



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



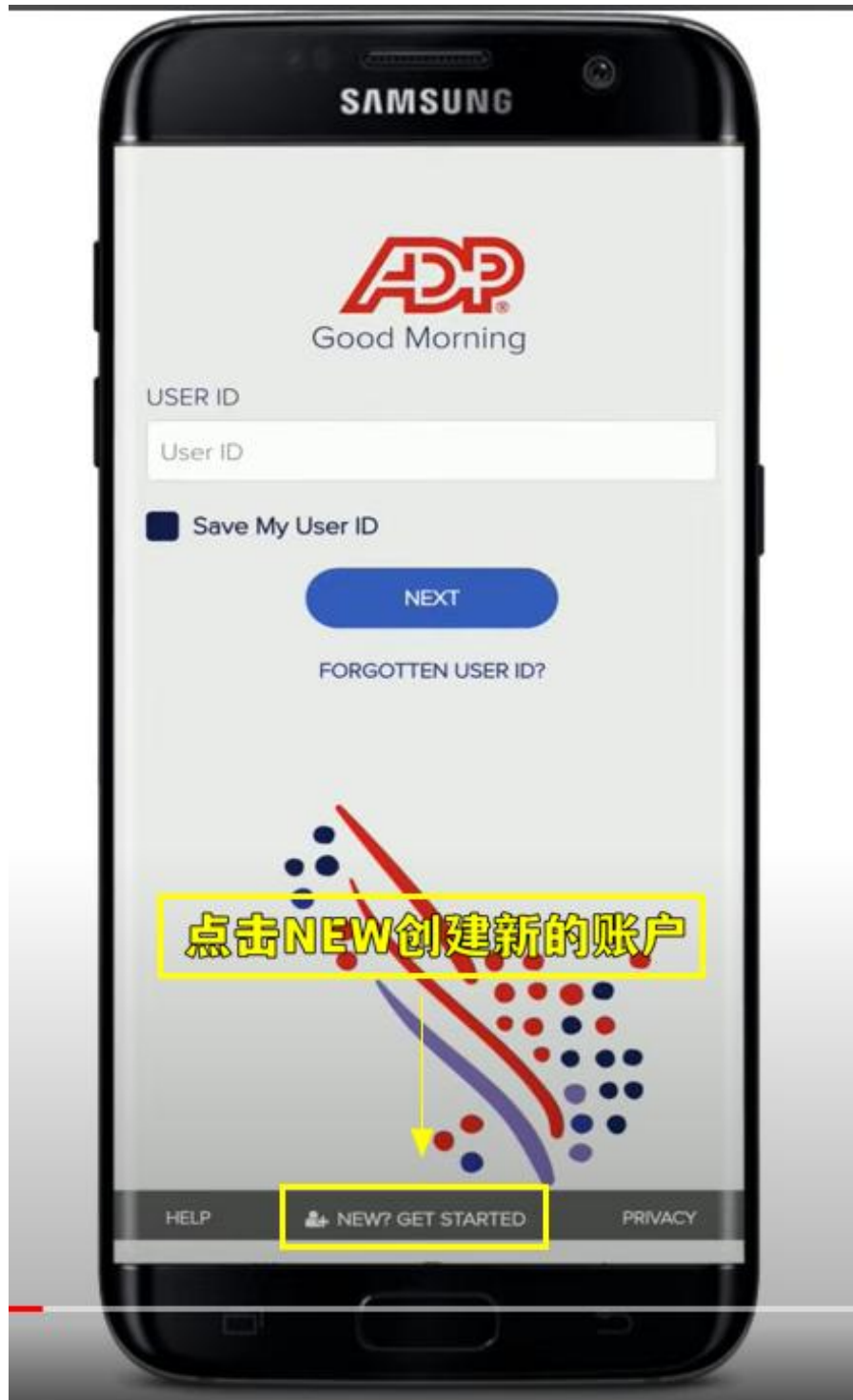
1. 可以下载手机 APP，下载 ADP 工资 app
2. 可以直接浏览器注册和使用

