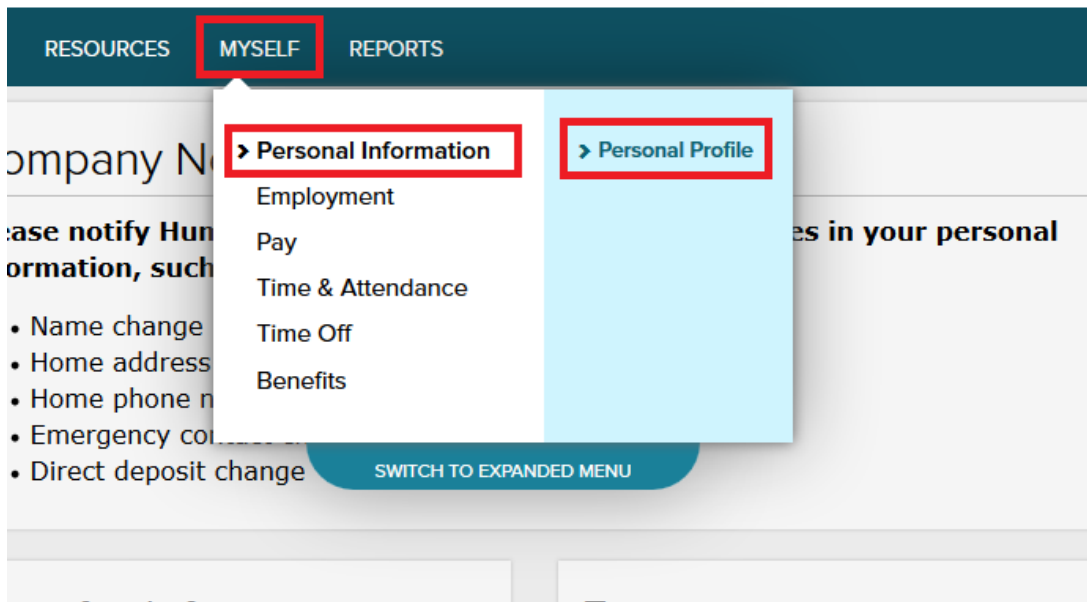



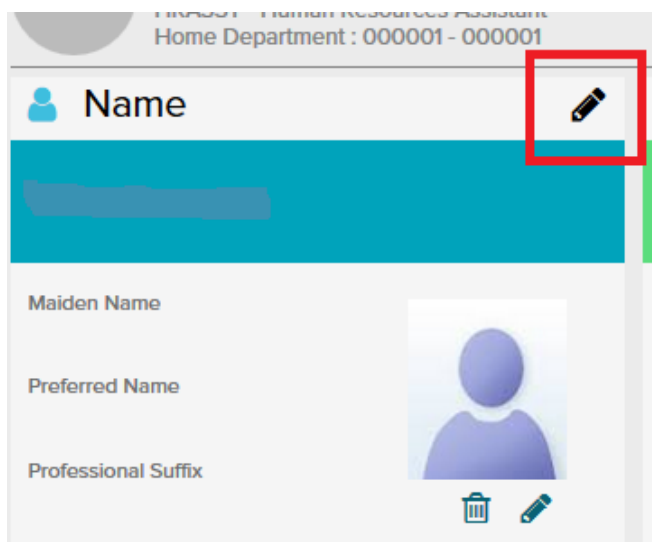
Updating your Personal Profile in ADP

The Personal Profile page provides information about your personal information, including name, addresses, telephone numbers, tax ID, and demographics. You now have the ability to edit or add information on your personal profile. Making changes to your personal profile will require approval. Once your changes have been made a “Pending” link is displayed in the section that you edit. You can use this link to view the pending changes and delete them, if appropriate.

To edit your Personal Profile, click Myself → Personal Information → Personal Profile



You can then edit your information by clicking on the Pencil  in the upper right-hand corner of the section you wish to edit.



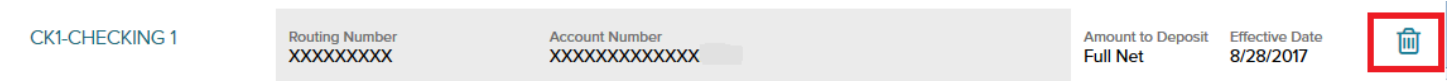
Updating your Direct Deposit Information in ADP


Using the Direct Deposits page, you can edit or add Direct Deposit information for your employee profile. You may choose to deposit your entire paycheck into one bank account or portions of your paycheck into multiple bank accounts.

To edit your Direct Deposit information, click Myself → Pay → Direct Deposits

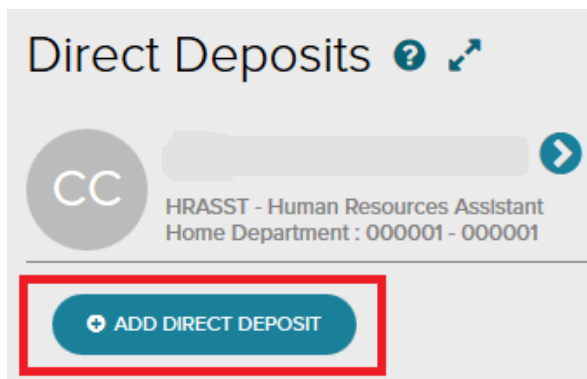


Your current Direct Deposit Information will display



You can delete saved account information by clicking on the Trash Can 

Adding a Direct Deposit Account.



1. Click Add Direct Deposit.
2. Select the Deduction code. (If you have any questions about Deduction codes, please ask the payroll administrator)
3. Enter the nine-digit Routing Number that identifies your bank and your bank Account Number. Make sure to enter them accurately.

4. Specify the amount to deposit.

- a. Full Net: To deposit the entire paycheck into this account.
- b. Partial Net: To deposit a specific amount into this account.

- c. Percent Net: To deposit a percentage of your paycheck into this account. For example, you might want to deposit 50% of your paycheck into a checking account and 50% into savings account or another type of account.
5. Read the ADP authorization agreement at the bottom of the page. Then click the Please Agree to the Following check box.
6. Click Done.
7. If necessary, repeat the above steps to add another direct deposit for another bank account, such as your checking or savings account.