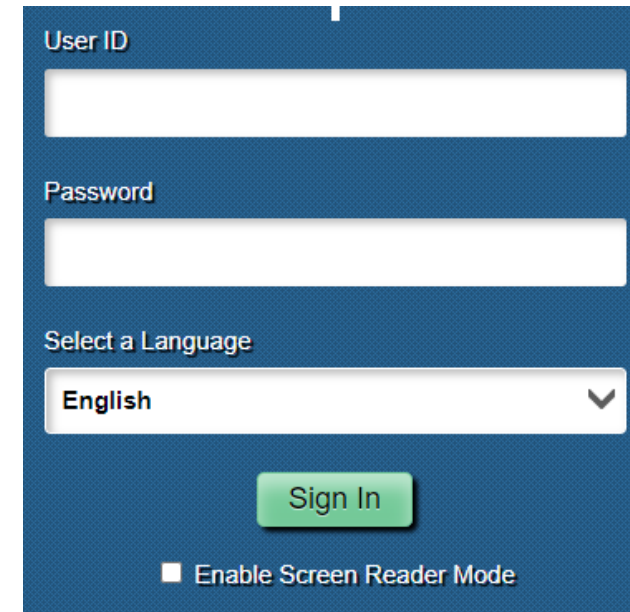# Accessing your payroll information

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&
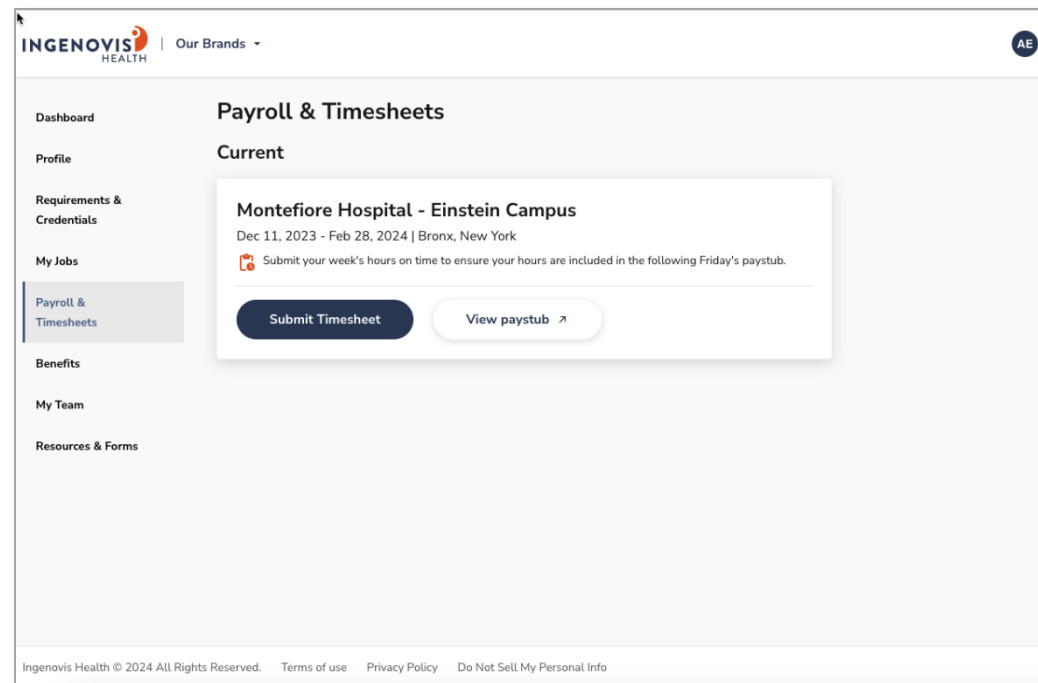
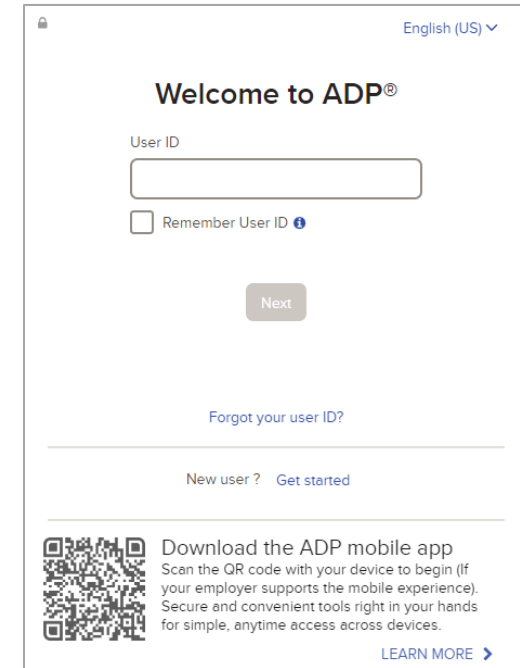This is the same as you previously used.

