



ADP 系统是一个网络工资查询系统，可以通过安装手机 app 或者登陆 ADP 官网进行操作。



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●如何打开或者下载 ADP

ADP 网址:

<https://workforcenow.adp.com/>

电脑，手机浏览器输入网址

或者使用手机扫码下载



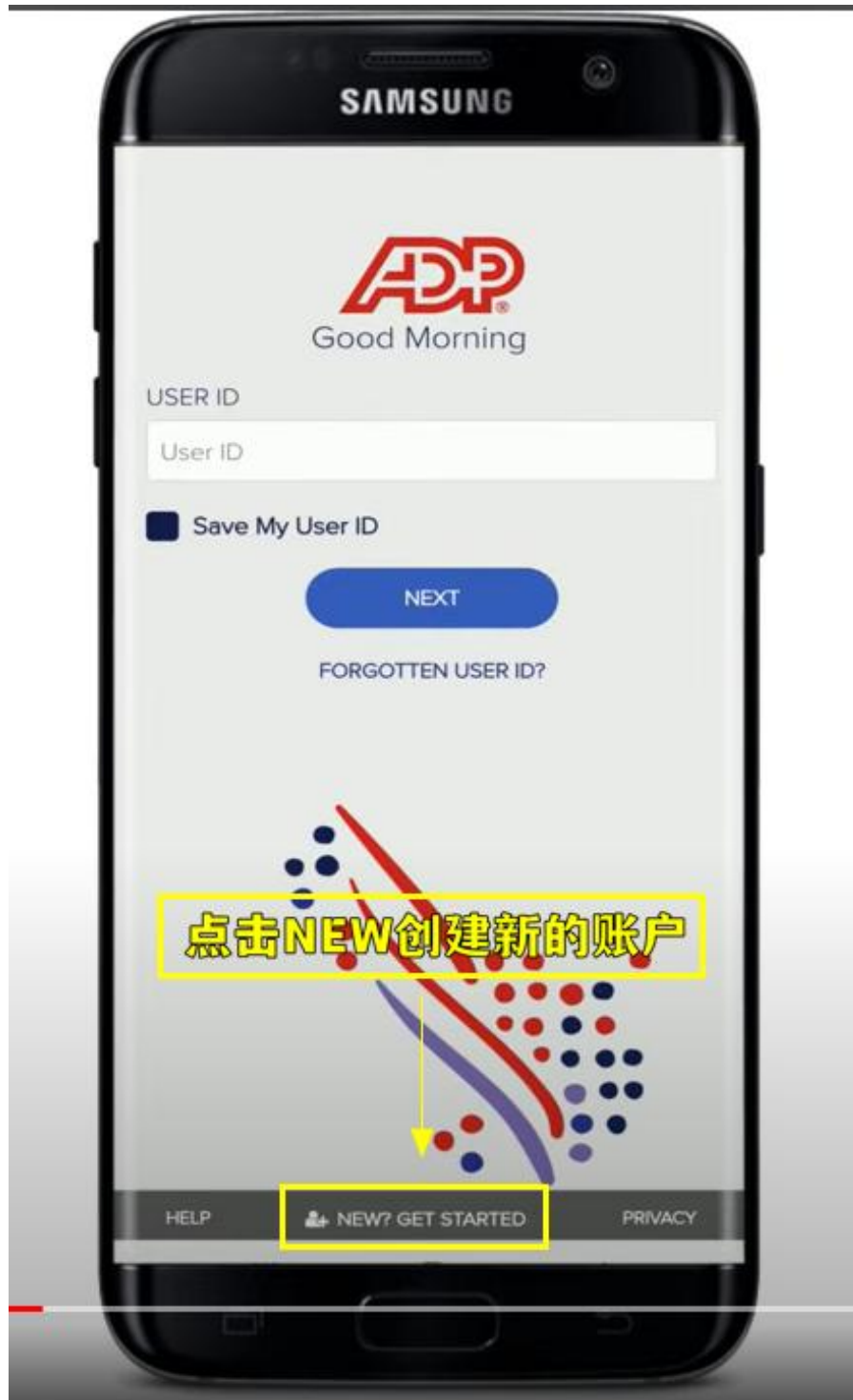
1. 可以下载手机 APP，下载 ADP 工资 app
2. 可以直接浏览器注册和使用

