PAYROLL QUICK TIPS

Pay Checks

- Pay Dates are weekly and occur every Friday.
- Pay Periods are Monday through Sunday. Each Friday pay date covers the prior Monday through Sunday pay period.
- You have two options to receive your pay check: either through Direct Deposit or a Wisely by ADP pay card. **You will automatically be enrolled in the Wisely by ADP pay card if you elect not to choose Direct Deposit.**
- Earnings Statements (pay stubs) are available via the MyADP app or through my.adp.com (please refer to separate instructions on how to register for this service)
  - o **It is extremely important that you update payroll in a timely manner of any changes to your bank info (if using direct deposit) or address!** *If a direct deposit fails due to payroll not being notified, it can take up to 10 days after payroll is notified of the issue for you to receive your pay.*

Time Clock Locations

- On Street Level in Operations Corridor near the employee breakroom.
- On Street Level across from R Elevator.
- On Lower Level by J Elevator.
- On Lower Level by the backstage of the Theatre.
- On P1 in the Parking Management Office.

Direct Deposit

- Direct Deposit Authorization Form must be completed if selecting direct deposit as the option to receive your paycheck.
- After payroll receives your initial enrollment Direct Deposit Authorization Form the direct deposit will NOT occur until a test (pre-notification) has been completed by the financial institution(s) indicated on your authorization form. Once this test occurs you will receive the pre-notification pay stub and a live check.
- This process typically takes two payroll cycles after receiving your Direct Deposit Authorization Form before your pay check is processed as direct deposit.

Wisely by ADP Pay Card

- Please see the attached information sheet on the basics of the Wisely by ADP pay card program.
- The Wisely by ADP pay card will be provided by payroll.
- Your pay will automatically be direct deposited to your card each payday.