

Navigating the New ADP System

Table of Contents

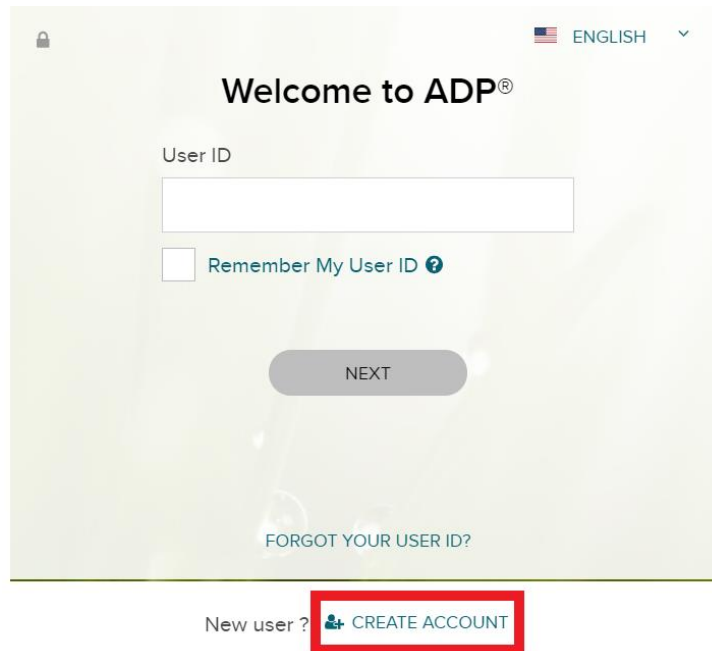
Registering into ADP	2
Logging into ADP	6
Viewing Pay & Tax Statements (July 15, 2021 and onwards)	7
Viewing Historical Pay Statements (July 14, 2021 and before)	9
View your Past Tax Forms (2020 and before)	10
Booking Time Off	11
Viewing Your Benefits	13
Updating & Editing Personal Information	14

Logging into ADP

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

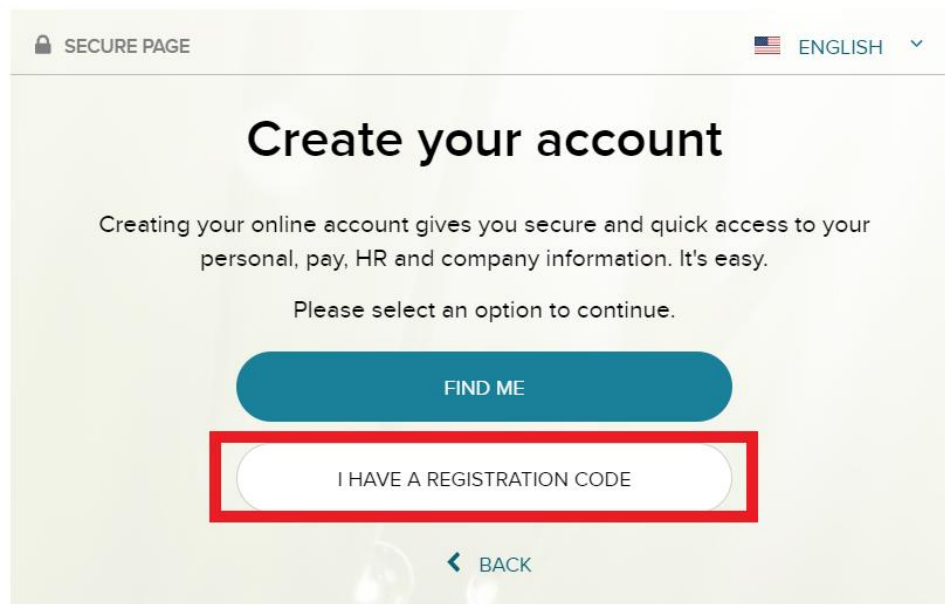
- You will receive an ADP registration code in your Interfor inbox.
- Please contact Payroll if you have not received your registration code:
US: uspayrolldepartment@interfor.com
CAN Salaried: salariedpayrolldept@interfor.com
CAN Hourly: canadianhourlypayroll@interfor.com

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



The image shows the ADP login page. At the top right, there is a language selector set to "ENGLISH". The main heading is "Welcome to ADP®". Below this, there is a "User ID" label and a text input field. Under the input field is a checkbox labeled "Remember My User ID" with a help icon. A "NEXT" button is centered below the input field. At the bottom, there is a link "FORGOT YOUR USER ID?". At the very bottom, there is a "New user ?" link followed by a "CREATE ACCOUNT" button, which is highlighted with a red rectangular box.

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



The image shows the "Create your account" page. At the top left, it says "SECURE PAGE" with a lock icon. At the top right, there is a language selector set to "ENGLISH". The main heading is "Create your account". Below this, there is a paragraph: "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." followed by "Please select an option to continue." There are two buttons: a teal "FIND ME" button and a white "I HAVE A REGISTRATION CODE" button, which is highlighted with a red rectangular box. At the bottom, there is a "BACK" button with a left arrow.

