



Greetings,

Daemen College is in the process of converting from paper checks to either direct deposit or Aline Pay Cards. The Aline card acts like a prepaid Visa card, not a credit card. You will be able to withdraw money at ATMs and use it at any merchant that welcomes Visa prepaid cards. Please refer to the Employee Policies page on the HR site of the Daemen College webpage for more information on this new payment option.

Attached is the Payment Option Enrollment form for you to select how you would prefer to be paid. The options are by direct deposit into an existing savings or checking account, or by your funds being deposited onto an Aline prepaid Visa card.

The Payroll Office also wants to remind all employees that pay stubs showing direct deposits and pay card deposits along with annual W-2s can be viewed and printed from the secure ADP website <https://ipay.adp.com>.

If you are a new employee or have not yet taken the time to register for this service, you may start your registration process at <https://ipay.adp.com> by clicking the "Register Now" link. The Registration Pass Code: **DaemenCol-Pays** is required to begin your registration process. Once registered, you will be assigned a user name and will be able to select a password. Your password must be at least eight characters long and must contain at least one letter and either one number or one special character. Please remember that both your user name and password are case sensitive. If you are writing your user name and password down for future reference, please keep this information in a safe place. After your first pay day, you will be able to access your pay statements at <https://ipay.adp.com>.

If you are a returning employee, the user name and password you previously used has not changed. You can continue to enjoy all the conveniences offered through ADP.

Thank you for your consideration,

The Payroll Office