

newsworthy trends

Updating Your Own On-The-Job Records Online

(NAPSA)—The days of Human Resource professionals filling out reams of paperwork to process your ever-changing employee information are fortunately numbered. With the help of the Internet, Automatic Data Processing, Inc. (ADP®) helps companies use online tools and automated forms to empower each employee to update and maintain his or her own personal, personnel information.

Employee Self Service (ESS) is the tool that lets employees enter and update the information that tracks the changes in their own lives. Whether you're new to the company or newly reallocated, just got married, or had a baby, or need to update your income tax withholding, ESS—offered by many employers today—might be the quickest, easiest way to ensure that changes are made quickly and accurately from your own home or office desktop. ESS isn't just for major life changes though, plenty of day-to-day applications allow you to view and verify existing information, submit and track payroll and expense accounts, or check the progress of your career, retirement or vacation plans.

So, how can you ensure that your vital information is completely updated and accurate? The following tips provided by ADP, the world's leading provider of integrated payroll, human resource and benefits administration services, can help you take control of the overlap between your personal and professional lives.

1. The First Step: Know what your company offers

As a new or a long-time employee, your first step should be to talk to your HR representative and determine if ESS is available or in use at your company. Arrange for an overview or training session to familiarize yourself with ESS, its functions and benefits. Learn what benefits your employer offers and how they can be managed using ESS. And, don't be afraid to ask for refresher courses as the benefits your company offers change.

2. New Kid on the Block: Make sure people know how to reach you

Once you've familiarized yourself with your employer's ESS, review your personnel information to ensure it is accurate and up-to-date. View and update your cur-



A Job Well Done—New technology lets employees track their vacation time, sick days and retirement plans from their own computers.

rent benefits, direct deposit information, tax and withholding status and any personal or emergency contact information. ESS is only a valuable tool for you and for your employer if it is kept up-to-date.

3. Personnel Information: At your fingertips

Obtaining information about "the little things" doesn't have to be a hassle. ESS allows you to submit and check on the status of your expense reimbursements, time sheets, and paycheck information, as well as the other essentials such as how many vacation days you have left, when is the next paid holiday or the date of the company picnic.

4. Controlling Your Finances: Retirement and savings allotments

Whether you're 20 or 50, it is important to make informed decisions about your savings, pension and 401(k) plans. Review savings and investment choices your company offers, and establish the percentage of your salary you would like to set aside each pay period for savings, stock options or retirement. You can usually change this information quarterly, and instead of receiving paper statements you'll glance at and file away, you can monitor your financial security online.

5. As the World Turns: Important changes in your life

A wedding or a new baby can be wonderful occasions, as long as you don't overlook the important details. Simply planning for the event can be a full-time job. One key is to not let the seemingly small but important items slip through the cracks.

When you make a major life change, be sure to update your health insurance, benefits and tax withholding to include your new family members. This might also be the right time to update your life insurance and establish new beneficiaries, if applicable.

6. A Week in the Tropics: If you've got the time

It's vital for employees to keep track of vacation and personal days, and medical leave. Especially if you're likely to take a day here and there throughout the year and suddenly realize you don't have enough time left. Worse yet, you find out that what you thought was allotted to personal or sick time was actually misapplied as vacation time. ESS can help you track vacation time as well as submit requests for time off. Maybe you've got time to plan that much needed getaway.

7. Golden Opportunities: Up-to-the-minute career planning

ESS allows employees to access assessment of their professional progress and performance in current roles, as well as view required skill profiles, internal job descriptions, and optional or required training programs for career advancement. This could be the chance you need to take a more proactive role in climbing the company ladder.

Automatic Data Processing, Inc. (NYSE: ADP) is one of the largest independent computing services firms in the world, with \$7 billion in revenue and 500,000 clients. ADP's Employer Services (ES) Division is a leading provider of integrated business administrative solutions that help its approximately 455,000 clients efficiently manage their internal processes, allowing them to focus on core competencies. ADP ES' offerings include both traditional and Internet-based outsourcing products and services, giving clients the ability to select from ADP's comprehensive range of World Class Service solutions. Services include payroll, tax regulatory management, HRMS, benefits administration, time and labor management, retirement plan services, online recruiting, PEO services, and pre-employment screening.

For more information about ADP Employer Services, or to contact a local ADP sales office, reach us at 1-800-225-5237 or visit the company's Web site at www.adp.com.