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

The screenshot shows a 'SECURE PAGE' header with a lock icon and a close button (X). A progress bar at the top indicates four steps: 'Enter Code' (active, filled circle), 'Identity Info' (empty circle), 'Contact Info' (empty circle), and 'Create Account' (empty circle). The main heading is 'Enter registration code'. Below it, the text 'Registration code ?' is followed by a text input field containing '1v39tj6w'. A teal 'CONTINUE' button is centered below the input field, and a teal '< BACK' link is centered below the button.

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

The screenshot shows a 'SECURE PAGE' header with a lock icon and a close button (X). A progress bar at the top indicates four steps: 'Enter Code' (empty circle), 'Identity Info' (active, filled circle), 'Contact Info' (empty circle), and 'Create Account' (empty circle). The main heading is 'Let's get started'. Below it, the text 'First, we'll need your information so that we can create your account with **Interfor U.S. Inc.**' is displayed. The form includes two text input fields: 'First name * ?' with the value 'Test Mickey', and 'Last name * ?' with the value 'Test Mouse'. Below these is the text 'And one of these*'. There are three radio button options: 'Last 4 Digits of SSN, EIN, or ITIN' (selected), 'Associate ID', and 'Birth month and day'. The selected option has a text input field with '...' and a link 'WHY IS THIS REQUIRED?' with a lock icon. A teal 'CONTINUE' button is centered at the bottom.

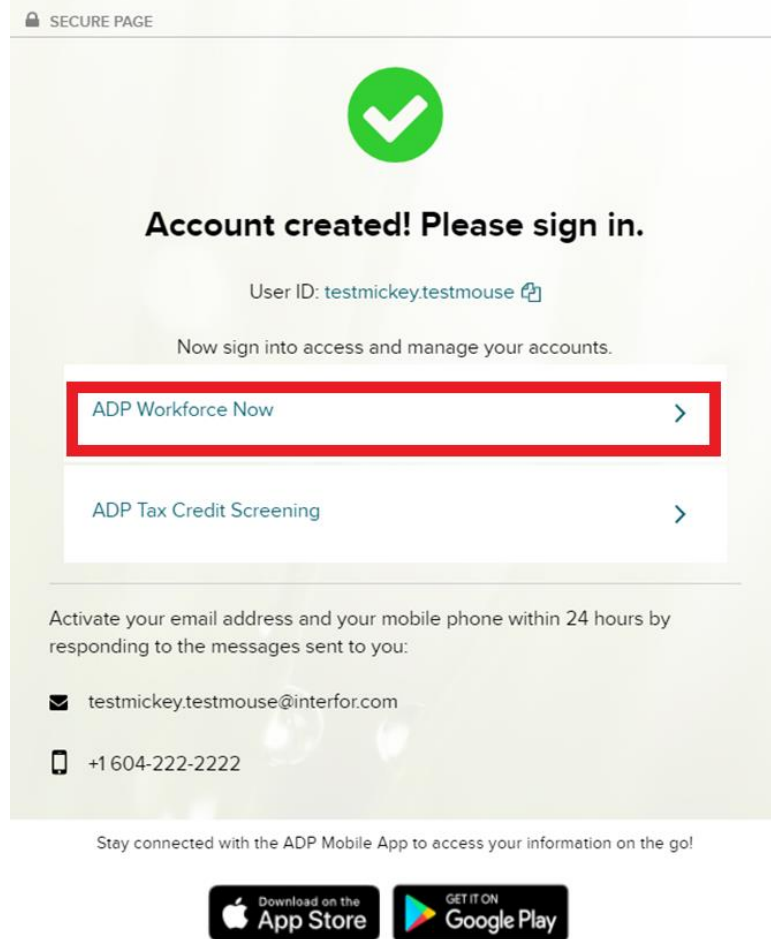
5. Enter your **Primary Contact Information**, click **Continue**:

The screenshot shows a 'SECURE PAGE' with a progress bar at the top indicating four steps: 'Enter Code', 'Identity Info', 'Contact Info' (current step), and 'Create Account'. The main heading is 'Help us protect your account'. Below it, the 'Primary Contact Information' section explains that the user should enter a frequently used email and phone number for verification. The 'Email' field has a dropdown menu set to 'Work' and contains the text 'testmickey.testmouse@interfor.com'. The 'Phone' field has a dropdown menu set to 'Personal, Mobile', a country code dropdown set to '+1', and the number '(604) 222-2222'. Below the phone field, there is a consent statement: '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.*' with 'Yes' and 'No' radio buttons. The 'Yes' button is selected. At the bottom, there is a link 'ADD BACKUP CONTACT INFORMATION' and a large blue 'CONTINUE' button.

