



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

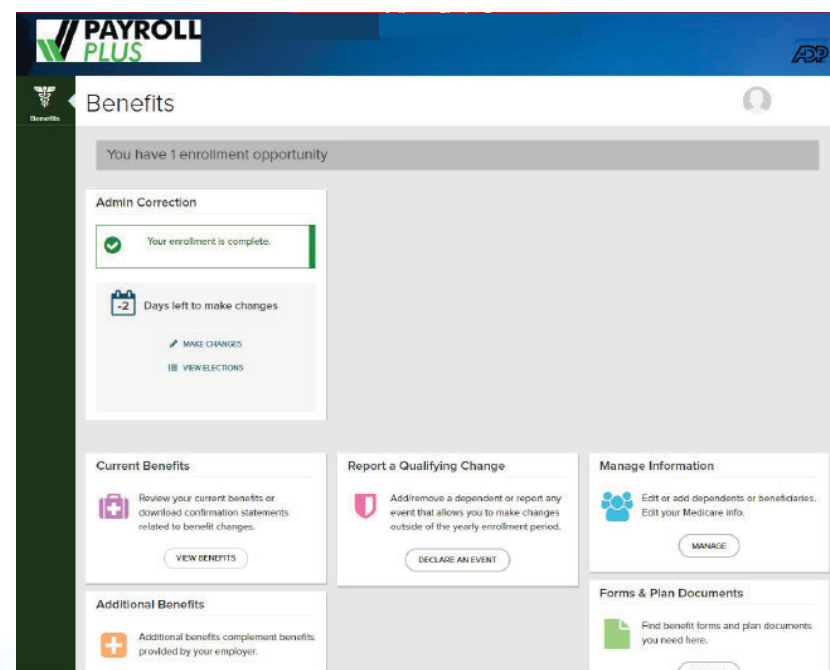
Mobile Access
Download ADP Mobile Solutions App
(IOS/Android accessible)

MDOT MTA
Human Resources
410-767-3860



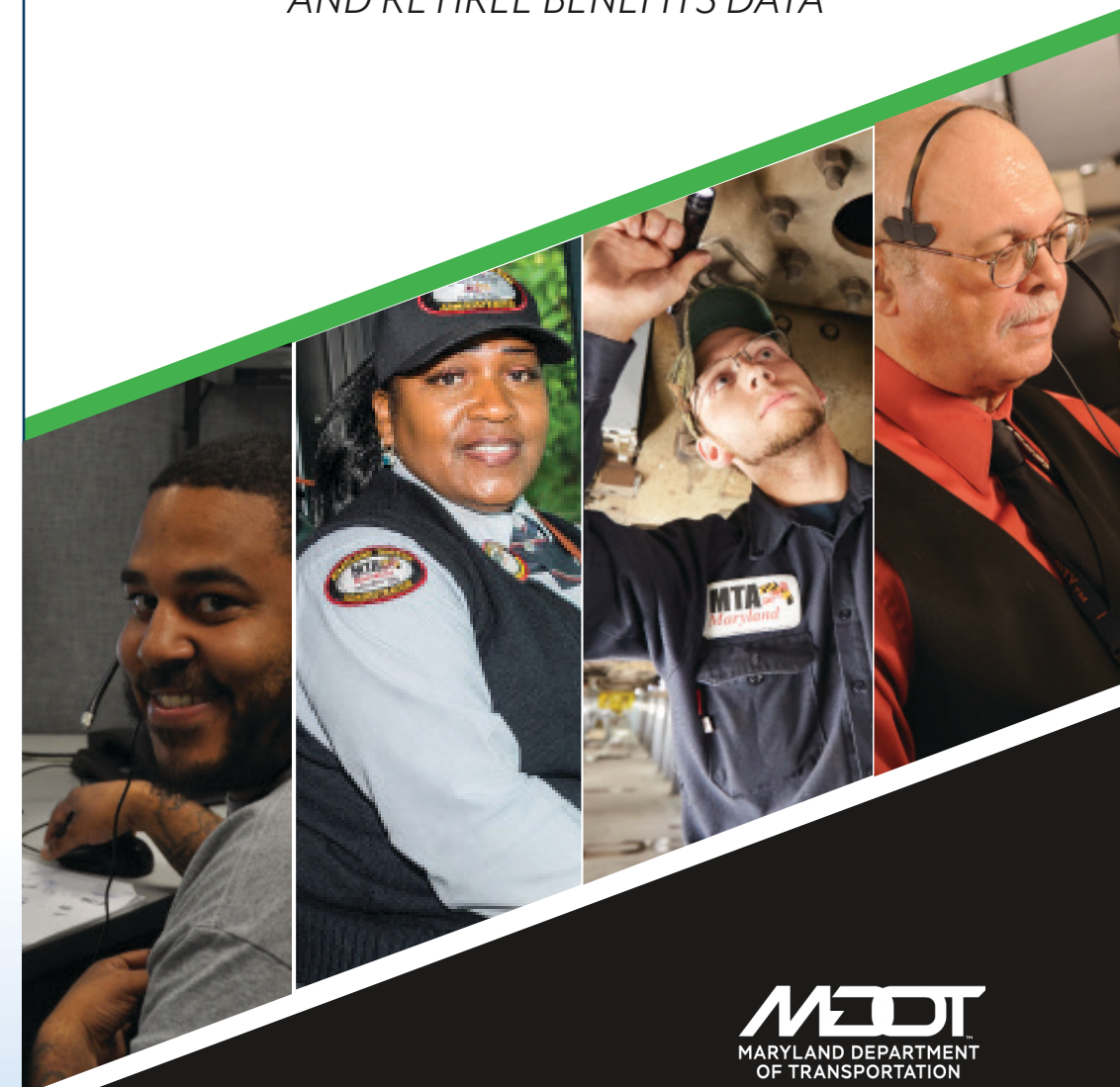
Use Employee Self Service for Benefits to:

