

ADP SYSTEM

Self Service (ESS): Personal Guide to your personal information.

Self Service allows you to manage your personal information without the need for e-mails and phone call to Human Resources or Payroll.

THIS WILL BE THE WAY YOU ACCESS YOUR PAY STUB.

Instructions to gain access:

- 1 In the internet browser type in <https://portal.adp.com>
- 2 Create an account using **First Time Users Register Here** link
- 3 Click Register
- 4 Enter Your Registration PASS CODE: USG-020912, click Next
- 5 Complete all the with your **employid number** (*After one month, meet Susan Coleman to get the employid number*)
- 6 Complete the fields on your Contact Information and click **Next**
- 7 Complete all the fields on your Security Information and click **Next**.
- 8 Your USERID and Create Your Password will appear
- 9 Re-enter your password in the confirm password field and click submit
- 10: **IMPORTANT** if you are a faculty member or staff you will want to click Add Another Service to add yourself to the eTime System. This will allow you to fill out Report of Absences if you do so now or if you submit timesheets will allow you to do the timesheet here. **Part-time and Graduate Assistants will not need to add “another service.”**
- 11 Enter you ADP employee # on the final screen and click submit.