● 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

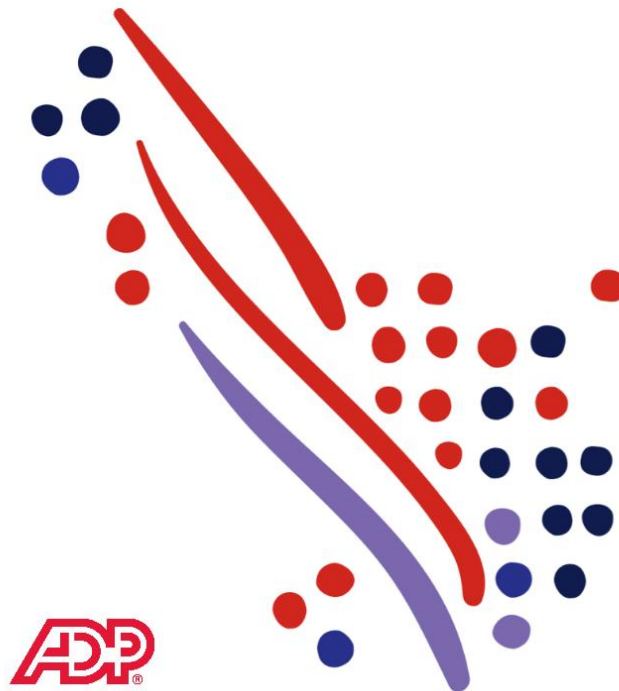


点击 NEW 创建新的账户

Do you have a registration code?

[Back to sign in.](#)

点击选择NO



*点击 No，选择非注册码注册
*如果不想填写 SSN 社会安全号，可以联系客服要注册码，使用注册码注册，后续步骤大致相同



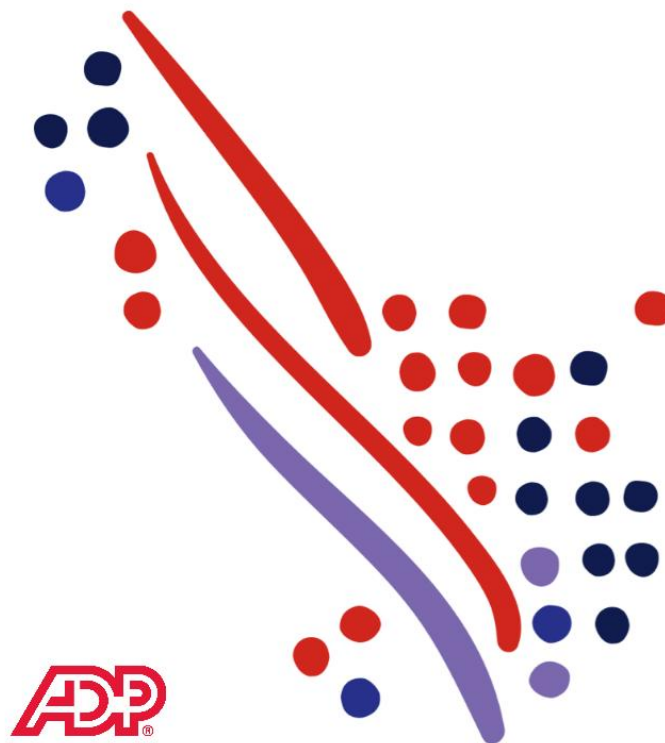
Where are you based?

[USA](#)

[Canada](#)

[I'm from a different location.](#)

点击选择USA



点击选择 USA

What is your name?

Enter exactly as it is in your company's records.

