Intrastaff ADP Employee Self Service

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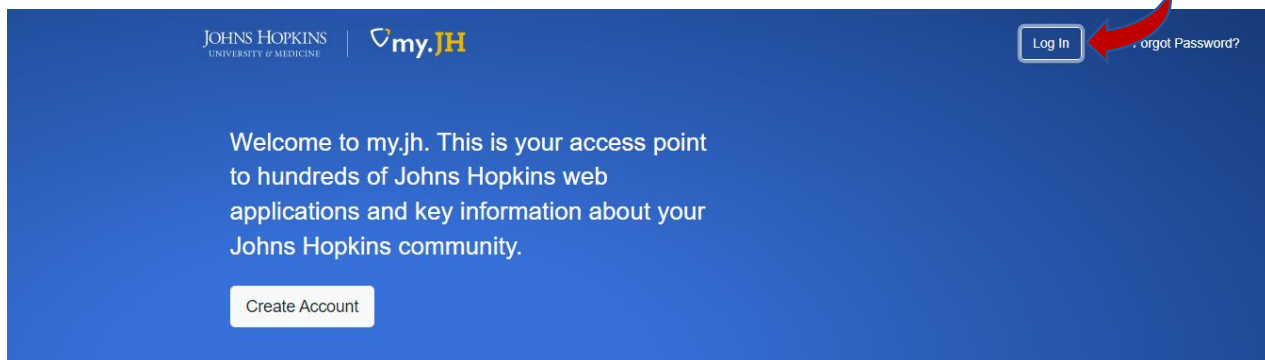
ADP Employee Self Service (ESS):

ADP -ESS is a convenient, secure, system that will allow you to view your personal and payroll data and easily make changes. All Intrastaff employees will have access to ESS by logging into the Johns Hopkins portal at my.jh.edu. Former employees will continue to access ESS for up to 36 months of separating from Intrastaff (personal email must be entered in the JH portal).

Employee Self Service options:

- View your personal data
- Update direct deposit information
- Make changes to your tax withholding information
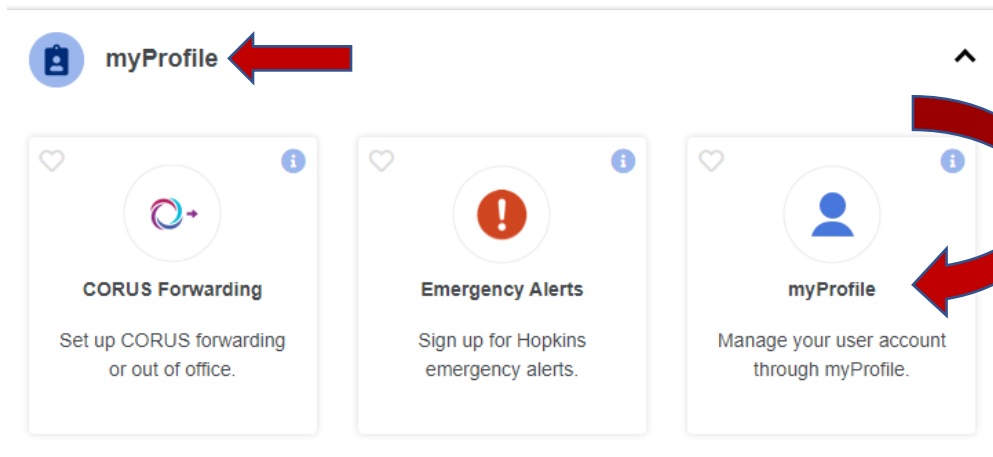- View pay statements
- View annual W-2s

Logging into ADP ESS:

- Go to the Johns Hopkins portal - my.jh.edu
- Click on Log In and sign in using your Hopkins issued JHED ID and JHED password

JOHNS HOPKINS
UNIVERSITY & MEDICINE | my.JH

Log In

orgot Password?

Welcome to my.jh. This is your access point to hundreds of Johns Hopkins web applications and key information about your Johns Hopkins community.

Create Account

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Add personal email address:

- Go to the Browse Category
- Select myProfile and myProfile

myProfile

CORUS Forwarding	Emergency Alerts	myProfile
Set up CORUS forwarding or out of office.	Sign up for Hopkins emergency alerts.	Manage your user account through myProfile.

