

## ON-LINE PAY STUBS

Your pay stub and annual W-2 is accessible through an on-line application called iPay. Our payroll service bureau, ADP, maintains this website. You first have to register, and then you can access your own payroll information whenever it's convenient for you.

### How to Register on ADP iPay Statements:

1. Go to <https://paystatements.adp.com>
2. Click on "Register Now"
3. Enter the **Self Service Registration Pass Code** which is **Simmonscol-register**
4. Enter your name, SS# and birth info
5. Select **iPayStatements** as the self-service product
6. Select Pay Statement/Earnings Statement
7. From your most recent pay statement, enter the following information (see reverse side for guidance):
  - Company Code
  - File Number
  - Social Security Number
  - Pay Date or Advice Date
  - Check Number

You will then be asked for your business email address and phone number.

You will then be prompted to complete the registration process during which you must answer a few security questions and select a password. Your password must contain between 8 and 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. Take a moment to jot down your assigned User ID, along with your password. The security questions will be used to verify your identity if you ever forget your user ID or password.

**Once you have completed the registration process, you may access your pay statements at <https://paystatements.adp.com>. You will log in with your assigned User ID and the password you created.**

In addition to viewing your paystubs and W-2's, the website offers the ability to perform "what-if" scenarios using the *Financial Tools*. For example, what will the net affect be to my take home pay if I increase my retirement plan contribution; or how much Federal tax will be withheld if I change my exemptions?

**We encourage all employees to enroll in direct deposit. Forms are available on-line through MySimmons, and in the Human Resources Office, C216.** If you do not have direct deposit yet, you will continue to receive a live check.

For assistance with iPayStatements, please contact Marie-Claire Dumornay in the Human Resources Office, Suite C216, extension 2034.

COMPANY CODE → CO. FILE DEPT. CLOCK NUMBER 010  
 YLD 004207 000009 0004001318 1  
 FILE NUMBER  
 CHECK NUMBER

# Earnings Statement



SIMMONS COLLEGE  
 300 THE FENWAY  
 BOSTON, MA 02115  
 SENIOR V.P. FINANCE & TREASURER

Period Ending: 07/28/2007  
 Pay Date: 08/03/2007

↑  
PAY DATE

Taxable Marital Status: Single  
 Exemptions/Allowances:  
 Federal: 0  
 MA: 0

Social Security Number:

Earnings	rate	hours	this period	year to date
S	8.0000	30.00	240.00	
S	10.0000	47.50	475.00	
<b>Gross Pay</b>			<b>\$715.00</b>	<b>715.00</b>

Deductions	Statutory		
	Federal Income Tax	-77.60	77.60
	Social Security Tax	-44.33	44.33
	Medicare Tax	-10.37	10.37
	MA State Income Tax	-35.00	35.00
<b>Net Pay</b>		<b>\$547.70</b>	

Your federal taxable wages this period are \$715.00

CHECK NUMBER

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VERIFY DOCUMENT AUTHENTICITY. COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

SIMMONS COLLEGE  
 300 THE FENWAY  
 BOSTON, MA 02115  
 SENIOR V.P. FINANCE & TREASURER

Payroll System Number: 0004001318  
 Pay Date: 08/03/2007

Pay to the order of: [Redacted]  
 This amount: FIVE HUNDRED FORTY SEVEN AND 70/100 DOLLARS

**\$547.7**