

From the desk of.....

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MEMORANDUM

Enclosed is your new pay stub, which hopefully you will find easier to read. In addition to the paper stub, through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to payroll for processing.

How to Register on ADP iPayStatements (you will need your current pay stub for this process)

1. Go to <https://paystatements.adp.com>.
2. Click on "Register Now"
3. Enter the **Self Service Registration Pass Code** which is: **HMAHOSP-PCSYID** and click "next".
4. Enter your personal information and click "next".
5. Select **iPayStatements** as the self-service Product.
6. From your pay statement enter the following information:
 - Company Code
 - File Number
 - Pay Date or Advice Date
 - Check/Voucher or Advice Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. Make note of this User ID. The security questions will be used to verify your identity if you ever forget your user ID or password. You will receive an email confirming your registration process.

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>.

******Check out the Resource Center column titled "THINGS YOU CAN DO."******

This section allows you to change your password, send yourself e-mail notifications when your pay statement is available, change your e-mail address and change your security questions.

We hope to eliminate all paper stubs by year end, so please take the time to learn the on-line features. Also, we would like all W-2s to be paperless. More details on these items will be provided in the future.

We hope you like the new stubs and on-line access. If you have any questions please do not hesitate to contact your local payroll administrator.