



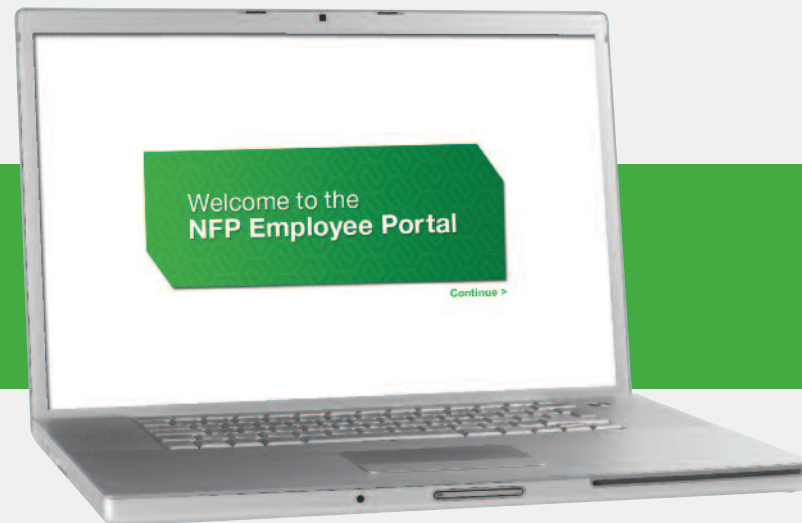
Quick, Easy, Convenient



NFP Employee Self-service Portal

The NFP Employee Self-service Portal is a centralized information resource center for your pay, personal data, company policies, benefits and other work-related information.

While the portal is user friendly, you can use this Guide to familiarize yourself with all of its features.



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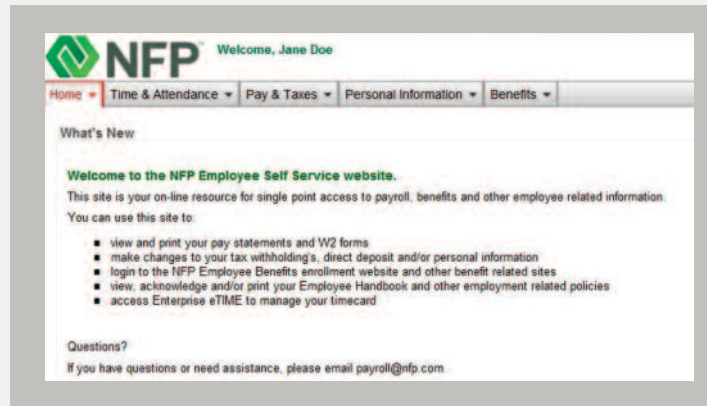
Log In Information

Log In Instructions

- 1 Go to <http://humanresources.nfp.com>.
- 2 On the landing page, click “Continue.”
- 3 Use your @nfpcorp User ID/Name and Password (this is the same log in information used to access your pay statements through ADP).

Forgot Your User ID or Password?

- If you have forgotten your User ID or Password, please contact payroll@nfp.com.



No iPay User ID or Password?

1. Visit ipay.adp.com or portal.adp.com.
2. Click on “Register Now” or “First Time Users Register Here” (respectively).
3. Enter registration: nfpcorp-ipay.
4. Enter your personal information.
5. Set up a password.
6. Set up security questions.
7. Enter your contact info.
8. Enter the activation code.
9. Review and submit.

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HELP ON EACH PAGE

A gray question mark icon appears at the top of each page. Click on it to get more detailed information about the page you are viewing.



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Navigation Tabs

Explore each navigation tab and their drop down menus. They will show you where to go for the information you need.

Home

- Welcome
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How to Make Changes

On the portal, you can make changes to your:

- **Address**
- **Emergency Contacts**
- **Phone Numbers**
- **Direct Deposit**
- **Tax Withholding and Marital Status**

Address

Hover over Personal Information and select “Addresses” from the drop down menu. You may review and change the home address stored in your personal record.

- Click “Edit” and enter your changes to the existing information. Required fields are indicated by a red arrow.
- Click “Save” to save your changes.
- Click “Reset” to reset the address fields to their original values.
- Click “Cancel” to return to the “Addresses” page without saving your changes.