● 下载完成，ADPMobile APP 图标



下载安装后，双击打开 ADP Mobile APP

●如何创建注册 ADP 账户步骤

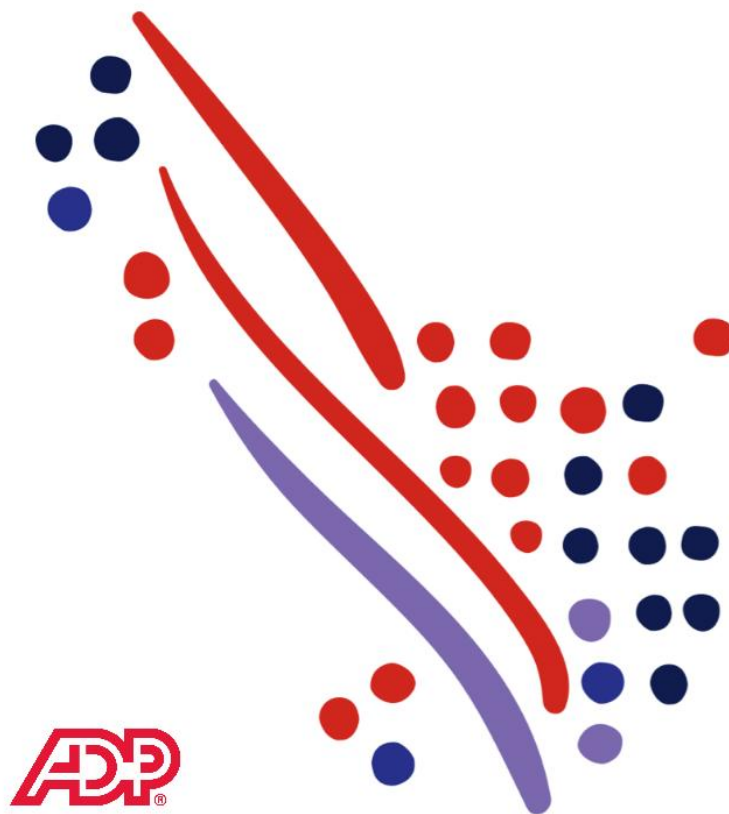


点击 NEW 创建新的账户

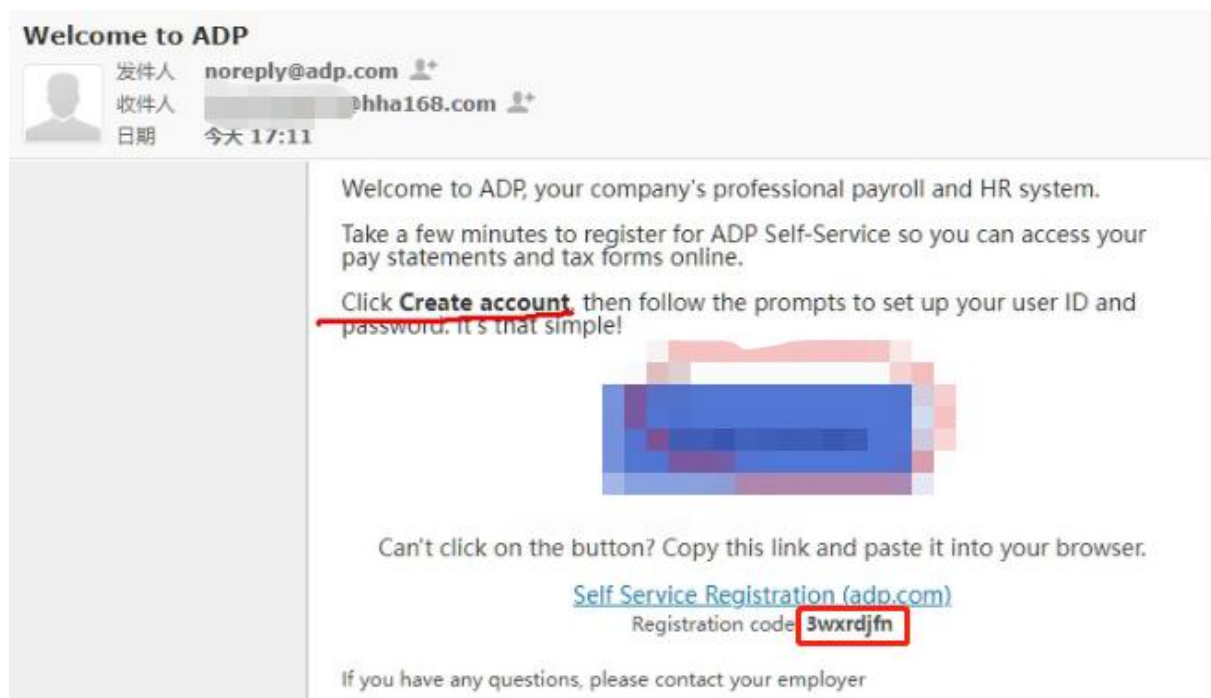
Do you have a registration code?

[Back to sign in.](#)

1. 点击Yes，选择有注册码
2. 请联系客服发注册码，系统会发送到电子邮箱
3. 默认发到公司给护理员注册的168邮箱



*点击 Yes，使用注册码注册



1. 请公司发送注册码邮件
2. 注册码会发送到公司给护理员注册的 168 邮箱，可以自行查看；也可请客服帮忙查看注册码（只限 168 邮箱）



3. 选择 New user-新用户注册

Let's Get Started

First, we'll need some information to create your account with
Xincon Home Health Care Svcs

First Name * ⓘ

名字

Last Name * ⓘ

姓氏

And one of these*

☐ Last 4 Digits of SSN, EIN, or ITIN

☐ Associate ID

☐ Birth Month and Day

后四位SSN号

出生月日

选择其中一个验证

Continue

填写完毕按钮变为蓝色

Continue

1. 填写 First name 名字
填写 Last name 姓氏
2. 选择后四位 SSN 验证
或者选择出生月日验证
3. 完成后，点击 Continue

The screenshot shows a multi-step registration process. The top navigation bar has four steps: 'Enter Code', 'Identity Info', 'Contact Info' (which is the current step), and 'Create Account'. The main heading is 'Help Us Protect Your Account'. Under 'Primary Contact Information', there is a text prompt: 'Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.' The 'Email*' field has a dropdown menu set to 'Work' and a text input containing '@hha168.com'. The 'Phone*' field has a dropdown menu set to 'Personal, Other' and a text input with 'US +1 (646)'. Below this, the 'Backup Contact Information' section prompts to 'Add additional email/phone where you can be reached.' It has an 'Email' field with a 'Personal' dropdown and an empty text input, and a 'Phone' field with a 'Work, Mobile' dropdown and a text input with 'US +1'. At the bottom, there is a link 'Add new phone' and a blue 'Continue' button. Red boxes and Chinese text annotations highlight these fields.

Enter Code Identity Info **Contact Info** Create Account

Help Us Protect Your Account

Primary Contact Information Enter an active email and mobile number to receive a verification code to confirm your identity or recover your account login information, if needed.

Email* **自动显示登记在新康的电子邮箱**

Work @hha168.com

Phone* **自动显示登记在新康的电话号码**

Personal, Other US +1 (646)

Backup Contact Information Add additional email/phone where you can be reached.

