

Concept Packaging Group

ADP Portal Information for Salaried Exempt Employees

This packet is for informational purposes only for newly hired Salaried Exempt (SE) employees. Action is required by you, as detailed below.

All SE employees are paid through ADP, a third-party payroll company. Your pay is received bi-weekly on Thursday via direct deposit to the bank account(s) you provide to CPG. You will not receive hard copies or emailed copies of your pay stub; however, you can access your bi-weekly pay stubs and W-2 forms any time via the ADP Self-Service Portal. You may also view your personal information, including your tax filing status, tax exemptions, address, etc. on the Portal.

<u>You must register to gain access to the ADP Self-Service Portal.</u> All the information you will need to register is provided in the included Registration Guide. Please see page 1 of this Guide for information unique to CPG employees that you will need to access the Portal and begin the registration process.

Please keep a record of your login and password, as CPG does not have access to this information. The last page of this document, ADP Portal FAQs, may help answer any questions you may have regarding the security of your information.

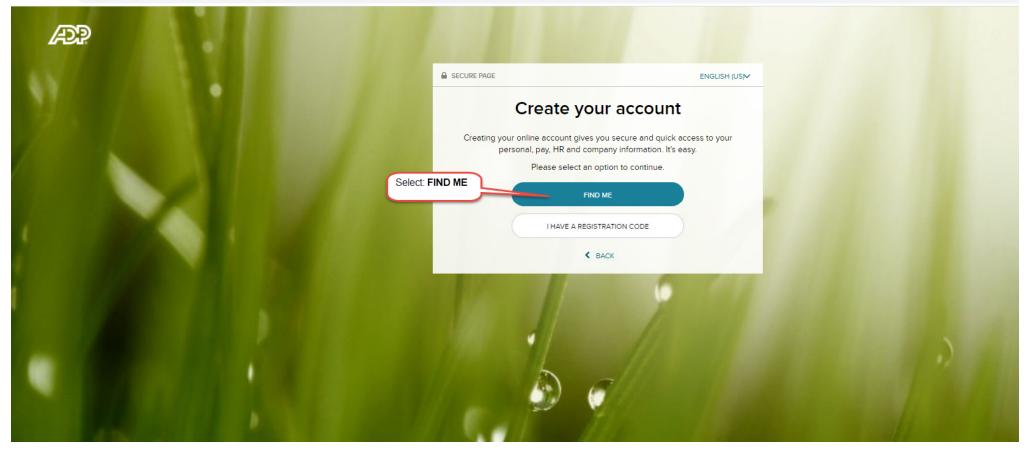
If you have any questions about this process, please email Human Resources at: <u>HRsupport@concept-pkg.com</u>.

Please note that your first 2 pay checks will be live, and not direct deposited to your account

