

ADP Portal

We are pleased to roll out the enhanced website www.portal.adp.com. While the ADP ipay system only allowed viewing of your w2 & paystubs, this enhanced portal is a self-service website, allows you to view more information and will be the method for you to make changes to your address, tax set up & direct deposit. You will not need to register if already register as a Collabera employee. You will be able to use the same ADP ipay login credentials to access the ADP portal website.

ADP Portal - Welcome Screen

Once logged in you will be directed to the ADP portal "Welcome" screen.

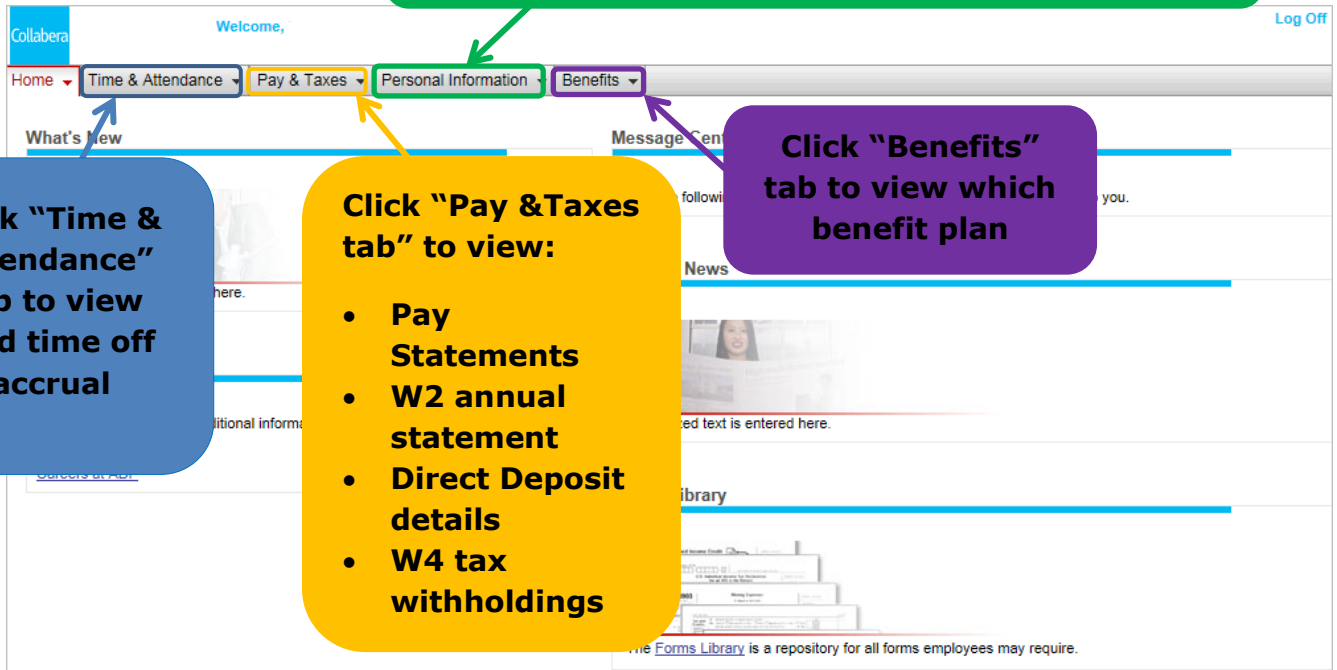
Click "Personal Information" tab to update mailing address

Click "Time & Attendance" tab to view paid time off accrual

Click "Pay & Taxes tab" to view:

