

January 2015

Dear Associate:

Daemen College has always taken its commitment to the environment seriously. In keeping with current trends, 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 original W-2 forms 24 hours per day, 7 days a week. In addition, all employees can make changes to your Federal Withholding Allowances (W-4). Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing. Direct Deposit forms and IPay viewing instructions can be found on the Daemen College Human Resources Web Page <http://www.daemen.edu/offices/humanresources/Pages/default.aspx> as well as in the HR and Payroll Office in DS126.

Since April 1, 2011, all direct deposit employees will no longer receive paper pay stubs. Instead they, along with those employees that receive live pay checks, will be able to view and print their stubs from a secure ADP website. All future W-2 forms will be available to employees through iPay as well.

**How to Register:**

In order to gain access to this new online system, you will be prompted to complete a short registration process during which you must enter contact and security information, answer a few security questions and create 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. Also, your password is case sensitive.

You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password. (Note: If you ever get “*locked out*” of the ADP system, please contact the HR/Payroll Office at 716-839-8325; we will reset your password.)

You may start your **registration process** immediately at <https://ipay.adp.com>, by clicking the “*Register Now”* link. Your Registration Pass Code: **DaemenCol-Pays** is required for registration. Upon completing the registration process, you may access your pay statements at <https://ipay.adp.com>. You will be able to see your paystubs after your first direct deposit is processed through our Payroll.

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

Sincerely yours,

*HR & Payroll Department*