

# **Welcome to Valdosta State University & the University System of Georgia**



## **Graduate Assistant Guide to the Shared Services/ADP Employee Portal**

## Introduction

As an employee of an institution within the University System of Georgia, registration to Employee Self Service allows you to manage your personal information without the need for emails and phone calls to Human Resources or Payroll. Employee Self Service is a single sign-on access to multiple products serviced by Automated Data Processing (ADP).

Employee Self Service provides the following access at your fingertips:

- Personal Information (address, emergency contacts, phone numbers)
- Paycheck statements
- Compensation History
- W-2 statements
- Direct Deposit
- Tax Withholding

## Here is how to get started

Once your employment paperwork is complete and you have been entered into the system (no more than 10 business days), you will be able to register for Employee Self-Service using the steps below.

-Go to <https://portal.adp.com/public/index.htm> using Internet Explorer version 6.0 or higher.

-Click **First Time Users Register Here**



-Click **Register now**



**Welcome!**

Welcome! ADP is committed to protecting your privacy and information. To assist us in meeting that commitment, your registration, you'll be assigned a user ID and you'll create a password using ADP services.

**Ready to get started?**

**The Registration Process At a Glance**  
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

**What you need to register:**

- Registration pass code [Learn More](#)

-Enter your Registration Pass Code **USG-6775** and click next



**Register for ADP Services**

Please enter the following information to register for ADP services.

**Step 1 of 6**

**1. Enter Your Registration Pass Code**

**Enter Your Registration Pass Code**

Your employer provided you with a registration pass code when they instructed you to what your pass code is, contact your administrator for assistance.

**Note:** The pass code is not case-sensitive.  
▶ = Required

Registration Pass Code: ▶  (Example: Genco-1234abc)

-Complete Step 2 -Verify your Identity and click next.

**Note: You must use your legal name. No nicknames.**



## Register for ADP Services

Please enter the following information to register for ADP services.

**Step 2 of 6**

1. Enter Your Registration Pass Code
- 2. Verify Your Identity**
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

### Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information to confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using my: Social Security Number (SSN)

Your SSN is used during the account creation process; it is not used for any other purpose.

▶ = Required

**First Name:** ▶  (Your legal first name; do not enter a nickname.)

**Middle Initial:**

**Last Name:** ▶  (Apostrophes and hyphens are allowed.)

**SSN:** ▶  (All nine digits in any format)

**Confirm SSN:** ▶  (All nine digits in any format)

- If a second verify your identity screen displays, you have not verified successfully. Please contact Student Employment Services at 229-333-7574.

-Complete Step 3-Enter your Contact Information and click next.



## Register for ADP Services

Please enter the following information to register for ADP services.

**Step 3 of 6**

1. Enter Your Registration Pass Code
2. Verify Your Identity
- 3. Enter Your Contact Information**
4. Enter Your Security Information
5. View Your User Id & Create Your Password
6. Confirmation

### Enter Your Contact Information

Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

**First Name:** ▶  **MI:**

**Last Name:** ▶  (Apostrophes and hyphens are allowed.)

**Business/Personal E-Mail:** ▶  (This e-mail address is only used for notifications.)

**Confirm E-Mail:** ▶

**Phone:**  (Area code and number in any format.)

-Complete step 4 – Enter Your Security Information and click next.

**Note: Remember how you typed your answers (i.e. caps or no caps, etc.)**

The screenshot shows the ADP registration interface at Step 4 of 6. The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User ID & Create Your Password, and 6. Confirmation. The main content area is titled "Enter Your Security Information" and includes instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity." An important note states: "Important: Be sure to choose answers you can remember." Below this, there are two required fields: "City/Town of Birth:" with a text input box, and "Security Question 1:" with a dropdown menu and a text input box for the answer. A second set of "Security Question 2:" and "Answer 2:" fields is also present. At the bottom, there are "Next" and "Cancel" buttons.

