

Our new Associated Students (AS) employee portal website is here! It provides all AS employees with unprecedented, swift and convenient access to your personal and pay information as well as up-to-date company information.

Please go to <https://workforcenow.adp.com> and register today!

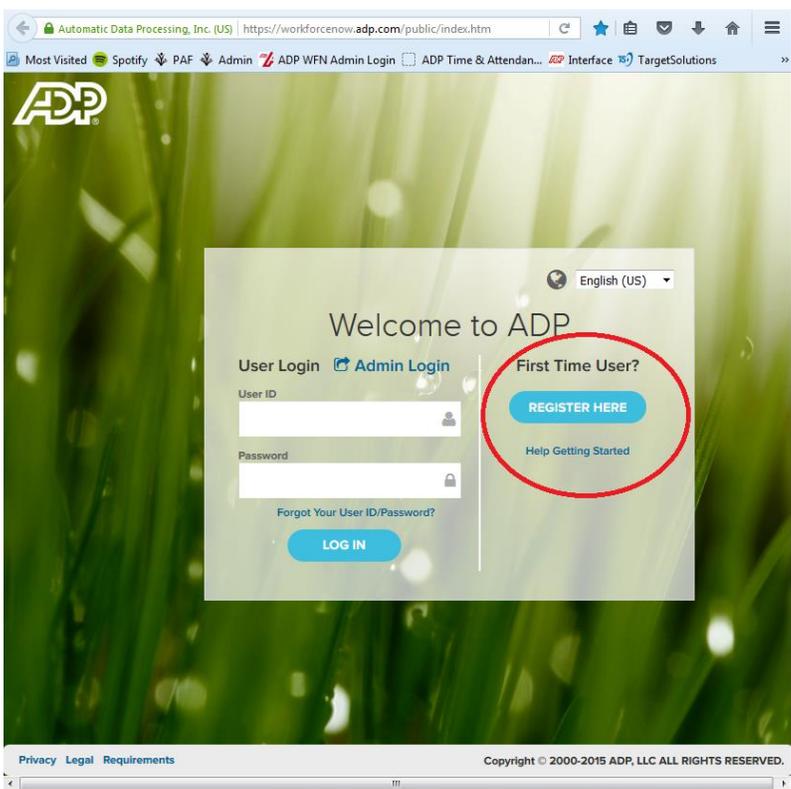
Your Registration Pass Code: **csuchico-portal** (required for registration)

On our employee portal, you can do the following:

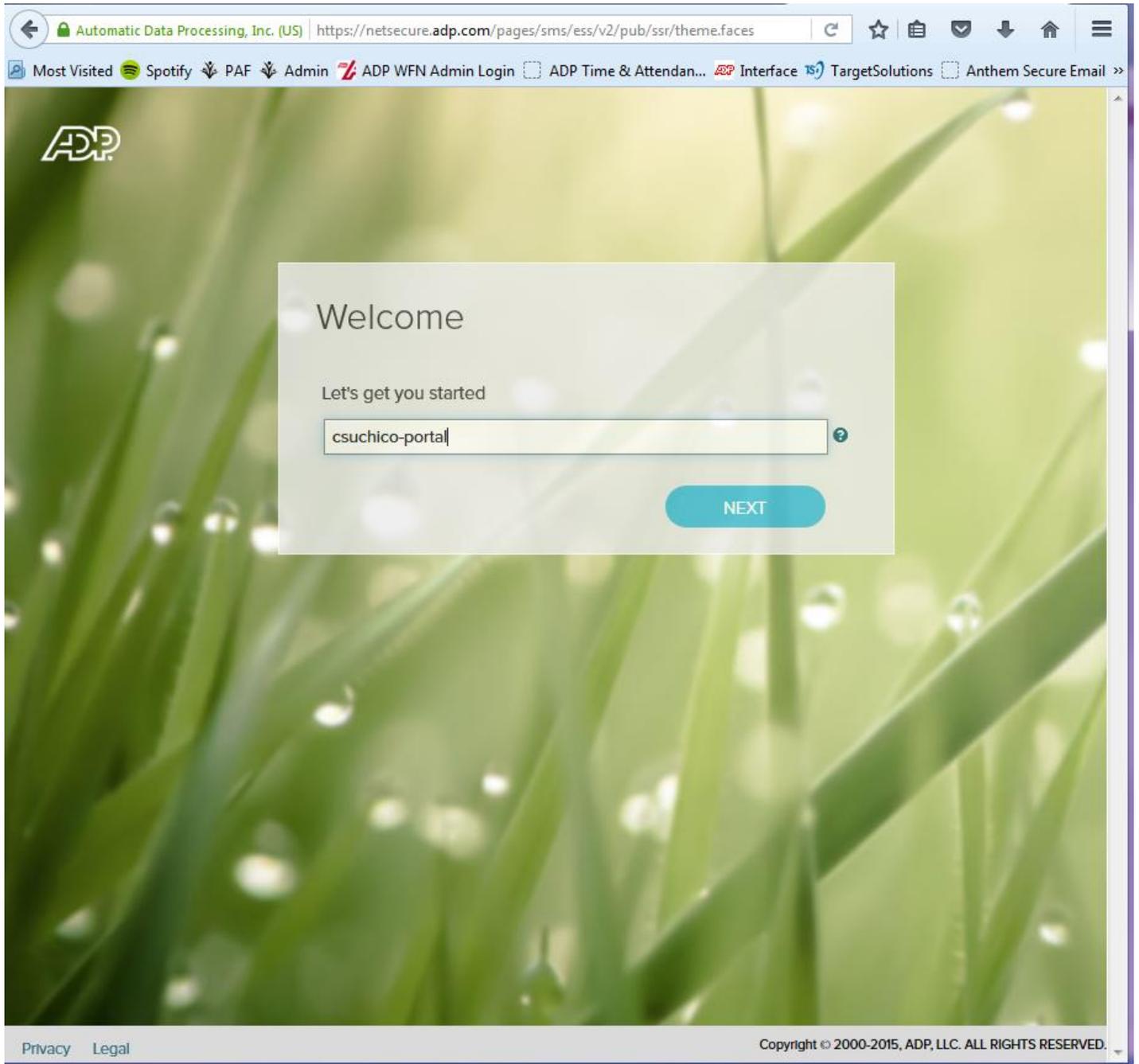
- View and update your personal information such as address, phone numbers and emergency contacts. (Please do ASAP!)
- View your pay statements, elect paperless statements, and annual statements. You can also view and update your filing status (W-4) and access financial calculators.
- View your attendance and paid time off information.
- View and update your work information, education, skills, memberships, licenses and certifications.
- Access company news, announcements, policies and more.

