

Use Employee Self Service for Benefits to:

• Update benefits as a result of a qualified "Life Event" (e.g., marriage, birth of a child, etc.)



NEED ASSISTANCE?

Trouble Logging In Contact your time keeper

Reset your Password

- 1. Click https://my.adp.com
- 2. Click Forgot Your Password
- 3. Enter your User ID
- 4. Follow the instructions to answer a series of security questions

Designate your browser security settings

To secure your personal information

- 1. Click https://portal.adp.com
- 2. Select Need Help
- 3. Click Getting Started?
- 4. Designate your Internet Browser Setting

Mobile Access

Download ADP Mobile Solutions App (IOS/Android accessible)

MDOT MTA Human Resources 410-767-3860







EMPLOYEE USER GUIDE

FOR ACCESS TO YOUR HUMAN RESOURCES AND RETIREE BENEFITS DATA



ALL THE INFORMATION YOU NEED, **ANYTIME AT ALL!**

PAYROLL PLUS is a robust, online payroll and human resources system that offers secure 24/7 access to you personal information.

PAYROLL PLUS supports payroll, human resources, and benefits for Local 1859, Local 2, and Local 1300 employees.

Features include:

- User-friendly experience for all online HR tools and technology
- Online access to personal information (human resources and retiree benefits) with easy self-service update functionality
- Online pension pay statements
- Benefit deductions will now be available for viewing.
- Benefits Open enrollment, in the fall of 2019, will occur online. You will use the Payroll Plus System to make your benefits elections and make any life changes going forward.
- Online references for self-help
- A mobile application that can be accessed anywhere, anytime with your personal or work email address

Note:

You will be able to make updates and correct inaccurate information right online; sign up for direct deposit and change bank deposit accounts.

SYSTEM REGISTRATION

If you have not previously registered online you will need an email address to access the new system.



User ID should be your personal email address or name.

Select a unique password for this system

Select "Register Now"

Log in to ADP	Create your account	
User D a second	Registration code	
PASSWORD*	MDOTMTA-PAYROLLPLUS	
Remember User ID	HOW DO I GET & CODE?	
PORGOT YOUR EXPASSWORD?	NEXT	
First Time User? REGISTER NOW	* CANCEL	

Enter Registration Code: MDOTMTA-PAYROLLPLUS Click "Next"

Step 3: Step 4:

Enter your first and last name, SSN and your birthdate (EIN is NOT your MTA number). **Check** the "I'm not a robot" box and then "Continue"

Identify yourself	
First name " O	A Help us verify your identity
1	
Lad norms * D	ADP is committed to safeguarding your information to protect you from fraud due to identity theft. Before you can continue, we need to ask a few questions to make sure that you are really you.
SN, ER, or TIN *	These questions and their answer choices are generated from public records and other commercially available data sources. They are not used for any purpose other than to verify your identity. They are not shared with your organization.
Arth month, day, and year *	CANCEL NEXT
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I'm set a robet	

You will be asked some questions generated from public records to verify your identity. This information is for security and verification only.

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Personal

Phone* Personal

Create

User ID	
Password (case sensitive) *	Ş
Confirm password (case sensitive) *	
onfirm password (case sensitive) *	





Enter your contact information

Help us protect your account

	~	mal.genet@adp.com
, Mobile	~	· +1
e your I	User	ID and your password only.
	One	more step. Test!

I have read and agree to the Employee Access Terms and Conditions





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