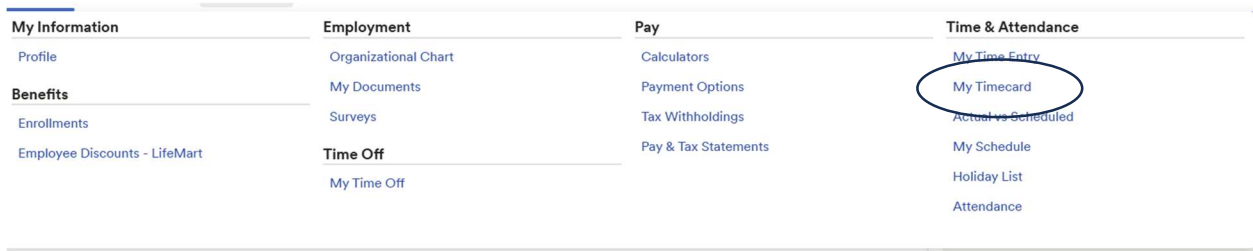


Good afternoon,

Starting June 1st the ADP expense module will be live. This module is specifically set up for all expense reimbursements to be input into and paid out of the ADP system. Your reimbursement will now be paid out in conjunction with your paycheck.

To enter your expenses into the system please follow the steps below:

1. Click on the "Myself" tab
 - a. Click the "My Timecard" tab



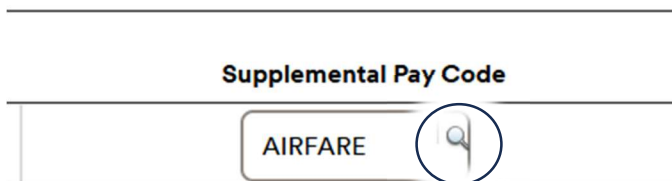
2. Click Supplemental Pay Codes



3. Add Expenses



4. Click the magnifying glass to see drop down of expense types.



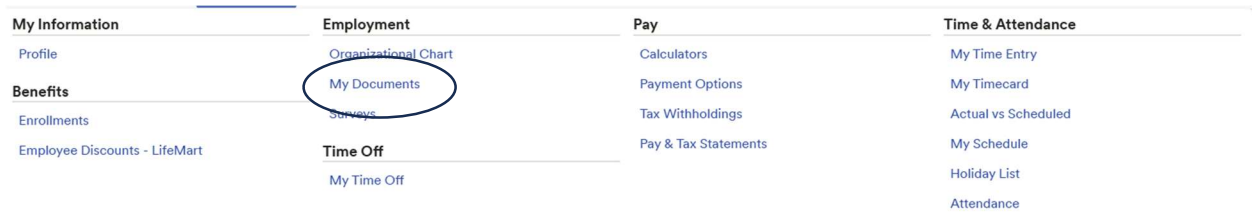
5. Click Save



Operation Successful

To Load Receipts into the System:

1. Click the Myself Tab
 - a. Click "My Documents"



2. Upload Documents



Please reach out if you have any issues.