- Update benefits as a result of a qualified “Life Event” (e.g., marriage, birth of a child, etc.)



EMPLOYEE USER GUIDE

FOR ACCESS TO YOUR HUMAN RESOURCES
AND RETIREE BENEFITS DATA



mta.maryland.gov



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

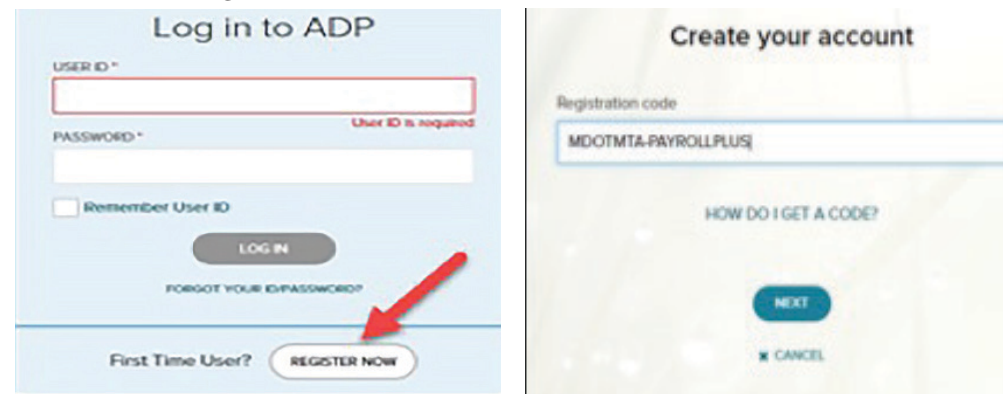
If you have not previously registered online you will need an email address to access the new system.



User ID should be your personal email address or name.

Select a unique password for this system

Select “Register Now”