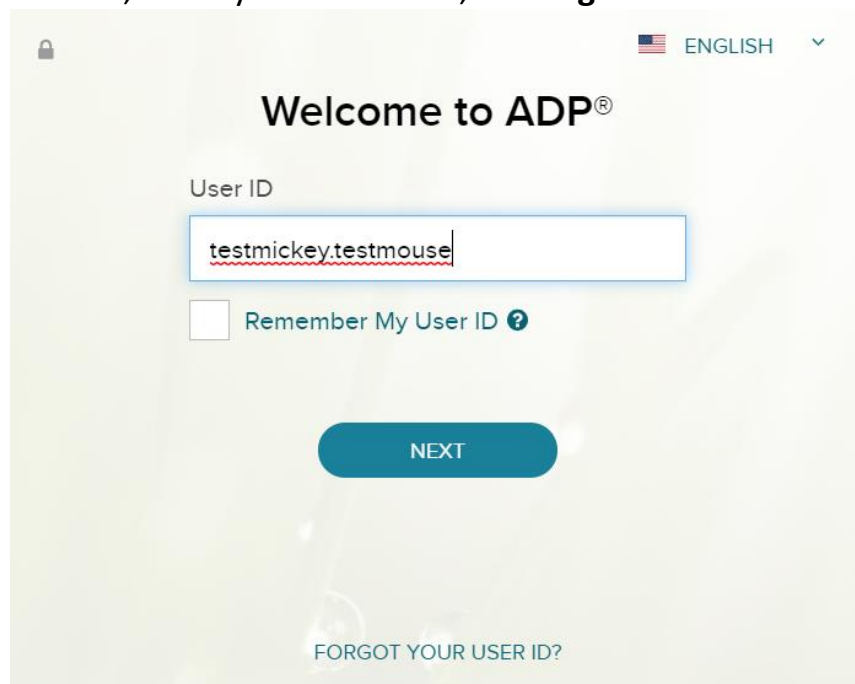
6. Create your **User ID** and **Password**, Check '**Accept Terms & Conditions**', Click **Create Your Account**:

The screenshot shows the 'SECURE PAGE' with the progress bar now showing 'Create Account' as the current step. The heading is 'One more step, Test Mickey!'. The text says 'Let's set up the login information for your account with Interfor U.S. Inc.'. The 'Create UserId' field contains 'testmickey.testmouse' with a green checkmark. The 'Create Password' field is masked with a grey bar and has a green checkmark. Below it, a green progress bar indicates the password strength is 'Strong' with the note '(Add a special character to strengthen)'. The 'Confirm Password' field is also masked with a grey bar and has a green checkmark. Below the password fields, there is a section for 'Accept Terms and Conditions' with a checkbox that is checked and the text 'I have read and agree to the Employee Access Terms and Conditions.' This section is highlighted with a red rectangle. At the bottom, there is a large blue button with a checkmark and the text '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 interface. At the top right, there is a language selector showing a US flag and the word "ENGLISH" with a dropdown arrow. In the top left corner, there is a small lock icon. The main heading is "Welcome to ADP®". Below this, there is a "User ID" label followed by a text input field containing "ADPAccount". Underneath the input field is a checkbox labeled "Remember My User ID" with a help icon (question mark). Below that is a "Password" label followed by a password input field filled with dots. At the bottom center, there is a teal "SIGN IN" button. Below the button, there is a link that says "FORGOT YOUR PASSWORD?".

  ENGLISH ▼

Welcome to ADP®

User ID

☐ Remember My User ID ?