Email **可以补充填写其他电子邮箱**

Personal

Phone **可以补充填写其他电话号码**

Work, Mobile US +1

[Add new phone](#)

Continue

1. 可以填写登记其他常用的电子邮箱或者电话号码
2. 然后，点击 Continue

Close

One more step, 

Let's set up the login information for your account
with **Xincon Home Health Care Svcs**

Create UserId * 

自行创建登陆账号

Create Password *

自行创建登陆密码

密码长度为8 ~ 64个字符且包含字母、数字、还有特殊字符。

Password must be 8 to 64 characters
long and contain letters, numbers,
and special characters.

Confirm Password *

确认密码（再次输入密码）

✓ Create your account



确认完，点击Create your account

1. 创建登陆 ADP 账号和密码
2. 确认后，点击 Create your account

[Close](#)

One more step,

Let's set up the login information for your account
with **Xincon Home Health Care Svcs**

Create UserId *

"/>

Create Password *

Very Strong (Add a special character
to strengthen)

Confirm Password *

Create your account

填写符合要求后，按钮变为蓝色，
点击Create your account
到下一步

*不符合条件的会显示红色 X，需要修改
*填写符合要求，Create 按钮会变为蓝色

Enter Code Identity Info Contact Info **Create Account**

Select security questions and answers

设置安全问题和答案

To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.