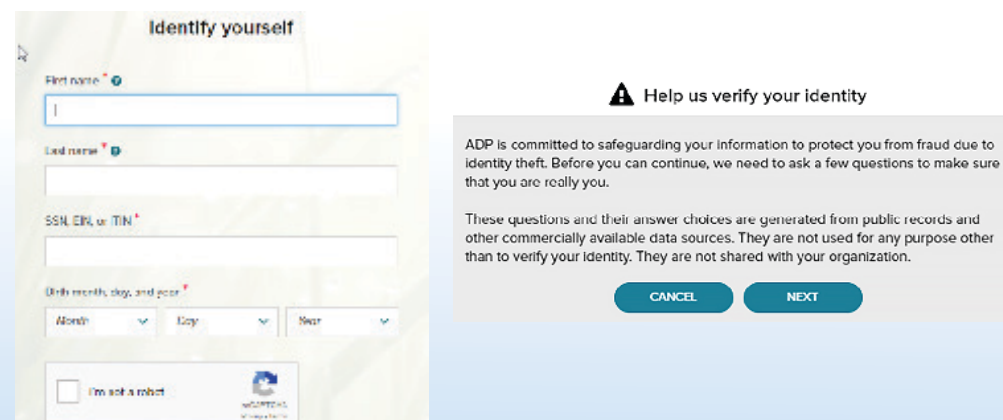


Enter Registration Code: MDOTMTA-PAYROLLPLUS
Click “Next”

Step 3: Step 4:

Enter your first and last name, SSN and your birthdate (EIN is NOT your MTA number).

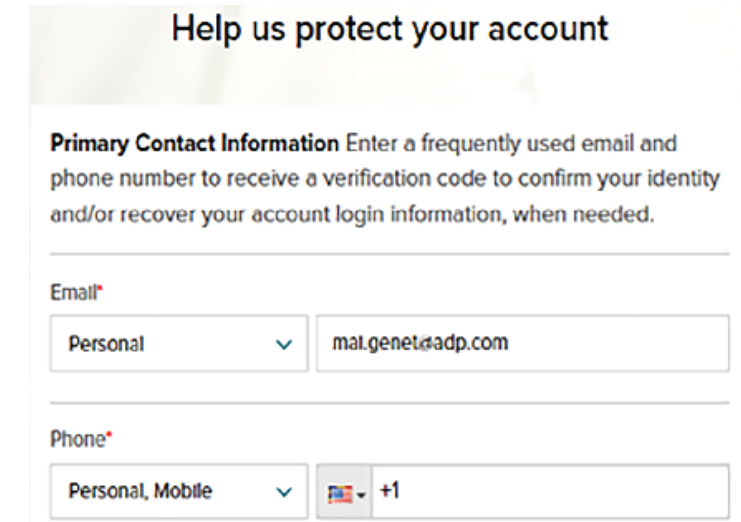
Check the “I’m not a robot” box and then “Continue”



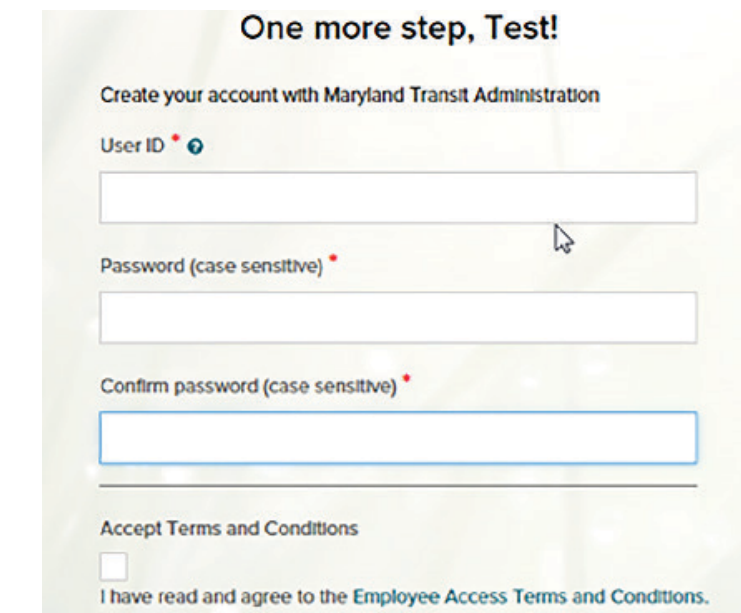
You will be asked some questions generated from public records to verify your identity. This information is for security and verification only.

Step 5: Step 6:

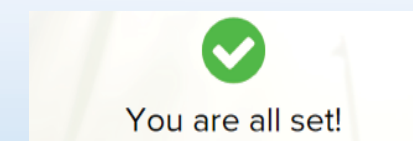
Enter your contact information



Create your User ID and your password only.



You have successfully registered!



www.adp.com/what-we-offer/products/adp-mobile-solutions