

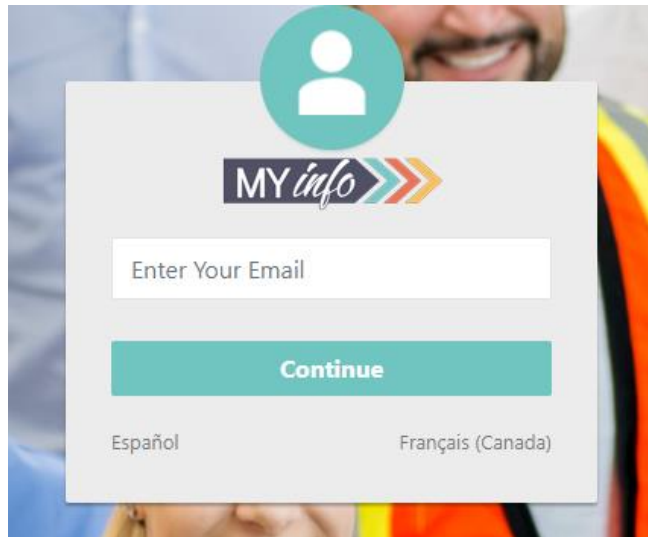
Employee Self Service (ESS)

www.adomyinfo.com

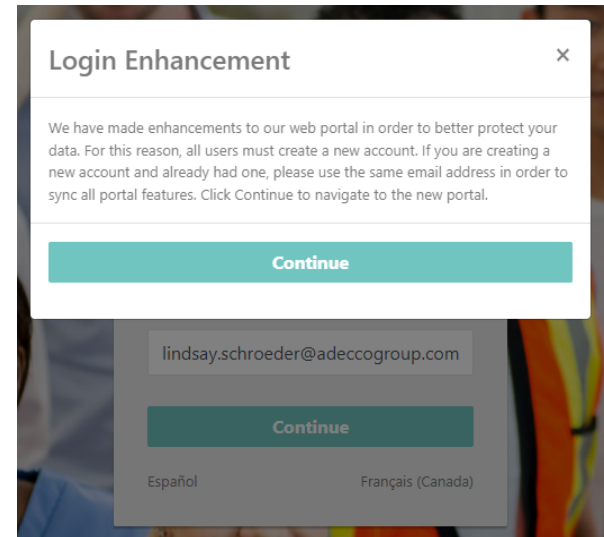
Employee Self Service – Log In & Registration

To access your Employee Self Service portal (MyInfo), visit www.adomyinfo.com.

If you do not have an existing account and need to create one for the first time, enter your email address and click **Continue**.



The image shows the login screen of the Employee Self Service portal. At the top, there is a teal circular icon with a white person silhouette. Below it is the "MY info" logo, where "MY" is in white on a dark blue background and "info" is in a script font with three orange and yellow chevrons to its right. Below the logo is a white text input field with the placeholder "Enter Your Email". Underneath the input field is a teal button with the word "Continue" in white. At the bottom, there are two links: "Español" and "Français (Canada)".



The image shows a "Login Enhancement" modal dialog box. The title bar says "Login Enhancement" with a close button (X) on the right. The main text reads: "We have made enhancements to our web portal in order to better protect your data. For this reason, all users must create a new account. If you are creating a new account and already had one, please use the same email address in order to sync all portal features. Click Continue to navigate to the new portal." Below the text is a teal button with the word "Continue" in white. In the background, a blurred version of the login screen is visible, showing the email address "lindsay.schroeder@adecgroup.com" entered in the input field and the "Continue" button.

Employee Self Service – Log In & Registration

Entering your email address will trigger a verification code to your email address. Populate that code and click **Verify Code**. Once verified, you will be prompted to create a password and click **Create**.



Step 1: Enter email address and Send Verification Code.
Step 2: Enter verification code
Step 3: Create a password
Step 4: You will be asked additional security questions to sync your Payroll access

Send verification code

Cancel

[Already have an account? Sign in here](#)



Step 1: Enter email address and Send Verification Code.
Step 2: Enter verification code
Step 3: Create a password
Step 4: You will be asked additional security questions to sync your Payroll access

Verification code has been sent to your inbox.
Please copy it to the input box below.

Verify code

Send new code

Cancel

[Already have an account? Sign in here](#)



Step 1: Enter email address and Send Verification Code.
Step 2: Enter verification code
Step 3: Create a password
Step 4: You will be asked additional security questions to sync your Payroll access

E-mail address verified. You can now continue.

Create

Cancel

[Already have an account? Sign in here](#)

Employee Self Service – Log In & Registration

Additional information will be needed to verify and confirm your identity and complete your account registration.

The image displays three sequential screenshots of the MYinfo Employee Self Service registration process.