-Complete Step 5- View your User ID, Create Password and Submit

**Note: It is important to remember your User ID that the system will generate for you and the password you create as this will be what you use to login to employee self service. Your password must be at least 8 characters long and must contain at least 1 letter and 1 number.**

The screenshot shows the ADP registration interface at Step 5 of 6. The left sidebar highlights step 5: "View Your User ID & Create Your Password". The main content area is titled "View Your ADP Services User ID" and displays the generated "User ID: fsmith@MPLX" in a text box. A note indicates: "Note: Your user ID is not case-sensitive." Below this is the "Create Your ADP Services Password" section, which states: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." Another note says: "Note: Your password is case sensitive." There are two required text input fields for "Create Password:" and "Confirm Password:". An example "(Example: Password01)" is provided to the right of the password fields. At the bottom, there are "Submit" and "Cancel" buttons.

Once you click Submit you will receive a confirmation page and an email confirmation will be sent to you. You are now ready to access your Employee Self Service Portal!

## Accessing Employee Self-Service from the Home Page

You can access the portal by using the Shared Services/ADP website as shown below. There are also links from Human Resources and other websites on campus.



The Shared Services/ADP web page has tutorials, user guides as well as the Shared Services Registration and Login button that you can use to access the portal as shown.

**Shared Services  
Registration & Login**

**VALDOSTA STATE UNIVERSITY**

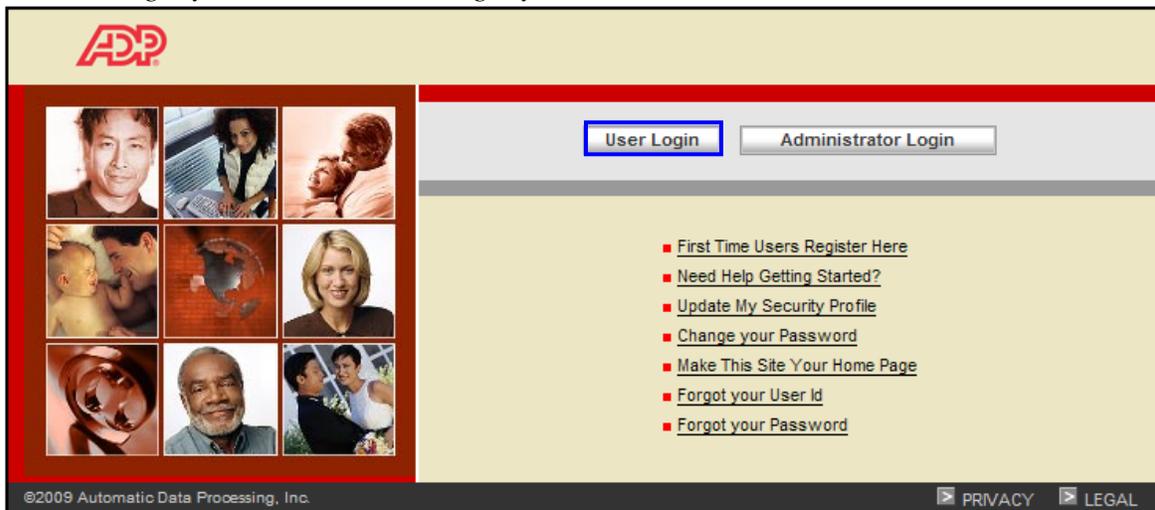
**Quick Links »**

- President's Office
- Students
- Parents and Visitors
- Alumni & Friends
- Faculty and Staff
- Live @ VSTATE (formerly BlazeNET)
- About VSU
- Academic Advising
- Apply Now at VSU

Shared Services/ADP

- Employee Self-Service
- Campus Alert System
- Faculty and Staff News

-Click on **User Login** to access Employee Self-Service. Other useful links are *Change your Password*, *Forgot your User Id*, and *Forgot your Password*.



