

ADP Pay Portal User Guide

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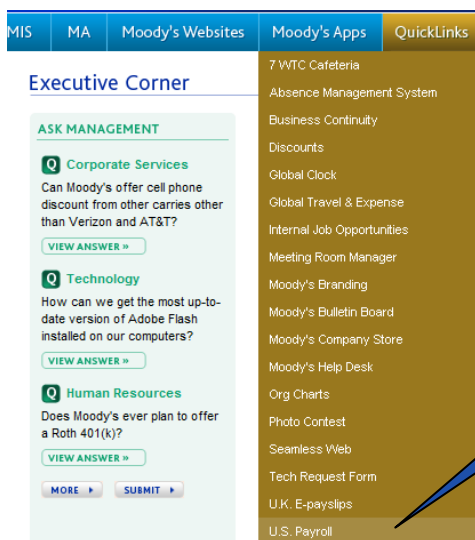
Overview of the ADP Pay Portal Guide

- » This document provides a basic overview of the ADP Pay Portal, which allows you to view and/or update your pay statements, tax withholdings, direct deposit and annual statements/W2.
- » You can access the ADP Pay Portal and view/update your pay-related information from MoodysNet.
- » You do NOT need to enter a username or password to log in to the ADP Pay Portal when accessing it from the Moody's network.
- » ADP Pay Portal is a direct link to the ADP payroll services website that replaces iPay payroll services.

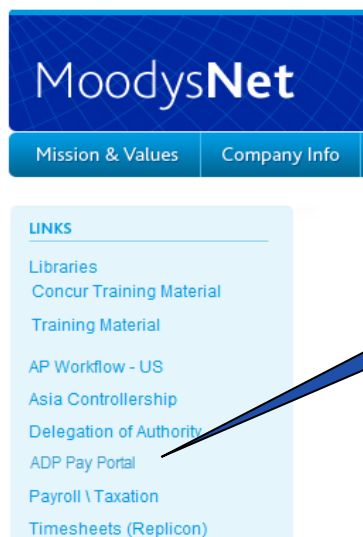
Accessing the ADP Pay Portal

VIA MOODYSNET (USE WHEN CONNECTED TO THE MOODY'S NETWORK)

1. Open the **MoodysNet Homepage** and place your mouse over the **QuickLinks** tab on the far right drop-down menu. Select **"U.S. Payroll."** This link will take you directly to the **MoodysNet Payroll Homepage**.

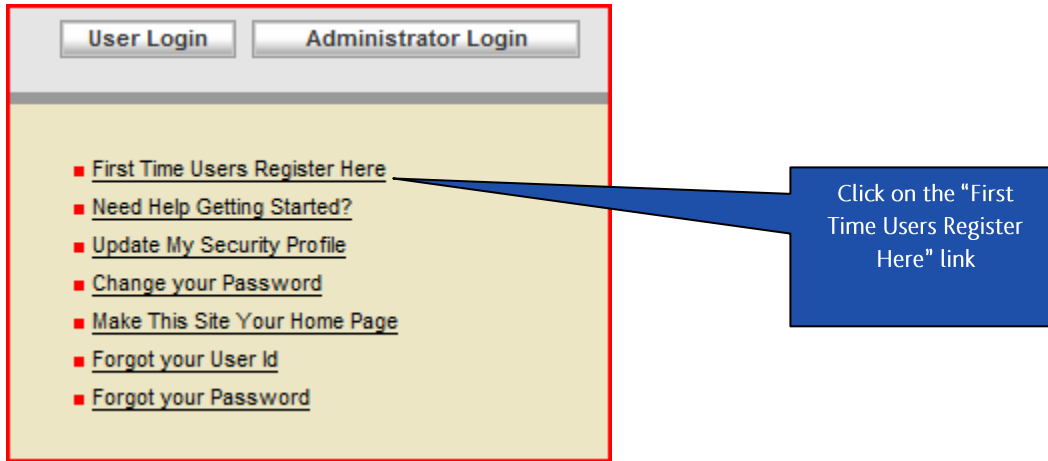


2. From the **MoodysNet Payroll Homepage** click on the **"ADP Pay Portal"** link on the left side of the page. This link will take you directly to the ADP Pay Portal. When connected to the Moody's network, the ADP Pay Portal is single sign-on enabled, meaning you will never have to enter a username and password.

