

DIRECT DEPOSIT & ON-LINE EARNINGS STATEMENTS

Dear Employee,

Welcome to Northwest University. We hope you find your employment with us rewarding and are glad you have joined our team. Your future earnings will be paid to you via Direct Deposit. We provide online access to your pay statements, annual statement, and timecard 24 hours per day, 7 days a week, through our payroll servicer, ADP.

To get this online access you will need to complete an online registration process as follows:

- *Go to <https://workforcenow.adp.com>
- *Click on Need an Account? SIGN UP button
- *Enter the Registration Pass Code
- *Answer Yes You Want to Set Up An Account With NU
- *Enter your Name, SSN and Birth Date
- *Check box for I Am Not A Robot
- *Continue following the onscreen prompts

You will create a User ID and a password. Your password must be at least eight characters long, must contain at least one letter, and either one number or special character. Also, your password is case sensitive. The security questions will be used to verify your identity if you ever forget your User ID or password.

Upon completing the registration process, you may access your pay statements, annual statements and timecard anytime at <https://workforcenow.adp.com> by logging in with your User ID and password.

You may choose to receive an email notification as soon as a new pay statement is available for viewing or printing. The email notification can be sent to your work or personal email address, and you can change this email address at any time. Log in, click on the Myself/Pay/Pay Statements/Select Notification Options.

To fill out your timecard, log in, click on the My Timecard button on your home page on the lower right. Hourly (non-exempt) employees will record their hours here. Salaried (exempt) employees will record only their Consolidated Leave (CLV) hours here. Be sure to Save your entries. At the end of the pay period your supervisor will access and approve your timecard for payment.

Please contact me if you need additional assistance or a password reset.

Best Regards,

Nancy Redfield

Payroll Administrator | Accounting

5520 108th Avenue NE, Kirkland, WA 98033

Direct (425) 889.4206

nancy.redfield@northwestu.edu

US News & World Report Best Value