First name

填写名字

Last name

填写姓氏

Previous


Next

选择Next 下一步



填写 First name 名字
填写 Last name 姓氏
选择 Next 下一步

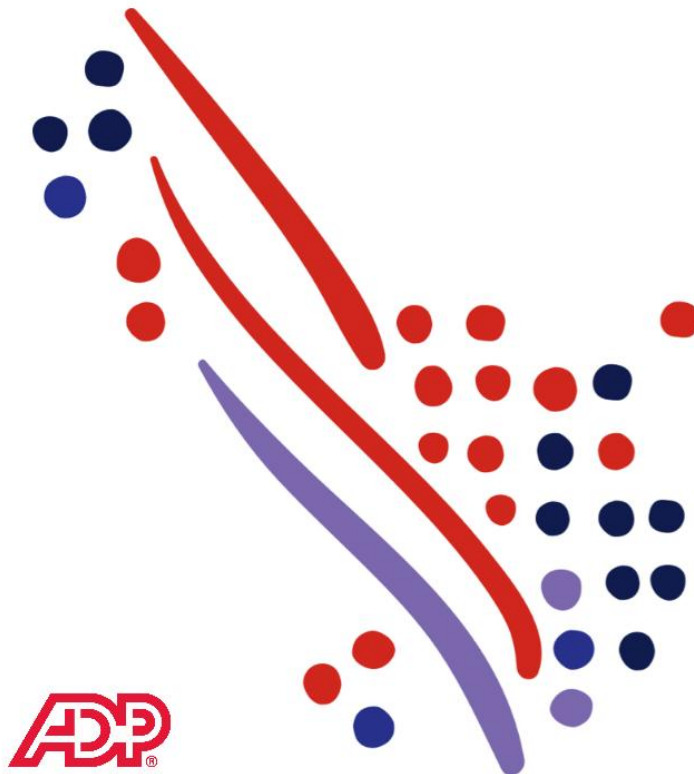
What is your birth date?

Jan 1, 1990 

Previous

Next

点击日历，选择出生年月日



点击日历小图标，选择出生年月

What is your birth date?

Jan 1, 1990



January 1990



点击这里选择年份和月份

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

[Reset](#)

[Done](#)



点击年月，选择出生年份和月份

What is your birth date?

Jan 1, 1990

October 1989 ✓

上下滑动选择需要的年份和月份

July	1986
August	1987
September	1988
October	1989
November	1990
December	1991
January	1992

选择完成点击Done

[Reset](#) [Done](#)



上下滑动页面，选择出生年份和月份
选择完成后，点击 Done 完成

What is your birth date?

Jan 1, 1990

January 1990 < >

1. 选择完年月后，选择生日

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

2. 28 29 30 31

2. 选择完出生日期后，点击Done

[Reset](#) [Done](#)

ADP

1. 选择完年份月份后，选择生日
2. 选择完出生日期后，点击 Done

What is your Employee ID or
Associate ID?

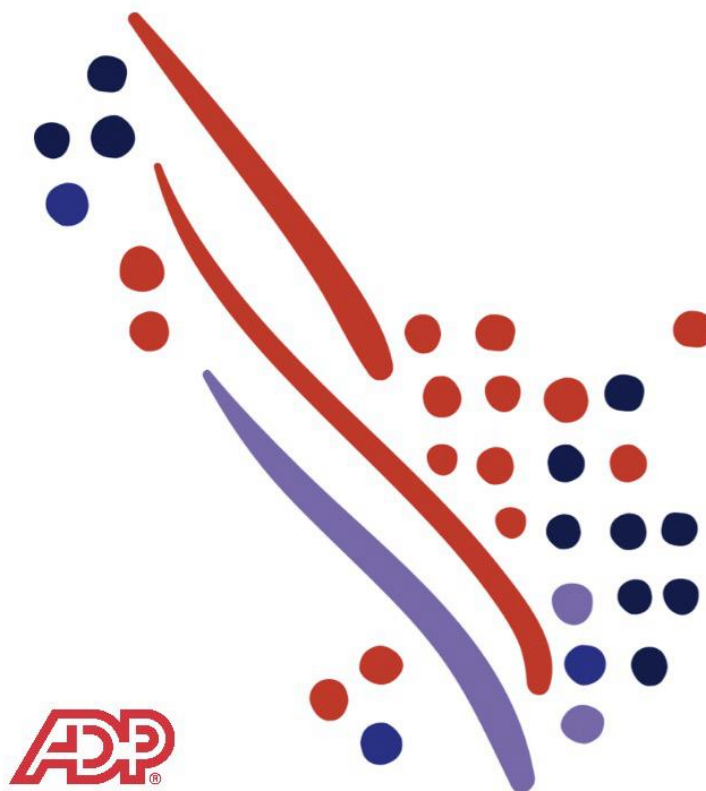
Employee or Associate ID

I don't know my ID?

Previous

Next

选择 I don't know my ID?