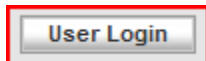


VIA THE ADP WEBSITE (USE WHEN NOT CONNECTED TO THE MOODY'S NETWORK)

1. Type or copy and paste this URL in your web browser: <https://portal.adp.com/>.
2. If this is the first time you have accessed the site this way, you will need to register. Click on the "First Time Users Register Here" link and follow the instructions. During registration, you will be asked for a **passcode**, which is **Moody's-iPay**.

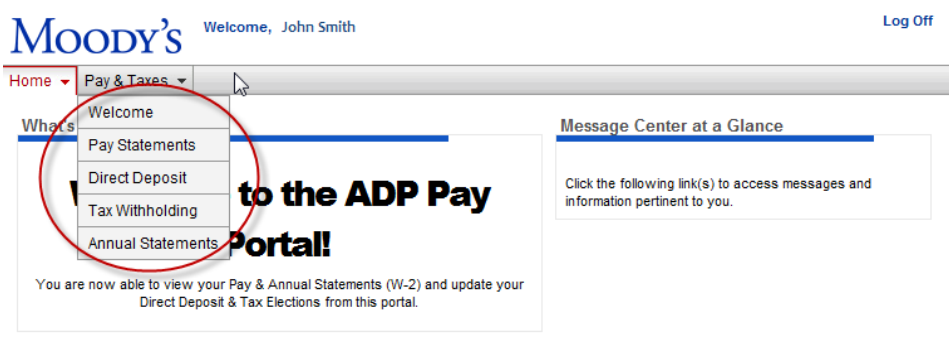


3. Once you have an account established, you can log in anytime by clicking the "User Login" button and entering your username and password.



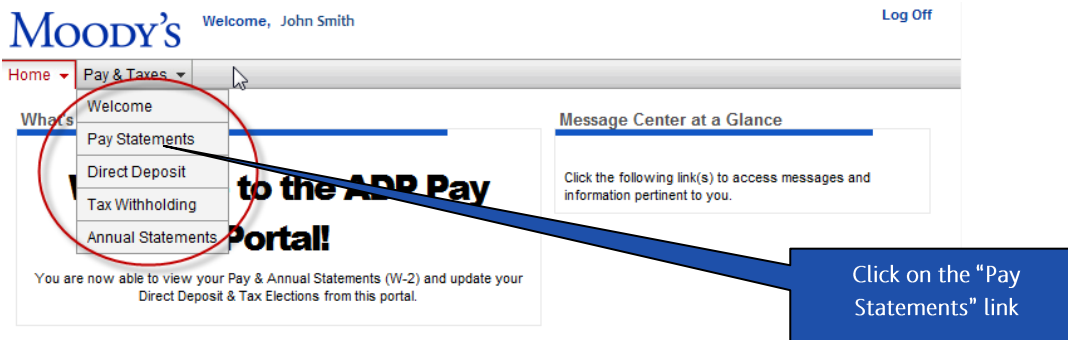
Viewing and Updating Pay-Related Information

On the ADP Pay Portal, all self-service options can be accessed under the "Pay & Taxes" menu.





VIEWING PAY STATEMENTS

1. On the ADP Pay Portal "Welcome" page, click the drop-down menu under "Pay & Taxes" and select "Pay Statements."



2. Once on the "Pay Statements" summary page, view any statement by clicking on the "Pay Date."

Found **75** | 1-10 | 11-20 | 21-30 |  

Pay Date	Check Number
<u>05/31/2013</u>	0000210351
<u>05/15/2013</u>	0000190361
<u>04/30/2013</u>	0000170345
<u>04/15/2013</u>	0000150344

VIEWING DIRECT DEPOSIT ACCOUNTS/INFORMATION

1. On the ADP Pay Portal "Welcome" page, click the drop-down menu under "Pay & Taxes" and select "Direct Deposit." If you already have direct deposit set up, you will see the list of accounts currently in your payroll profile.

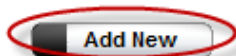
Account	Bank Transit Number	Account Number
<u>Checking*</u>	XXXXXXXX	XXXX3233
<u>Saving</u>	XXXXXXXX	XXXX2033
<u>Checking</u>	XXXXXXXX	XXXX8807

2. Click on any of the accounts listed in the "Account" column for details.








ADDING A DIRECT DEPOSIT ACCOUNT

1. On the ADP Pay Portal "Welcome" page, click the drop-down menu under "Pay & Taxes" and select "Direct Deposit." If you are setting up direct deposit for the first time, there will be no accounts listed.
2. Click the "Add New" button. You can have up to six active direct deposit (three checking and three savings) accounts concurrently.