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:

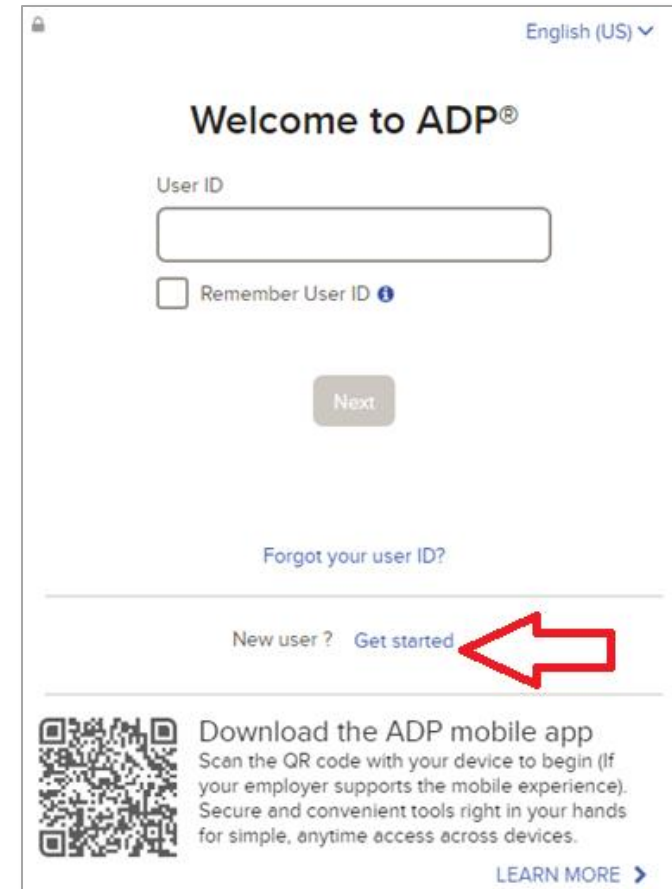[Click here to register with ADP.](#)

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

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
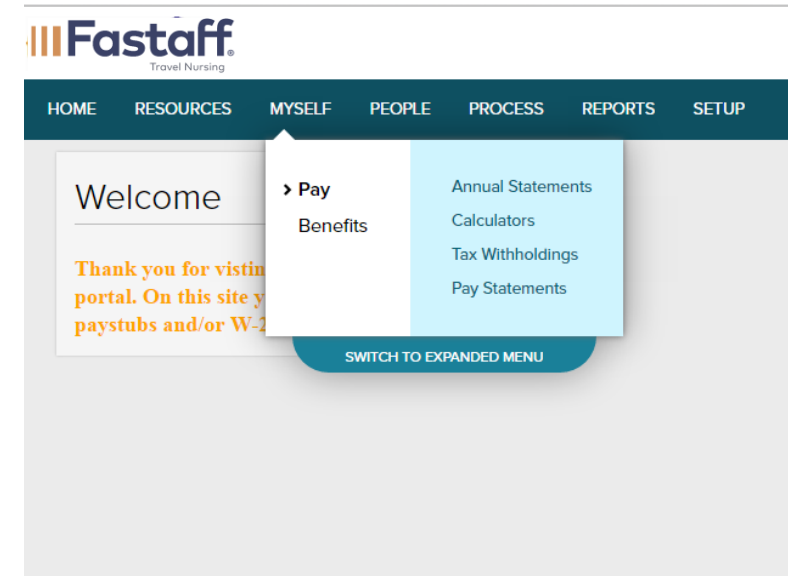
Step 3 (continued):

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.

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.

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