Password

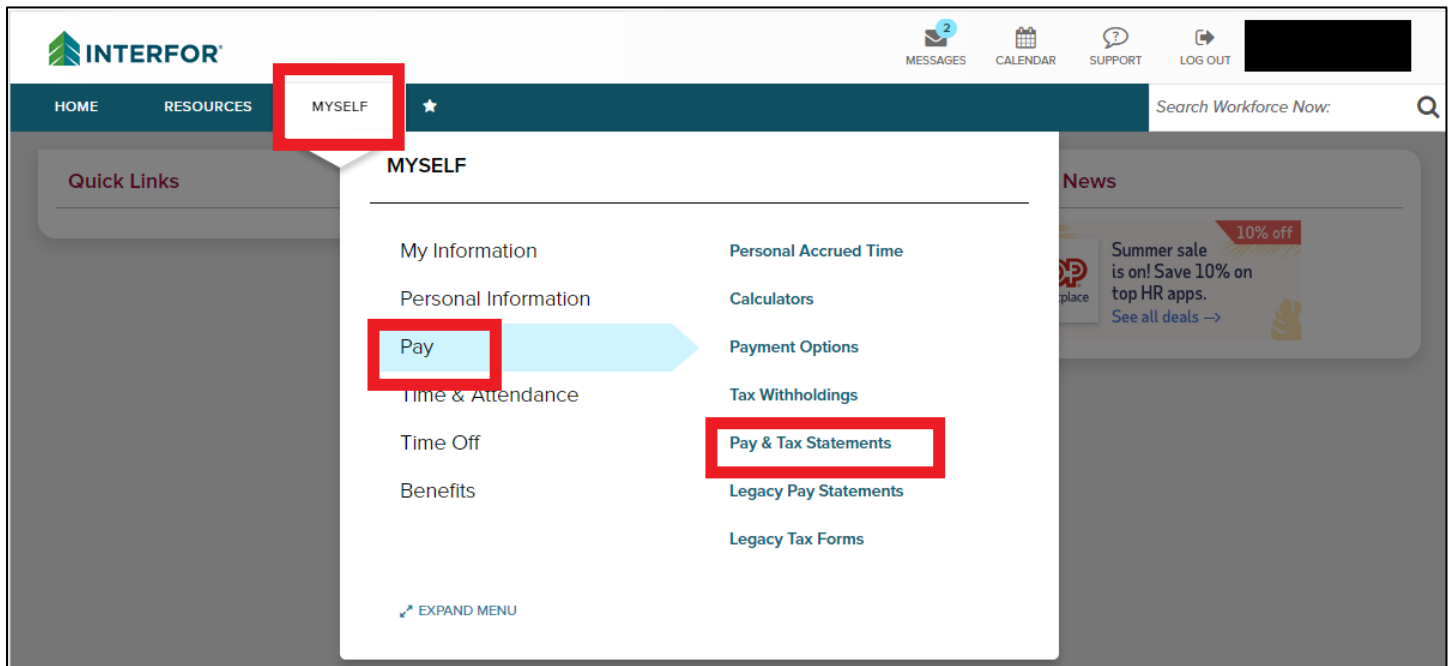
SIGN IN

[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).

MESSAGES

CALENDAR

SUPPORT

LOG OUT

HOME

RESOURCES

MYSELF

★

Search Workforce Now:

Q

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

VIEW STATEMENT

Percentages may be inaccurate due to uncommon deductions

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:

1 / 1 | 100% | [Icons]

ADP

INTERFOR CORPORATION

1600-4720 KINGSWAY

BURNABY, BC, V5H 4N2

Earnings Statement

Period Ending: 07/15/2021

Pay Date: 07/15/2021

Exemptions/Allowances:

Federal: [Redacted]

Provincial: [Redacted]

Earnings

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

Other Benefits and Information

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

Deductions

Statutory		
Federal Tax		
EI		
CPP		
Other		
Dp1		
Espp Ee		
Rrsp %		
Net Pay		

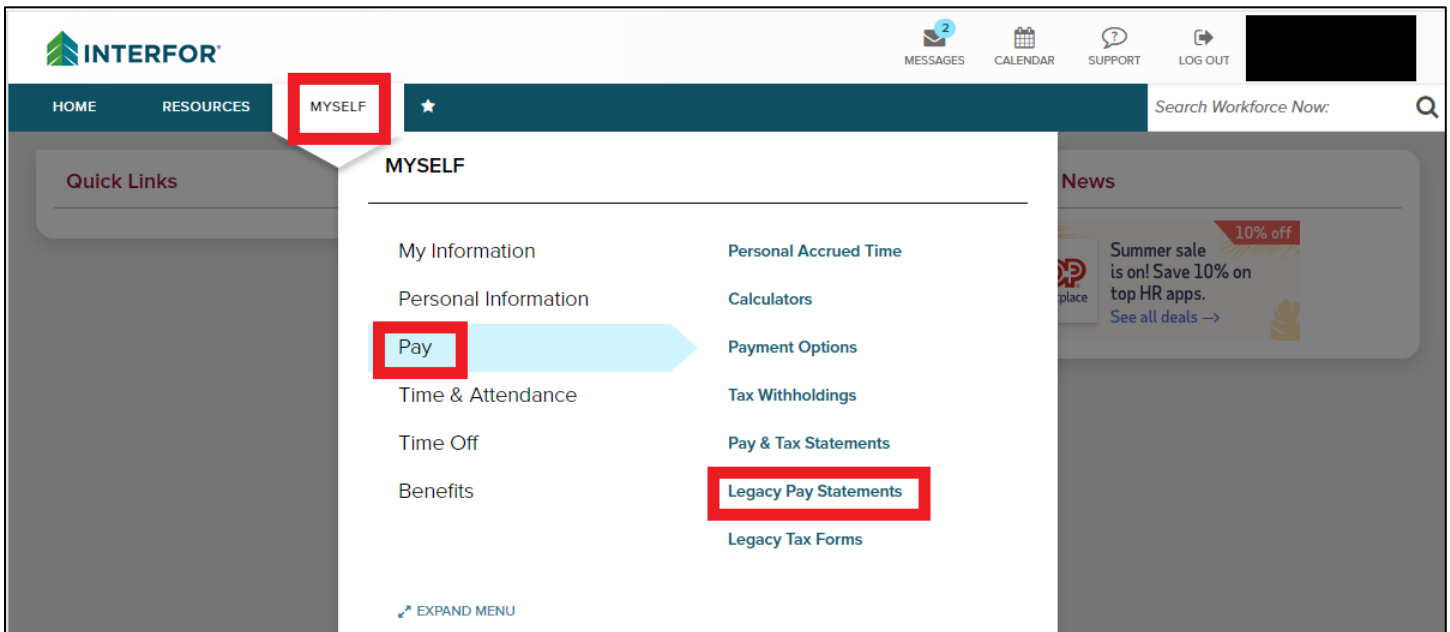
[Download Icon]

