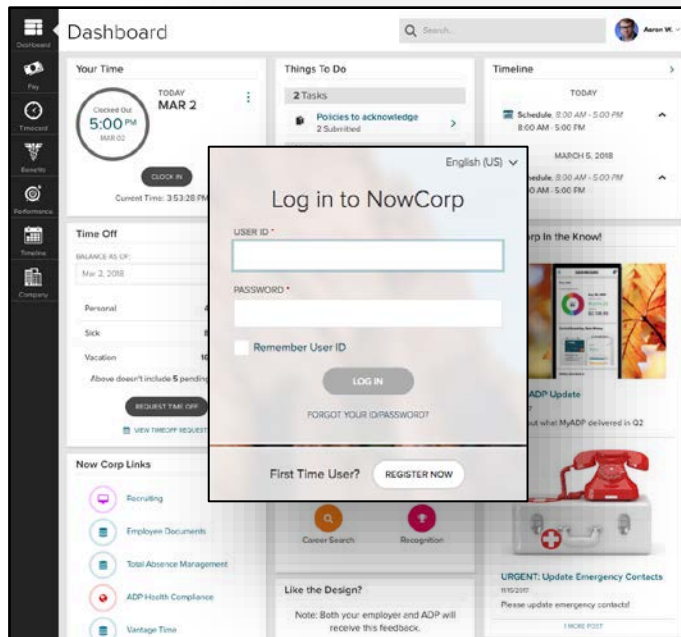


MyADP

Getting Started with MyADP

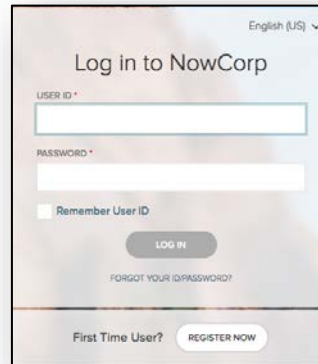


*Register, log in,
and learn about
key features*

Self Registration for First Time Users

If this is your first time using ADP services, follow the self-registration process below. Otherwise, use your existing credentials.

1. Go to <http://myadp.com>.
2. Click **Register Now**.
3. Enter the registration code **SageDining-Sage** and click **Go**.
4. Enter your name and other requested information and click **Confirm**.
 - If the prompt indicates that your record was found, click **Register Now**.
 - If the prompt indicates your record could not be found, contact your administrator or help desk.
5. On the Register for Services page, enter your contact information. (If
6. View or create (if permitted) a user ID.
7. Create a password.
8. Select and answer security questions.
9. If prompted, read the terms and conditions and select the **I Agree** check box.
10. Click **Register** (or **Register Now**).
11. Activate your contact devices by following the instructions in the two emails you will receive.
12. You can now log in to your ADP service.



Signing In

1. Go to <http://myadp.com>.
2. Enter your **User Name**.
Your user name is the user ID you received when you completed self-registration.
3. Enter your **Password**.
Your password is the one you created during self-registration.
4. Click **Sign In**.

**If using your employee ID to register, it must be 6 digits.
Clock # 43233 enter as 043233

For further assistance, contact
Human Resources at
(443) 798-6090

Welcome to MyADP: Managing Your Data and Information

Now you have one central location to access and update personal, payroll, direct deposit and tax information.

The screenshot displays the MyADP Dashboard interface. At the top, there is a search bar and a user profile for Aaron W. The dashboard is organized into several sections:

- Your Time:** Shows a clock for today (JUL 11) and tomorrow (JUL 12). It indicates the user clocked out at 5:00 PM on JUL 12 and has a current time of 11:24:19 AM. A "CLOCK IN" button is visible.
- Things To Do:** Lists 1 task: "Policies to acknowledge" with 2 items submitted.
- Your Benefits:** Shows current elections for Medical, Health Savings Account, and Dental, with a link for "+ 10 MORE ELECTIONS".
- Your Pay:** Displays a pay statement for Jul 13, 2018, with a "Reveal" toggle for the amount (\$X,XXX.XX) and a total of 76 hours.
- Time Off:** Shows a balance as of Jul 11, 2018, with a "VIEW TIMEOFF REQUESTS" button. It lists 48:00 hours for Personal, 80:00 hours for Sick, and 160:00 hours for Vacation. A "REQUEST TIME OFF" button is at the bottom.
- Timeline:** Shows recent schedules, such as "Schedule, 8:00 AM - 5:00 PM".
- Featured Content:** Includes a "Q2 MyADP Update" (12/06/2017) and an "URGENT: Update Emergency Contacts" (11/15/2017).
- Talent:** Offers links for Performance Management, Talent Profile, and Career Development.
- Now Corp Links:** Provides quick access to Recruiting, ADP 401K Retirement Services, and ADP Health Compliance.
- Like the Design?:** A feedback section with five stars and the prompt "Rate your experience."

Payroll Information

The Pay page provides quick, summarized access to all pay-related information. You can view up to three years of not only pay information, but also your W-2s and 1099s.

View and update your tax withholding and direct deposit as well.

Pay
[VIEW YOUR TRENDS](#)

Date	Take Home	Gross Pay
Feb 23, 2018	\$117.81	\$215.65
Feb 9, 2018	\$456.57	\$625.94
Jan 26, 2018	\$1,255.29	\$1,620.01
Jan 12, 2018	\$1,216.14	\$1,620.01
Dec 29, 2017	\$1,216.15	\$1,620.01
Dec 15, 2017	\$1,216.16	\$1,620.01

Gross Pay **\$215.65**

Regular Rate \$25.37
8.5 hours \$215.65

Regular Rate \$1,623.85
71.5 hours

[1 MORE](#)

[EXPAND ALL](#)

Taxes -\$9.90

Benefits -\$87.94

Take Home **\$117.81**

Other benefits and information

Gtl 1.62
Pto Balance 48
Sck Balance 80
Vac Balance 160
401K Eligible 215.65

[DOWNLOAD PAY STATEMENT](#)

Gross Pay
\$215.65

[VIEW ALL PAY STATEMENTS](#)