Account	Bank Transit Number	Account Number	Deposit Amount
<u>Checking 1*</u>	XXXXXXXX	XXXXXXXX6546	0.00



3. After you click "Add New," you will be brought to a form where you can provide account details. First, select the type of account from the drop-down menu. You can choose any of the available checking or savings account options.

Account:		Select ▼
Deposit Amount:		Select
Bank Transit Number:		U - Checking 3
		W - Checking 2
		X - Savings 1
		Y - Savings 2
Confirm Bank Transit Number:		Z - Savings 3

4. Next, enter your bank transit number and bank account number. They can both be found on your personal checks, as illustrated below.



5. Click "Save" to make the changes or "Reset" to reset the values. Please note to save the account information, you must also check the box next to the disclaimer.
6. To delete a direct deposit account, select the account from the direct deposit page and then click "Delete."

Please agree to the following:

☐ By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

Save **Cancel** **Reset** **Delete**

CHANGING CURRENT DIRECT DEPOSIT INFORMATION

1. On the ADP Pay Portal "Welcome" page, click the drop-down menu under "Pay & Taxes" and select "Direct Deposit." If you already have direct deposit set up and want to make changes, you can edit the account(s) in which your checks are deposited.
2. On the direct deposit page, click the account that you would like to modify.

Account	Bank Transit Number
Savings	XXXXXXXXXX
Checking	XXXXXXXXXX

3. To change the amount you deposit into that account, click "Full/Remaining" to put in your entire check amount.

Account: Checking 1

Deposit Amount: ☒ **Full/Remaining** ☐ **Partial Amount** 0.00

4. Select "Partial Amount" to change the amount that is deposited.

Account: Checking 1

Deposit Amount: ☐ **Full/Remaining** ☒ **Partial Amount** 50.00

5. If you change banks or bank account numbers, you can change them by clicking "Reveal Bank Transit Number" or "Reveal Account Number."

Bank Transit Number: 021200339 [Reveal Bank Transit Number](#)

Confirm Bank Transit Number: ●●●●●●●●

Account Number:	▶	0123456789	Reveal Account Number
Confirm Account Number:	▶		

6. Click "Save" to make the changes or "Reset" to reset the values. To save the account information, you must also check the box next to the disclaimer.

Please agree to the following:

☐ By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

VIEWING TAX WITHHOLDINGS

- On the ADP Pay Portal "Welcome" page, click the drop-down menu under "Pay & Taxes" and select "Tax Withholding." You will be taken to a list of tax forms based upon your state of residence.
- All U.S. residents will have a federal form to edit. "Federal" will appear as a link to the W-4 form. Depending on your state of residence you may have a separate tax withholding form ("Worked in State") that is editable. Click on the **Tax Withholding Type** to access the form(s).

Moody's

Welcome, John Smith

[Log Off](#)

Home ▾

Pay & Taxes ▾

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.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount
Federal	Federal	Married	01	0
Worked in State	NY			0

UPDATING TAX WITHHOLDINGS

- On the ADP Pay Portal "Welcome" page, click the drop-down menu under "Pay & Taxes" and select "Tax Withholding."
- From the "Tax Withholding" page, click the "Federal" link to update your W-4 withholdings.

Moody's

Welcome, John Smith

Log Off

Home ▾

Pay & Taxes ▾

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.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount
<u>Federal</u>	Federal	Married	01	0
<u>Worked in State</u>	NY			0

3. If you are claiming **exemption** from federal taxes for the year, you need to check the box certifying that you meet both conditions on the form. It may take one or two pay periods for the changes to take effect.

I claim exemption from withholding for 2013, and I certify that I meet **both** of the following conditions for exemption.

- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability **and**
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

☐ Check here if you meet both conditions and you will be **Exempt**.

4. Please note that requests to be exempt from New York State withholdings or exemptions exceeding 13 will require additional approval from the U.S. Payroll team. New York State also requires that copies of such withholding forms be forwarded to the state agency.
5. After making the desired changes to your tax withholding, you will be asked to agree to two statements. The first authorizes the company to make the changes you selected. The second certifies that the W-4 form is complete, true and correct.