[Print Icon]

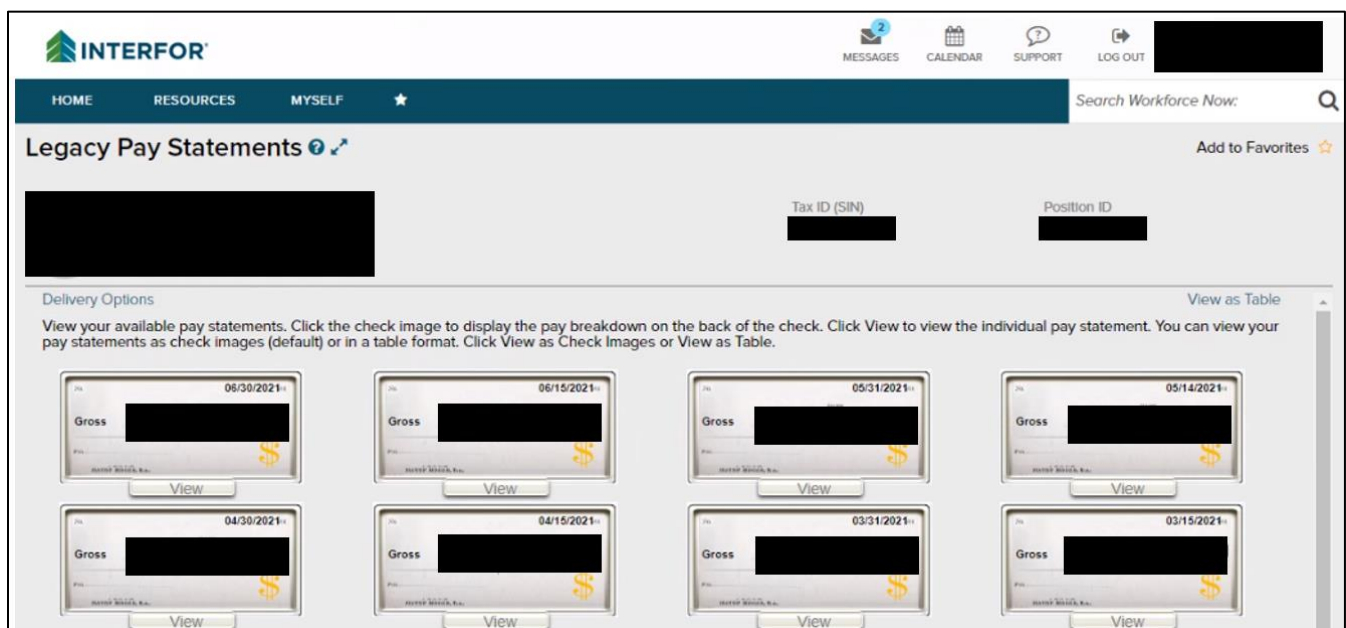
Viewing Historical Pay Statements (July 14, 2021 and before)

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**:



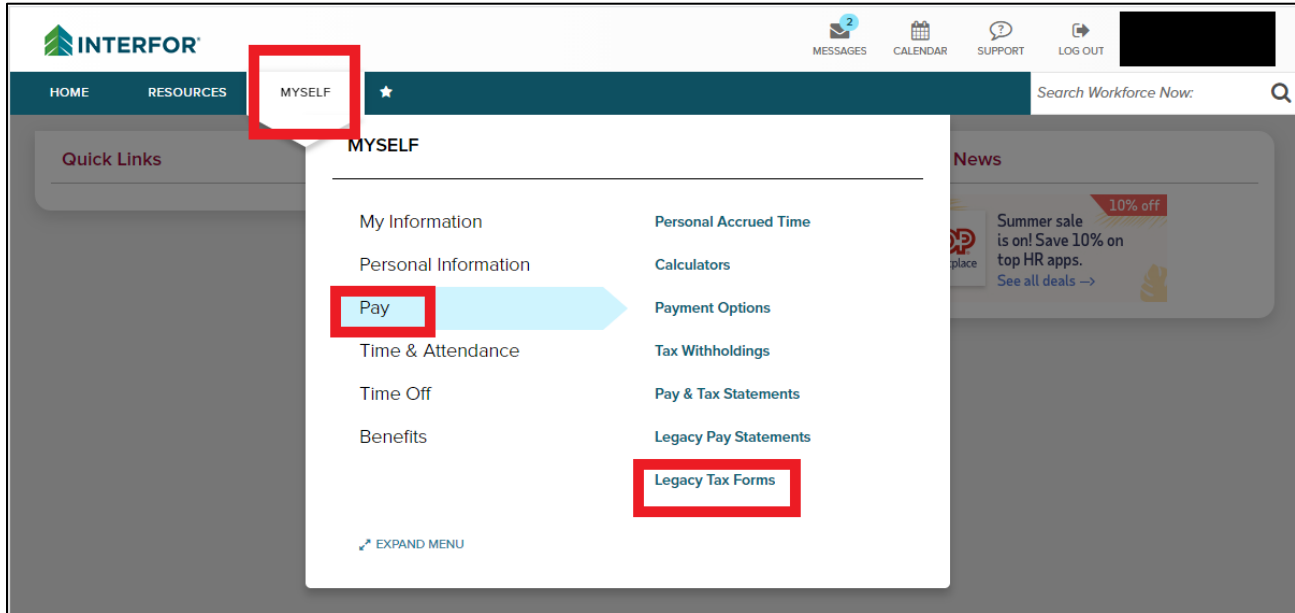
2. Click **View** on each paycheque to view the individual pay statement details.



