



## PLEASE PRINT AND GIVE TO EMPLOYEE:

### PAYROLL INFORMATION

- Payroll is processed every two weeks and paid every other TUESDAY
- CA Only- Paychecks/direct deposit stubs are delivered to the store by 3 pm on pay dates. If you fill out a Direct Deposit form, it will not be effective until the end of the 2<sup>nd</sup> payroll cycle. You will receive a paper check on the first cycle and then a direct deposit stub starting with the second cycle
- Utah Only- Your first paycheck (funds) will appear on your Aline Card. If you filled out a Direct Deposit form, it will not be effective until the end of the 2<sup>nd</sup> payroll cycle.
- For tax purposes, you should save your payroll statement (stub) in your personal files. See below for information on how to access these online
- If you have a question about your paycheck, please call the office (HR Manager) at 925-455-4743

### iPay Statements

Electronic access to your payroll stubs is available from your home computer and smart phone. In an effort to go “paperless”, we have now transitioned to complete on-line access - so if you want to see/access your payroll statement, the information is now at your fingertips. Please follow the instructions below under “iPay Statement Instructions”. Once you have completed the registration process, you can add the free APP on your smart phone.

**NOTE: New Employees need to wait until their first pay date to register for iPay Statement access. Access to the system cannot be granted until your first pay is deposited either into your bank account (direct deposit) or onto your Aline Pay Card.**

Call the office with questions---(925) 455-4743

### iPay Statement Instructions

1. Open your computer's browser and type <https://paystatements.adp.com>.  
**Note:** Pop-up blockers may interfere with some of the features in iPayStatements - ADP recommends that you turn off popup blockers when using this site
2. Click **Register Now**
3. Enter your company Self Service Registration Pass Code: **integms-payroll** and click **Next**
4. Enter the following personal information:
  - Name
  - E-mail address **OR** Cell Phone Number (input either e-mail or cell phone – not both)
  - Social Security #
5. Click **Next**



6. Enter the following security information:

**Important:** To meet ADP's security standards, your password must be 8 to 20 characters long and contain at least one numeric and one alphabetic character

- A password of your choice
- Security details (allows you to retrieve your User ID or password if you forget it)

**Note:** Choose only one security question from each of the 3 drop-down lists

7. Click **Submit** to complete iPay Statement Registration

8. You will receive an e-mail **OR** text message (depending on if you entered your e-mail address or cell phone # in Step 5, above) with an Activation Code to receive Notifications from ADP when payroll has been processed

9. You will then receive a 2<sup>nd</sup> e-mail that includes your User ID

10. To start using iPayStatements:

Go to: <https://paystatements.adp.com>

On the Login Page – enter your User ID

Enter the Password you created during registration

Click "**Login**" to access your iPay Statements

## **Smart Phone APP Instructions**

After you have registered for iPay Statements, you can view your check stubs on a smart phone APP

1. Go to your smart phone APPs and search for: ADP Mobile Solutions
2. Download the free APP
3. Log In using the same User ID and Password you established above
4. View Pay Stubs (available to all employees) and Paid Time Off Balance (salaried managers only)

NOTE: Starting in 2015, your W-2's will be available for viewing on iPay Statements and the ADP Mobile Solutions App