



EMPLOYEE SELF-SERVICE INFORMATION

Follow these instructions to register for secure online access to your payroll information:

- Once you are able to register, the Payroll Administrator will notify you via email which will include the registration code.
- After you receive your email notification from the Payroll Administrator follow the steps below.
 - Visit www.workforcenow.adp.com.
 - First-time users must select the 'Register Here' button located on the right center of the page.
 - Enter our Holy Family registration code located in the email.
 - Visit the 'Links and Forms' section of the HR pages of our university website (www.holyfamily.edu) to download ADP's Quick Reference Card, and check out the Mobile App instructions provided there as well.

Should you have any questions, contact a member of our Human Resources/Payroll Department at x 3270, 3448, or 3479.