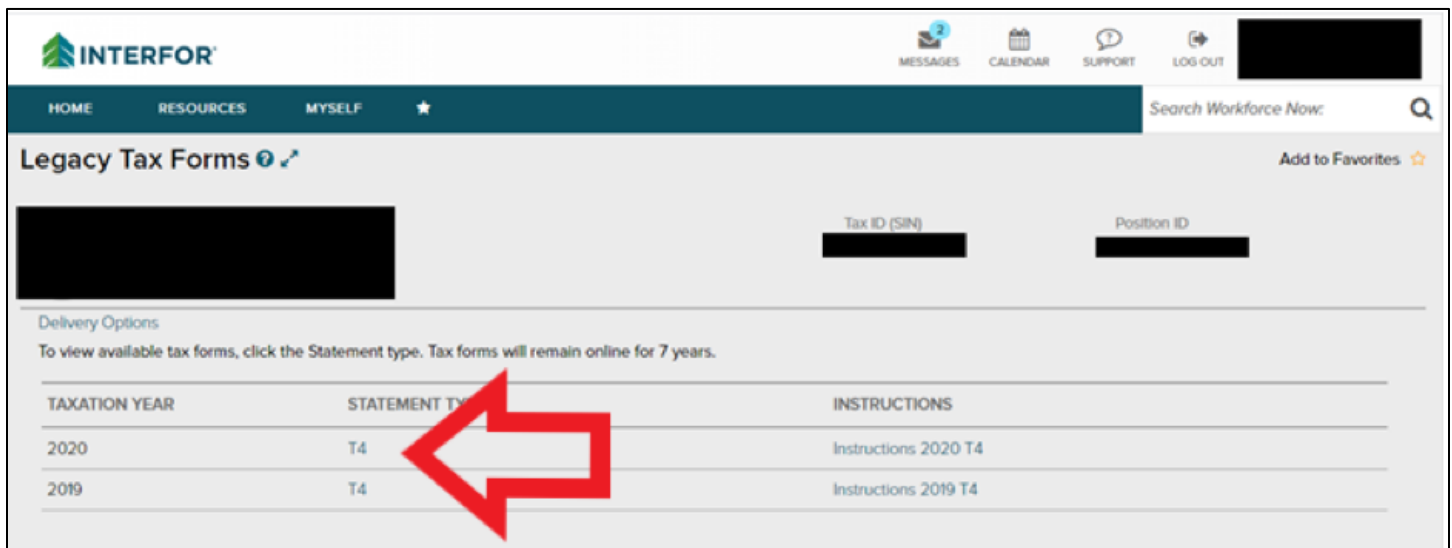
Viewing Past Tax Forms (2020 tax slips and before)

To view past tax forms, in the top bar:

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



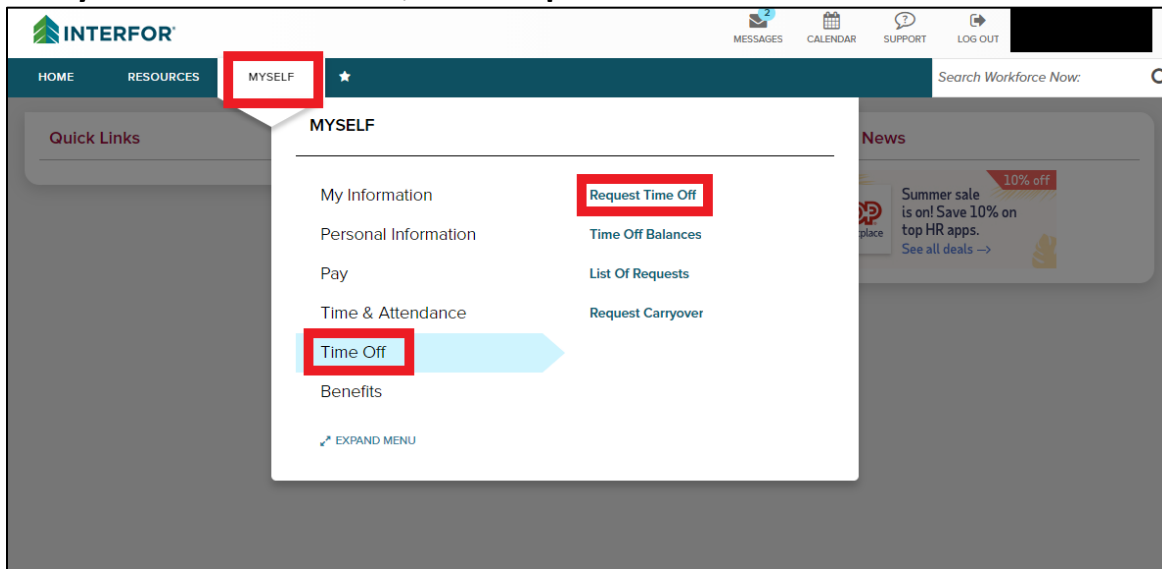
2. To view available tax forms, click the **Statement Type**. Tax forms will remain online for 7 years.