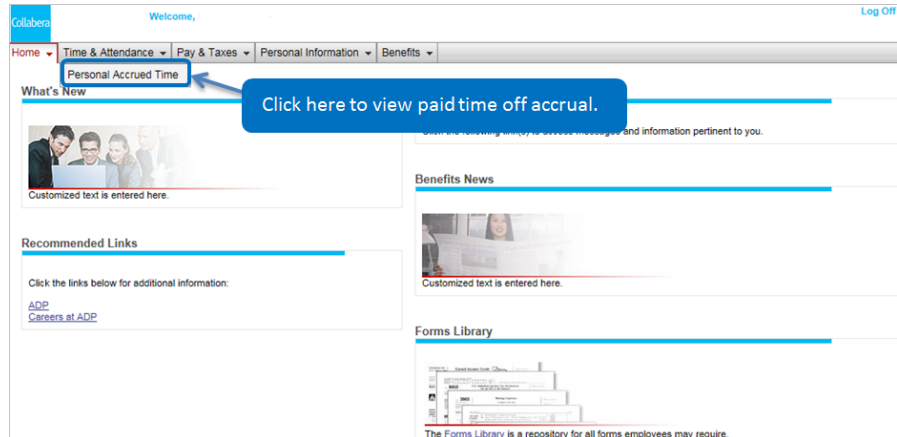
- Pay Statements
- W2 annual statement
- Direct Deposit details
- W4 tax withholdings

Click "Benefits" tab to view which benefit plan



ADP portal – Time & Attendance

To view paid time off accrual time click on the **Time & Attendance** tab then select **“Personal Accrued Time”** from the drop down menu.



Time & Attendance Tab

This screen displays the paid time off accrued to the date listed in the “As of Date” column.

The screenshot shows the 'Personal Accrued Time' page. The navigation menu is set to 'Time & Attendance'. The page title is 'Personal Accrued Time'. Below the title is a table with the following data:

Type	As of Date	Allowed	Taken to Date	Balance Available
Vacation	04/10/2015	160.00	0.00	160.00
Personal	04/10/2015	12.32	6.50	5.82

ADP portal – Pay & Taxes

The Pay & Taxes tab

This tab provides links to view your pay statements, direct deposit details, W4 tax withholding, W2 annual statement and current deductions.

The screenshot shows the 'Pay & Taxes' tab in the ADP portal. The 'What's New' section contains several links, each with a callout box:

- [Pay Statements](#) (yellow callout: Click here to view pay statements)
- [Enhanced Pay Statements](#) (red callout: Click here to view ADP enhanced Pay)
- [Direct Deposit](#) (green callout: Click here to view/edit direct deposit information)
- [Tax Withholding](#) (blue callout: Click here to view/edit tax withholding details)
- [Deductions](#) (dark red callout: Click here to view deductions currently)
- [Annual Statements](#) (dark blue callout: Click here to view W2 annual)

The 'Recommended Links' section is also visible below the 'What's New' section.

Pay Statement link under the "Pay & Taxes" tab

This page displays up to three years of pay statements available for viewing.

To view pay statement detail, click the appropriate underlined pay date.

