



June 14, 2010

**Subject:** Pay Check<sup>+</sup> - Accessing Your On-Line Pay Stubs When You Leave Brown

Dear Colleagues:

As part of our new Pay Check<sup>+</sup> project, you may now view and print images of your pay stubs via the Internet – whenever and wherever it is convenient for you. You may access and view a maximum of 36 months worth of payroll history beginning with paychecks issued in May, 2010. All current Brown University employees will access the ADP internet site using their Brown University Username and Password.

When you leave the University's employment, you will no longer be able to access your payroll information using your Brown University Username and Password. You may access your payroll information directly from ADP's website. You will need to register on ADP iPayStatements. Please follow the instructions to register:

- Go to <https://paystatements.adp.com>
- Click on "Register Now".
- Enter the *Self Service Registration Pass Code*: BrownEdu-IPay
- Select *iPayStatements* as the self-service product.
- Provide your partial SSN and date of birth. (The ADP system is both safe and secure, using a multiple firewall design and 128-bit encryption. ADP security meets or exceeds SAS 70 standards – an acronym for Statement on Auditing Standard 70 that was developed and is maintained by the American Institute of Certified Public Accountants.)

You will then be prompted to complete a registration process during which you must answer a few security questions (answers must be at six characters in length), add an email address, and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. The security questions will be used to verify your identity if you ever forget your user ID or password.

You will be assigned a system generated User ID. The ID will be in the following format: first initial, last name @ brownedu (example: jcarberry@brownedu ). Please note that @brownedu does not have a period (.).

Upon completing the registration process, you may access your pay statements and W2 forms (beginning January, 2011) at <https://paystatements.adp.com>. When you are done with your ADP session, logout of the application to protect your privacy.

Sincerely,

Doreen Brandley-Burgers

Director of University Disbursements