

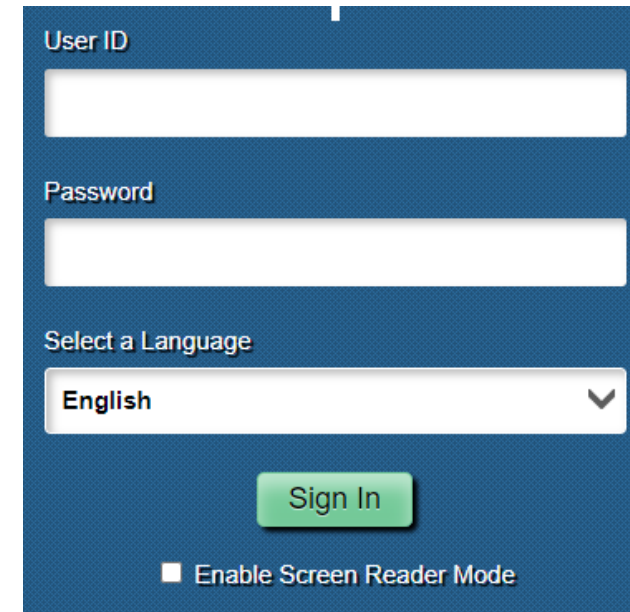
Accessing your payroll information

To access your payroll information for activity on Feb. 2 or prior (including W-2s):

Click on the link below, enter your login information

<https://my.nursejob.com/psp/POPRD/?cmd=login&languageCd=ENG&>

This is the same as you previously used.

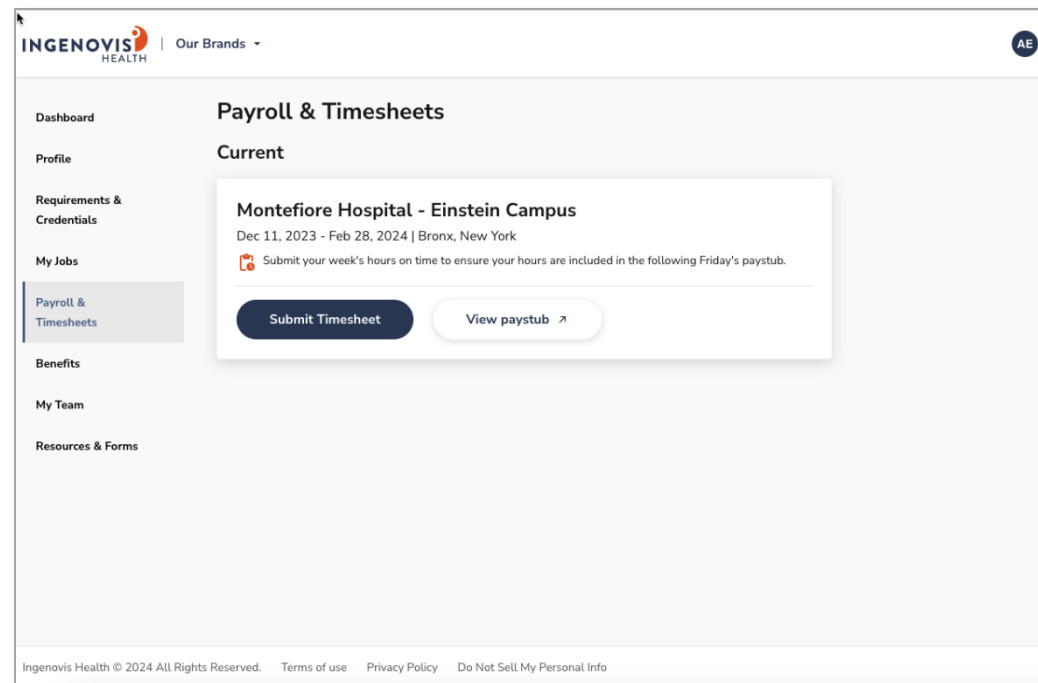


The screenshot shows a login form with a dark blue background. It contains the following elements:

- User ID:** A white text input field.
- Password:** A white text input field.
- Select a Language:** A dropdown menu with "English" selected and a downward arrow.
- Sign In:** A green button with white text.
- Enable Screen Reader Mode:** A checkbox with the text "Enable Screen Reader Mode" next to it.