- Review and update your profile
- ****Be sure to add a Personal Email. This is required to maintain your ESS access after separating from Intrastaff.**
- Click Save myProfile

Personal Email	aaabbb@gmail.com
	Your personal email address has been validated.
	☐ I do not want to enter personal email now.
Primary Campus	Green Spring Station No One

Save myProfile

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Access ADP Payroll Information:
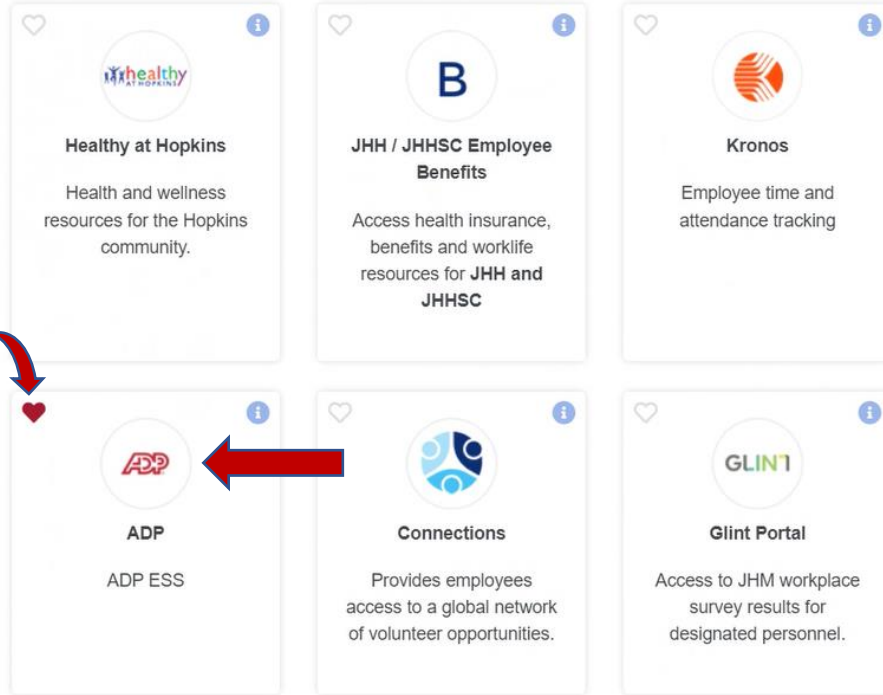
- Go to the Browse Category
- Select HR
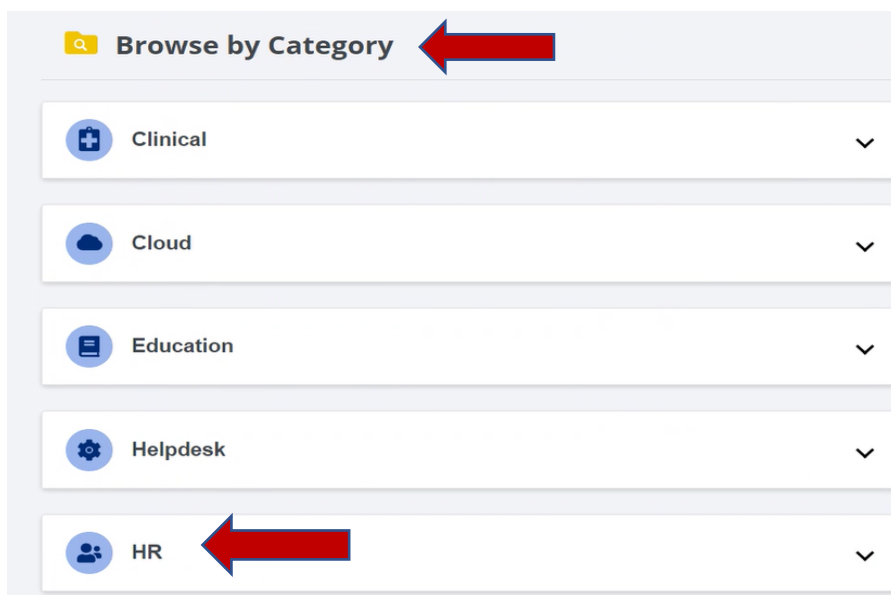
- Select the ADP tile
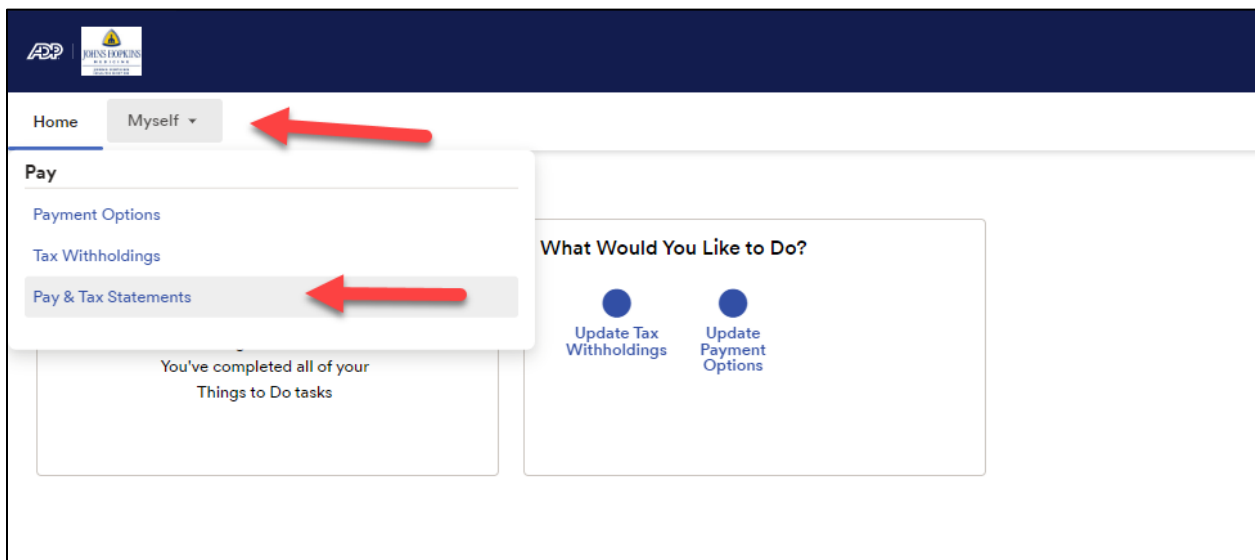- Click the heart icon, in the upper left corner, of the ADP tile to add ADP to your favorites