Question 1*

Please Select **选择问题1**

Answer 1 **答案1**

Question 2*

Please Select **选择问题2**

Answer 2 **答案2**

Question 3*

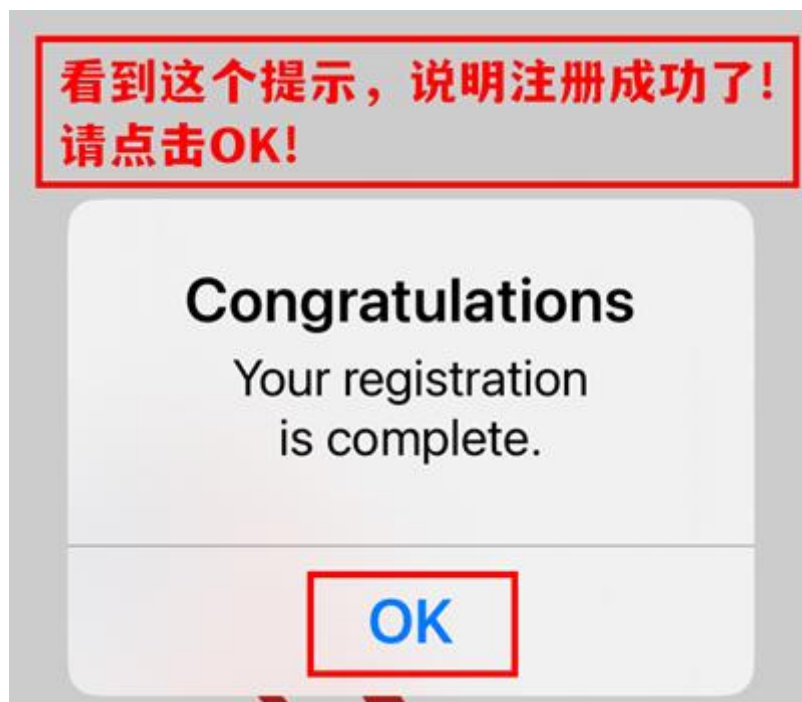
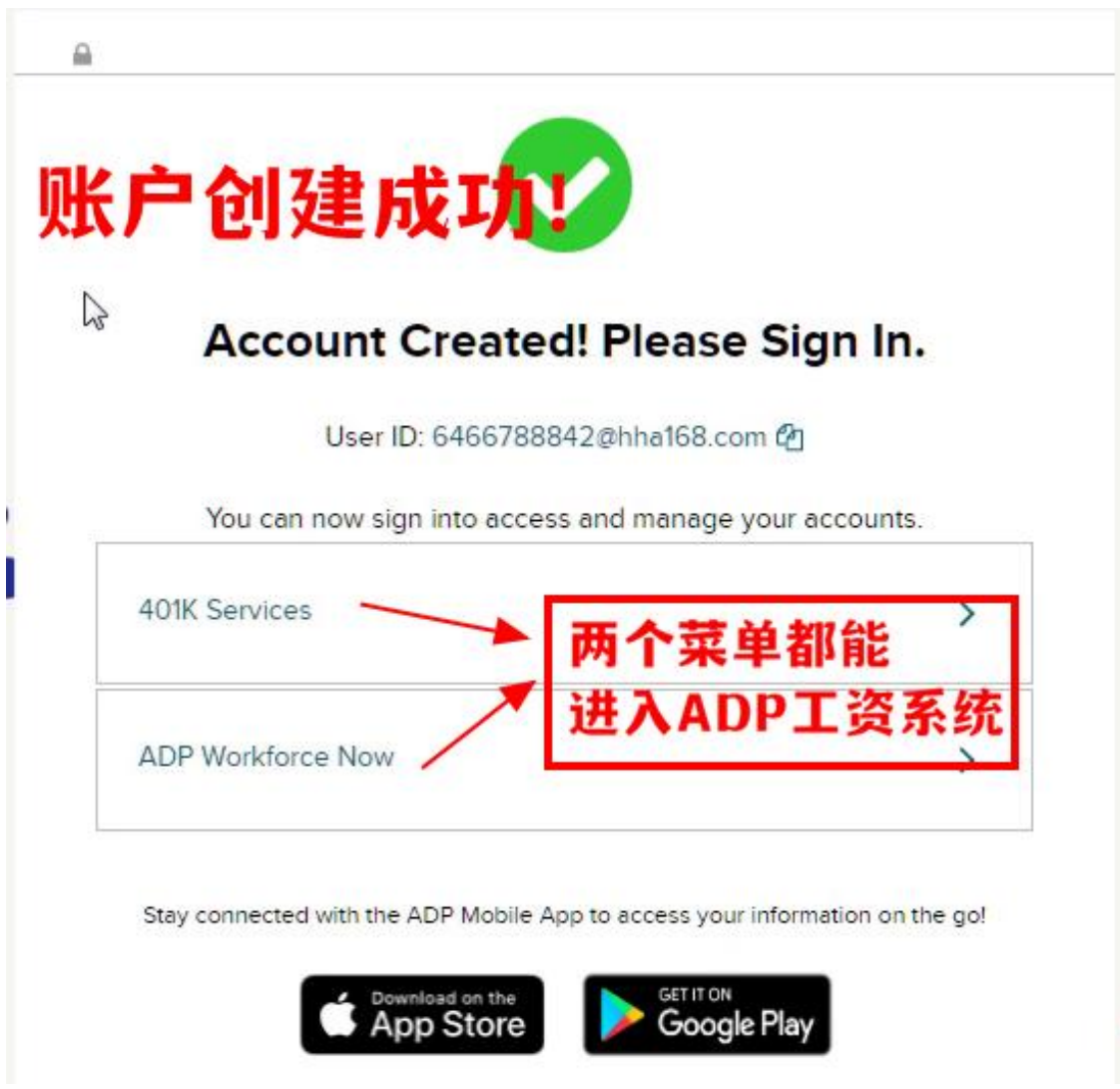
Please Select **选择问题3**

Answer 3 **答案3**

完成后点击Continue

✓ Continue

1. 选择安全问题和答案
2. 完成后点击 Continue



***看到 Congratulations 提示，就是注册成功了，点击 OK**

● 登陆 ADP

19:02    

**此页面为登陆APP页面
请输入您的用户名**


Good Evening

User ID

Chen[REDACTED] **输入您创建的用户名**

☒ Save my user ID

Next

[Forgot user ID](#)