**ADP**

**User Login** **Administrator Login**

- [First Time Users Register Here](#)
- [Need Help Getting Started?](#)
- [Update My Security Profile](#)
- [Change your Password](#)
- [Make This Site Your Home Page](#)
- [Forgot your User Id](#)
- [Forgot your Password](#)

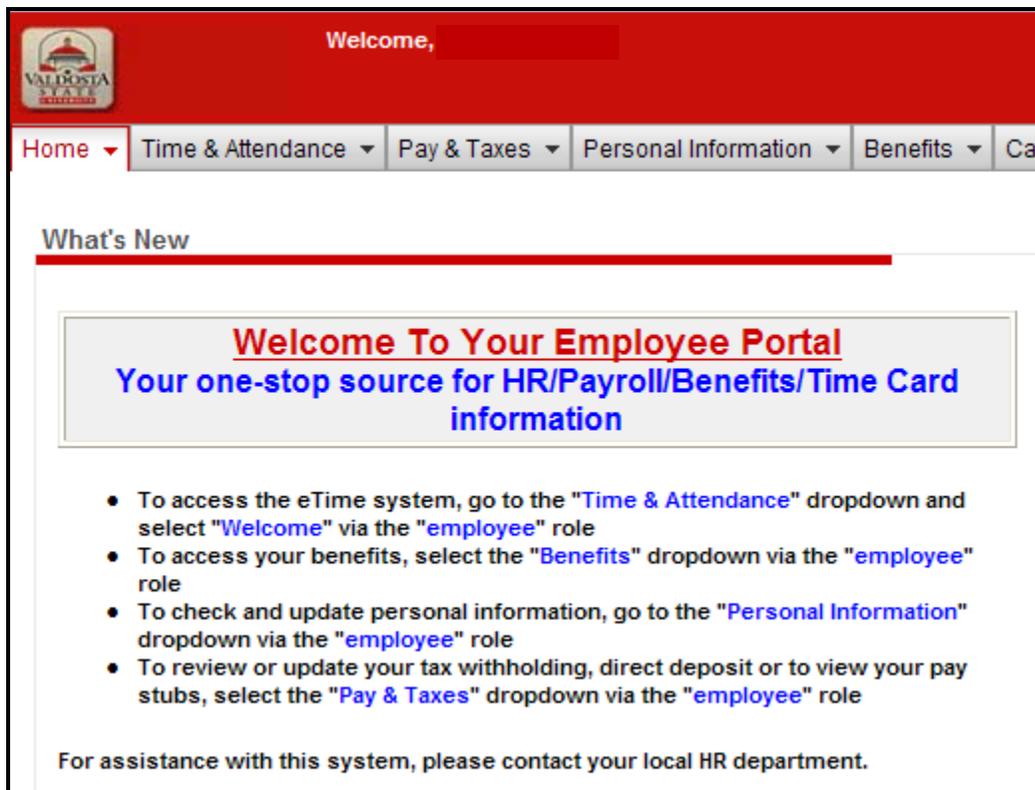
©2009 Automatic Data Processing, Inc. [PRIVACY](#) [LEGAL](#)

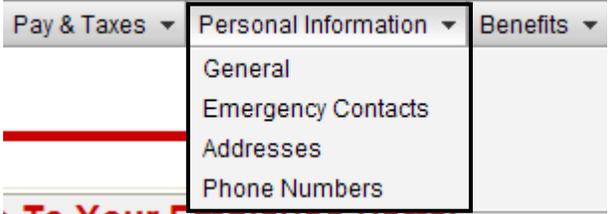
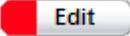
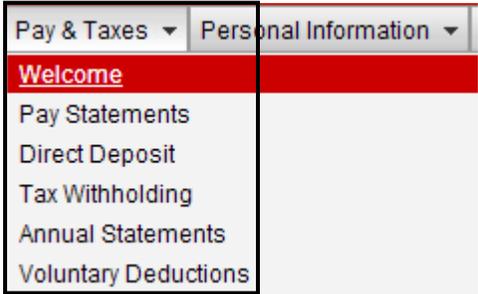
-Enter **User Name** and **Password** and click **OK**. (Your user name is **not** your email address but the User Id that was created during the Registration process.)