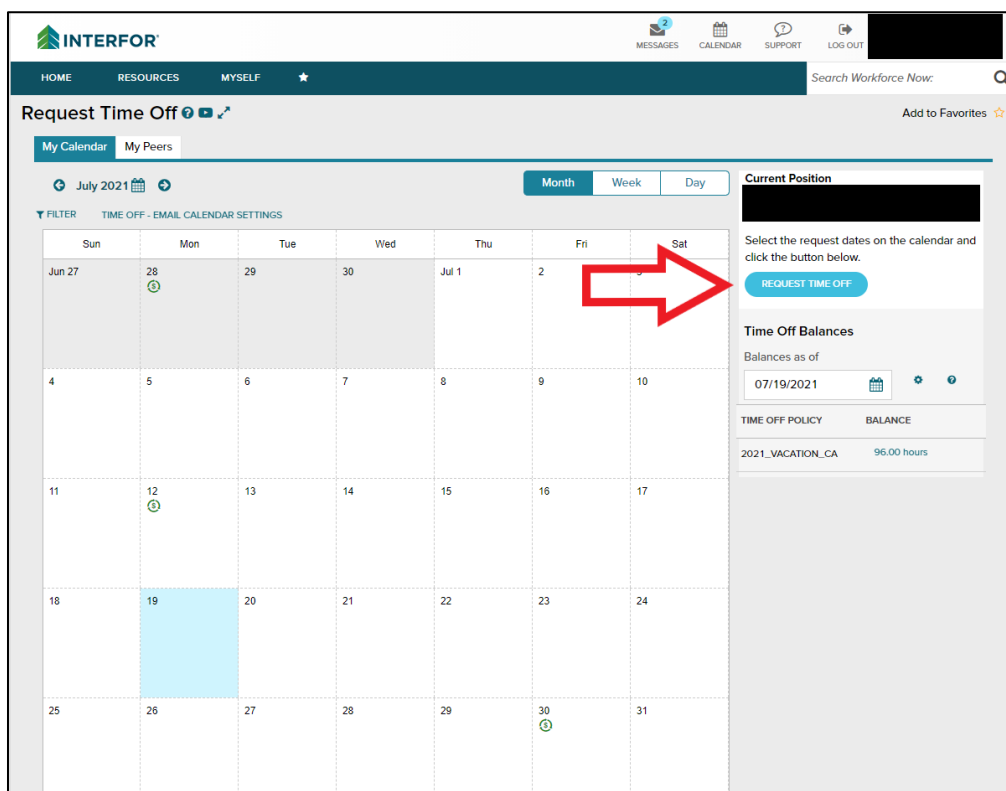
Booking Time Off

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**:

The screenshot shows a web form titled "Request Time Off" with a "BACK" button and a help icon. The form is divided into two main steps:

- Step 1 : Enter a Date Range**: This section includes "Start Date" and "End Date" fields, both with a calendar icon and a refresh icon. A red arrow points to these fields.
- Step 2 : Enter Request Details**: This section contains a table with columns: DATE, TIME OFF POLICY, AMOUNT, START TIME, and ACTIONS. Below the table is a light blue message box that says "There are currently no records. Select the start and end dates."

Below the table, there is a "TOTAL :" section with a "Comments:" label and a text input field. To the right of the comments is a "Please respond by" label and a date input field with a calendar icon. A red arrow points to this date field.

On the right side of the form, there is a sidebar with the following information:

- Current Position**: A blacked-out field.
- Balances as of**: A date field showing "07/19/2021" with a calendar icon and a refresh icon.
- TIME OFF POLICY** and **BALANCE**: A table showing "2021_VACATION_CA" and "96.00 hours".

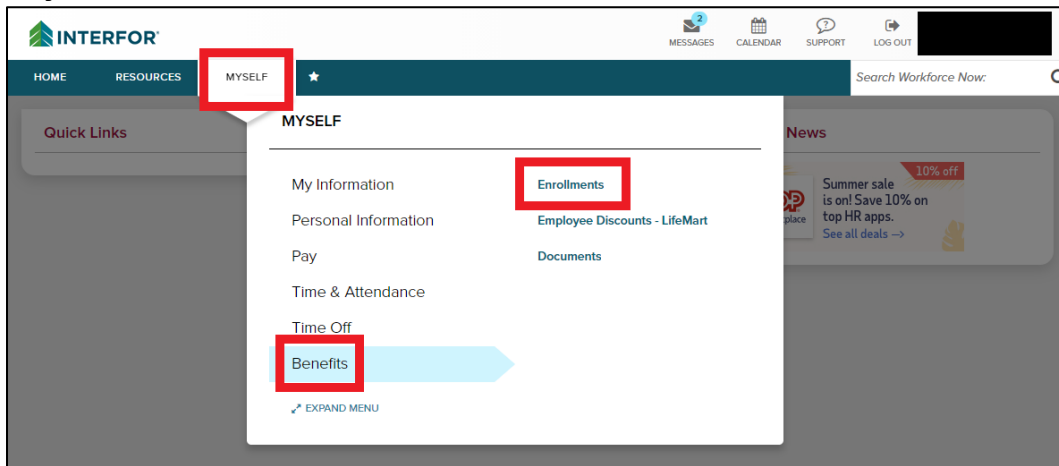
At the bottom of the form is a "SUBMIT" button.