Screenshot 1: Create an Account
The header shows the MYinfo logo. Below it, the title "Create an Account" is followed by instructions: "If you do not have a user ID and password, please enter the information below to proceed with registration." A red asterisk indicates required fields. A black tooltip box is overlaid on the form, stating: "If you are a W2/T4 employee, you must enter the last 4 digits of your SSN/SIN. If you are an independent or sub-contractor, you must choose the Vendor/Contractor #. If you do not know this number please contact your recruiter." The form includes fields for "Last Name*" (filled with "Jacobs"), "Please select verification method*" (a dropdown menu with "SSN/SIN" selected), "SSN/SIN (Last 4 characters only) *" (a text input field with "Enter SSN/SIN" placeholder), and "Postal Code*" (a text input field with "Enter Postal Code" placeholder). At the bottom are "Cancel" and "Continue" buttons.

Screenshot 2: Create Account – Step 2
The header shows the MYinfo logo. Below it, the title "Create Account – Step 2" is followed by instructions: "To complete registration, please enter your Employee ID to validate your account:". There are two radio button options: "Employee ID" and "Text - (90*) ***-**-22". Below these is an "Email - ad*****mailinator.com" option. A note states: "If you do not know your Employee ID or do not have an email or mobile phone number on file, please contact the help desk or your local branch for assistance." A "Submit" button is at the bottom.

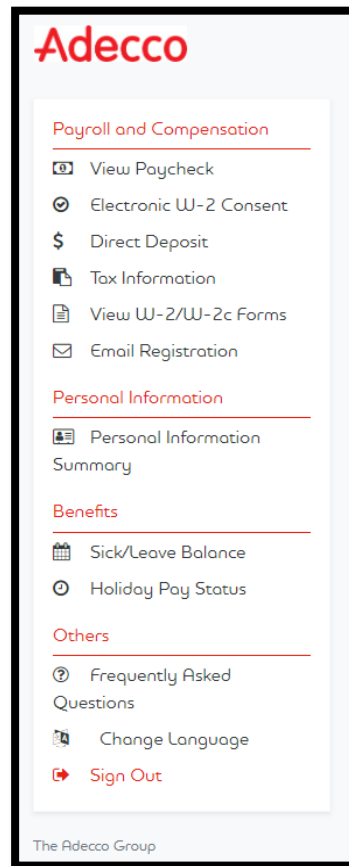
Screenshot 3: Registration Complete!
The header shows the MYinfo logo. Below it, the title "Registration Complete!" is followed by the message: "You have successfully completed the registration process." A yellow box contains the text: "Your User ID is your email address: ltest2@mailinator.com". A teal "Go to Home Page" button is at the bottom.

If needed in the future, your Employee ID can be found on your pubstub or you can call 866-528-0707 to speak with a live agent for support.

ESS Payroll Portal

ESS – My Payroll

Once logged into the MyInfo platform, click on My Payroll to access your paystub and other payroll information. Tip: Be sure to disable “pop-up blockers.”



ESS – View Paycheck

All historical paystubs are displayed by Pay End Date. Paystubs for any paper checks, voided, and reversed checks are also included. To download/print a copy of your pay stub, click on the PDF icon.

Employees have access for up to 15 months after their last date worked.

View Paycheck

Review your available pay stubs below. Select the pay period end date of the pay stub you would like to review.

Pay End Date	Company	Payment Method	Paycheck Status	Total Gross	Net Pay	
04/03/2022	Adecco USA Inc	Advice	Regular	350.37	302.49	
03/27/2022	Adecco USA Inc	Advice	Regular	268.09	238.68	
03/20/2022	Adecco USA Inc	Advice	Regular	359.38	309.47	
03/13/2022	Adecco USA Inc	Advice	Regular	354.79	305.91	
03/06/2022	Adecco USA Inc	Advice	Regular	311.10	272.13	
02/27/2022	Adecco USA Inc	Advice	Regular	367.54	315.78	
02/20/2022	Adecco USA Inc	Advice	Regular	348.50	301.05	
02/13/2022	Adecco USA Inc	Advice	Regular	342.04	296.05	
02/06/2022	Adecco USA Inc	Advice	Regular	361.25	310.14	
01/30/2022	Adecco USA Inc	Advice	Regular	361.25	310.14	

ESS – W2/W2c Tax Info

IMPORTANT: Your 2022 tax form will be available here:

<https://paperlesspay.talx.com/pds>

Starting with your 2023 W2/W2c, you will be able to access your tax forms in MyInfo by clicking on the **Year End Form** link to view and download.

View W-2/W-2c Forms

Tax Year	W-2 Reporting Company	Tax Form	Issue Date	Year End Form	Filing Instructions
2021	AUS	W-2	01/26/2022	Year End Form	Filing Instructions

ESS – Sick/Leave Balance

Where applicable by state or local law, you can review sick pay plan(s) hours earned, hours paid, eligibility date and hours available to use. If you have both a state and local plan, all hours accrue simultaneously for each plan, not individually.