**请务必勾选，系统会自动保存您的用户名，
下次不需要重复输入**

输入完成，点击Next

Help New? Get started Privacy

输入登陆用户名，勾选 Save ID，点击 Next

此页面提供面部识别快捷登陆设置选项
1.Enable Now马上设置面部识别
2.Remind me later提醒下次设置
3.No, thanks不设置



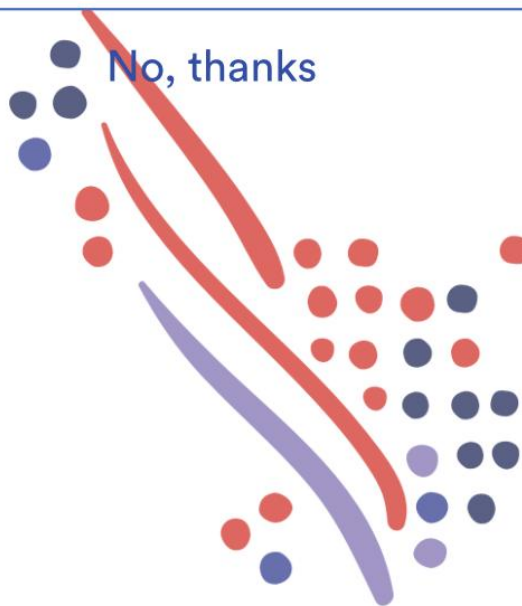
Sign in with a look

Sign in using Face ID for faster,
easier access to ADP Mobile.

Enable now

Remind me later

No, thanks



1. Enable Now 马上设置面部识别
2. Remind me later 提醒下次设置
3. No, thanks 不设置

19:03



Enable Face ID

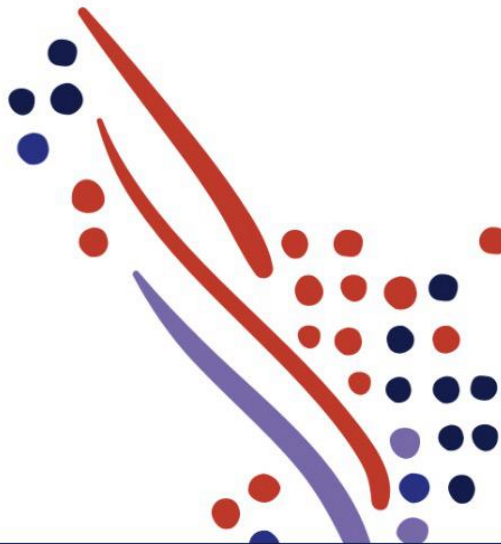
CHENH6369

●●●●●●●●●● 输入登陆密码

Sign in

Forgot/Reset password

点击Sign in登陆



Help

New? Get started

Privacy

输入登陆密码
点击 Sign in 登陆



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**此页为条款介绍
往下拉下页面最下面**

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On this Site, you will be able to access information and documents relating to your payroll and human resource information made available by your Employer. You may be permitted to update certain

进入条款介绍页面，下拉到页面最下方



Terms and Conditions

with the OS Manufacturer. To the extent set forth herein, ADP, and not the OS Manufacturer, is responsible for the Application and the content thereof. You acknowledge that the OS Manufacturer has no obligation whatsoever to furnish any maintenance or support with respect to the Application.

THIRD PARTY BENEFICIARY. You acknowledge and agree that the OS Manufacturer and its subsidiaries are third party beneficiaries to these Terms and that upon your acceptance of these Terms, the OS Manufacturer will have the right (and will be deemed to have accepted the right) to enforce these Terms against you as a third party beneficiary thereof.

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By tapping on the 'Accept' button, I acknowledge the Terms set out above and wish to enter ADP's Site.