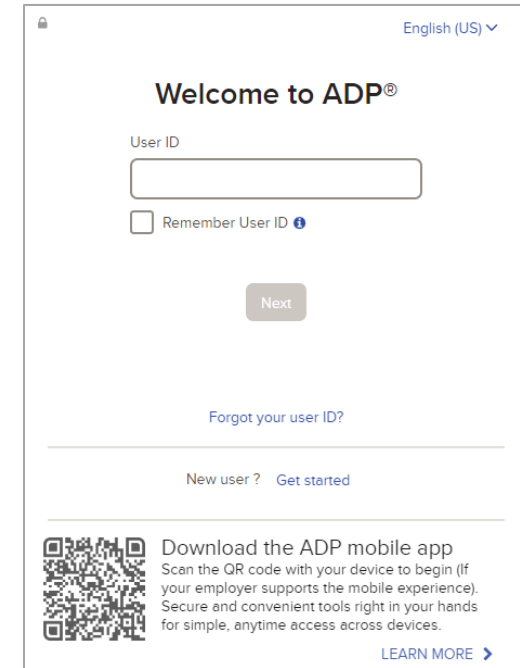
Accessing your payroll information

To Access your payroll information for activity **starting on Feb. 9, 2023:**
If you are using the new Ingenovis Portal or Mobile Application, navigate to the screen below:



You will be redirected to the ADP login screen.

You will need to register with ADP; see the following instructions.



Not a Portal or Mobile App User:

If you don't use the Portal application or the new IGV Mobile App, please click on the link below and follow the instructions:

[Click here to register with ADP.](#)

Creating your ADP Account

Step 1: Visit

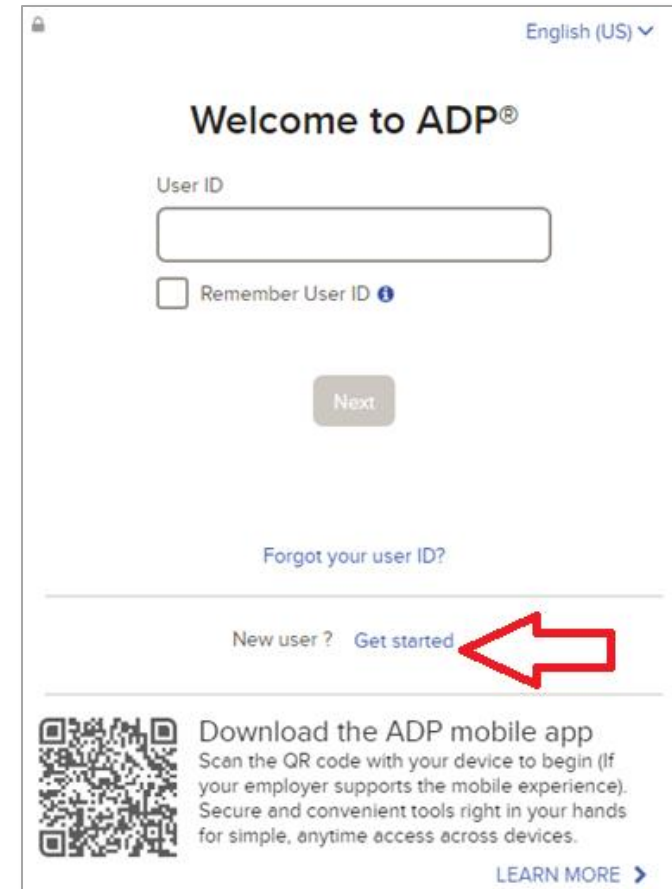
<https://workforcenow.adp.com/public/index.htm>

Step 2: Click “Create Account”

- You can only register once with trust

Step 3: Click “Get Started”

- Follow instructions on next page.



Creating your ADP Account

SECURE PAGE ENGLISH (US) ▾

Create your account

Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy.

Please select an option to continue.

FIND ME

I HAVE A REGISTRATION CODE

← BACK



SECURE PAGE

Search Identity Info Contact Info Create Account

Help us find you

Email or mobile phone Your information

Enter the contact email/mobile that you shared with your employer.