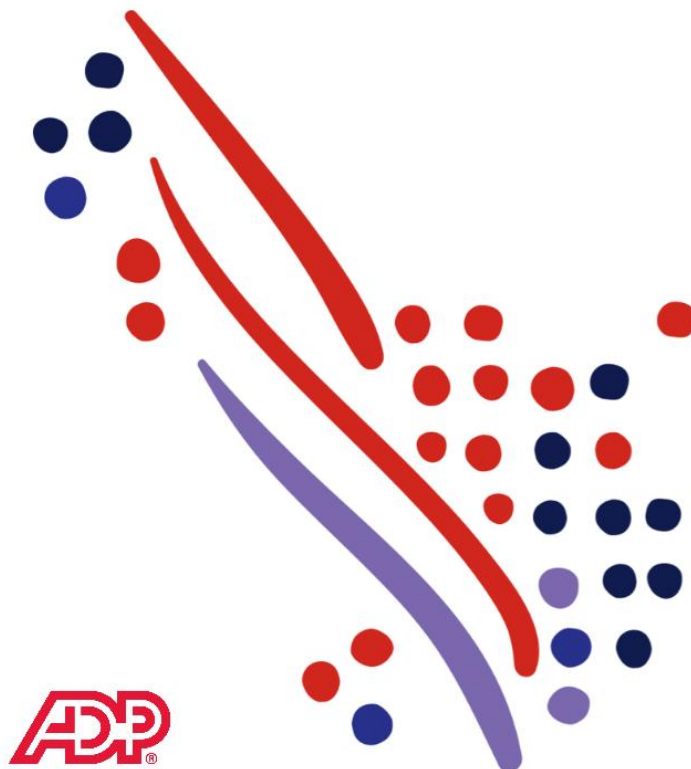
选择 I don't know my ID?

Enter your Social Security Number
(SSN), EIN or ITIN.

SSN or ITIN **SSN号**

[Previous](#)[Next](#)

1. 输入您的工卡号 (SSN号)
2. 点击Next



-
1. 输入您的工卡号 (SSN 号)
 2. 点击 Next 下一步

如果信息错误，请点击小笔修改

Please review your information.

Name

[Redacted]

Chen



Date of birth

[Redacted]

3/1961



SSN/EIN/ITIN

XXXXXXXXXX



Previous

Confirm

**请核对您的个人信息，
如果都是正确的，
请点击Comfirm**



***如果信息错误，可点击小笔修改**

***请核对个人信息，信息无误，请点击
Comfirm**

18:57



Multiple companies found

Which company are you connected to?

- ☐ Infiniti Home Care
- ☐ AMERICARE INC.
- ☐ C & T Home Care
- ☒ Xincon Home Health Care Svcs
- ☐ All Metro Health Care

选择Xincon公司

Continue

选择公司后，点击Continue



选择 Xincon 公司，点击 Continue 继续




18:57 📶 🔋

Close

ADP

We found you, Henian

Select an option to verify your identity.

	Send me a text message2067 (SMS text)	>
	Send me an email 9.....9@hha168.com	>
	Verify me using my mobile number (🇺🇸 US only)	>

选择手机短信验证方式

如上图请选择手机短信验证方式

*如果出现 can't find you, 请核对名字, 出生日期, SSN 号是否跟 xincon 公司系统登记的一致

Close

Enter Verification Code

We sent a code by text message to

.....2067 (SMS text).

This code is valid for 15 minutes.

Verification Code

验证码

Continue

← Back

1.输入手机短信收到的ADP验证码

2.点击Continue

Didn't receive a code? [Request a new code](#)

1. 输入手机短信收到的 ADP 验证码
2. 点击 Continue 继续

Close

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*

Work ▼

██████████@hha168.com

Phone*

Personal, Mobile ▼

US ▼ +1 (631) 491-2067

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.* [🔗](#)

☒ Yes ☐ No

请选择Yes，收取ADP发送的关于您的账户的通知

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

Email

请把页面往下拉



1. 选择 Yes，并把页面往下拉

Close

US ▼ +1 (631) 491-2067

It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.* [↗](#)

☒ Yes ☐ No

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

Email

Personal ▼

care@xinconcare.com

Phone

Work, Mobile ▼

US ▼ +1

此处可填其他的Email邮箱
和Phone电话号码
或者留空

Continue

资料无误后，点击Continue

2. 页面下半页请补充填写私人电子邮箱, 电话号码可留空
3. 确认资料无误后，点击 Continue 继续

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

19:02



看到这个提示，说明注册成功了！
请点击OK！

Congratulations

Your registration
is complete.

