

ADP WorkForce Now: Instructions for Keyence New Hires

Part 1 – Setting up an Account with ADP

Part 2 – Setting up Taxes in ADP

Part 1: Setting up an account with ADP

❖ What is ADP WorkForce Now?

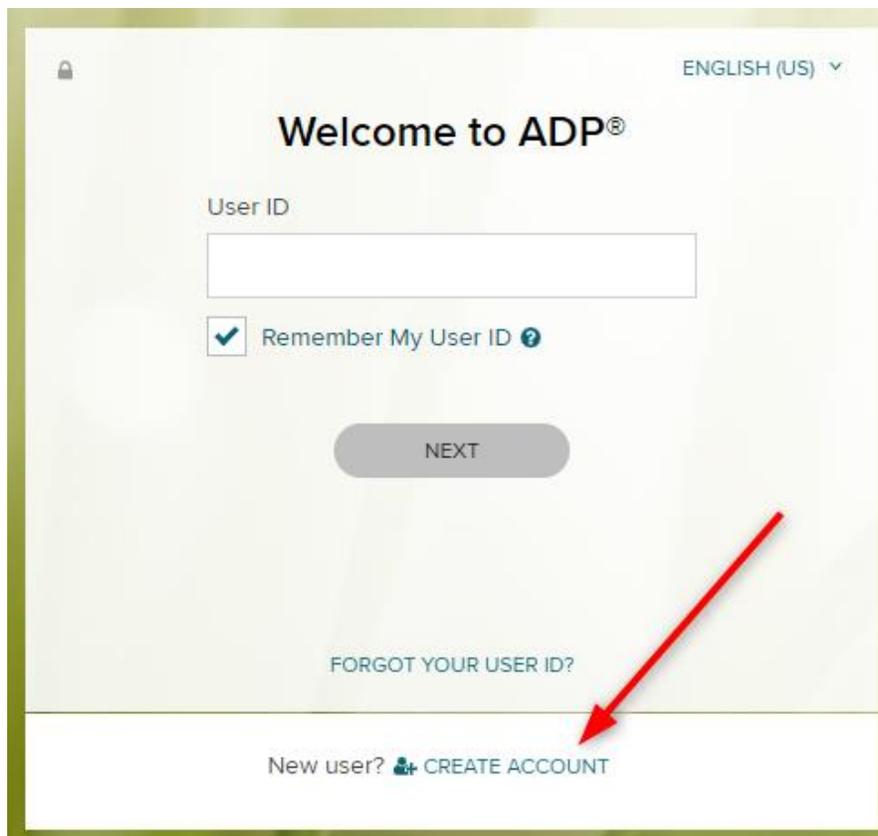
ADP WorkForce Now is a secure HR system designed to provide a platform for accessing all of your important personal details. You will mostly use ADP to view pay stubs and update your tax withholding Information. You can log into ADP and update information at any time.

❖ How do I register?

