

DEPARTMENT OF FIRE AND RESCUE SERVICES



SPECIAL ORDER



2007.072

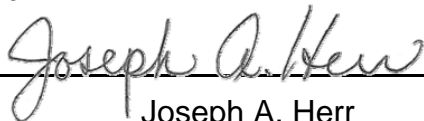
Originating From	Issue Date	Expiration Date	Attachments
Administration/ Finance	9/24/2007	11/30/2007	A

SUBJECT: ADP Pay Statements

APPLICABILITY: All Personnel

- 1 Effective on pay date November 9, 2007, pay vouchers for all Fire and Rescue personnel will no longer be printed and/or distributed.
- 2 Personnel who have not registered for ADP iPayStatements already, must do so prior to November 9, 2007. See Attachment A for directions on how to register. If you have any problems registering or questions, please contact Terry Morgan (x6058).
 - 2.1 Everyone who has registered for ADP iPayStatements can view their ADP pay statement on-line at the following web address <https://paystatements.adp.com>.
- 3 If you choose not to participate in Direct Deposit, your actual paycheck will be mailed to your home address that is displayed on your paycheck **and will be mailed from the George Howard Building on the Thursday before the check date. This means you will no longer be able to pick up your check at Headquarters.**
 - 3.1 If the address on your paycheck is incorrect, please notify Nancy Myers (x6059) as soon as possible.

Approved:



Joseph A. Herr
Fire Chief

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Attachment A

How to Register on ADP iPayStatements

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

Click on "Register Now".

Enter the **Self Service Registration Pass Code** which is: **howardco-payme**

Click Next

Select **iPayStatements** as the self-service Product.

Click Next

Select Pay Statements/Earnings Statement.

Click Next

From your most recent pay statement, enter the following information:

Co: DR8

File: your file #: (this is located in the left upper corner of your paycheck stub)

Number (Check/VCHR #): (this is located in the left upper corner of your paycheck stub)

Pay Date – (make sure the information used for the file#, check/VCHR# and pay date all come from the same pay voucher.)

Social Security Number - (no spaces or dashes)

Click Next

Fill in the Personal Details using whatever email address you want. It doesn't have to be your work email, you can use yahoo, hotmail etc.

Please don't change the Business Detail Information.

Click Next.

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You will then be prompted to complete a registration process during which you must answer a few security questions and select a password.

Your password must contain between **8 to 20 characters** and **at least one alpha and one numeric character**.

You will be assigned a system generated User ID. **Remember this ID.** (The user ID will also be emailed to whatever email address you give them.)

The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>.

Please login and verify you can view your ipaystatement on line.

After logging back in, refer to the **Resource Center** located on the right side of your screen and go to the section titled "**Things You Can Do.**"

Click on "**Go Paperless.**"

Check the box that says, "Access my pay statements online only" feature and choose "**next.**" Then click on "**accept.**" You will then be prompted to enter the confirmation number you see and choose "**save**" and "**done.**"

Please give Terry Morgan (x6058) a call if you have any issues.