

Direct Deposit –

the safe, fast, easy and “green” way to be paid!

Direct deposit is the process whereby Beacon Hill deposits your pay directly into the savings or checking account(s) of your choice.

Direct deposit is **safe** because your pay is automatically deposited into your bank account – no more worrying about lost or stolen checks.

Direct deposit is **fast** because no matter if you are out sick or on vacation, your check is still deposited into your account. No standing in bank lines or waiting for your check to clear.

Direct deposit is **easy** because your pay is deposited into your checking or savings account on time, correctly and confidentially.

Direct deposit is **“green”** because it distributes your pay stub to you electronically and eliminates paper pay stubs entirely with iPay.

**For Beacon Hill Staffing
Group employees**

www.beaconhillstaffing.com

Enroll in Direct Deposit Today

Fill out the direct deposit form below today and return it to the Payroll Department, or call (617) 326-4000 for more information. The following shows you where to find the routing and account numbers on your check:



ATTACH A VOIDED CHECK OR CHECK COPY TO THIS FORM

YOUR NAME: _____

SOCIAL SECURITY #: _____

Account #1 Information
Bank Name:
Phone:
Routing #:
Account #:
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

Account #2 Information
Bank Name:
Phone:
Routing #:
Account #:
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

Account #3 Information
Bank Name:
Phone:
Routing #:
Account #:
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

DEPOSIT MY ENTIRE NET PAY TO ACCOUNT #1 **OR**

DEPOSIT A FIXED AMOUNT OF \$ _____ ACCOUNT #1 \$ _____ ACCOUNT #2 \$ _____ ACCOUNT #3

I authorize Beacon Hill Staffing Group, LLC and the bank(s) named above to deposit my net pay directly to my accounts(s) each pay day. I also authorize Beacon Hill Staffing Group, LLC to make any adjustments for any over deposit which may occur. I also understand that I am electing to receive my pay stubs electronically through iPay and give my consent for Beacon Hill Staffing Group, LLC to do so. This authority will remain in effect until I cancel it in writing. I understand any change or add to my routing or account number information requires my account to be pre-noted again, and I will receive at least one live check during this time.

Signed _____ Date _____

You May Return this form in person to Beacon Hill or Fax to 617-227-1220

Dear Associate:

We are pleased to announce ADP iPayStatements, a new benefit for all associates. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing.

How to Register on ADP iPayStatements

1. Go to <https://paystatements.adp.com>.
2. Click on "Register Now".
3. Enter the **Self Service Registration Pass Code** which is: BEACONHILL-NEW
4. Select **iPayStatements** as the self-service Product.
5. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Social Security Number
 - Pay Date or Advice Date
 - Birth date
 - Check/Voucher or Advice Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements at <https://paystatements.adp.com>.

We hope you will enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

Sincerely yours,

Jennifer M. Ryan

Jennifer M. Ryan
Payroll/Human Resources Department
Beacon Hill Staffing Group, LLC
152 Bowdoin Street
Boston, MA 02108
Ph: 617-326-4000

Beacon Hill Staffing Group is Going “Green”

Thank you for helping us in our effort to be “green.”

By signing up for direct deposit, directing your payroll funds to be automatically deposited into your bank account, you’ve helped us get half way there.

Now, to be completely “green,” we’re eliminating paper pay stubs entirely, and for this, we’re proud to announce iPay through ADP.

iPay distributes your pay stub to you electronically and provides you with easy access to your payroll information 24 hours per day, 7 days per week. All your personal payroll information is secured in one place allowing you to view it anytime and access your W2 information when you need it. Further, your payroll and W2 information is stored for you online for three years even if you leave Beacon Hill Staffing Group.

Did we mention that you will actually be getting access to your pay stub early? That’s right! With iPay, you will receive an email every Thursday morning letting you know that your pay stub is available for viewing, even though you are not paid until Friday.

To view a demo of what the iPay website will look like you can enter the following into your internet browser:

<https://demopaystatements.adp.com/index.jsf>

Should you have any questions or concerns, please feel free to contact the Payroll Dept. at (617) 326-4000.



The screenshot shows the ADP iPayStatements interface. At the top left is the ADP logo. At the top right is a 'Logout' button with a red 'X' icon. Below the logo is the title 'Your Pay Statements Summary'. A green circle highlights the navigation tabs: 'Pay Statements' (selected), 'W-2', and '1099'. A green arrow points to this area with the text 'Navigation is simpler'. Below the tabs is a table of recent pay statements. A red circle highlights the 'Pay Date' column of the table. A red arrow points from this circle to a filter box below the table that says 'Show all pay statements for: 2005 | 2004 | 2003'. A red arrow points from this filter box to the text 'Finding pay statements is easier'. To the right of the table is a 'Resource Center' sidebar. A blue circle highlights the 'Things You Can Do' section, which includes links like 'Change Your Password', 'Go Paperless', etc. A blue arrow points from this circle to the text 'Everything you can do is easily available'. The sidebar also includes an 'Information Center' and 'Financial Tools' sections.

Your Pay Statements Summary

Pay Statements
 W-2
 1099

Your most recent statements are shown below. Click a date to view the statement details.