Addresses	
The following addresses are stored in your personnel records. To change any of the information below, click Edit which will take you to the	
Notification Address	
Notification E-mail Address:	payroll@nfp.com
Home Address	
Street:	111 Anytown ave
Apt/Suite:	
Other:	
City/Town:	Anytown
State/Prov:	New York
Postal/ZIP:	11111
Primary E-mail Address	

NOTE: If you make changes to “City/Town,” “State/Prov” or “Postal/ZIP,” a warning message will display that payroll withholdings and benefit plans may be affected. Address changes require HR approval. The system will generate an approval request for your HR representative.



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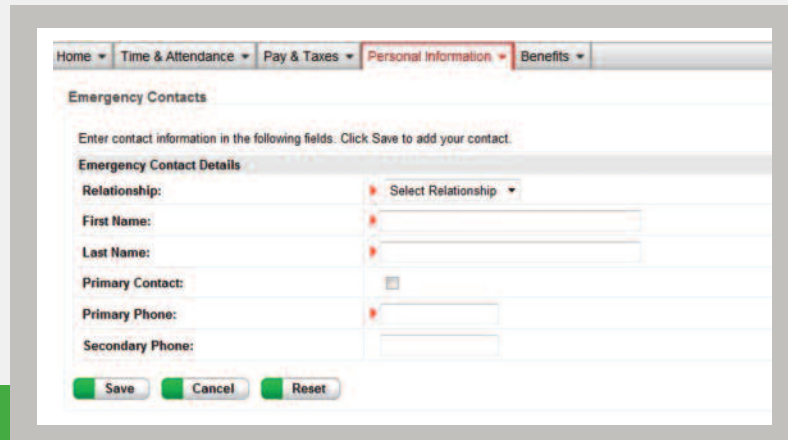
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Emergency Contacts

Hover over Personal Information and select “Emergency Contacts” from the drop down menu. To view complete details and/or change existing emergency contact information:

- Click on contact name.
- **To add a name**, click “Add New.”
- **To change a name**, click the underlined contact name for the contact whose information you want to change.
- **To delete a name**, click the underlined contact name to delete. The Update Emergency Contacts page displays. Click “Delete.” Then click “OK” to confirm deletion.



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Phone Numbers

Hover over Personal Information and select “Phone Numbers” from the drop down menu.

To add or change a phone number:

- **To add a number**, click “Add New.” From the "Type" field, select the type of phone you are adding. Enter the new area code and phone number.
- **To change a number**, click the underlined phone description that you want to change. Enter the area code and phone number. Then click “Save.”
- **To delete a number:** Click the underlined phone contact you want to delete. The Update Emergency Contacts page displays. Click “Delete.” Then click “OK” to confirm deletion.

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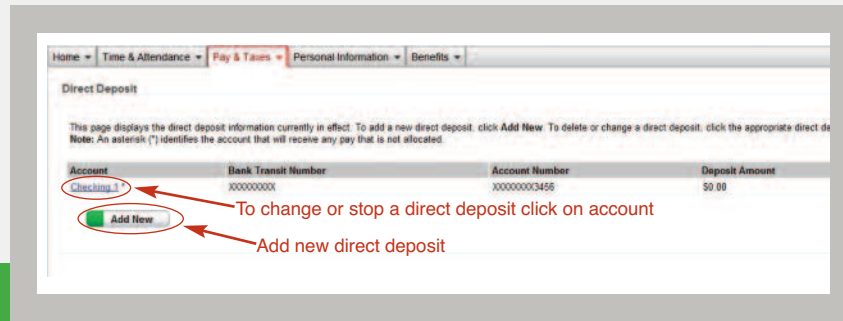
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Direct Deposit

Hover over Pay & Taxes and select “Direct Deposit” from the drop down menu.

The Direct Deposit page displays your current direct deposit elections. It takes at least one pay period for a direct deposit change to go into effect.

- **To change or stop** a direct deposit, click the direct deposit account you want to change or stop.
- **To add** a new direct deposit, click “Add New.”



NOTE: The “Bank Transit Number” and “Account Number” on your Direct Deposit page will be masked, as follows:

- **Bank Transit Number** – All numbers are masked as XXXXXXXX.
- **Account Number** – All numbers except the last four digits are masked as XXXXX9999.

