

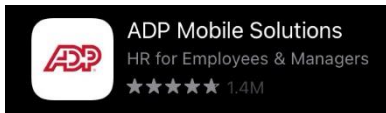


New Hire MyADP Walkthrough

You will be able to access MyADP starting on your first day of work, and can set up your direct deposit, tax withholdings, and enroll in your benefits using your mobile device or computer.

Register for MyADP

1. Visit <https://my.adp.com> or download the ADP Mobile Solutions application on your mobile device.



2. Click **Create Account**.

3. Click **I have a Registration Code**.

4. Enter Code: **Laitram-Register**

5. Select **Enter Information** and then follow the prompts to set up your account.

Setting Up Your Direct Deposit

We require ALL employees to have their paychecks paid via direct deposit. Please completed this setup as soon as possible.

1. Log into MyADP and click on the **Pay** section.
2. Go to the **Direct Deposit** section and click **Update Direct Deposit**.
3. Click **Add an Account**.
4. Enter in your bank's **Routing Number (always 9 digits)** and **Account Number**.

Note: Be sure to verify your bank account number thoroughly to ensure that it is accurate. Providing an incorrect account number may result in delays due to failed payment, or payment submitted to an incorrect account.

5. Indicate if you would like some/all (remainder) of your paycheck deposited into that account.

6. Choose a name from the dropdown for the account (either CK for checking or SV for savings).
7. Double check your account number, routing number, and amount to deposit, and then click the sliders to verify.

8. Then click **SAVE** at the bottom of the screen. This will trigger a confirmation code to be texted/mailed to you.

CRITICAL: The setup is ONLY complete after you receive a confirmation code via email/text and enter it into myADP. If you have not received a code, your direct deposit setup is not complete.

Updating Your Tax Withholding

1. Login to MyADP and click on the **Pay** tab.
2. Go to the **Tax Withholding** section.

3. Select **Federal** to complete your Federal (W-4) tax withholding information by responding to the questions presented.
4. Select your **state** to complete your State-specific tax withholding information by responding to the questions presented.

Completing New Hire Benefits Enrollment

1. Login to MyADP and click on the **Benefits** tab.
2. Select the **New Hire** event at the top left of your benefits dashboard and click **Enroll Now**.

Note: You have 30 days from your date of hire to enroll for new hire benefits **and** submit any supporting documentation.

3. Add all eligible dependents (spouse and children) even if you do not intent to enroll them in benefit coverage. Laitram provides basic dependent life coverage at no cost to you, but your dependents **must** be in MyADP. **Social Security Number** and **Date of Birth** are required for all dependents.
4. Review each benefit and make your elections. Detailed information about each benefit is available at the top of the benefit election area by clicking *more*.

5. Click **Complete Enrollment** to review a summary of your elections. You may click *change* next to any benefit to go back and make changes to it.

Note: This is your summary/review screen only. This screen does not mean you have completed your enrollment.

6. You **MUST** click **Confirm Enrollment** to complete your enrollment.

7. You will receive a success message with a confirmation number. Record this confirmation number, and either print or digitally save a copy of your **Confirmation Statement** for your records.

Documentation Requirements (if Dependent Verification Required)

You must provide documentation verifying eligibility of any dependent that you are adding to coverage for the first time within the New Hire Enrollment period. Failure to complete this will prevent your dependents from being covered.

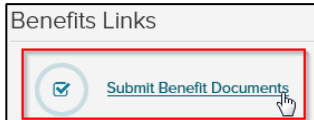
Dependent Verification Document Requirements	
Spouse	<ul style="list-style-type: none"> • Marriage Certificate (State or Religious) • Current Tax Return with Spouse Name Listed
Child	<ul style="list-style-type: none"> • Birth certificate with name of employee listed • Hospital birth letter with name of employee listed • Adoption certificate • Current tax return with dependent name listed • Court order establishing legal guardianship

Evidence of Insurability/Statement of Health

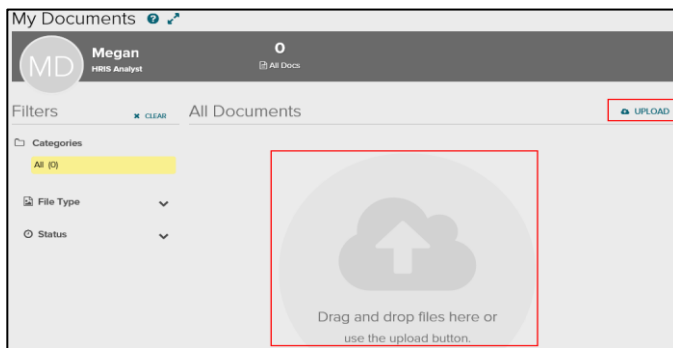
If you are adding Optional Employee or Spouse Life coverage over a certain amount, you may be required to complete and submit a Statement of Health (AKA: Evidence of Insurability). You will receive a warning notification during your Enrollment if you are required to submit a statement of health.

Submitting Benefits Documents

1. Log into myADP and click on the **Benefits** Tab.
2. Select **Submit Benefits Documents** in the **Benefits Links** title. There will be a popup indicating that you are going to a different site – click **Continue**.



3. The new window should show **My Documents** at the top, with your name and job title below that. Drag and drop your files to the indicated portion of the screen or click **Upload** at the top right to browse to your documents.



4. When you have uploaded a document, you will be asked to update the document properties by:
 - a. Naming your document
 - b. Selecting the correct category
 - i. Dependent Verification
 - ii. Evidence of Insurability
 - c. Providing an Effective Date
 - i. This is the date of the event (i.e. date of birth, marriage, or when coverage was lost)
5. Click **Save** when complete.

Document Properties

Display Name

Category / Subcategory

Effective Date

Expiration Date

Tags

Understanding Beneficiaries

You must designate one or more primary beneficiaries for **Employer Paid Life** and **Optional Life** (if applicable).

Primary Beneficiar(ies)	Receive specified percentage of your life insurance in the event of your passing.
Secondary Beneficiar(ies)	Receive specified percentage of your life insurance in the event that both you and the primary beneficiar(ies) pass away.

Example:

Your spouse is your **primary** beneficiary, receiving 100% of your insurance. Your 2 children are your **secondary** beneficiaries. Each will receive 50% of your life insurance.

Scenario 1: You pass away. Your spouse will receive 100% of your life insurance because (s)he is the primary beneficiary.

Scenario 2: You and your spouse pass away in the same accident. Your children will receive the specified shares of your life insurance because the primary beneficiary has also passed.

Scenario 3: Your spouse has passed away and you have not updated your beneficiary information to replace your spouse. You pass away. Your children will receive the specified shares of your life insurance because your primary beneficiary has already passed.

New Hire & Life Event Coordination

If you are a new hire or experience a qualifying life event (QLE) near the annual Open Enrollment Window, please complete all events necessary to update both your current year and future year benefits.

Who	Qualifying Life Event	New Hire Enrollment	Open Enrollment
New Hires Benefits Effective this year	N/A	YES	YES
New Hires Benefits Effective next year	N/A	YES	NO
Current Employee	YES	N/A	YES