



Memo

TO: All Employees (Not Applicable to Seasonal Staff)

RE: Employee Website/Direct Deposit

Our new employee website provides you with unprecedented, swift and convenient access to your personal and pay information as well as up-to-date company information.

Please go to <https://portal.adp.com> and register today!

Your Registration Pass Code: **YMWesmon-252116** (required for registration)

ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with ADP before using their services.

During registration, you will be assigned a user ID and instructed to create a unique password. Then you'll be ready to log on and start using ADP services.

You will need to have the following information readily available in order to register:

- Your name *exactly* as it appears on your paycheck:
- Business or personal email address
- Registration Pass Code (as provided)
- Your Social Security number

Once you establish your user ID and password, you can now log in by using your first initial, last name @YMWesmon.

Example: jsmith@YMWesmon – then type in your unique password.

On our Company Intranet you can: View and update your personal information such as address, phone numbers, work information, education, memberships, licenses and certifications. You can also view and update your emergency contacts and dependent information. You will have access to your pay statements, annual statements and your filing status (W4).

Please also note, in an effort to "Go Green", the YMCA of Western Monmouth County is encouraging our employees to take advantage of the **Direct Deposit** option we offer through payroll. Our goal is to go paperless with payroll, and we need your help – and by electing **Direct Deposit**, you will be helping to save the environment!

By selecting **Direct Deposit**, you are allowing ADP to deposit your earnings directly into your own account at a financial institution of your choice. In addition, **Direct Deposit** allows you to use more than 1 bank or financial institution, and you have the flexibility of depositing your money into a checking or savings account – or both!

For those that opt for Direct Deposit, pay vouchers will no longer be printed for distribution on payday. You will now be able to login to view and/or download a printed version of your paycheck for your records through the ADP website.

For staff that does not have Direct Deposit, paychecks will continue to be distributed in the normal manner. Seasonal/Summer Staff do not have the option of Direct Deposit.

We are very excited about the value that our new employee website will provide you. Register today!