



6.2 ELECTRONIC PAY SYSTEM

LADD utilizes a pay card system through ADP for payroll. All new employees receive a pay card at time of hire which will be used for their first pay. Employees have other options which are listed below; unless an employee chooses to change to one of these options, LADD will continue to deposit earnings on to the pay card.

The LADD pay cards work the same as a debit card; no minimum balance is required. Employees also have the option to go to a bank and take all the cash on the card to a zero balance.

Options instead of a pay card:

1. Set up a checking or savings account with a bank or credit union for direct deposit, then provide the information to Human Resources; the direct deposit form is located on the LADD website under Human Resources, click on Personal Records, then the Wage Payment Election and Consent Form. Print this form, follow directions to complete, and give to your manager to send to Human Resources, or you can send directly to HR. This form is also provided at New Hire Orientation.
2. Provide a copy of a personal pay card that is reloadable, along with the routing number, and account number to Human Resources.

To obtain a copy of a pay/earnings statement, employees are provided with information at time of hire and beyond on how to sign up on the ADP iPayStatement website. This information is also available on the website @ www.laddinc.net, as well as in an app for phones or other personal devices. The ADP iPayStatement website is accessible for pay statements and W-2 forms 24 hours per day, 7 days a week.

Whether an employee uses a pay card or not, pay statements and W2's are available on the ADP site. The ADP site provides employees with self-service tools to get what they need for lenders when renting or buying a home, a car, etc.

It is important that employees update personal information in the ADP system for security reasons, e.g., change of address, name, phone, etc. It is equally important that employees update their personal information with LADD this can be done by accessing www.laddinc.net, click on Employee Login, select Human Resources, Forms. Address changes can also be done through Therap by sending Human Resources a SComm message.

WE MAKE THE DIFFERENCE