Helpers, Inc.

Pay Date Schedule Information

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

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

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

Your <u>FIRST</u> 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://workforcenow.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 GO.
4. On the next page, enter your name, then select SSN 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. If you forget your password, you can sue the "Forgot your password?" link on the ADP website to reset your password.

updated 1/14