Email or mobile phone

SEARCH

← BACK



SECURE PAGE

Search Identity Info Contact Info Create Account

We found you, [redacted]

Please complete the following field and we'll send you a code to verify your identity.

Last 4 Digits of SSN, EIN, TIN, or ITIN [input field]

CONTINUE

← BACK



SECURE PAGE

Search Identity Info Contact Info Create Account

Enter verification code

[redacted] to create your account with Trustaff, enter the code we sent to [redacted]@gmail.com within 15 minutes

Verification Code

CONTINUE

Accessing your information

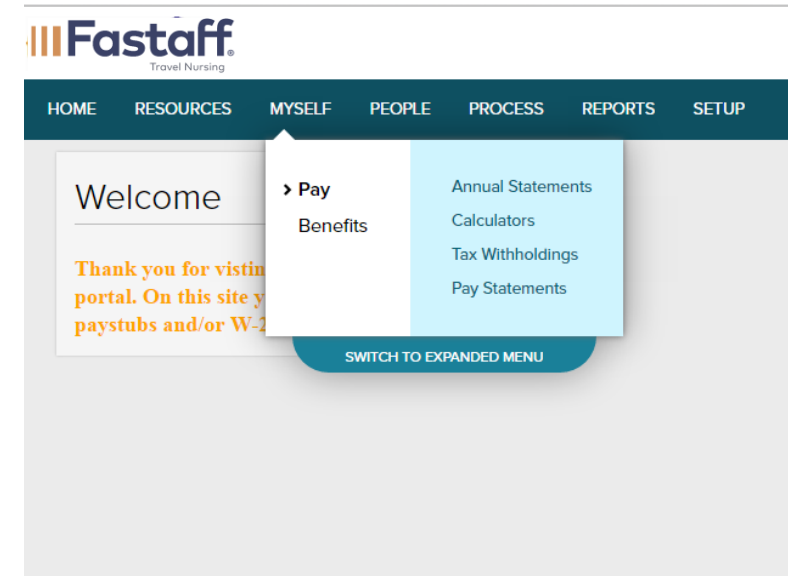
Once you login to ADP, you will follow the below steps to access your pay statements.

Step 1: Under Menu Header Bar, locate “Myself”. A dropdown list will appear.

Step 2: Select the statements that you want to view; Pay Statements or Annual Statements (W-2s).

Step 3: Pay statements will look like checks and will include the pay date in the upper right corner. To view each pay individually, click on “View Check.” The full earnings statement will appear.

If you cannot view your pay statements, please contact payroll@fastaff.com



Step 3 (continued):

Annual Statements (W-2s) will be listed per year. Only the last 3 years of annual statements will appear. If you cannot access your W-2s, please email Fastpassprofile@fastaff.com. Be prepared to sign a release form through DocuSign before we can safely and securely send documents via email.

W2	1099
2016	No Data Available
2015	
2015	
2014	

Forget your User ID or Password?

Step 1: Visit <https://workforcenow.adp.com/public/index.htm>

Step 2: Click “Forgot Your User ID/Password?” You will be prompted to answer the security questions you chose when you first registered. Keep in mind that they are case-sensitive and must be entered exactly as they were when you registered.

The screenshot shows the ADP login interface. At the top right, there is a language selector for 'English (US)'. The main heading is 'Welcome to ADP'. Below this, there is a 'User ID' input field with an 'Administrator Sign In' link to its right. A 'Remember My User ID' checkbox is located below the User ID field. The 'Password (case sensitive)' input field is positioned below the checkbox. A 'SIGN IN' button is centered below the password field. Below the button is a link for 'Forgot your user ID/password?'. At the bottom of the form, there is a 'Need an account?' link and a 'SIGN UP' button.

Helpful Tips

- Always access ADP on a desktop or laptop. Accessing via mobile devices may not prove reliable
- **You must register from an actual computer for the first time**
- When registering, use the “User Login Tab”
- Make sure to write down your questions and answers to the security questions as well as your username and password
- **All information you enter on the site is case-sensitive**
- **Disable pop-up blockers** prior to logging in to prevent issues
- You will need to be paid one time before you can register
- If you already have an ADP account with a previous employer, you will still need to register with Fastaff before being able to view your pay statements or W-2s.

If you are unable to reset your password or are unable to register, contact payroll@fastaff.com