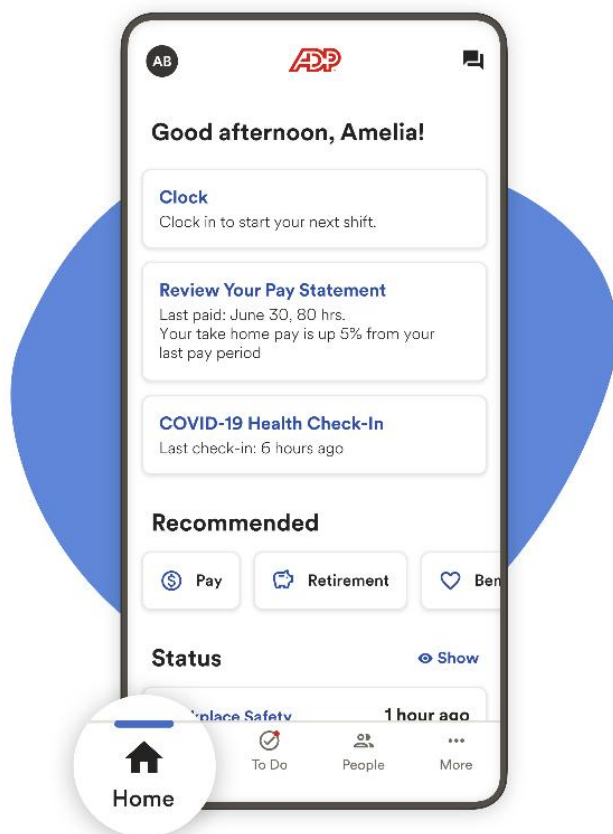
Revised: March 7, 2018

Decline

Accept

点击Accept同意条款

页面最下面，点击 Accept 同意，
进入下一步



点击Skip，跳过

Start at home

At a glance, see latest actions & to-do's, check your balances, access your most used features, and find

Skip



Next

点击 Skip 跳过，进入下一步
也可以点击 Next，看 ADP 介绍

HC



此页面为成功登陆后的主页

Review Pay Statement

Last paid: Friday, May 26, 11.5 hrs

Your take home pay is **down 32.52%** from your last pay period.

Recommended



Pay



Time Off



Be

点击Pay，可查看工资明细
Status  Show

Last Pay Statement

\$X,XXX.XX

Take Home

May 26, 2023



Home



To Do



People



More

登陆成功后进入 ADP 主页
点击 Pay 可查看工资明细



Pay



My Pay 显示最近一期工资

May 26, 2023



Take Home
\$190.65 税后收入

Gross	Hours
\$212.50	11.5
税前收入	工作小时数

View details

点击进入查看工资详情

以下为历史工资记录
Statements & Activity

有需要可点击箭头查看

May 19, 2023			
Take Home	Hours	Gross	>
\$282.52	11.5	\$312.50	
May 12, 2023			
Take Home	Hours	Gross	>
\$190.65	11.5	\$212.50	
Apr 21, 2023			
Take Home	Hours	Gross	>
\$291.84	19	\$340.00	

点击查看所有记录

View all statements

19:06

点击view details进入详情页面

← May 26, 2023

Current

YTD

Compare

May 26, 2023

View statement

 **Did your pay change?**

Use the new pay compare feature to quickly find the differences.