OK



*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

Chent  **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



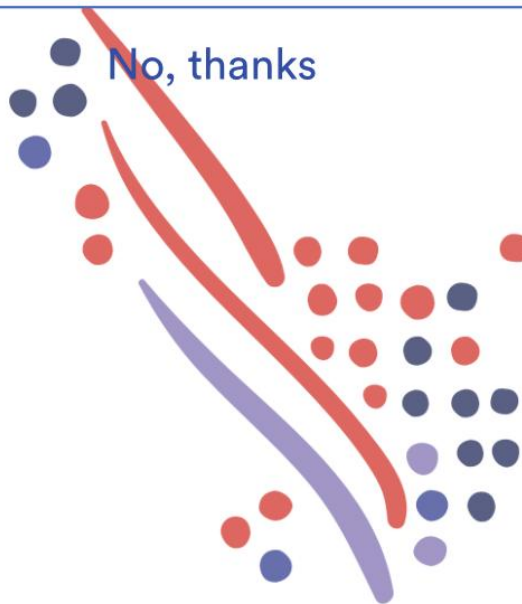
Sign in with a look

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

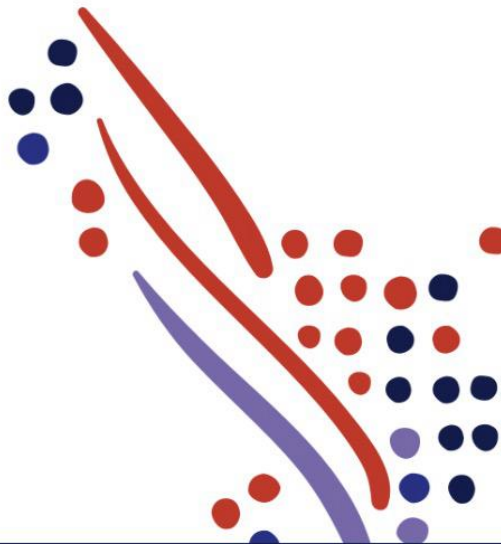
●●●●●●●●●●

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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进入条款介绍页面，下拉到页面最下方



Terms and Conditions

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

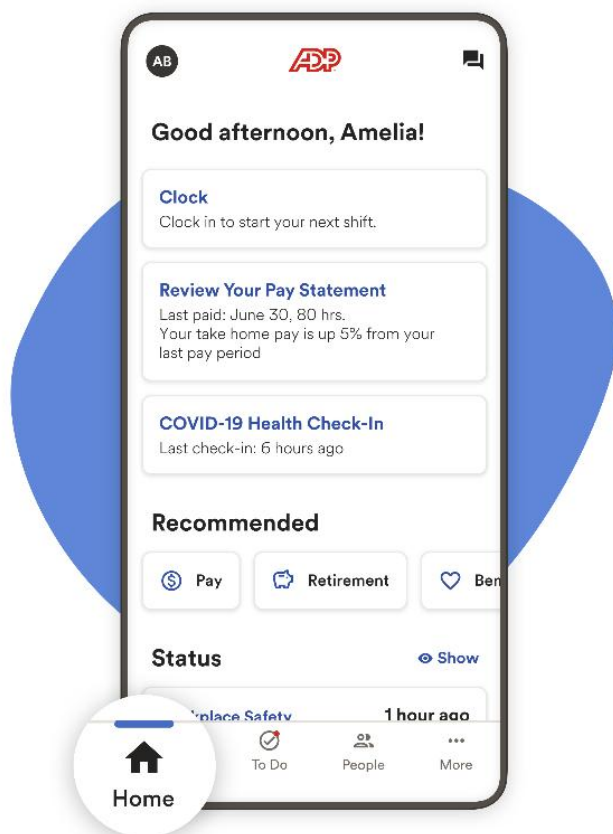
Revised: March 7, 2018

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 工资单如图所示

● Paystub 工资单怎么查看？

CO. 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	
Net Pay		\$251.91	

Important Notes

BASIS OF PAY: HOURLY

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	

Net Check \$251.91

税后工资

Your federal taxable wages this period are \$300.00

工作打卡详情，工作小时数怎么来的

Pay			
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	

[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.