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

Viewing Your Benefits

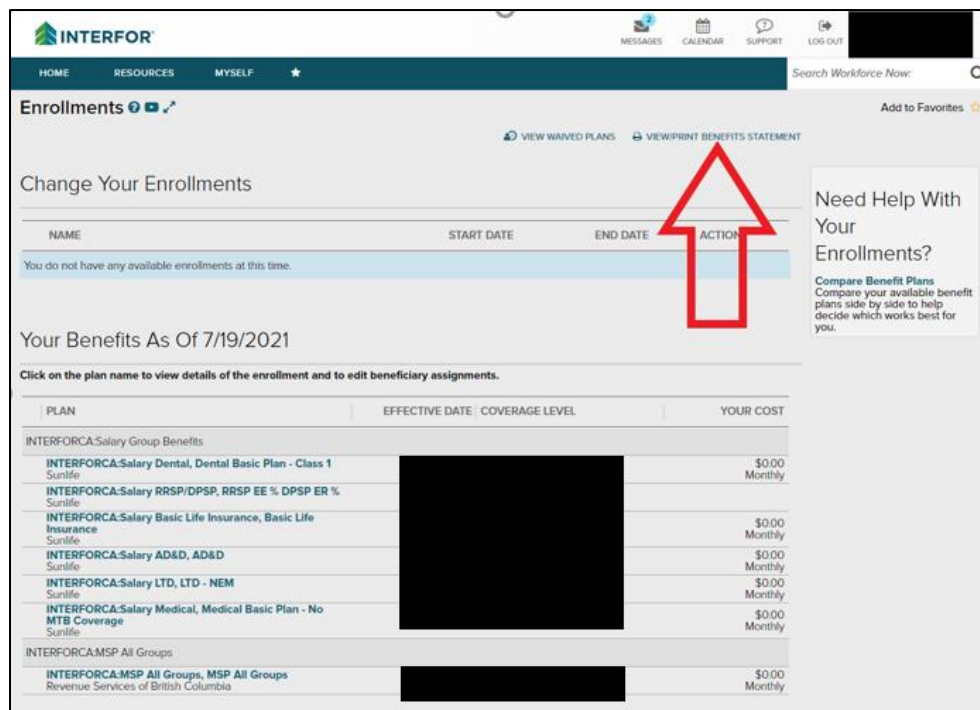
To view your current benefit enrollments, on the top bar:

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



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

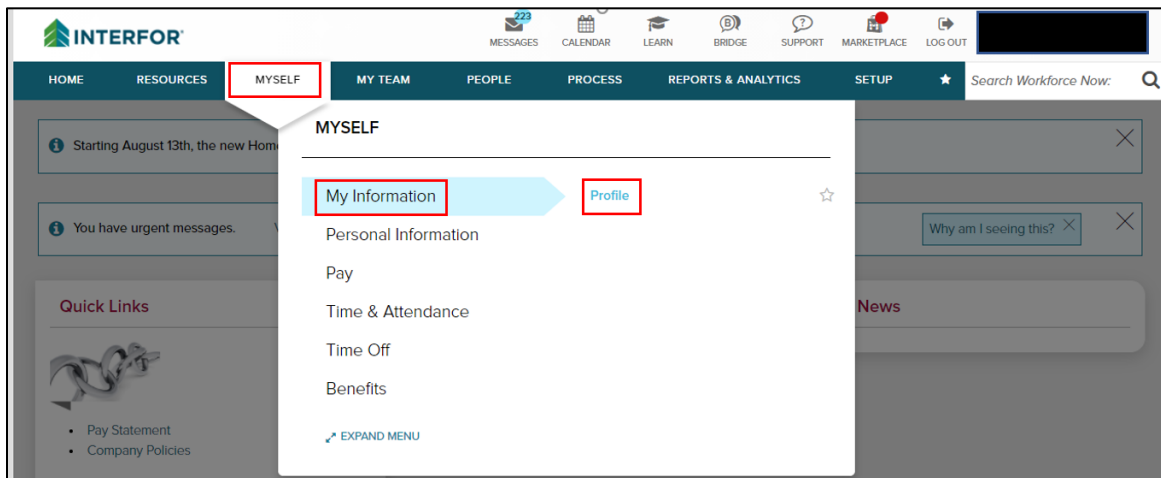
3.



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.