**This site is a secured site. The data entered and accessed through this portal Website is encrypted and is secure. Access to this portal site requires a User name and password specific to you as a user. Do not give your User Name or password to anyone. Do not leave your User name or password where someone can obtain it.**



Below is the Home Tab (default view) where you will be able to access HR and Payroll forms and information. Clicking any of the available tabs at the top of the screen will update your workspace and the associated function and feature links menu will display in the bar on the left side of the page. As a Graduate Assistant the Tabs of interest to you are **Personal Information** and **Pay & Taxes**.



Tab	Features Within Tab
<p data-bbox="168 239 561 281"><b>Personal Information</b></p> 	<p data-bbox="821 239 1450 344">The <b>Personal Information</b> tab is where you access and make updates to personal information by clicking the drop down links.</p> <ul data-bbox="865 390 1450 747" style="list-style-type: none"> <li>• <b>General</b> is a screen that cannot be edited by you. If information is incorrect on this screen contact Human Resources. You can find your Employee ID# listed here.</li> <li>• Clicking on <b>Emergency Contacts</b> will bring you to a list of contacts. Double clicking on the name will allow you to make edits for that contact. Click the Add New to add a contact.</li> </ul>  <ul data-bbox="865 1020 1450 1430" style="list-style-type: none"> <li>• The <b>Addresses</b> tab is where you can view and edit home/ mailing addresses and email addresses by clicking on the edit button at the bottom of the screen.</li> </ul>  <ul data-bbox="865 1220 1450 1430" style="list-style-type: none"> <li>• <b>Phone Numbers</b> is where you can store your cell phone, home phone, and main line. What you add here is linked to our Connect Ed notification system for emergency situations. It is important to have your cell phone number added.</li> </ul>
<p data-bbox="168 1472 402 1514"><b>Pay &amp; Taxes</b></p> 	<p data-bbox="821 1472 1450 1724">Your payroll and compensation information is accessible under the <b>Pay &amp; Taxes</b> Tab. From the Pay &amp; Taxes tab, you can access pages to view and update information about Direct Deposit, Tax Withholding, Voluntary Deductions, View and print pay statements, and View and print Annual Statements.</p>

This Tab also has useful financial tools built in for your use on the welcome page.

### Financial Tools

Click a link to help you estimate some of your most important financial calculations.

[Salary Paycheck Calculator](#)

[Hourly Paycheck Calculator](#)

[Gross Pay Calculator](#)

[403\(b\) Planner](#)

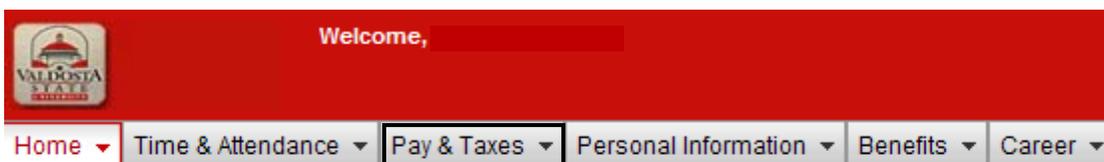
[W-4 Assistant](#)

- Through ADP service, Pay & Taxes, you will be able to view and print your payroll advice or check stub using the **Pay Statements** link.
- You can also add and update Direct Deposit using the **Direct Deposit** link.
- The **Tax Withholding** link allows you to complete your W-4 Federal Tax Withholding Certificate. The G-4 State Tax Withholding Certificate is not available for online completion due to the requirement by state law that the paper copy must be submitted to your Human Resources Office. You will be able to click a link to access the G-4 State Tax Withholding Certificate form. You can print this form and manually complete it. You will be able to view your current elections on State Taxes.
- Through ADP service, Pay & Taxes, you will be able to view and print your annual compensation statements and W-2. You will be able to access three years of your W-2's using the **Annual Statements** link.

## Setting up or Updating Direct Deposit Accounts

By completing the direct deposit form in your new hire packet, Payroll will create your direct deposit account in ADP. The information below provides you with the step to add or edit your bank account information.

### Step 1: Click on Pay & Taxes Tab



## Step 2: Click on Direct Deposit link



Direct Deposit link allows you to add an account or update an account for having your paycheck direct deposited. A combination of specific amount or percents spread across multiple accounts whether checking, savings, paycard, or physical check is available.

