

To All Student Employees:

We are excited to announce the new Cedar Crest College employee/payroll web site! It provides employees with unprecedented, swift and convenient access to your own personal and pay information as well as up-to-date College information, all in one convenient website. Please go to <https://workforcenow.adp.com> and register today!

In order to register, you will need the College's registration pass code: **CCC1867-1234**

Registration is mandatory and required for all student employees of the College. Student employees working over the Winter Break will need to complete their registration no later than Saturday, December 19th in order to start clocking in and out for your shifts starting on Sunday, December 20th. All other student employees must complete the registration process no later than December 31, 2015. Failure to register in the new site may result in delays of pay checks and payroll data.

On the College's new site, you can:

- View and update your personal information such as address and phone numbers.
- View your pay statements and annual statements. You can also view and update your filing status (W4), as well as access financial calculators.

We are very excited about the value that this new site will provide to employees! Initially, the site will focus on payroll information and will expand as everyone becomes familiar with how to use it.

Please register on the site today!

Thank you!

The Human Resources Team