



## 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](http://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](http://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.