



VICE PRESIDENT FOR BUSINESS AFFAIRS

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To: All Staff, Faculty & Coaches  
From: Sue Mitchell  
Subject: Payroll – ADP IpayStatements  
Date: March 3, 2005

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We have implemented a new program called IpayStatements. This program allows you to view and print your paychecks, vouchers, and W-2's online from work, home, or any PC location. In addition, this program will walk you through filling out your W-4 form. Another exciting feature is the Salary Calculator, which will help you figure your net pay if you want to change your federal/state exemptions or the amount you contribute into the retirement plan.

For added convenience and quicker receipt of funds, we encourage you to sign up for direct deposit. To make this process easy, we are enclosing the direct deposit form for you to fill out and return to the payroll office. If you elect not to sign up for direct deposit, you will still be required to pick up your paycheck at the cashier window.

If you currently have direct deposit, you can eliminate paper pay vouchers. This will benefit both employees and the university. You will no longer have to remember to pick up your vouchers or worry about misplacing them. You will be able to view and print your vouchers online 24 hours a day 7 days a week from any computer which has Adobe Acrobat 7.0.

We are giving employees the Option to participate in this exciting program. Attached to this memo are instructions for your initial registration process. You will need two things to get started. Make sure your computer has Adobe Acrobat 7.0 and have your most recent pay stub handy.

We encourage you to test this program before deciding.

Please sign and return the second page of this memo with the appropriate box checked **NO LATER THAN APRIL 15, 2005**. If you elect to participate please know that you are NOT "locked in" forever. At any time, you can decide to discontinue this product. Simply notify Rachel Phillips in the Payroll Department and we will cancel this benefit. You will, once again, receive your pay vouchers. If you have any questions, please contact Rachel Phillips at x-8070 or e-mail her at [rphillip@csuniv.edu](mailto:rphillip@csuniv.edu).

I ELECT TO PARTICIPATE IN THE IPAYSTATEMENTS PROGRAM AND, IF I HAVE DIRECT DEPOSIT, I NO LONGER WISH TO RECEIVE MY PAY VOUCHER.

*Go to <http://paystatements.adp.com> and follow the following steps:*

1. LOGIN
2. SELECT **USER PROFILE**
3. SELECT **CHANGE**
4. UNDER OPTION "STOP SENDING PAPER VOUCHERS" **CLICK "ON"**
5. Click **SUBMIT**
6. REVIEW CONSENT AND SELECT **ACCEPT**
7. ENTER CONFIRMATION NUMBER AS SHOWN ON RIGHT HAND SIDE OF SCREEN
8. CLICK **NEXT**
9. REVIEW AND CLICK **CONTINUE**, SETTING WILL BE "**ON**"
10. CLICK LOGOFF

I ELECT TO PARTICIPATE IN THE IPAYSTATEMENTS PROGRAM BUT STILL WISH TO RECEIVE MY PAY VOUCHER. ( You do not have to do anything, your file is defaulted to send your pay voucher)

I DO NOT ELECT TO PARTICPATE IN THE IPAYSTATEMENTS PROGRAM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

(SEND COMPLETED FORM WITH SELECTION TO THE HR/PAYROLL OFFICE NO LATER THAN APRIL 15, 2005)

Dear Employee:

We are pleased to announce ADP iPayStatements, a new benefit for all associates. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W4. Simply type in your changes, print the form, sign it and forward the completed form to Payroll for processing.

### ***How To Set Up Your iPayStatements Account***

Using your most recent pay statement, do the following (please access the iPayStatements HELP file if you do not know where to locate this information):

1. Go to <http://paystatements.adp.com>.
2. To the right of your screen click on “First Time Visitor? – Register Now”.
3. Enter the Self Service Registration Pass Code which is: CSU-0115 (case sensitive)  
Click **NEXT**
4. Select ADP iPayStatements as the self-service Product. Click **NEXT**
5. Select “Paystatement/Earnings Statement”. Click **NEXT**
6. Enter our company code
7. Enter your file number
8. Enter the corresponding Voucher, Check or Advice Number
9. Enter the Pay Date or Advice Date
10. Enter the last four digits of your Social Security number Click **NEXT**

You will be prompted to complete a registration process during which you will be prompted to select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a new, system generated User ID. **Your login will be your first initial and last name@companyid (ex. jsmith@csu). Once you have completed the registration process, you should “Bookmark” or “Add to your Favorites” the new URL, <http://ipay.adp.com>.**

### **AUTOMATIC EMAIL NOTIFICATION**

Upon registration you may elect to have an automatic email notification sent to you when your current earnings statement is available. Included in the email is a direct link to the iPayStatements site. Follow the below steps to select the automatic email notification:

1. go to <http://paystatements.adp.com> and log in
2. select **USER PROFILE**
3. click **CHANGE**
4. click on selection “notification of new pay statements” and select **ON**
5. click **SUBMIT**

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

HR/Payroll Department