Sick/Leave Balance

 Request Sick/Leave

 Sick/Leave Request History

Plan	Carryover	Hours Earned	Hours Paid	Hours Available	Eligible to use Date
New York State Sick Plan	28	8.73246	0	36.73246	01/01/2021

Last Updated Date: 04/02/2022

**Paid Sick Leave is available only according to the state, city, or municipality laws where you work or customer setup. Please review the labor law postings for specific details.*

If you work in a location with a Paid Sick Leave law, you will find your Hours Available is calculated as of your last pay period according to the plan specific plan criteria and reflects any PENDING requests that may not have been paid yet.

To request Sick Leave, click on the Request Sick/Leave button

ESS – Request Sick/Leave

Select the **date** in which you want to request Sick pay for. Requests can be submitted for up to 3 weeks back.

Click **arrow** next to selected assignment.

Select Plan (if multiple) and enter the number of hours to be requested.
Click **Next**.

Review request and click **Submit**.

Sick/Leave Request

Go back to Sick/Paid Leave

Select a Date:

<<Previous WeekNext Week>>

Mon 03/21/2022

Tue 03/22/2022

Wed 03/23/2022

Requested Date: 03/23/2022 [Edit](#)

Select an Assignment:

13042174
Svc Center Rep Payroll, Adecco, Sayville, NY

Requested Date: 03/23/2022 [Edit](#)

Assignment: 13042174 [Edit](#)
Svc Center Rep Payroll, Adecco, Sayville, NY

You are eligible to take **36.73246 hour(s)** and hour(s) will be deducted from following plan(s)

1. New York State Sick Plan

Please enter the hours you want to request*

8

Next

Requested Date: 03/23/2022 [Edit](#)

Assignment: 13042174 [Edit](#)
Svc Center Rep Payroll, Adecco, Sayville, NY

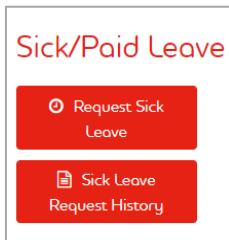
Hours Requested: 8.00 [Edit](#)

SubmitCancel

ESS – Request Sick/Leave

The hours requested will deduct from the Hours Available balance in all buckets associated with that assignment.

To cancel a request in a Submitted status or to further review request status/details, click on the **Sick Leave Request History** button from the main Sick/Leave Balance menu and click Cancel.



Review Sick Leave Request

[Go back to Sick/Paid Leave](#)

Below are the sick leave request. Please select a request to see more details.

Select Post Year ▼

- 0000001267**
8 Hour(s) Requested for 08/10/2020
Status: Submitted [Cancel](#)
- 0000001214**
10 Hour(s) Requested for 07/20/2020
Status: Paid with Changes [➔](#)
- 0000001204**
9 Hour(s) Requested for 07/20/2020
Status: Cancelled [➔](#)
- 0000001196**
2 Hour(s) Requested for 07/19/2020
Status: Paid Fully [➔](#)
- 0000001164**
9 Hour(s) Requested for 07/12/2020
Status: Paid with Changes [➔](#)

Review Sick Leave Request

Request ID: 0000001196
Request Date: 07/19/2020
Assignment: 10859114
Designer, Scholastic Inc., New York, NY
Hour(s) Requested: 2.00
Hour(s) Paid: 2.00
Status: Paid Fully
Requested by: Associate
Eligible Benefit Plan(s):
1. NYC, NY Paid Leave

Transaction Details:

Transaction Date	Status	Paid Hour(s)	Paycheck Number	Check Date
07/30/2020 5:37 PM	Submitted	0.00	0	
08/07/2020 9:44 AM	Sent for Processing	0.00	0	
08/07/2020 1:22 PM	Paid Fully	2.00	59689052	08/06/2020

*Note- If you need to make a change you can cancel your request and start a new one. If your request is already processed and you need further assistance please use our chat feature or dial 866.528.0707.

ESS – Optional Weekly Paycheck Summary

You can register to receive a Weekly Paycheck Summary email with payment method, advice number, gross and net pay. The email address does not need to match the email address used for registration or email address on file with PDS. Registration can be canceled, or email address can be changed at any time.

Email Registration

Enter an email address to receive a weekly email with your latest paycheck information.

Email Address

Confirm Email Address

Submit

Email Registration

Registration is successfully processed. ×

Our System indicate that you already registered to receive paycheck information to @gmail.com.

If you wish to cancel registration or register new email address, please click on the Cancel button.

Cancel Registration

ESS – Personal Information

Within your ESS, you can view your Personal Information. Address and email data will reflect what is on file. If updates are necessary, please contact the Contact Center via the Chat function or by calling 866-528-0707.

Personal Information Summary

Name
[Redacted]

Addresses

Address Type	Status	As of	Country	Address
HOME	Current	11/30/2020	USA	[Redacted]

Email Address

Email Type	Email Address	Preferred
HOME	[Redacted]	☒

Employee Information

Employee ID	Date of Birth	Social Security Number
[Redacted]	[Redacted]	XXX-XX-[Redacted]

Depending on the requested update, new tax forms may be required.