

**PAYROLL
HAS THE
POWER**



How to 'Pay Yourself First' with ADP Canada

Happy National Payroll Week! Because NPW is all about celebrating what you do, we want to help build awareness of your role and the many ways you can contribute to your organization.

ADP Canada and the CPA are here to make you an NPW Superhero, by enabling you to demonstrate that PAYROLL HAS THE POWER to help employees become financially healthier!

CPA research consistently shows that 50% of Canadians are living pay cheque to pay cheque. That's why it's critically important that employees are paid accurately and on time. The CPA's NPW message to working Canadians is "Pay Yourself First" by automatically saving at least 10% of your earnings through payroll deductions.

Here is an easy tool to share with your employees on how they can better leverage ADP WorkForce Now® to help them do just that!

Step 1

1. Within Workforce Now, navigate to People > Pay > Direct Deposit.
2. On the Direct Deposit page, within the "Other Accounts" section, enter the savings account information into the Second Account field.
3. Click the Save button at the bottom of the page.

Step 2

1. Within Workforce Now, navigate to People > Pay > Employee Options.
2. Click Add and select your savings account employee option.
3. Enter in the amount to be deposited into the employee's account each pay, and then click the Done button at the bottom of the page.

Want to know more about ADP Workforce Now?

Contact an ADP Specialist to learn more
Phone: 1-866-228-9675



On behalf of the CPA,
thank you for your
commitment to the NPW
Campaign!