## Step 3: Click on Add New Button

Direct Deposit ?

This page displays the direct deposit information currently in effect. To add a new direct deposit, click **Add New**. To delete or change a direct deposit, click the appropriate direct deposit account.

**Note:** An asterisk (\*) identifies the account that will receive any pay that is not allocated.

**Important Note:** When you add or change bank accounts (even for partial deposits), you will see a pop up message that refers to "prenotification". During this time (usually 1 pay period) you will not receive a direct deposit but will receive via mail an *actual paycheck* until your bank validates your account information.

**Disclaimer:** Please do not attempt to spread your direct deposit monies in more than 8 accounts. Attempts to process more than 8 direct deposit accounts may result in an inaccurate processing of these accounts.

**Note:** While you edit your information, the bank transit and account numbers are viewable. Because of this, we recommend you take precautions to prevent unauthorized viewing of your account details. Once you save your changes, the information will display as masked.

Account	Priority	Bank Transit Number	Account Number	Deposit Amount
<a href="#">Checking</a>	200	XXXXXXXXXX	XXXXXXXX1990	100.00 %
<a href="#">Checking *</a>	998	XXXXXXXXXX	XXXXXXXX1990	\$0.00

**Add New**

## Step 4: Select Account type using drop down arrow

Direct Deposit

Enter your changes and click Save.

Account:

### Step 5: Enter Priority number

**Direct Deposit**

Enter your changes and click Save.

Account: ▶ Select Account ▼

Priority: ▶

Priority represents the order in which your money will be distributed. The low number between two priority numbers will be the first to be acted upon by the system. For example, if you have two accounts where one is a \$200 for savings account, \$300 for one checking account and the another checking account for the remaining net, the Savings account should have a priority code of 100 and the checking account for \$300 have a priority of 200. The Remaining Net Pay should be a much higher number such as 998 to allow for other accounts for specific or partial amounts.

### Step 6: Identify deposit amount and determine if you want travel reimbursement directly deposited as well

Deposit Amount:  Amount  Percent  Allow Partial Deposit

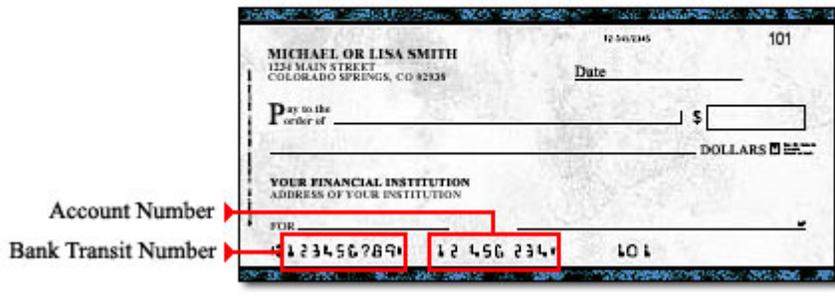
Remaining Net Pay Account:

For your main checking account, the Deposit Amount fields will be left as 0.00. Instead, check the box for Remaining Net Pay Account. The account marked as Remaining Net Pay Account will be identified as your Sweep Excess Funds account.

### Step 7: Enter the Bank Transit Number which is the number that identifies the bank.

Bank Transit Number: ▶

Account Number: ▶



### Step 8: Enter the Account Number.

Bank Transit Number:

Account Number:

Account Number

Bank Transit Number

### Step 9: Click in the agree box and click Save (A pre-notification box will appear once saved, and you should click OK).

Please agree to the following:

selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

### Adding additional accounts

To add additional accounts, follow Steps 3-5. Once you get to Step 6, enter the amount if the amount radio button was selected or enter the percent amount if the percent radio button was selected. See example of amount specified below.

**Direct Deposit**

Enter your changes and click Save.

Account:

Priority:

Deposit Amount:  Amount  Percent  Allow Partial Deposit

Remaining Net Pay Account:

Then follow Steps 7-9 to complete the process.

To change a Direct Deposit account, double click on the account link that needs to be changed and update the fields that need updating. Then click the save button.