



# ADP ACCESS TO EXITED EMPLOYEES

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India Payroll

# ADP ESS to exited employees

## What is changing?

- ☐ We have automated a new standalone tool on ADP ESS Portal for FIS employees who can access their pay slips, tax sheet, Form 16 after they resign from FIS.
- ☐ This tool will be one platform for all the exited employees across all India entities
- ☐ The access will be for a period of one year from their exit date and will be auto retracted after one year.
- ☐ With the introduction of this tool, exited employees will not be any longer required to follow up on their pay slips, fnfs statement, tax-sheet, Form 16, etc. They can view and download the same as per their need.

## Why is it changing?

- ☐ Standard practice/tool for all entities.
- ☐ Better control and efficiency and time saving
- ☐ This will eliminate the manual process of sending the pay slips, tax sheets, Form 16 requests to ex-employee over emails.
- ☐ This will eliminate requests being sent to wrong email IDs/persons within FIS

# ADP ESS to exited employees

## Employee Actions

- It is mandatory that employee must update their personal mobile number and personal email ID on ADP ESS portal before their LWD so that they get access to the ADP portal after they resign from FIS.
- If employee fails to update the above said details before they leave FIS, the portal access will be denied, and no further portal access request will be accepted.

### ☐ How to update the personal mobile and email ID on ADP portal?

- Employees can login to the ADP Global View Portal using the below link: [My Apps \(microsoft.com\)](https://myapps.microsoft.com)
- Navigate through the menus as mentioned in the process guidelines below:
  1. Select > About Me> My Details>Office & Communication Data>Click on (+) icon
  2. On the next page you will need to click **Edit Record** > **Enter your mobile number and Personal email ID** and save it.

# ADP ESS to exited employees

## Employee Actions

### ☐ How to reset the password?

- Employee will get access after 4 working days from the Last working day.
- Access this link <https://portal.people.adp.com/>
- Provide the User ID as "Employeecode@FIS" i.e. 1234567@FIS
- Forget your password.
- Select the option to get the security code either from personal email ID /Mobile number.
- Once security code is generated, enter the security and create the new password.
- Once password created, employee can login with USER ID and password to access the portal.
- User ID must be Employeecode@FIS and password is created by the employee in previous step.

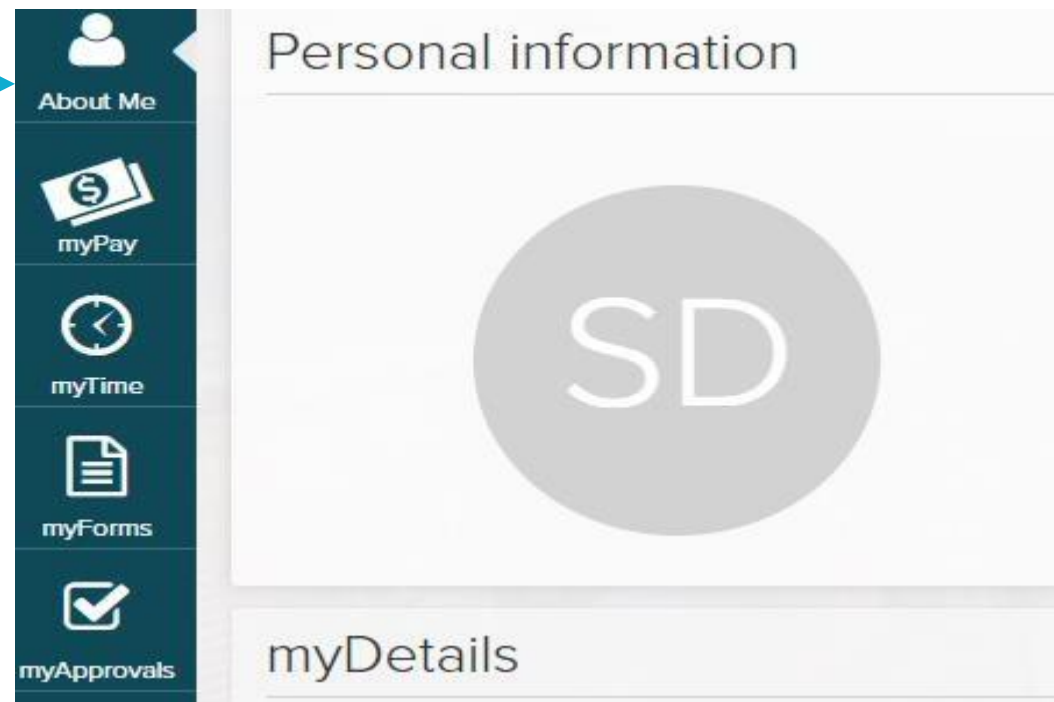
# ADP access to exited employees

## Navigating through the menus

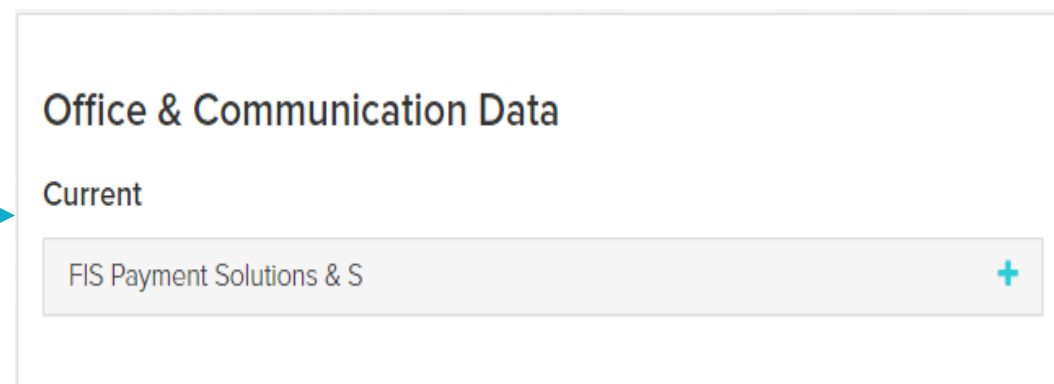


### Employee Actions

Click **About me**



Under My **Details**  
Select Office &  
Communication Data  
and click the + icon



# ADP access to exited employees

## Navigating through the menus

### Employee Actions

Update the **personal Mobile and Personal email ID** and click **Save**

The screenshot shows a mobile application interface for editing employee records. At the top left is a 'BACK' button with a left arrow. Below it is the title 'Edit Record'. There are two input sections: 'Mobile' with a text input field, and 'Personal Email Address' with a text input field. At the bottom right is a 'SAVE' button.

#### Important Note:



It is mandatory that employee must update their personal mobile number and personal email ID on ADP ESS portal before their LWD so that they are granted the access to the ADP portal after they resign from FIS.

# ADP access to exited employees

## Navigating through the menus




### Employee Actions

 English (US) 



### Welcome to ADP Global MyView

User ID

☐ Remember User ID 


Next

[Forgot your user ID?](#)

 English (US) 

### Welcome to ADP Global MyView

User ID

☐ Remember User ID 

Password

Sign in

[Forgot your password?](#)




# ADP access to exited employees

## Navigating through the menus


### Employee Actions

### Security Verification

Select an option to verify your identity and continue

 Send me an email

>

 Send me a text message

>

✕ Cancel

### Enter Verification Code

We emailed a code to .  
This code is valid for 10 minutes.

Verification Code

Submit

< Choose another option

Didn't receive the code? Request a new code

✕ Cancel



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**Thank  
You**