Please register today! We have included a step by step instruction on how to register. Please reach out to AS IT at asithelpdesk@csuchico.edu if you need additional help or have any questions

To register, go to the link provided above. Select “Register Here”



You will be brought to a page to enter in a registration code. Enter in the registration code provided above.



Automatic Data Processing, Inc. (US) | https://netsecure.adp.com/pages/sms/ess/v2/pub/ssr/theme.faces

Most Visited Spotify PAF Admin ADP WFN Admin Login ADP Time & Attendan... ADP Interface TargetSolutions Anthem Secure Email >>

ADP

Welcome

Let's get you started

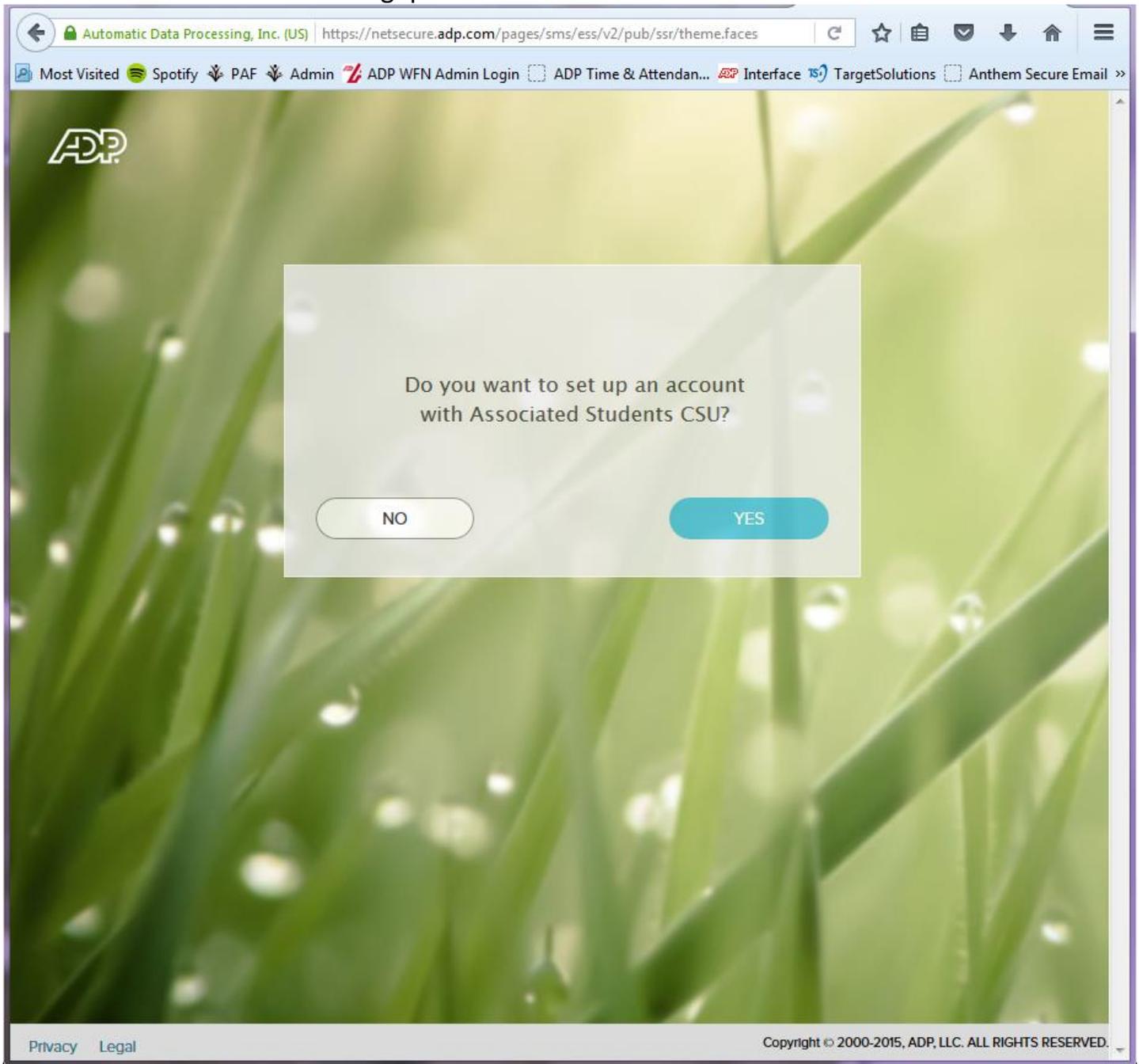
NEXT

Privacy Legal

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Click Next.

Click Yes to answer the following question:



The screenshot shows a web browser window with the address bar displaying "Automatic Data Processing, Inc. (US) https://netsecure.adp.com/pages/sms/ess/v2/pub/ssr/theme.faces". The browser's