When you first enter data or edit these fields, your account numbers will be fully displayed. Once you have saved your changes, the values in these fields will be masked as described above.

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Tax Withholding

Hover over Pay & Taxes then select “Tax Withholding” from the drop down menu.

The Tax Withholding page displays your current tax withholding information. You may change your marital status and withholding election, for federal, state and local taxes, by clicking on the corresponding tax type. All changes will become effective on the pay cycle following the election.

- Click “?” in the upper right corner of the screen to view detailed instructions for changing federal, state and local tax withholdings.
- Click “Save” to record your changes.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount	Additional Percent	Exemptions in Dollars (or other state specific exemptions)	Exempt from Federal Tax	Nonresident Alien
Federal	XXXXXXXX	XXXXXXXX	9999.99	9999.99	9999.99	9999.99	XXXXXXXX	XXXXXXXX
State	XXXXXXXX	XXXXXXXX	9999.99	9999.99	9999.99	9999.99	XXXXXXXX	XXXXXXXX
Local	XXXXXXXX	XXXXXXXX	9999.99	9999.99	9999.99	9999.99	XXXXXXXX	XXXXXXXX

W-4 Assistant

Click “W-4 Assistant” and you will be directed to the Internal Revenue withholding assistance website.

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NOTE: HR approval is required if you select “exempt” status for federal withholding purposes.

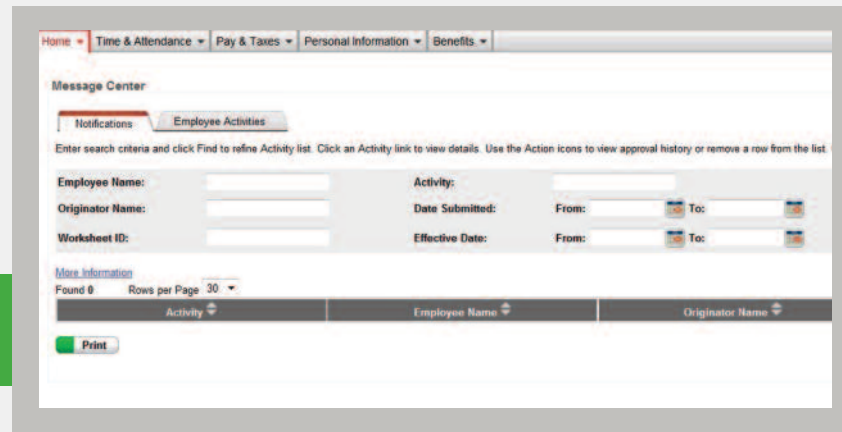
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Message Center

Hover over Home then select “Message Center” from the drop down menu.

The Activities tab of the Message Center displays any company assigned activities that you have not yet completed. The Notifications tab of the Message Center shows you notifications related to the Activities tab which are company generated activities. You can use the search criteria to filter your results.

- **To view your notification details**, click the “Notifications” tab. You can view each underlined activity by clicking on it.
- **To delete a notification**, click the corresponding “Delete” icon in the “Actions” column.
- **To view approval history detail** for a particular task, click the “View History” icon in the Actions column. The “View Approval History Detail” page displays. Click “Back” to return to the “Approvals” page.



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Approval History

Hover over Home then select “Approval History” from the drop down menu.

The Approval History page lists all activities that you have initiated through self-service.

From here you can:

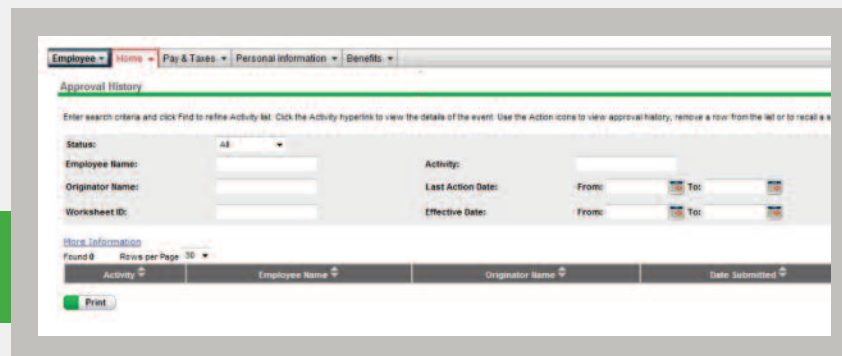
- **View the history** of an active workflow path by clicking the “View History” icon.
- **Recall an activity** with an “In Progress” status by clicking on the “Recall” icon. The refreshed Approval History page shows a new status of “Recalled.” You can only recall an event if you are the originator and if the status of the event is “In Progress.”
- **Remove a completed activity** from the list by clicking the “Delete” icon.