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View Pay Statements & W2s

- Navigate to **Myself > Pay & Tax Statements**

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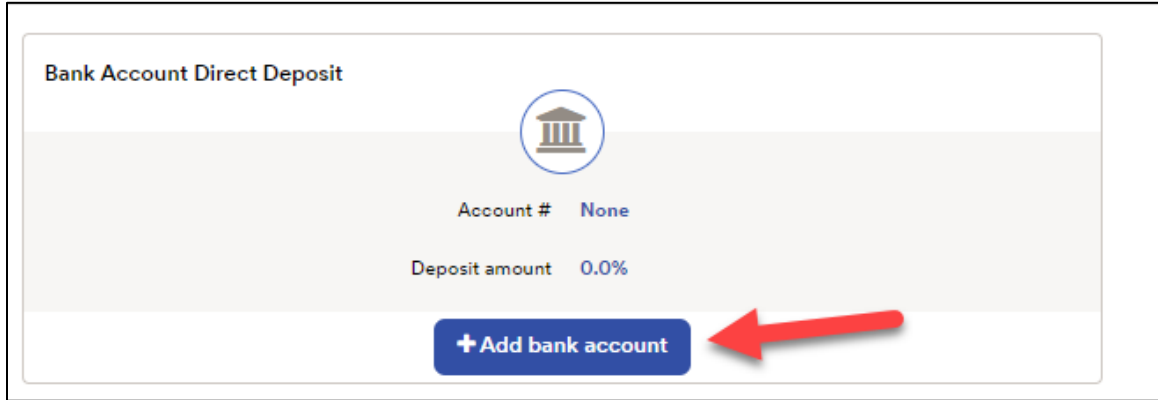
Add NEW Direct Deposit Information