Pay Date	Check No.	Gross	Net 1
02/11/2005	000002080	\$523.60	\$346.31
02/04/2005	000002079	\$523.60	\$346.31
01/28/2005	000002078	\$467.43	\$293.40
01/21/2005	000002077	\$467.43	\$293.40
01/14/2005	000002076	\$467.43	\$293.40
01/07/2005	000002075	\$467.43	\$293.40

Show all pay statements for: [2005](#) | [2004](#) | [2003](#)

Resource Center

- Information Center**
 - [Need Help?](#)
 - [See What's New On This Site?](#)
- Things You Can Do**
 - [Change Your Password](#)
 - [Go Paperless](#)
 - [Change Your Notification Options](#)
 - [Edit Your E-mail Address](#)
 - [Change Your Security Questions](#)
 - [Manage Your 401\(k\) Account](#)
- Financial Tools**
 - [Salary Paycheck Calculator](#)
 - [Hourly Paycheck Calculator](#)
 - [Gross Paycheck Calculator](#)
 - [401\(k\) Calculator](#)
 - [403\(b\) Calculator](#)
 - [Employee Stock Option Calculator](#)
 - [W-4 Assistant](#)

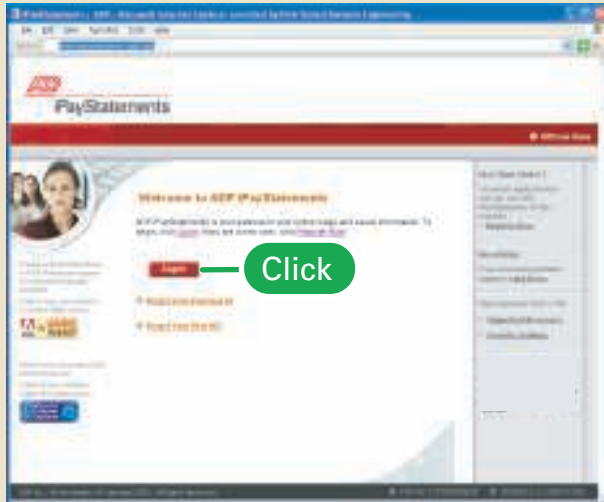
Get help when you need it

Just in case you have any questions, iPayStatements displays common questions to help you on each page.

Viewing your paycheck online

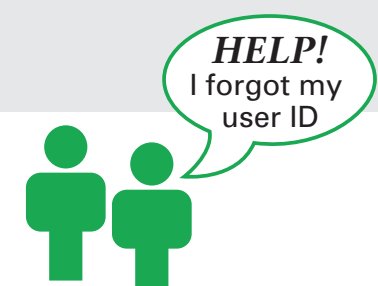
1 To begin, go to www.paystatements.adp.com

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1. On the iPayStatements login page, click [Forgot Your Password?](#)
2. Answer the security questions to verify your identity.

Note: These are the same questions and answers you chose when you registered for iPayStatements.



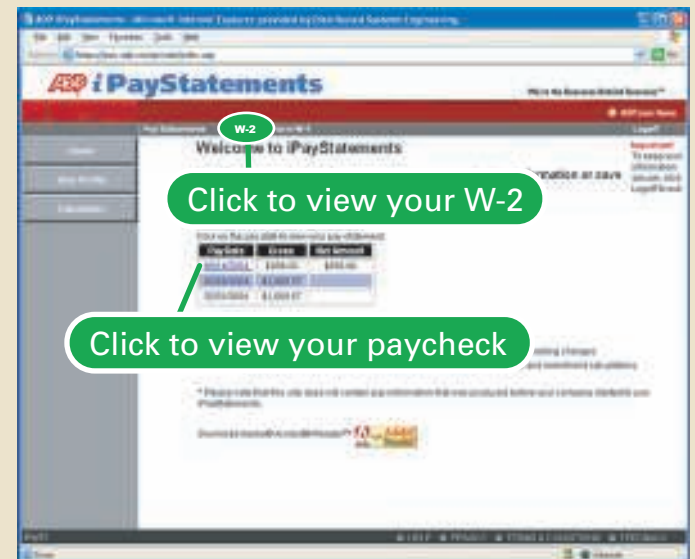
1. On the iPayStatements login page, click [Forgot Your User ID?](#)
2. Answer the security questions to verify your identity.

Note: These are the same questions and answers you chose when you registered for iPayStatements.

3



4





Viewing your paycheck online



Frequently Asked Questions

Can I receive an e-mail when my latest pay statement is available?

Yes. To set this option, log in to iPayStatements and click User Profile. Then click Change and set Notification of New Pay Statement to On. It is possible that, because of random Internet problems, you may receive your e-mail notification after payday. However, this will not affect your direct deposit.

What browsers can I use?

Microsoft® Internet Explorer version 5.5 (Service Pack 2) or higher
Netscape® version 4.7x, or version 7.0 or higher

Why do I need Adobe® Reader®?

iPayStatements uses a special format that lets you view and print your pay statements that look just like a printed pay statement you would receive from your employer. Adobe Reader is used to display this special format (also called PDF). You can download the latest version of the Adobe Reader from iPayStatements.



Having Trouble?

When I try to view my pay statement, a "File Download" window is displayed indicating I should open the file or save it to disk. What should I do?

This problem can be fixed by downloading the latest version of Adobe Reader. Click Cancel to close the "File Download" window. Click Home, and then click the Adobe Reader link to download the latest version of Adobe Reader.

I can't remember the answer to my security question. What should I do?

When you first registered, you were asked to select and answer several security questions. iPayStatements uses these questions to verify your identity in case you forget your user ID or password. If you have forgotten the answers to your security questions, please send an e-mail to your payroll administrator.

When I try to view my pay statement, the screen displays "Retrieving your Information..." and nothing else happens.

This may be fixed by downloading the latest version of Adobe Reader. Click Home, and then click the Adobe Reader link to download the latest version of Adobe Reader.

Some features on the iPayStatements site don't seem to be working.

Blocking all pop-ups may prevent important features in iPayStatements from working properly. ADP recommends that you turn off any pop-up blockers while using iPayStatements. For more information about pop-up blockers, refer to the iPayStatements online help.