[View Compare](#)

点击view statement, 进入查看paystub工资单



Take Home

\$190.65

Gross	Hours
\$212.50	11.5

Type	Units	Rate	Amount
Regular	11.5	\$17.00	\$195.50
EVV Bonus			--

[+1 MORE](#)

[▽ Expand All](#)

 Taxes

-\$21.85 [▽](#)

点击 View Statement 查看 Paystub 工资单

1 of 4

Download
[下载](#)

● Paystub 工资单怎么查看？

CO. DHD FILE DEPT. CLOCK 1

XINCON HOME-HEALTHCARE SERVICES INC
20 W 33RD STREET
UNIT 2006A
NEW YORK NY 10001-3305

Taxable Marital Status: Single
Exemptions/Allowances:
Federal: 1
NY: 1
New York Cit: 1

Earnings Statement



Period Beginning: 04/09/2022
Period Ending: 04/15/2022
Pay Date: 04/22/2022

工资周期, 4/9-4/15期
间的工资

4/22发的工资

护理员名字
VENUE
护理员地址
08

工资类型 in service-在职培训费
holiday-节假日1.5倍工资
sick/PTO,带薪假的钱

Earnings	rate	hours	this period	year to date
Regular 正常工资	15.0000	20.00	300.00	1,725.00
OLD HOURLY	15.0000	20.00	300.00	150.00
Gross Pay			300.00	1,875.00

Other Benefits and Information	this period	total to date
401A 退休基金	71.72	448.53
Totl Hrs Worked	20.00	

Sickl 剩余带薪假 34.99

Deductions	Statutory	this period	year to date
Federal Income Tax	-13.37	89.44	
Social Security Tax	-18.60	116.25	
Medicare Tax	-4.35	27.19	
NY State Income Tax	-5.54	37.48	
New York Cit Income Tax	-4.11	27.95	
NY SDI Tax	-0.60	3.60	
NY Paid Family Leave Ins	-1.52	9.54	

Important Notes

BASIS OF PAY: HOURLY

Net Pay \$251.91 税后工资

Net Check \$251.91

Date	Hours	Rate	Patient
04/11/2022	5.00	15.0000	
04/12/2022	5.00	15.0000	
04/13/2022	5.00	15.0000	
04/14/2022	5.00	15.0000	

工作打卡详情, 工作小时数怎么来的

Your federal taxable wages this period are \$300.00



Pay



Take Home	Hours	Gross	>
\$282.52	11.5	\$312.50	
<hr/>			
May 12, 2023			
Take Home	Hours	Gross	>
\$190.65	11.5	\$212.50	
<hr/>			
Apr 21, 2023			
Take Home	Hours	Gross	>
\$291.84	19	\$340.00	

[View all statements](#)

Pay页面下拉，
Tax Statements，
可查看W2

Tax Statements

Tax year

2022 (1)

点击View all statements
APP会要求提供验证码，
输入验证码后即可

W2

EVA HOMECARE AGENCY INC

[View statement](#)[View all statements](#)

Make your W-2 tax filing easy

Pay 页面下拉-Tax Statements-可查看 W2

Tax Statements



Year	Type	Employer	
2022	W2	[REDACTED]	View
2021	W2	[REDACTED]	View
2021	W2	[REDACTED]	View
2020	W2	[REDACTED]	View

输入验证码后，
就会列出所有的ADP的W2记录，
可以继续点击View，
查看需要的表

*进入 W2 列表需要输入验证码

*输入收到的验证码后可以查询到所有
ADP 的 W2 记录

*单独点击 View 查看具体表格

19:04



点击向左箭头，返回主页
页面中间箭头指示部分

HC



Review Pay Statement

Last paid: Friday, May 26, 11.5 hrs

Your take home pay is **down 32.52%** from your last pay period.

主页在箭头部分向左滑动到 Retirement 退休金选项

Recommended

 Widely

 Retirement

Status

 Show

Last Pay Statement

\$X,XXX.XX

Take Home

May 26, 2023



Home



To Do



People



More

回到首页 HOME
页面中间如图所示部位
向左话滑动手机到右侧 Retirement 菜单



Retirement

此为您的退休金账户页面



Account Overview

Balance (as of Jun 12, 2023)

\$309.93


此为目前账户金额

Vested Balance

\$309.93

Personal Performance Information Available
After Completion of First Full Calendar
Quarter

Contributions

 Your plan does not allow contributions.
Please contact your plan administrator for
more information.