bookmark bar includes "Most Visited", "Spotify", "PAF", "Admin", "ADP WFN Admin Login", "ADP Time & Attendan...", "ADP Interface", "TargetSolutions", and "Anthem Secure Email". The main content area features the ADP logo in the top left corner and a central dialog box with the text "Do you want to set up an account with Associated Students CSU?". Below the text are two buttons: "NO" and "YES". The "YES" button is highlighted in blue. At the bottom of the page, there are links for "Privacy" and "Legal" on the left, and a copyright notice "Copyright © 2000-2015, ADP, LLC. ALL RIGHTS RESERVED." on the right.

Enter in your information (use your SSN) and follow the steps to complete registration.



Identify yourself

First name*

Last name*

And at least one of these *

Associate ID

Last 4 Digits of SSN, EIN, or ITIN

Birth month and day*

Month

Day

I'm not a robot



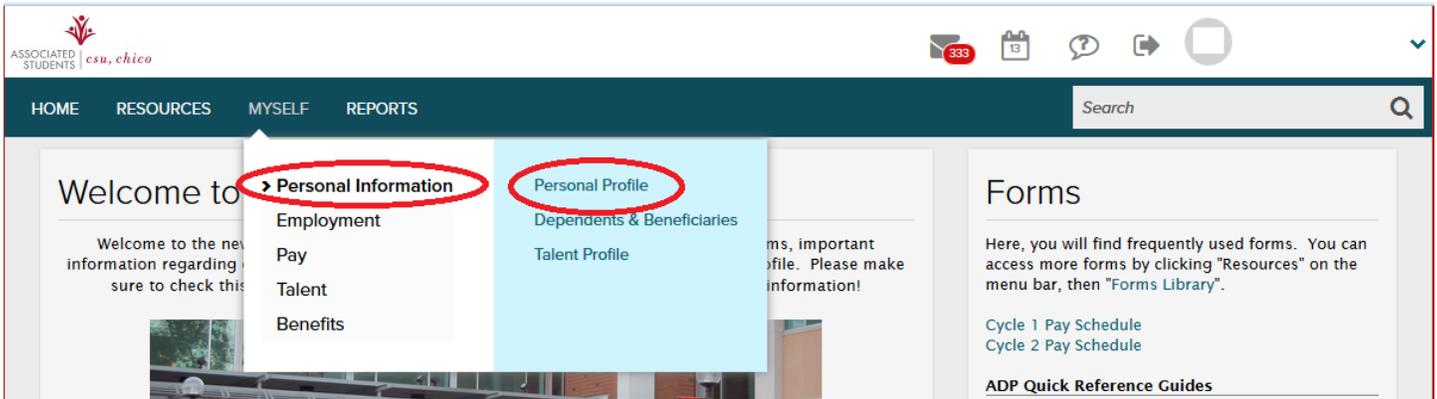
reCAPTCHA
Privacy - Terms

Once you have completed registration, you can log in.