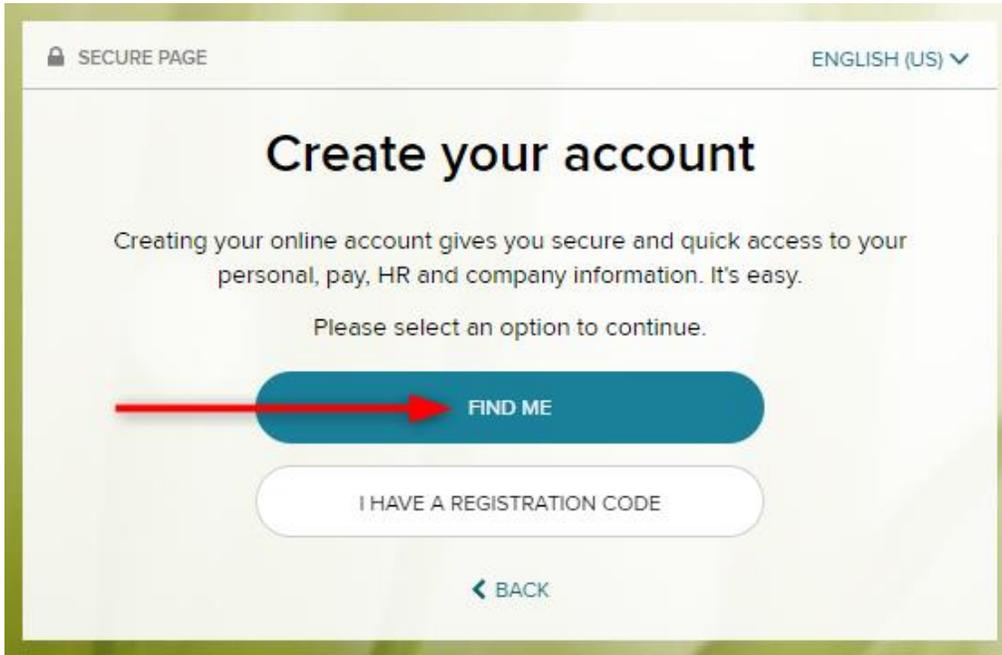
Before you can register, Keyence HR will need to transfer and process your new hire information from SuccessFactors to ADP. Please wait a minimum of 3 business days after your hire date before you attempt to register in ADP. If you have any problems during the registration process, please contact HRQ@keyence.com.

Please follow these steps to register:

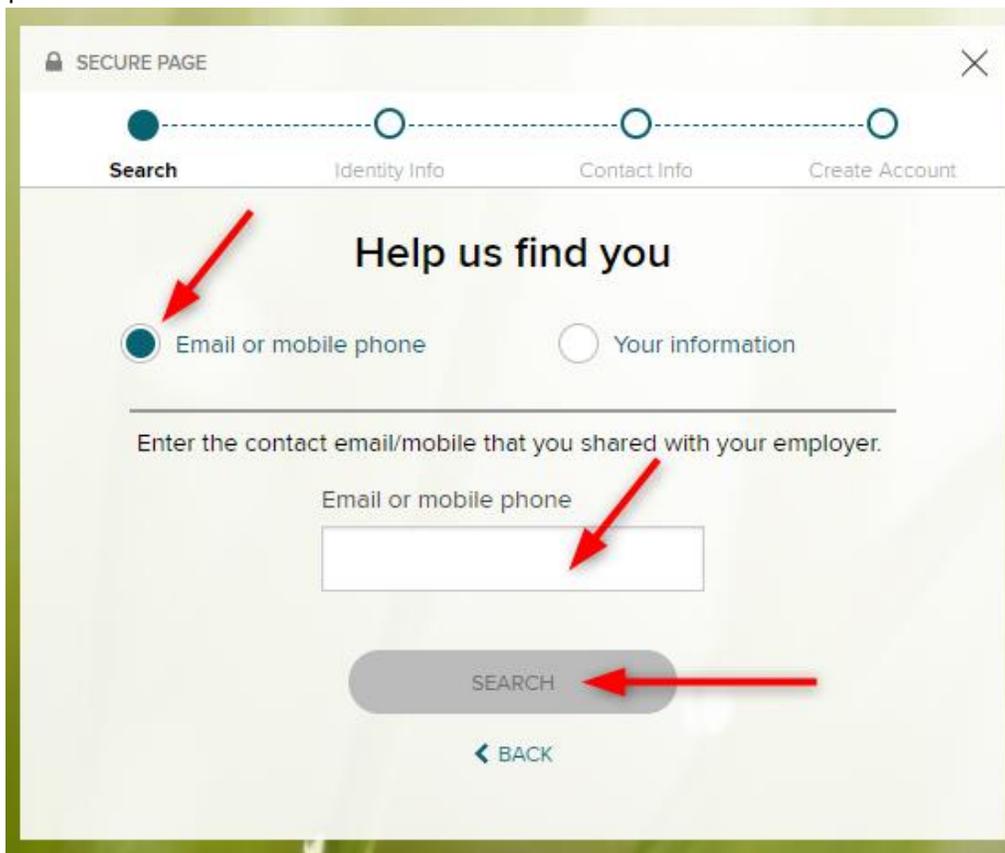
1. Open the ADP Portal login page at <https://workforcenow.adp.com/public/index.htm> and click on Create Account:



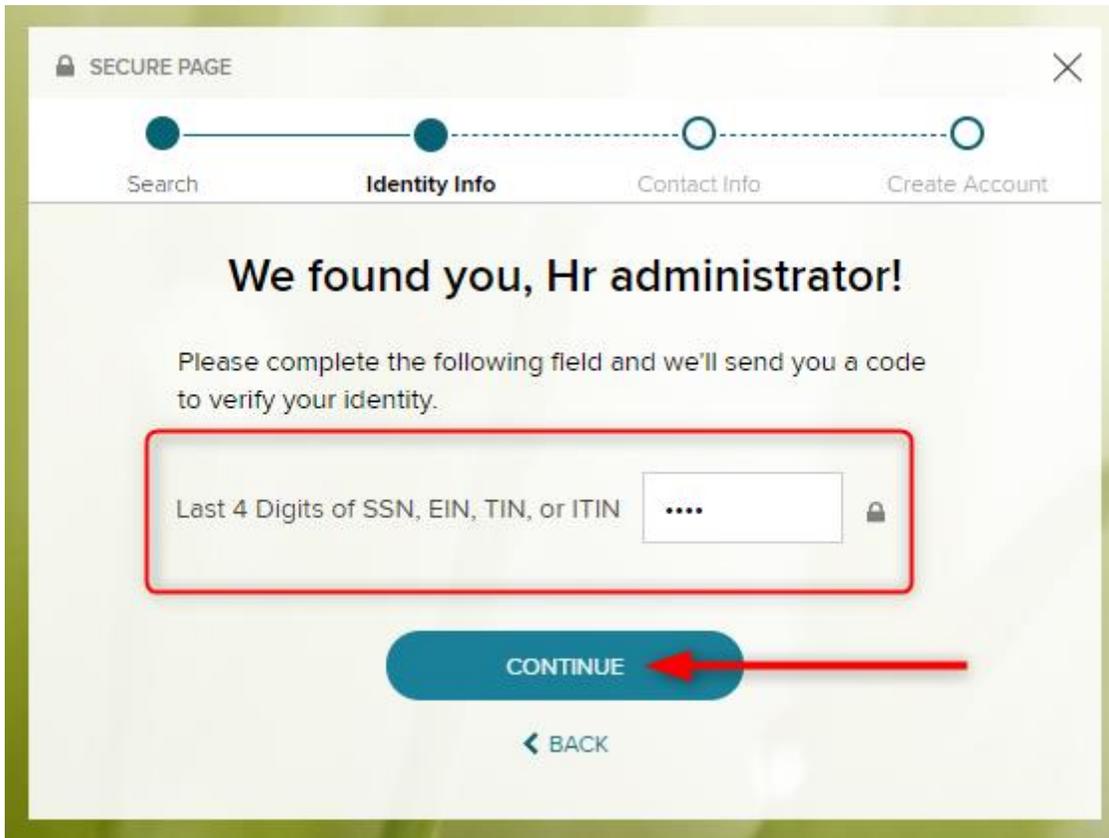
- To create your account, click on the Find Me button:



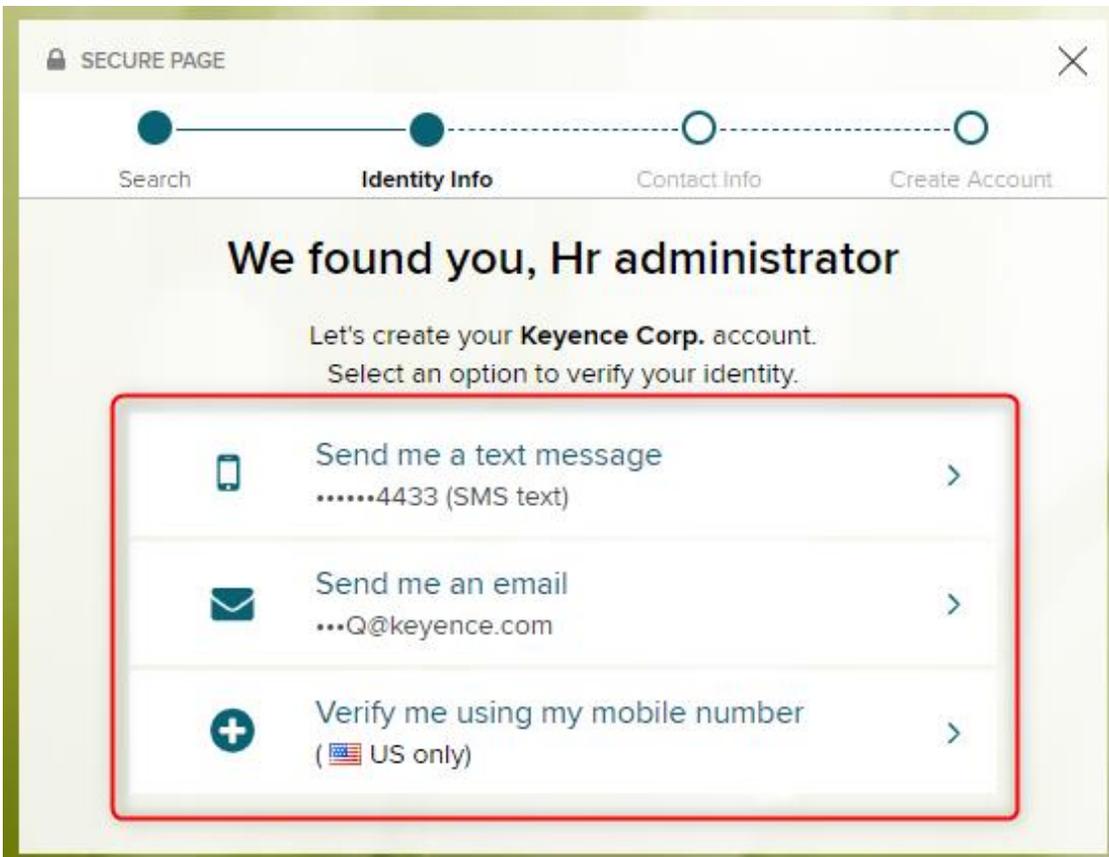
- You can either click on Email or mobile phone, or Your information (the Email or phone option is faster). Fill in the appropriate blanks:



4. Enter the last four digits of your Social Security Number (SSN), EIN, ITN, or ITIN to confirm your identity:



5. Select the method (phone/email) you want to receive the unique code to input into the next screen:



6. Input the verification code you received from ADP. The code will be an alpha-numeric code unique to you and is only valid for 15 minutes. Additionally, the email comes from SecurityServices_NoReply@adp.com. Please check your spam emails if you do not receive the email within a couple of minutes. Input the code into the blank:

SECURE PAGE

Search Identity Info Contact Info Create Account

Enter verification code

Your code has been sent to ...Q@keyence.com
This code is valid for 15 minutes.

Verification Code

CONTINUE

< BACK

Didn't receive a code? [REQUEST A NEW CODE](#)

7. Complete this page to help ADP protect your account. Select Yes or No to determine whether ADP can contact you about your account:

SECURE PAGE ✕

Search Identity Info **Contact Info** Create Account

Help us protect your account

Primary Contact Information Enter a frequently used email and phone number to receive a verification code to confirm your identity and/or recover your account login information, when needed.

Email*

Work ▼ PRBQ@keyence.com

Phone*

Personal, Mobile ▼ 🇺🇸 +1 (224) [REDACTED]

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 ▼ [REDACTED]

Phone

Personal, Other ▼ 🇺🇸 +1 (201) [REDACTED]

[+ ADD NEW PHONE](#)

CONTINUE

8. Establish your User ID and password for ADP then click Create Your Account:

SECURE PAGE

Search Identity Info Contact Info **Create Account**

One more step, HR Administrator!