- **Use the search fields** to filter the list based on specific search criteria.
- **Sort the information** displayed in ascending/descending order by clicking the up/down arrows in the column headings.

Employee Events

For Employee Event changes (e.g., address or tax withholding changes) the event detail shows the previous data in gray above the new data. To view the details of the Employee Event, click on the underlined activity.

NOTE: A red arrow indicates which column is being used as the sort.



NOTE: Changes made to your “City/Town,” “State/Prov” or “Postal/ZIP on your address require approval.

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How to Access Pay & Tax Information

Hover over Pay & Taxes then select one of the topics in the drop down menu.

You may access the following information about your pay:

- **Pay Statements**
- **Direct Deposit**
- **Tax Withholding**
- **Deductions**
- **Annual Statements**

Pay Statements

The last 10 pay statements and adjustments are displayed automatically. To access prior pay statements, click on the record range hyperlinks or arrows. Pay statements and adjustments are available for the past 36 months.

To view statement detail, click the underlined “Pay Date” for the full statement view.

Click “?” in the upper right corner of the screen to view detailed instructions on how to do any of the following:

- Read Pay Statements Overview
- Print Your Pay Statements
- Save Your Pay Statements to a File
- Start/Stop Receipt of Printed Pay Statements
- Change Your Pay or Annual Statement Notification Options
- Change Your Pay or Annual Statement E-mail Notification Address

The screenshot shows a web interface for 'Pay Statements'. It includes a navigation menu at the top with 'Home', 'Time & Attendance', 'Pay & Taxes', 'Personal Information', and 'Benefits'. Below the menu, there are links for 'Go Paperless', 'Select Notification Options', and 'Change E-mail Address'. There are radio buttons for 'Pay Statements' (selected) and 'Pay Adjustments'. A 'Pay Statement Summary' section contains instructions: 'This page displays the pay statements available for viewing. To view pay statement detail, click the appropriate underlined pay date. You may select whether or not to receive a printed statement of pay. To change status of printed statements, click Go Paperless to complete the set up.' Below this is a table with columns: Pay Date, Check Number, Gross Pay, Net Pay 1, Net Pay 2, and Net Pay 3. The table shows three rows of data with underlined pay dates.

Pay Date	Check Number	Gross Pay	Net Pay 1	Net Pay 2	Net Pay 3
<u>01/15/2009</u>	0000090000	\$9,999.99	\$9,999.99	\$99.99	\$999.99
<u>01/02/2009</u>	0000020000	\$9,999.99	\$9,999.99	\$99.99	\$999.99
<u>01/12/09</u>	0000010000	\$9,999.99	\$9,999.99	\$99.99	\$999.99

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Direct Deposit

Hover over Pay & Taxes then select “Direct Deposit” from the drop down menu.

The Direct Deposit page lists your direct deposit currently in effect. To change or stop a direct deposit, click on the applicable direct deposit account. To add a direct deposit, click on “Add New.”

Home | Time & Attendance | **Pay & Taxes** | Personal Information | Benefits

Direct Deposit

Enter your changes and click Save. To remove a direct deposit amount click Delete.
When Reveal is clicked, your transit and/or account numbers are viewable. Because of this we recommend you take pre

Account: XXXXXXXX

Deposit Amount: Full/Remaining Partial Amount 99,999.99

Bank Transit Number: ***** [Reveal Bank Transit Number](#)

Confirm Bank Transit Number: *****

Account Number: ***** [Reveal Account Number](#)

Confirm Account Number: *****

Tax Withholding

Hover over Pay & Taxes then select “Tax Withholding” from the drop down menu.

The Tax Withholding page displays your current tax withholding information. To change tax information, click the appropriate underlined tax type. To add a new tax type, contact your HR representative.

