

Tuesday Titbits

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Always Designing for People

What is ADP?

ADP is Hydrogen and Project Partner's chosen payroll services provider, which enables you to see your payslip

The easiest way to view and download your payslip is through the app on your mobile. We highly recommend that you **download the app**.

Before you proceed to setting up the app, you will need your payroll number. If you don't have this, please email Payrollqueries@hydrogengroup.com to ask for your payroll number to enable to you to register with ADP.

To download the app

1. Go to your App or Google Play store.
2. Search for ADP - the icon will be of the logo above.
3. Install the app and you're good to go!

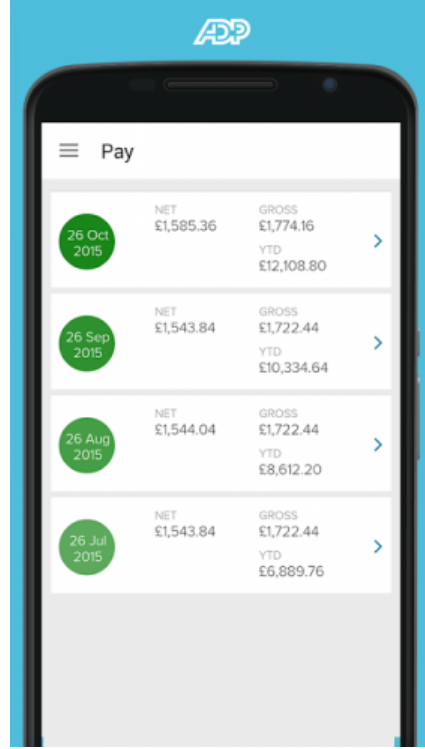
You will need the following information to register for a personal account

- Company registration code: HydrogenUK-33556863
- Employee code: This is your employee code provided to you by Payrollqueries@hydrogengroup.com
- NI number: This is your national insurance number

Once registered you should receive an email with your user ID.

Using your user ID, you will then be able to log in and choose your password.

Within the app you will see your high level payslip on the first page. By clicking on 'Pay', you can view all your payslips. Click on each individual one to view it in more detail.



Any issues? Click here to contact Payroll for help

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