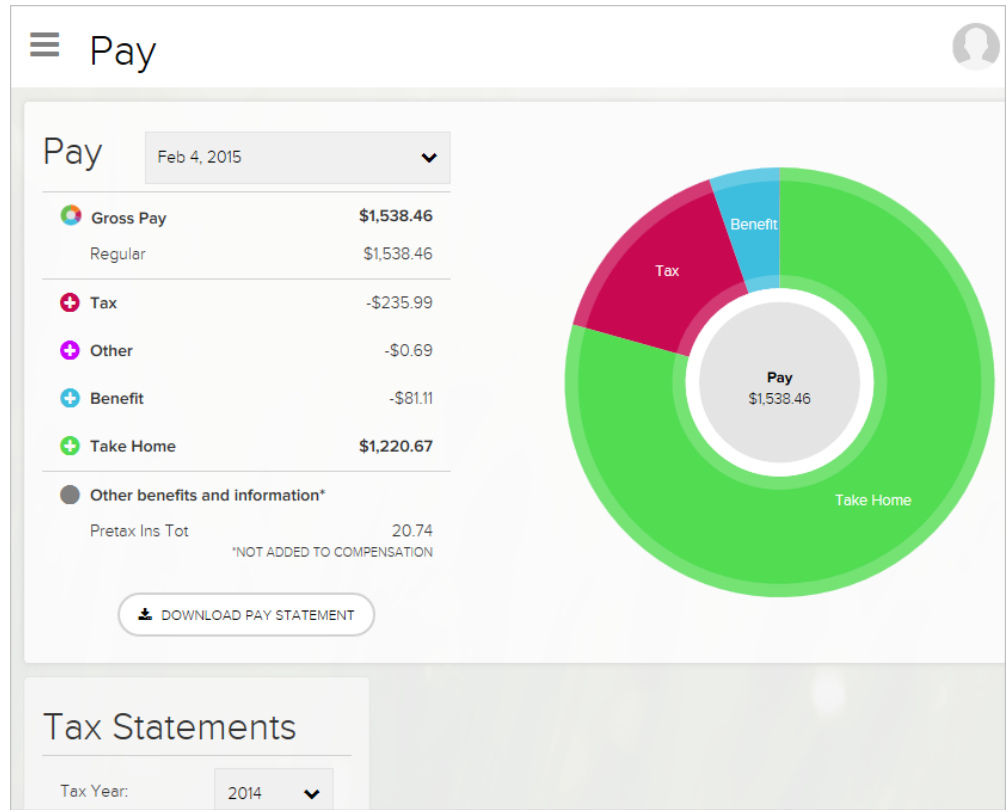
The screenshot shows the 'Pay Statements' page in the ADP portal. The page includes a navigation bar with 'Home', 'Time & Attendance', 'Pay & Taxes', 'Personal Information', and 'Benefits'. Below the navigation bar, there are links for 'Select Notification Options' and 'Change E-mail Address'. The main content area is titled 'Pay Statement Summary' and contains a table of pay statements.

Found 78 | 1-10 | 11-20 | 21-30 | Rows per Page 10

Pay Date	Check Number	Gross Pay	Net Pay 1	Net Pay 2
<u>04/15/2015</u>	0000160222	\$1,538.46	\$1,227.25	
<u>04/01/2015</u>	0000140237	\$1,538.46	\$1,227.29	
<u>03/18/2015</u>	0000120222	\$1,538.46	\$1,227.25	

ADP Enhanced Pay Statements link under "Pay & Taxes" tab

On the enhanced pay statements you can see also view a breakdown of your earnings information and retrieve W2 tax statement.



Direct Deposit link under "Pay & Taxes" tab

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.

Home ▾ Time & Attendance ▾ **Pay & Taxes ▾** Personal Information ▾ Benefits ▾

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 click the appropriate direct deposit account. **Note:** An asterisk (*) identifies the account that will receive any pay that is not allocated.

Account	Bank Transit Number	Account Number	Deposit Amount
Checking *	XXXXXXXXXX	XXXXX2131	0.00

Tax Withholding link under "Pay & Taxes" tab

This page displays the tax withholding currently in effect. To change tax information, click the appropriate underlined tax type, which will take you to the Update Tax Withholding page.

Home | Time & Attendance | **Pay & Taxes** | Personal Information | Benefits

Tax Withholding

This page displays the tax withholding currently in effect. To change tax information, click the appropriate underlined tax type, which will take you to the Update Tax Withholding page. To add a new tax Jurisdiction, contact your HR representative.

Employees who are **working in states:** [California\(CA\)](#), [Connecticut\(CT\)](#), or [Mississippi\(MS\)](#) must fill out a state form and send the hard copy to the Payroll Department, either fax it at 973-771-3109 or email it to payroll at payroll@collabera.com.