Please agree to the following:

☐ By selecting this check box and clicking **Save**, you have agreed to the following statement: I authorize my tax withholding from these selections. The elections I make will be in effect, unless superseded by law. In the event of an error, I authorize my payroll provider, to make adjustments to correct the error.

☐ By selecting this check box and clicking **Save**, you have agreed to the following statement: Under penalty of perjury, the best of my knowledge and belief, it is true, correct, and complete.

By saving these changes I agree that my intention is to change my federal tax withholding information and by my Electronic signature.

6. Once you have clicked the box to the left of the statement, you can "**Save**" changes. If you do not wish to save changes click "**Cancel**" or "**Reset**."

7. If you live in a state with a separate tax withholding form, you can click the link on the "**Tax Withholding**" page to edit it. Click the "**Worked in State**" link to update your state tax withholdings.
8. You will be taken to the applicable state tax form. The "**Tax Jurisdiction**" will be indicated at the top.

Tax Withholding ?

Enter state tax withholding information in the following fields. Click Save to record your changes. To get further instructions, click on [State Withholding Form](#) and you will be directed to state-specific information. All changes will be effective immediately.

Tax Information

Tax Jurisdiction:	NY
Marital Status:	Married ▾
Exemptions:	<input type="text"/>
Exemptions in Dollars: (or other state specific exemptions)	
Additional amount withheld from each pay statement:	Dollar Amount <input type="text"/>

Please agree to the following:

9. The options available will vary from state to state depending on what marital statuses are recognized.

Marital Status:	Married ▾
Exemptions:	<div>Married</div> <div>Single</div>

10. You can then select the number of exemptions you wish to claim.

Exemptions:	<input type="text" value="01"/>
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11. You can also choose to have an additional whole dollar amount or percentage withheld from your checks.

Additional amount withheld from each pay statement:	Dollar Amount <input type="text"/>
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12. Before you are able to save changes, you will be asked to agree to a statement authorizing the tax withholding you have indicated.

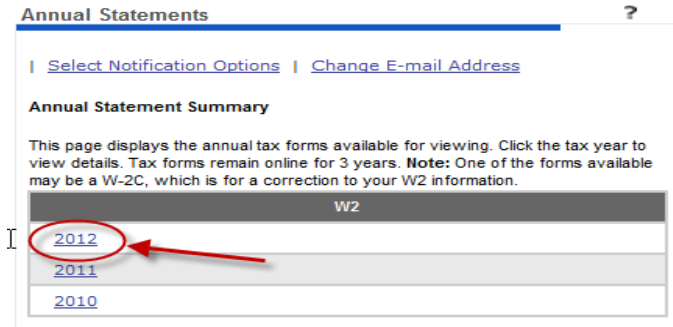
Please agree to the following:

☐ By selecting this check box and clicking **Save**, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, to make the income tax withholding from these selections. The elections I make will be in effect, unless superseded by law. In the unlikely event of an error, I authorize my employer, or its service or payroll provider, to make adjustments to correct the error.

13. Once you have clicked the box to the left of the statement, you can "Save" changes. If you do not wish to save changes click "Cancel" or "Reset."

VIEWING ANNUAL STATEMENTS

- On the ADP Pay Portal **Welcome** page, click the drop-down menu under "Pay & Taxes" and select "Annual Statements."
- Click any of the years listed to view your annual statement. You can view up to three years of W-2 forms by clicking on the tax year.

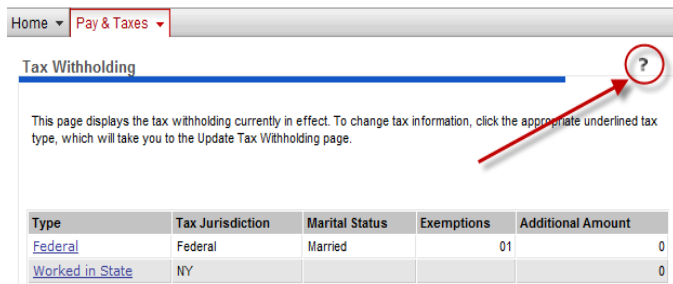


Once you open a W2, you can print or save a copy for your record by selecting the printer or save buttons on the upper left hand corner of the page.

Accessing Help for the ADP Pay Portal

VIA ADP'S HELP MENU

- For help with any topic, click the question mark at the upper right of the page. The help menu offers an overview and links to specific FAQs and troubleshooting on the topic.



VIA MOODY'S

If you have any non-technical questions about pay-related items, please contact [Moody's Payroll](#).

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