

## ONLINE PAYROLL ACCOUNT

Employee Self Service allows you to view your pay statements and tax forms online along with several other options. Not accessible until we have received all your paperwork.

Click the link below to view a demo of Employee Self Service.

<http://www1.adp.ca/learningservices/WFN/WFN/content/W4023/IntroWFNMSS.htm>

Registering for Employee Self Service is easy!

1. Go to <https://workforcenow.adp.com>
2. Click the 'Register Here' button in the 'First Time User?' box
3. Enter the following Registration Code and Click Yes to set up an account

Self Service Registration Passcode: variform-1234

First Name  
Last Name  
Associate ID (provided at orientation)  
Birthdate (DD/MM/YYYY)

A pop-up window appears confirming that the system has identified you

4. Click the 'Register Now' button
5. Fill in your contact information
6. Create your User ID & Password by following the instructions provided on the page. Click the 'Check availability' button to confirm if your User ID is available
7. Complete the three Security questions and answers on the next page
8. Accept the Terms & Conditions
9. Click 'Register Now'

The following confirmation message is displayed: 'Your registration for ADP services is complete'

## SYNERION EMPLOYEE SELF SERVICE

Go to <https://variform.synerionagile.com/ess/>

Username: 00000\_ \_ \_ \_ (enter your employee number in the spaces indicated)

Password: Firstname@00000\_ \_ \_ \_ (e.g. Sally@000001234; enter your employee number in the space indicated)

Contact Human Resources if you encounter any issues during the registration process