- Navigate to "Update Payment Options"
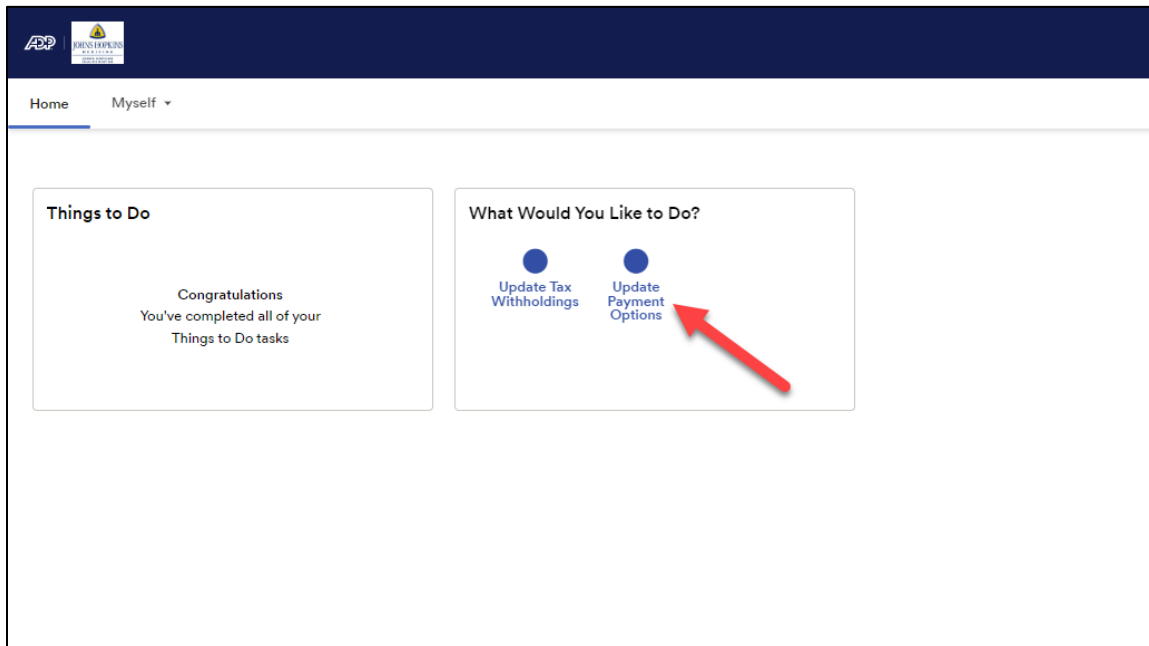
- Select "Add bank account", as shown below:

below:

- Add your bank account number, confirm your bank account number, then click "Next", as shown below:

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- Choose an account type, select how much of your pay you wish to be deposited into this account, then click "Next", as shown below:

- Review the account information provided, check the required acknowledgement checkboxes, then click "Add", as shown below

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Security Verification

Select an option to verify your identity and continue.

📞   Call me   ›

📱   Send me a text   ›

✉   Send me an email   ›

You may be required to verify your identity to complete your direct deposit account update

NONE OF THESE OPTIONS WORK FOR ME

✖ CANCEL

You're Good to Go

We verified your credentials, then saved your updates. Click Continue to resume your work.

✓

Approved

CONTINUE

![Johns Hopkins Medicine Intrastaff logo] **Intrastaff ADP Employee Self Service**
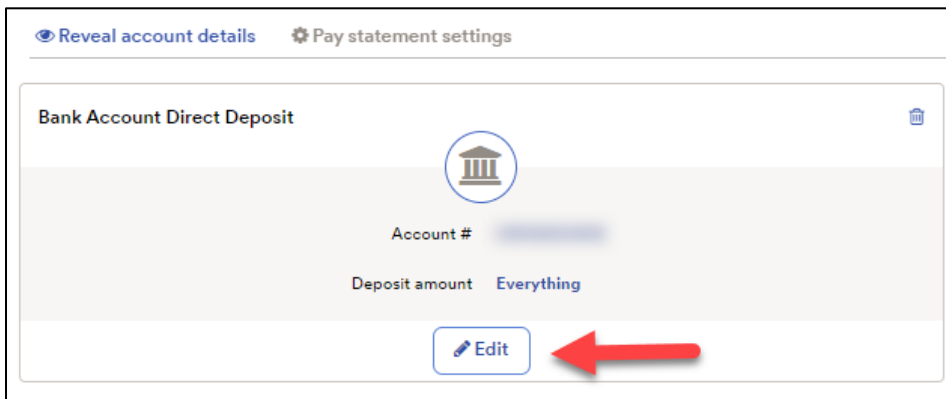
Edit <mark>EXISTING</mark> Direct Deposit Information

- Navigate to "Update Payment Options"
- Select "Edit" under the account you wish to update, as shown below:

- Edit any of the fields available, select the appropriate acknowledgement checkbox, then click "Done", as shown below:

![Johns Hopkins Medicine Intrastaff logo]

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👁 Reveal account details   ⚙ Pay statement settings

1 - CHECKING

Routing Number *

[   ]

