



On Wednesday, April 26th, ADP is updating its on-line platform to be more user friendly. Currently, 2 websites are used to access paystub information and another to record hourly employee times. Instead of logging into EZLabor to record your hours, you will now log into the ADP Portal site below to record hours and view paystubs.

If you are currently utilizing both websites (EZLabor and paystatements.adp) you will now use your login and password from paystatements.adp to log into <https://portal.adp.com> to complete (or approve) time-sheets in "Time and Attendance" tab (see attached instructions.)

If you **do not** currently log into to view your pay statements then you will need to take a few minutes to register. As the EZLabor site will no longer be available and the login is not valid for the new site.

- 1) Go to <https://portal.adp.com>
- 2) Click on "First Time Users Register Here" or First Time User "Login Here"
- 3) Enter the Registration Code which is nu-purple. Click on Next.
- 4) System will then ask you to confirm that you want to set up an account with NU, click "YES"
- 5) ADP then will ask for some personal information to verify your identity such as First Name, Last Name, SSN and verify that you are not a robot. Click Next.
- 6) View your system user ID.
- 7) You will then be prompted to select a password. Your password must contain between 8 to 20 characters and at least one alpha (upper or lower case) and one numeric character.
- 8) Select security questions and answers in case you forget your user ID and/or password.
- 9) You will receive notice that your registration is complete.
- 10) Once registration is completed please use the "Time and Attendance" tab to log your time. See attached document for website navigation.

****Note**** If you forget your login information, ADP can send you an email with your temporary password and/or user ID.