Employees who are **working or living in states:** [Delaware\(DE\)](#), [Indiana\(IN\)](#), [Kentucky\(KY\)](#), [Michigan\(MI\)](#), [Missouri\(MO\)](#), [New York\(NY\)](#), or [Ohio\(OH\)](#) must fill out a state form and [Pennsylvania\(PA\)](#) employees must fill out PA residency form and send the hard copy to the Payroll Department either fax it at 973-771-3109 or email it to payroll at payroll@collabera.com.

Payroll admin will approve your changes once they get the hard copy of the State form.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount	Additional Percent	Exemptions in Dollars (or other state specific exemptions)	Exempt from Federal Tax	Nonresident Alien
Federal	Federal	Married	02	0	0			
Worked in State	NJ			0	0			

Deductions link under the "Pay & Taxes" tab

This page displays the deductions currently in effect.

Home | Time & Attendance | **Pay & Taxes** | Personal Information | Benefits

Deductions

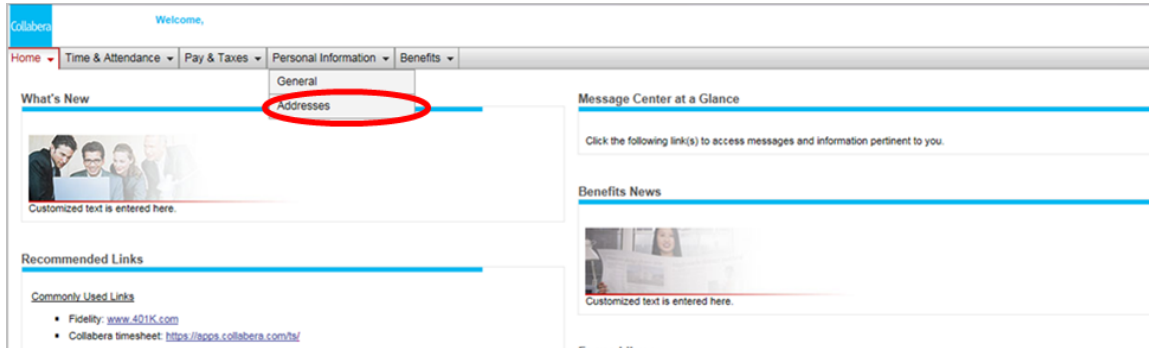
This page displays the deductions currently in effect. To stop or change a deduction, contact your HR representative to change these deductions.

Deduction Description	Deduction Amount	Deduction Percent	Deduction Goal
Life Insurance	.69	0.00%	0.00
Medical Ins	50.00	0.00%	0.00

ADP Portal – Personal Information

Personal Information Tab

This tab provides link to your personal information and address listed in ADP system.



Addresses link under the "Personal information" Tab

Here you can view and edit your address

A screenshot of the ADP Portal's 'Addresses' form. The navigation bar is the same as in the previous image, but the 'Personal Information' tab is selected. The form title is 'Addresses' and includes a note: 'Enter your changes and click Save. Note: Changes will take effect immediately.' The form is organized into sections: 'Notification Address' with a 'Notification E-mail Address' field; 'Home Address' with fields for 'Street', 'Apt/Suite', 'Other', 'City/Town', 'State/Prov' (a dropdown menu), 'Postal/ZIP', and 'Country' (a dropdown menu set to 'USA'); and 'Primary E-mail Address' with a checkbox for 'Same as Notification E-mail'. At the bottom, there is a 'Mailing Address' checkbox and a 'Same as above?' checkbox.

ADP Portal – Benefits

Benefits Summary link under the “Benefits” tab

This page displays summary information of the benefit plans in which you are currently enrolled, and the Estimated cost per pay Period for each election

Home ▾	Time & Attendance ▾	Pay & Taxes ▾	Personal Information ▾	Benefits ▾
Benefits Summary				
This page displays summary information of the benefit plans in which you are currently enrolled, and the				
Please note: To view your medical deductions, click on the Pay & Taxes tab and select Deducti				
Plan Type	Plan Name	Coverage Start D		
Dental	DELTA DENTAL SAL BASIC	01/01/2015		