Let's set up the login information for your account with **Keyence Corp.**

User ID *

HRAdmin2020

Password (case sensitive) *

.....

Very Strong (Add more characters to strengthen)

Confirm password (case sensitive) *

.....

CREATE YOUR ACCOUNT

9. You should now see this screen, confirming that your account is created:

SECURE PAGE

Account created! Please sign in.

User ID: HRAdmin2020

Now sign into access and manage your accounts.

ADP Workforce Now >

iPayStatements >

Stay connected with the ADP Mobile App to access your information on the go!

Download on the App Store GET IT ON Google Play

10. The login address is <https://workforcenow.adp.com/public/index.htm>. Use the User ID and Password you established to log from anywhere.
11. If you forget your User ID or Password, click on the Forgot Your User ID? button to gain access to ADP:

ENGLISH (US) ▾

Welcome to ADP®

User ID

Remember My User ID ?

NEXT

[FORGOT YOUR USER ID?](#)

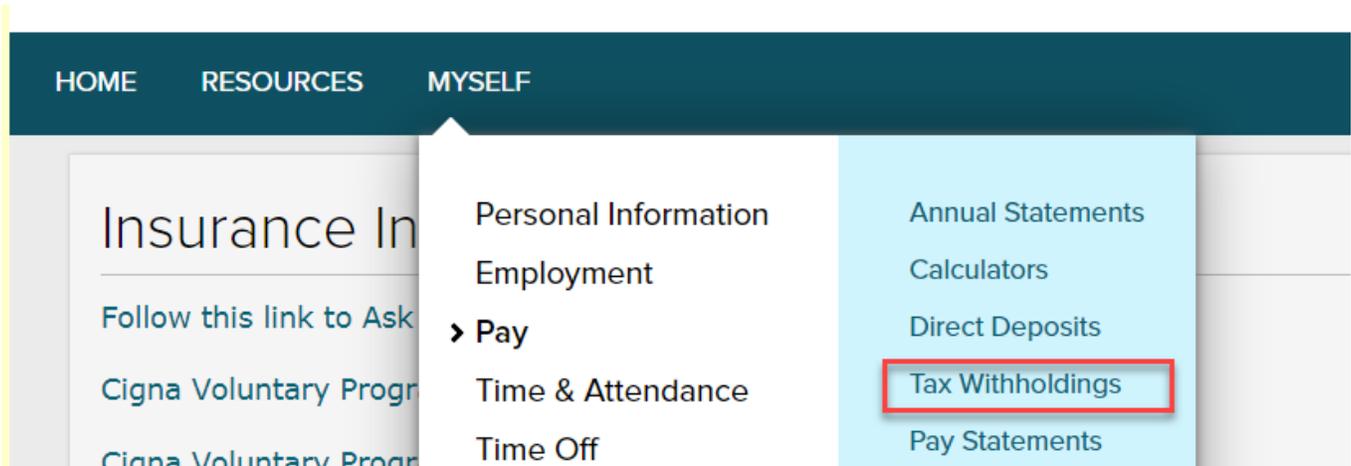
New user? [CREATE ACCOUNT](#)