Confirm Routing Number *

[   ]
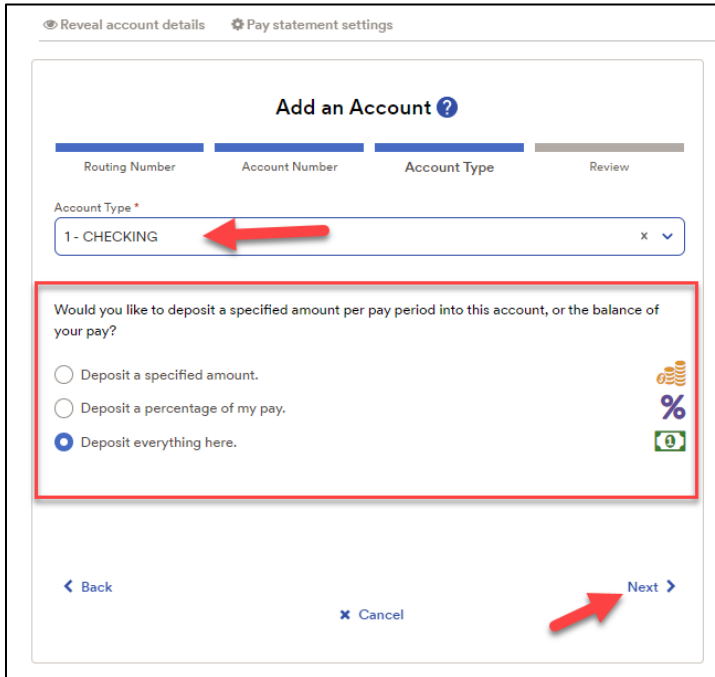
Account Number *

[   ]

Confirm Account Number *

[   ]
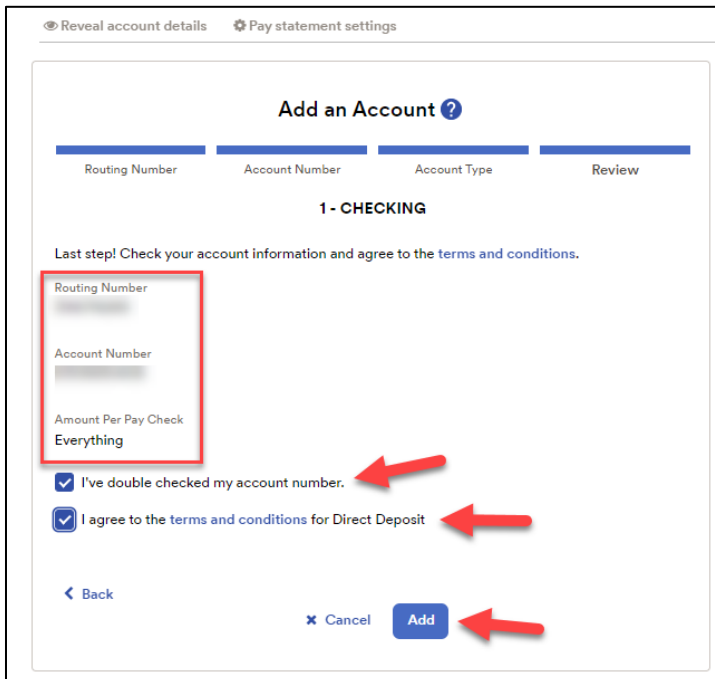
○ Deposit a specified amount.   🪙

○ Deposit a percentage of my pay.   %

● Deposit everything here.   💵

☑ I consent to receive all pay statements issued to me by my employer online, and agree to the Electronic Pay Statement terms and conditions

✖ Cancel   **Done**

You're Good to Go

We verified your credentials, then saved your updates. Click Continue to resume your work.

