



YOUR ADP SERVICE IS UPGRADING

The new ADP upgrade to TeamPay Live by ADP[™] requires a new User ID and Password. The 3 steps below will guide you in obtaining your new log-in to access your payroll reports but most importantly you will be ready to use TeamPay by ADP[™] service in March of 2021.

Step 1 - Obtaining Your TeamPay Live User ID and Password

You will receive 2 separate automatic e-mails from <u>SecurityServices_NoReply@adp.com</u>.



NOTE: The Temporary Password is valid for 15 days from the date you receive the e-mail. It is important you complete your first-time login within those 15 days. If you have not received the automatic e-mails, please check your Spam / Junk E-mail folders. If you need further assistance, please call ADP support at 1-877-377-4784

Step 2 – Logging in For The First Time



New password	0	*	
Confirm new pa	ssword		
	SUBMIT		
	-		

Create your new password.

Your password must meet a minimum level of complexity i.e include letters, numbers, special characters, to better secure your account. Click on the symbol to see the password complexity requirement

A verification code will now be sent to you via e-mail from <u>SecurityServices_NoReply@adp.com</u>.

ADP Generated Message:Verification Code	1
SecurityServices_NoReply@adp.com	Sample e-mail with verification code
Welcome	
Use the verification code in this email to verify that you are the rightful owner of the administrator account.	
Verification Code:	-
This email has been sent from an automated system. DO NOT REPLY.	

Enter verification code	Enter verification code
Aa@ADP.com (email) Verification Code	
SUBMITCODE	
Didn't receive a code? Resend code	

Select security questions	You will now be prompted to select 3 unique security questions and provide unique answers to each. In the event that you forget your
Select 🗸	help you reset your password yourself
wer	
Question 2	
Select V	
Answer	
Question 3	
Select	

Congratulations! You have completed your first-time setup and have successfully logged into TeamPay Live by ADP™

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Step 3 – Accessing Your Reports

The reports available to you in TeamPay Live by ADP[™] are similar to the reports available on our Reports on Internet website. Only reports that have been processed on TeamPay Live will be available.

For older reports, relating to payrolls processed prior to your migration, you can access Reports on Internet and view the reports.

Payroll Reports

To access your payroll reports. Click on Reports and Utilities and select Payroll Reports

Reports & Utilities • Payroll Reports	View employees' pay statements and show/hide the Employee Pay Statements for your company.	1	
Manage Pay Statements Manage Tax Forms Export data		pe:	< All Reports > Change Selection

In the Payroll Reports Screen, you can view all the reports relating to your regular payroll processing. This screen offers you the ability to select the Report Type, by clicking on the **Change Selection** button and the date range. Always remember to click the **Filter** button after you have made your choices.

Your computer must have Adobe Acrobat Reader to view the reports. The reports are in .PDF format.

ADP				Welcome		
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Reports & Utilities						
Payroll Reports 🔘						
Function:	< All Functions >	-	Report Type:	« All Reports > Ch	ange Selection	
Company:	1UCC - 1UCC		Report Sub-type:			Payee
Date:	Produced On	*	Between: *	03/09/2020		And *
Report Type Daily Update			Report Sub-type / Payee	Pay Date	Period Enc Date	Pay Period
Journal Entry Report				09/10/2020	06/10/2020	2
Payrol Entries				05/10/2020	06/10/2020	2
Reusier				09/10/2020	06/10/2020	2
Totals Recap					06/10/2020	2
Totals Report					06/10/2020	2
Transaction Proof					06/10/2020	2
Company Status				09/10/2020	06/10/2020	2
Employee Status						
Employee Status						

Pay Statements

You can view and print Pay Statements from **Reports & Utilities > Manage Pay Statements**. Click on the Pay Date for the Pay Statement you want to view/print. You can also hide pay statements from the Manage Pay Statements tab.

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Reports & Utilities Payroll Reports Vary End Departs	View employees' pay statements and show/hide the Employee Pay Statements for your company.		
Year cho Reports Manage Pay Statements Manage Tax Forms		pe:	< All Reports > Change Selection
Export data			02/09/2020

2020 Trial Run (Test) and Final Tax Form Reports and Individual Tax Forms

To view your 2020 Year End reports including adjustment runs, please click on **Year End Reports.**

View employees' pay statements and show/hide the Employee Pay Statements for your company.	1	
	pe:	< All Reports > Change Selection
	View employees' pay statements and show/hide the Employee Pay Statements for your company.	View employees' pay statements and show/hide the Employee Pay Statements for your company.

To view your 2020 Test and Final T4's, please click on Manage Tax Forms.

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Reports & Utilities		
Payroll Reports View employees' pay statements and show/hide the Employee Pay Statements for your company.		
Manage Pay Statements Manage Tax Forms	pe:	< All Reports > Change Selection
Export data		02/09/2020

Fill out the search criteria circled below and perform your search:

Type: * Taxation Year: *	Tax Form	×	Tax Form: * Produced On: *	< All >
Tax Form		Taxation Year		Produced On
Relevé 1	Clink on Tau fam	2020		2021-01-21 7:51:07 PM
T4		2020		2021-01-21 7:51:04 PM

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