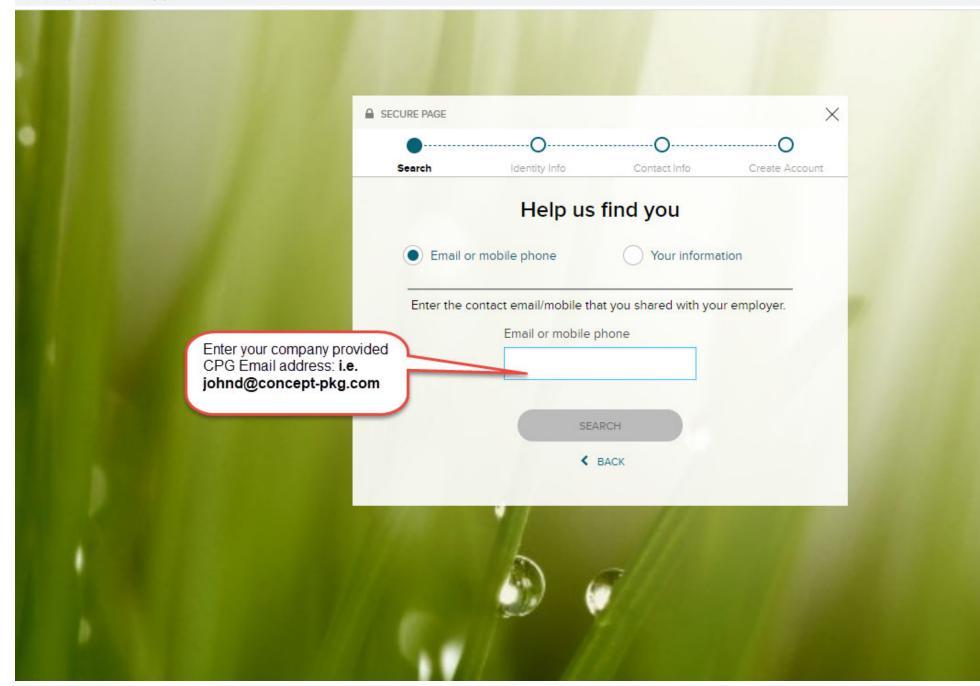
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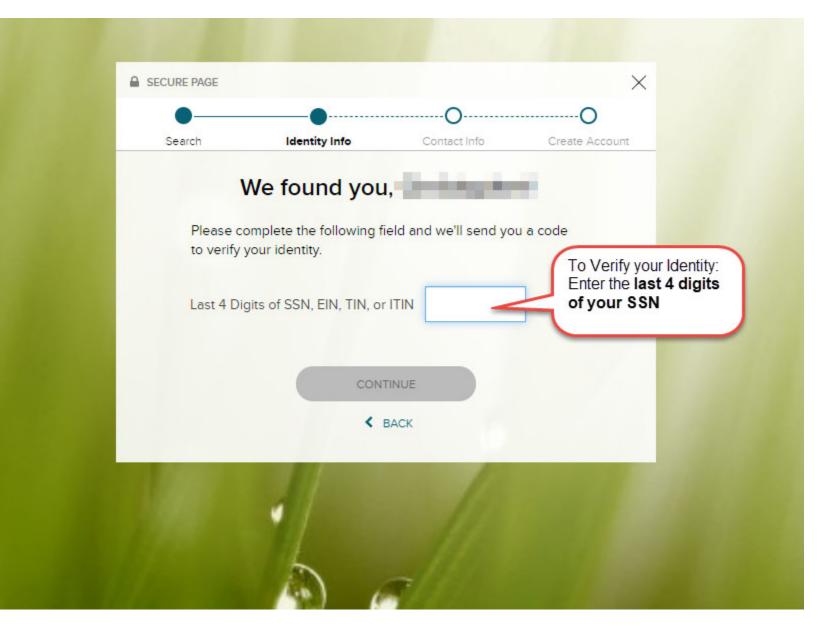
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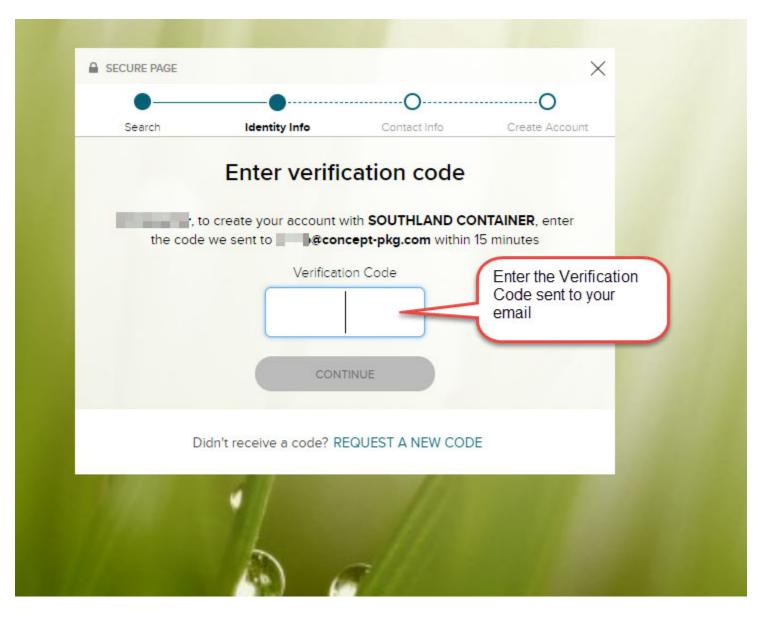
æ	Navigate to Website: www.workforcenow.adp.com Once the website loads, your screen should look like this	ENGLISH Welcome to ADP® User ID Remember My User ID @ NEXT Citch chi CREATE ACCOUNT	
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