✅

Approved

CONTINUE

Add <mark>NEW</mark> Federal W-4 Tax Withholdings

- From the main landing page, navigate to "Update Tax Withholdings"
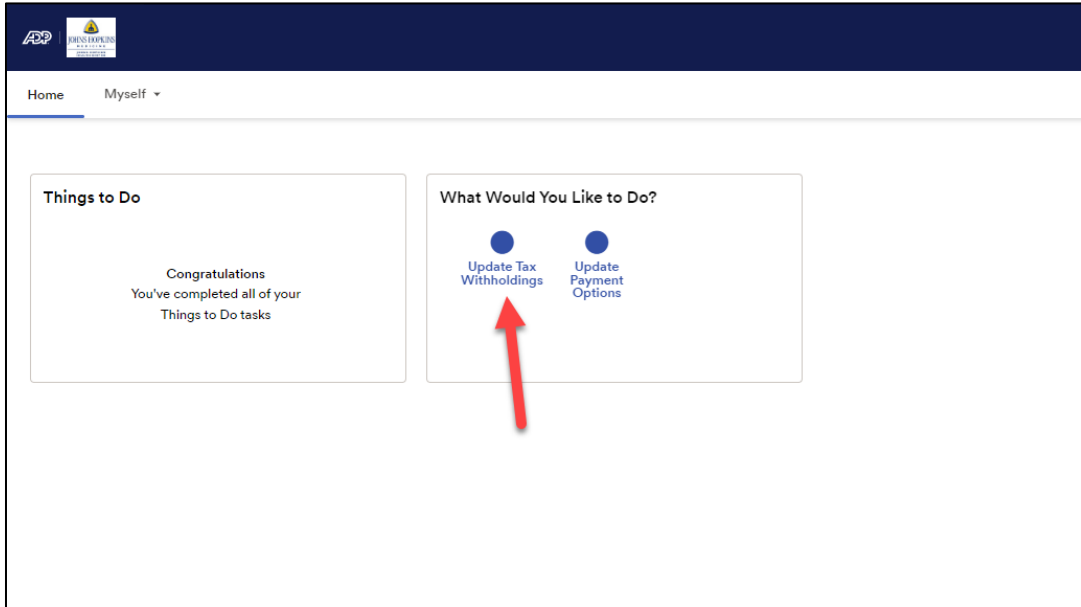
- Click "Start" in the Federal W-4 Panel, as shown below:
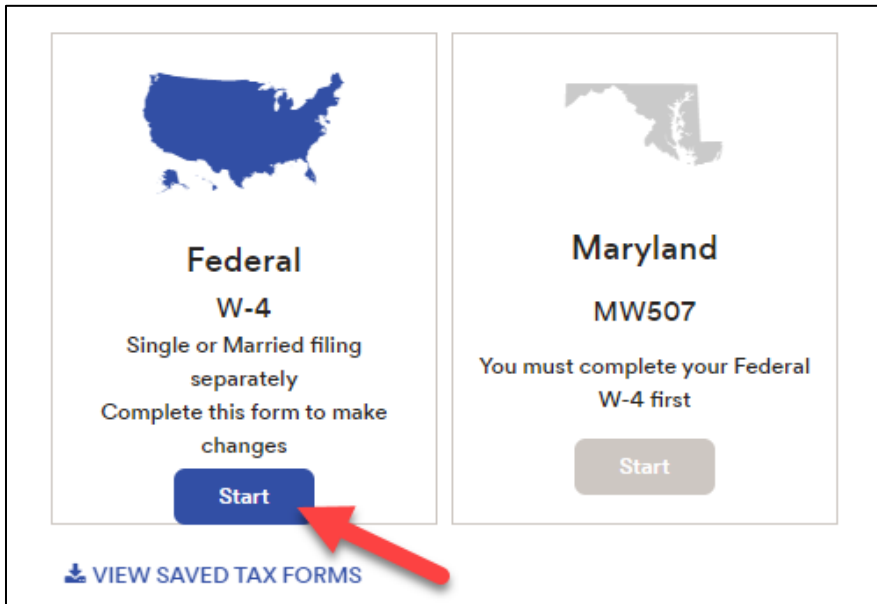
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- Read through the "Before You Begin" information, download the blank copy of your state tax form (optional), then click "Next", as shown below:

Federal Tax Withholding

Before You Begin

Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

⬇ Download a blank copy of Form W-4

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

Cancel   Next

Confirm your Name, Address, and Social Security Number, then click "Next", as shown below:

Federal Tax Withholding   ⬇ Download blank Form W-4

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name

Your home address

Your Social Security number

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov

Cancel   Previous   Next

Important Note** If your Name, Address, and/or Social Security Number do <u>not</u> appear correct, do not proceed. Contact intrastaffpayroll@jhmi.edu to have your information corrected before completing your Tax Withholdings updates.
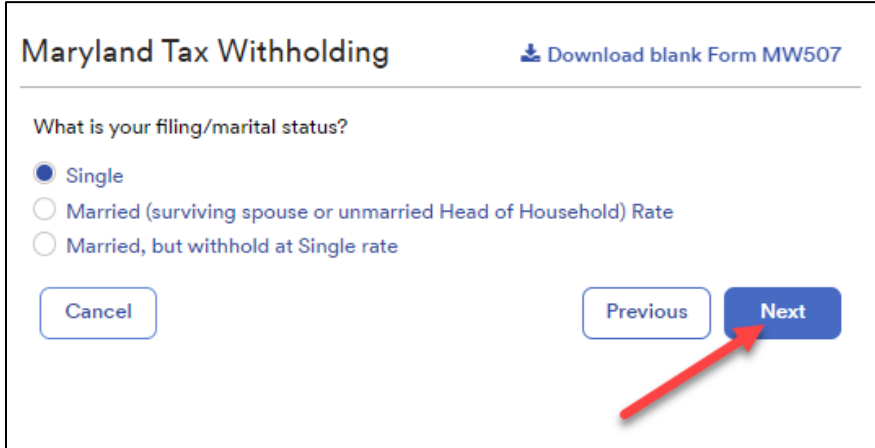
Federal Tax Withholding   ⬇ Download blank Form W-4
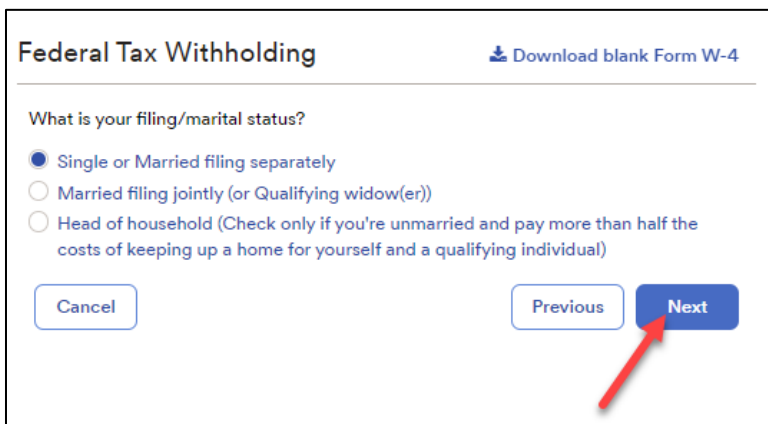
Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the green card test or the substantial presence test for the calendar year (January 1 - December 31).

○ I'm a nonresident alien.

● I'm a US citizen or a resident alien.

Cancel   Previous   Next

- Confirm your filing/marital status, then click "Next", as shown below:

Federal Tax Withholding   ⬇ Download blank Form W-4
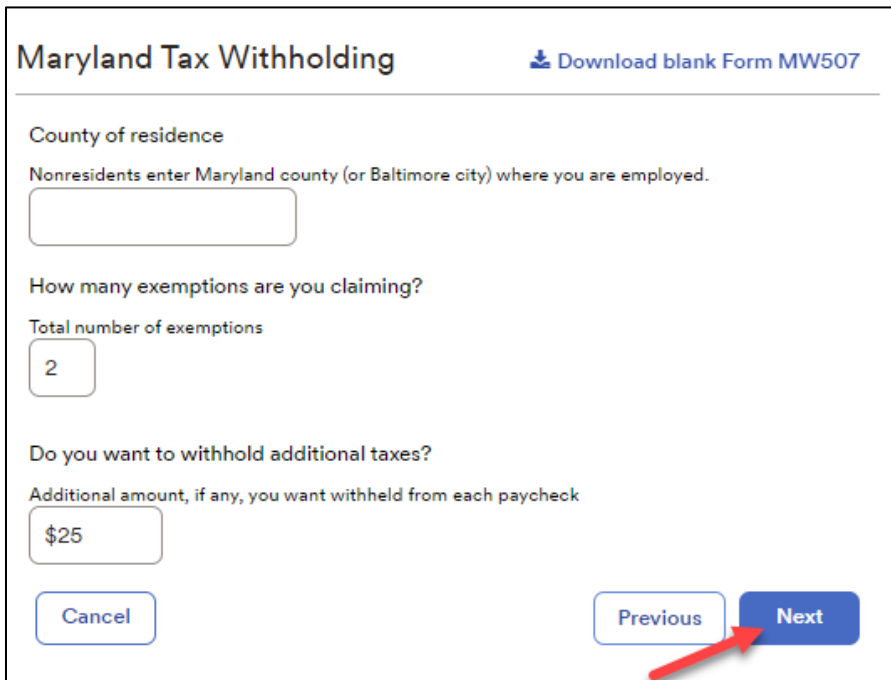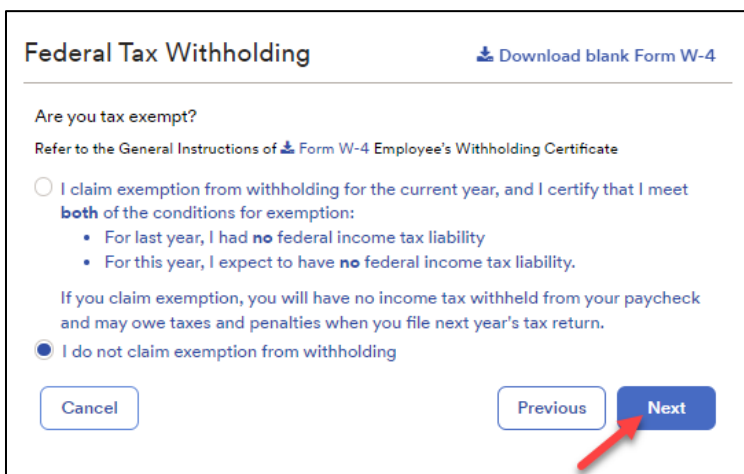
What is your filing/marital status?

