

ADP Initial Set-up

IMPORTANT- ACTION REQUIRED IMMEDIATELY

We work with ADP Payroll Services to process payroll. It is vital that you follow the steps listed below to get set up in our ADP payroll system and be paid. You must complete the following steps immediately. This is time sensitive.

You will not receive your first paycheck until this is done!

Instructions:

- Open <https://wotc.adp.com/?helpersinc> (Do Not Log In)
- Click on CONTINUE to begin.
- Please answer each question; click on CONTINUE to move through each screen.
- When needed, you will be prompted to electronically sign by entering a four digit Personal Identification Number (PIN) of your choosing.
- When asked, your company code is 4F9.
- When asked location, please choose our office address which is 15540 S Pflumm Road, Olathe, KS.
- To complete the interview and save your work, please click FINISH.

If you do not have access to a computer,
please contact our office to complete this process.

Again, you will not receive your first paycheck until you complete this process.



913-322-7212

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