TIMESHEET & DIRECT DEPOSIT INFO

TIMESHEET REMINDERS

During your onboarding, you will be given a timesheet that you can make copies of, and you can find one on our website. Be sure to complete all of the information on the timesheet to include your name and the name of the site where you worked. You must also document your lunch break as to whether it was 30 minutes or 1 hour. At the bottom of your timesheet, there is a place for you to sign, and a place for the manager to sign. Once this timesheet has been completed and fully signed, please fax to 1-866-454-1321 (you must dial the "1" before the number). It is your responsibility to send the timesheet. Feel free to call to make sure it was received. **Timesheets are due on the last day you work of a week, and no later than Monday 10 a.m. the following week.**

ADP – PAYROLL PROVIDER

At the time of your first payroll, you will receive an email from ADP with an invitation and information to set up an account. This is where you will find "pay slip" information (hours worked, deductions, and the amount of the deposit). At the end of the year, you have access to your W-2 here.

Note: If you have used ADP with a previous employer, you may want to create a unique email for your ADP payroll with Medical Personnel Services. It has been shown that this can possibly create an access issue. If you create a different email for ADP, please send that to MPS so that the registration code is sent to the correct email.

Answers to Common Questions:

How do I access ADP payroll?
Once you have received the online access, you can access your pay statements and W-2s at login.adp.com.

How do I check my pay stub on ADP app?
Once you've logged into your ADP account:
   Select > Myself.
   Under the Myself > Select Pay Statements.

Who do I contact for Login Help, Change Password, Reset Password, ADP Portal?
Service and Support: For automated support by phone, call **1-844-227-5237**