ADP® MyLife Advisors

Real People, Ready to Help

855 – 547 – 8508
For Urgent Requests

8:00 AM – 11:30 PM
Eastern Time

Getting You Started

Assistance during ADP Portal registration

- Codeless registration
- Passwordless login
- Navigation
- Permission access
- Basic technical support

Navigation during New Hire setup

- Personal information
- I-9
- Direct Deposit
- Tax withholding; Fed/State
- Basic Technical Support

Help on ADP Mobile setup

- Step by step navigation

Getting You Paid

Setup and discuss

- Direct deposits
- Types of deductions

Help guide you in accessing:

- Your paycheck
- Your W2
- Your 1095-C, provide 401K & retirement services
- Setups, balances, loans, rollovers

Simplify tax calculations

Keeping You Healthy

Physical health
expanding /navigating

- Benefit plan offerings
- Enrollment portal
- Premiums / deductions
- Necessary forms completion
- Carrier connections to claims assistance

Mental health
Suggested offerings:

- Nurse hotlines. / EAP
- Volunteer Opportunities
- Connecting to HR Specialists

Additional Benefit options

- Pet insurance
- Legal aid
- Short term life insurance

Professional /educational development:

- ADP University
- Resume writing business tools
- Skills seminars
- Scholarships

Financial health

- Credit monitoring services
- Financial planning assistance
- Short term life insurance

Share the load of employer responsibility

Recognizing Life's Milestones

Review, inform, setup changes:

- Marriages / Domestic Partnerships
- Divorces
- Births / Adoptions
- Gain / Loss of Coverage
- Changes in employment status
  - Full- to Part- time
  - Non-protective leave
- Retirement or job separation
  - Basic Medicare/Medicaid Info
  - COBRA /Marketplace options

Helping Yourself

MyLife® My Total Source
Self Services

- Enrolling in your benefits
- Making 401K contribution changes
- Short term life insurance
- Documentation for life changes

Online & Mobile portal

- Clock in / out
- View paycheck
- Update personal info: W4, Direct Deposit, and more
- Single sign-on to our partners

Support in Work Transitions

Explain Benefits
For these types of leave:

- FMLA vs. Non-FMLA leave
- State vs. Federal leave
- Military
- Workman's compensation
- Disability

Eligibility / Expectations

- Explanation of benefit start dates
- Eligibility requirements

- Enhancing overall work experience
- Portal navigation
- Multilingual Support
- Benefits Open Enrollment Support
- Payroll Support
- Human Resources Support
- Time / Attendance Support

Copyright © 2020 ADP, LLC