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Tax Withholding

This page displays the tax withholding currently in effect. To change tax information, click the appropriate underlined tax type.

Type	Tax Jurisdiction	Marital Status	Exemptions	Additional Amount	Additio
<u>Federal</u>	XXXXXXXX	XXXXXXXX	99999.99	99999.99	
<u>State</u>	XXXXXXXX	XXXXXXXX	99999.99	99999.99	
<u>Local</u>	XXXXXXXX	XXXXXXXX	99999.99	99999.99	

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Deductions

Hover over Pay & Taxes then select “Deductions” from the drop down menu.

You may view your paycheck deductions on record through this screen. Deductions are for view only and cannot be changed.

Annual Statements

Hover over Pay & Taxes then select “Annual Statements” from the drop down menu.

You may access your W-2s by clicking on the “Annual Statements” link.

Deduction Description	Deduction Amount	Deduction Percent
401k	0.00	7.00%

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How to Access Policies & Guidelines

Hover over Home then select “Policies & Guidelines” from the drop down menu.

The Policy & Guidelines page lists both firm and corporate-wide policies. A red asterisk (*) will appear next to a policy that requires acknowledgement. A maximum of 10 policies are displayed at one time. If there are additional policies, a “More” link will appear.

Policy Acknowledgements

Click “More” or the “Read and Acknowledge All Policies” link to access the Policy Acknowledgement page then:

- **Click on the policy** you would like to access.
- **Read the policy** and select the “I certify that I have read the policy above” check box. A message stating that you have successfully acknowledged the policy will be displayed.
- **Click “Done”** and you will be returned to the refreshed Acknowledgements page. A green check mark will indicate that you have acknowledged the policy.

Policy Name	Version	Required	Acknowledged	Acknowledge Date	To Be Completed By
Code of Business Conduct and Ethics	1	Yes			
Code of Business Conduct and Ethics	1	Yes			10/31/2013

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Personal Information

Hover over Personal Information then select “General” from the drop down menu. The Personal Information page displays basic personal information that is currently stored in your personal record. This is a “view only” screen. Contact your HR Representative to make changes to your personal information. See “How to Make Changes” for information about “Emergency Contacts,” “Addresses” and “Phone Numbers.”

Personal Information	
The following personal information is stored in your personnel record. To change any of the information below, please contact your local HR representative.	
Personal Information	
Name:	Jane Doe
Employee ID:	789456123
Social Security Number:	XXXXXXXX Reveal SSN
Birth Date:	12/31/2007
US Citizenship Status:	U.S. Native
Country of Citizenship:	USA
Gender:	Female
Race/Ethnicity:	Not Specified
Marital Status:	Single
Highest Education Level:	Not Indicated

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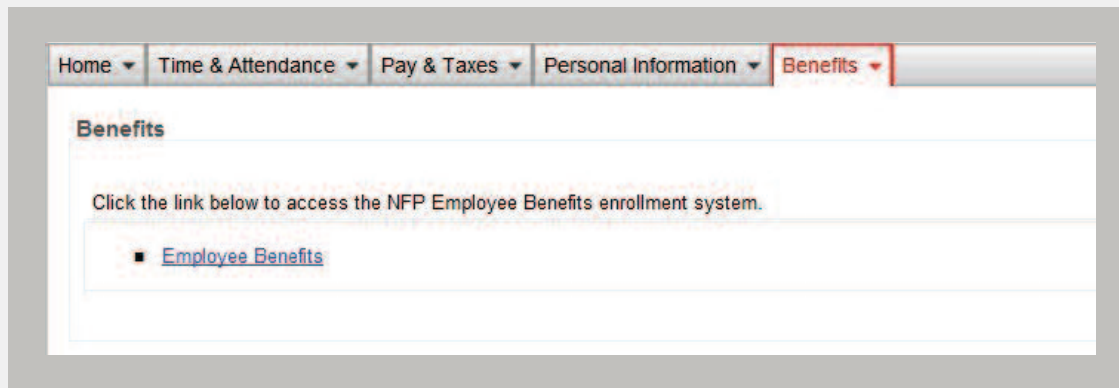
Benefit Information

Benefits Access

Hover over the Benefits tab.

This tab allows you to access the benefits enrollment website.

- Click “Welcome” to access the NFP Employee Benefits enrollment system.



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