● Single or Married filing separately

○ Married filing jointly (or Qualifying widow(er))

○ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Cancel   Previous   Next

- Confirm if you are exempt from federal taxes, then click "Next", as shown below:

- Enter your dependents information, then click "Next", as shown below:

- Enter other adjustments, incomes, deductions, and withholdings, then click "Next", as shown below:

- Review your W-4 form for accuracy, check the acknowledgement box, then click "Done", as shown below:

Once Federal Tax Withholdings have been saved, please proceed to the next steps for State Tax Withholdings

Add NEW State Tax Withholdings

- Click "Start" under the State Tax Panel, as shown below:

- Read through the "Before You Begin" information, download the blank copy of your state tax form (optional), then click "Next", as shown below:

- Confirm your Name, Address, and Social Security Number, then click "Next", as shown below:

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Maryland Tax Withholding

⬇ Download blank Form MW507

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name

Your home address

Your Social Security number

Cancel   Previous   **Next**

Important Note If your Name, Address, and/or Social Security Number do <u>not</u> appear correct, do not proceed. Contact Intrastaff at intrastaffpayroll@jhmi.edu to have your information corrected before completing your Tax Withholdings updates.

- Confirm your filing/marital status, then click "Next", as shown below:

- Enter your exemptions and additional withholdings (if applicable), then click "Next", as shown below:

- Confirm if you are exempt from state taxes, then click "Next", as shown below:

- Review your state tax form for accuracy, check the acknowledgement box, then click "Done", as shown below:

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* Each state has a different form which may look different than the example provided above. The walkthrough will generally look the same, but the content will vary from state to state.

Edit <mark>EXISTING</mark> Federal W-4 Tax Withholdings

- Click "Edit" under the Federal W-4 Panel, as shown below:

- Read through the "Before You Begin" information, download the blank copy of your state tax form (optional), then click "Next", as shown below:

- Confirm your Name, Address, and Social Security Number, then click "Next", as shown below:

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Important Note If your Name, Address, and/or Social Security Number do <u>not</u> appear correct, do not proceed. Contact Intrastaff at intrastaffpayroll@jhmi.edu to have your information corrected before completing your Tax Withholdings updates.

- Confirm your citizenship status, then click "Next" as shown below:

- Confirm your filing/marital status, then click "Next", as shown below:

- Confirm if you are exempt from federal taxes, then click "Next", as shown below:

- Enter your dependents information, then click "Next", as shown below:

- Enter other adjustments, incomes, deductions, and withholdings, then click "Next", as shown below:

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Federal Tax Withholding

⬇ Download blank Form W-4

Other Adjustments

Complete this section for only one job in the household.
Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income ❓

If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions ❓

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding ❓

Enter any additional tax you want withheld each pay period.

$25

[Cancel]   [Previous]   [**Next**]

- Review your W-4 form for accuracy, check the acknowledgement box, then click "Done", as shown below:

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Federal Tax Withholding

⬇ Download blank Form W-4

Your Form W-4, Employee's Withholding 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.

☑ 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: Sep 29 2022

Cancel   Previous   Done

🖶 Print Completed Form

Edit ==EXISTING== State Tax Withholdings

- Click "Edit" under the State Tax Panel, as shown below:

- Read through the "Before You Begin" information, download the blank copy of your state tax form (optional), then click "Next", as shown below:

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- Confirm your Name, Address, and Social Security Number, then click "Next", as shown below:

Important Note If your Name, Address, and/or Social Security Number do <u>not</u> appear correct, do not proceed. Contact <mark>Intrastaff at intrastaffpayroll@jhmi.edu</mark> to have your information corrected before completing your Tax Withholdings updates.

- Confirm your filing/marital status, then click "Next", as shown below:

- Enter your exemptions and additional withholdings (if applicable), then click "Next", as shown below:

- Confirm if you are exempt from state taxes, then click "Next", as shown below:

- Review your state tax form for accuracy, check the acknowledgement box, then click "Done", as shown below:

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