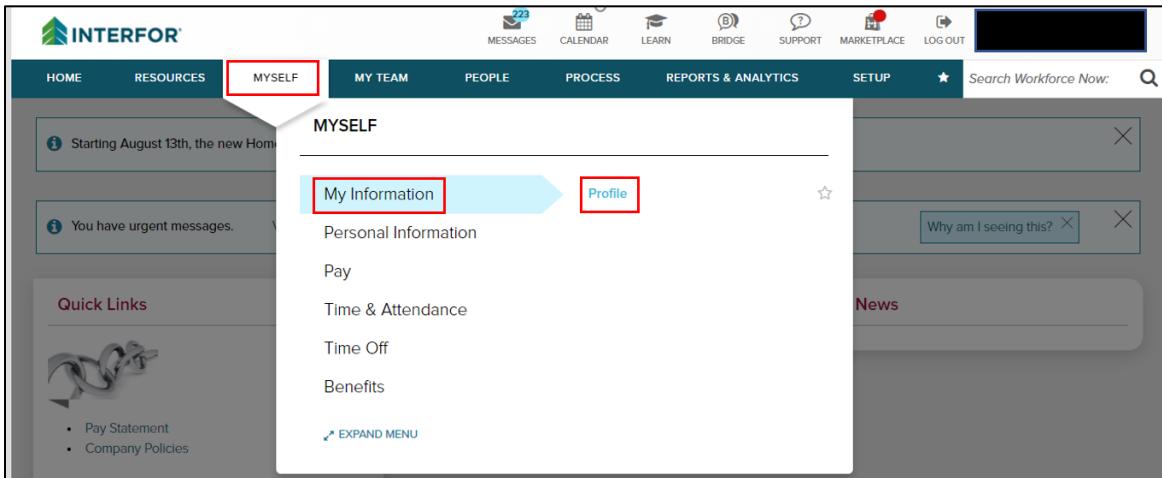
The screenshot shows the 'Enrollments' page. At the top, there are links for 'VIEW WAIVED PLANS' and 'VIEW/PRINT BENEFITS STATEMENT'. The 'VIEW/PRINT BENEFITS STATEMENT' link is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Change Your Enrollments' and displays a message: 'You do not have any available enrollments at this time.' Below this, there is a section titled 'Your Benefits As Of 7/19/2021' with a table of benefit plans. The table has columns for PLAN, EFFECTIVE DATE, COVERAGE LEVEL, and YOUR COST. The table lists several plans, including INTERFORCA:Salary Group Benefits, INTERFORCA:Salary Dental, INTERFORCA:Salary RRSP/DPSP, INTERFORCA:Salary Basic Life Insurance, INTERFORCA:Salary AD&D, INTERFORCA:Salary LTD, and INTERFORCA:MSP All Groups. To the right of the table, there is a sidebar titled 'Need Help With Your Enrollments?' with a 'Compare Benefit Plans' section.

PLAN	EFFECTIVE DATE	COVERAGE LEVEL	YOUR COST
INTERFORCA:Salary Group Benefits			\$0.00 Monthly
INTERFORCA:Salary Dental, Dental Basic Plan - Class 1 Sunlife			\$0.00 Monthly
INTERFORCA:Salary RRSP/DPSP, RRSP EE % DPSP ER % Sunlife			\$0.00 Monthly
INTERFORCA:Salary Basic Life Insurance, Basic Life Insurance Sunlife			\$0.00 Monthly
INTERFORCA:Salary AD&D, AD&D Sunlife			\$0.00 Monthly
INTERFORCA:Salary LTD, LTD - NEM Sunlife			\$0.00 Monthly
INTERFORCA:Salary Medical, Medical Basic Plan - No MTB Coverage Sunlife			\$0.00 Monthly
INTERFORCA:MSP All Groups			\$0.00 Monthly
INTERFORCA:MSP All Groups, MSP All Groups Revenue Services of British Columbia			\$0.00 Monthly

# Updating/Editing Personal Information

To update/edit your personal information, on the top bar:

1. Click **Myself**. Under **My Information**, click **Profile**:



2. Click the “View More” button to see details of your Personal Information. If there are any changes, you may update your personal information and click “Save” once completed.

