

# Student Supervisors and Student Workers:

## PUNCHTIME NOTICE

Please be advised that with new timekeeping system – Punchtime, the student worker’s in/out punch is logged by a 7 minute rounding feature. The in/out punch will be automatically rounded to its nearest quarter of the hour. For example: an in/out punch entered at 8:58am will be rounded to 9:00am. Or an in/out punch entered at 9:08am will be rounded to 9:15am.

For any issues or questions regarding Punchtime, please contact **Melissa Ramos at (718) 405-3294** or **Michella Campbell at (718) 405-3354**.

Student Workers:

You are able to access your paystubs and W-2 forms electronically, 24 hours a day, 7 days a week through ADP. Please follow the instructions below to access your ADP iPayStatements.

- Visit- <https://ipay.adp.com>
- Click- “Register Now”
- Enter the Registration Pass Code: **mtstvin-1234**

You will then be prompted to complete a registration process that will require you to enter contact and security information, select security questions and create a password. As your Associate ID is not available to you, please elect to register using the last 4 digits of your SSN and birthdate. Your password must be at LEAST eight characters in length and contain at least one letter and either one number or one special character, and is case sensitive. The security questions will be used to verify your identity if you ever forget your User ID or password. You may download their convenient and free phone app by searching for **ADP Mobile Solutions** in your App Store.

If you have any questions, please contact **Melissa Ramos at (718) 405-3294** or **Michella Campbell at (718) 405-3354**, thank you.