Part 2 – Setting up Taxes in ADP

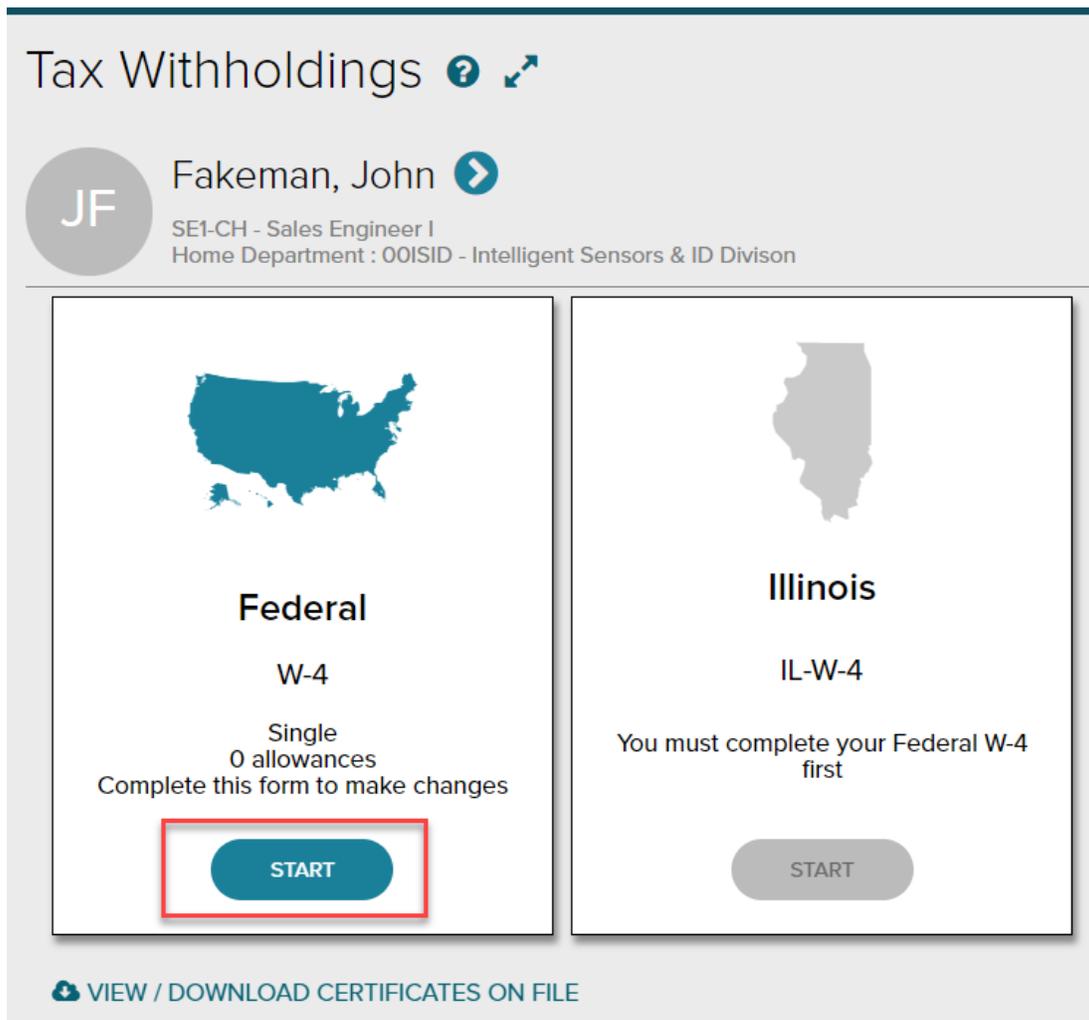
❖ How do I set up or change my Tax Withholding in ADP?

In ADP, you can set-up and change your federal tax withholdings. If you would like to change your state tax withholding from the default setting, please contact HRQ@keyence.com as you will have to complete and sign a state specific tax form. To change your federal tax withholdings in ADP:

1. In ADP portal homepage; select **Myself**, then **Pay**, and click **Tax Withholding**.



2. Click the **Federal** link.



- Answer Questions regarding Information Verification, U.S. Citizen Status, Marital Status, Tax Exemption Status, and Withholding Election.
- Review your W-4 document for accuracy. Make sure to click the checkbox and select **Done** when completed.

Your Form W-4, Employee's Withholding Allowance Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

5	Total number of allowances you're claiming (from the applicable worksheet on the following pages)	5	0
6	Additional amount, if any, you want withheld from each paycheck	6	\$
7	I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.			
Employee's signature (This form is not valid unless you sign it.)			
8	Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)	9	First date of employment
		10	Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 4.			
		Cat. No. 102200	
		Form W-4 (2018)	

Form W-4 (2018) Page **2**

your wages and other income, including income earned by a spouse, during the year.

Line G. Other credits. You might be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your paycheck will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

Deductions, Adjustments, and Additional Income Worksheet
Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be

than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("0-0") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/programs/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Jun 20 2018

CANCEL

PREVIOUS

DONE