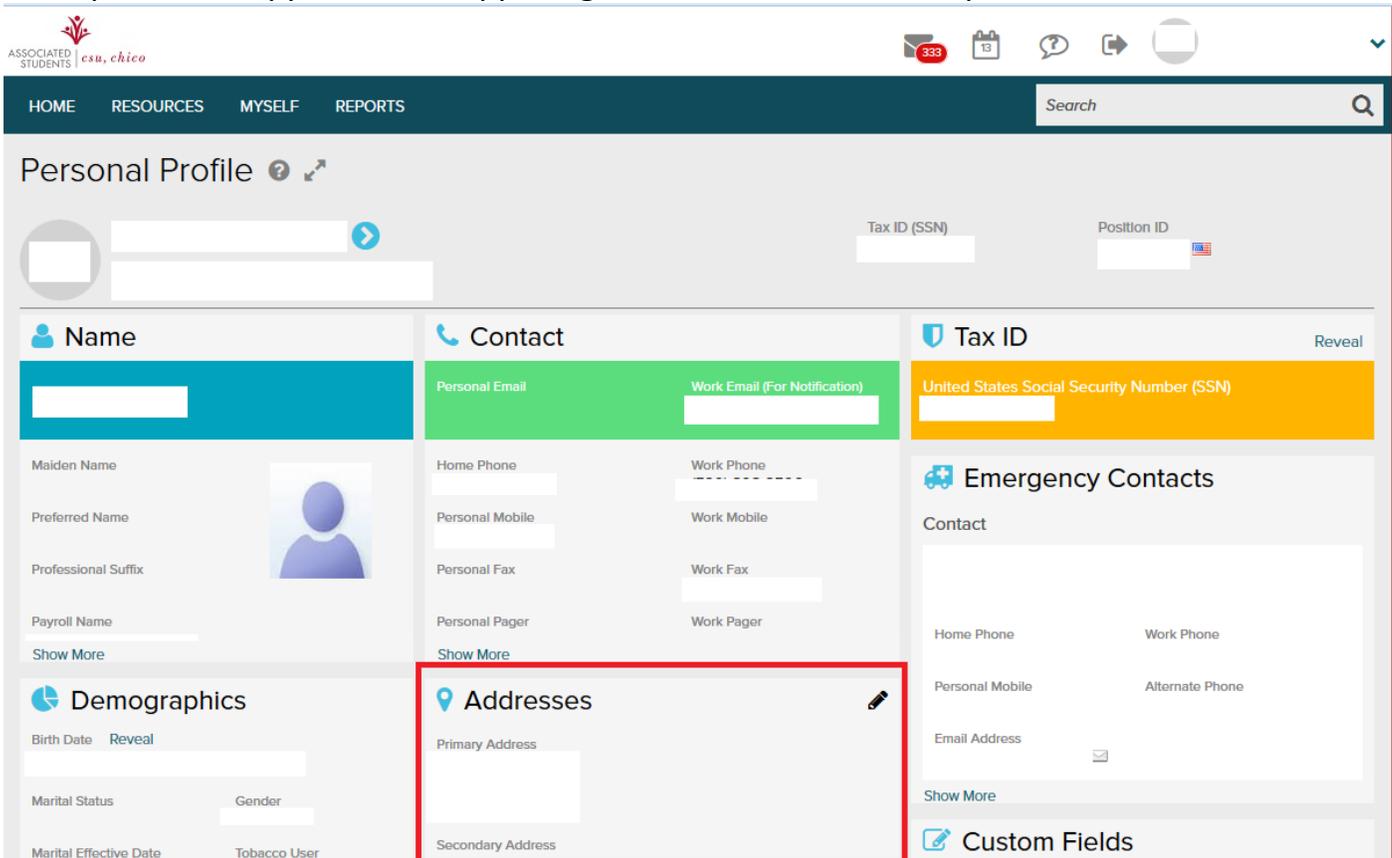
To change your personal information (address, phone number, emergency contacts, etc.):

You will be brought to the home page, which is called the Employee Portal. This page has commonly used documents and has important updates. Check this page frequently.

Click “Myself” from the menu at the top. Then choose “Personal Information”, then choose “Personal Profile.”



Once you are in your Personal Profile, hover your mouse over the “Addresses” box and a small black pencil will appear in the upper right of that box. Click the pencil to edit.



You can also update your phone number and emergency contact the same way in the corresponding boxes.