

## Pay Date Schedule Information

Helpers are paid twice a month. To check your first pay date, use the chart below:

Dates Worked	Pay Dates
1 <sup>st</sup> -15 <sup>th</sup>	5 <sup>th</sup> of the NEXT month
16 <sup>th</sup> -31 <sup>st</sup>	20 <sup>th</sup> of the NEXT month

EXAMPLE: Work April 1<sup>st</sup>-15<sup>th</sup>, is paid on May 5<sup>th</sup>. Work April 16<sup>th</sup>-30<sup>th</sup>, is paid on May 20<sup>th</sup>.

**Your FIRST paycheck will be issued as a paper check sent in the mail. If you have direct deposit, all future checks will be deposited in your account.**

## Viewing your paycheck online

*By now you have already completed your initial ADP set-up. Step 2 includes registering with ADP's so you can view your pay stubs online. Please complete this important step **AFTER** your first pay date.*

1. Go to this website: <http://worforcenow.adp.com>.
2. Click REGISTER HERE under First Time User.
3. It will ask you for a Registration Pass Code. Type in: **helpersinc-pay** and click next at the bottom of the screen.
4. On the next page, select **PARTIAL SSN next to IDENTITY TYPE** and fill out the remaining boxes with your information.
5. Follow the remaining instructions online to complete the registration. You will create your own user ID and password. Please make note of your security answer for future reference.
6. Once you are registered, you will be able to access your personal portal by using your user ID and password from the same web address.
7. Please make note of your password as we do not have access to this information.