



Dear TUC Employee:

We are pleased to announce ADP iPayStatements, a new benefit for all employees. 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.

Go to <https://ipay.adp.com> . Click on Register Now. You will be assigned a system generated User ID.

Your Registration Pass Code is: **univercorp-1234** (required for registration).

Upon completing the registration process, click on Cancel (not Log In) to exit. You may then access your pay statements at <https://ipay.adp.com> where you can now log in with your new user ID and password.

We hope you will enjoy this new feature and, **if you have direct deposit of your paycheck, encourage you to select the "Go Paperless" option** which can be found under the iPay Statements Resource Center on the right side of the screen once you have logged in. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

If you have any questions, you may contact Joann Spruill, Payroll Coordinator, at 818-677-2939 or Gayle Kelley, Payroll Assistant, at 818-677-6085.

Sincerely,

TUC Payroll Department