

Personnel & Payroll Audit Checklist 2020

In order to help us serve you better, please take 5 minutes to review your personal information in ADP at www.workforcenow.adp.com.

Should information be showing incorrectly, you can either make the change yourself, or list the changes on this form for your HR representative to change on your behalf. Thank you in advance for your cooperation! **Please return to HR by January 31st.**

The symbols below represent what information can be changed by the employee and what information must be changed by HR.



Corrections to this page can be made in ADP by the employee



Corrections to this page must be processed by HR

1. PERSONAL PROFILE:



ADP > Myself > My Information > Profile. Verify all information on this page is correct, including, but not limited to: Your legal first and last name, preferred name, personal email, work email, personal mobile, work phone, primary address, birthdate, marital status, emergency contact information, etc.



ADP > Myself > Personal Information > Dependents & Beneficiaries. Verify spouse and all children are listed correctly. Even if spouse and children are not covered on your insurance plans it is important to list them here so that they receive the Brenau paid benefits such as basic life insurance.

Please list any corrections on the space provided below.

2. PAY PROFILE:



ADP > Myself > Pay > Payment Options. Verify your bank routing number and account number are correct.



ADP > Myself > Pay > Tax Withholdings. Verify your federal and state tax withholding are correct including your worked-in state.

3. BENEFITS PROFILE:



ADP > Myself > Benefits > Enrollments > View Benefits. Verify that you are enrolled in the correct benefit plans and at the correct level of coverage. (Please note, retirement contributions can be changed any time during the year.) Other corrections to this page must be processed by HR. Please list any corrections on the space provided below.

4. OTHER GENERAL CORRECTIONS OR COMMENTS:

I have reviewed my personnel file in ADP and have either made changes to my record or have listed items to be reviewed for change in the space above.

Printed Name: _____ Signature: _____ Date: _____