Method 1

1. Log in to your ADP account, either through the mobile app or website.

2. Go to Myself → My Information → Profile

3. Under Work Information, you should see a Position ID that starts with HL400. Omit the 0s in the front and the last three or four digits would be your employee ID for PayActiv. For example, if your Position ID is HL4001234, your employee ID would be 1234. If your Position ID is HL4000123, your employee ID would be 123.

Method 2

1. On your pay stub, you should see a FILE number on the top left corner. Omit the 0s and only enter the last few digits. In the case below, 823 would be entered as Employee ID.
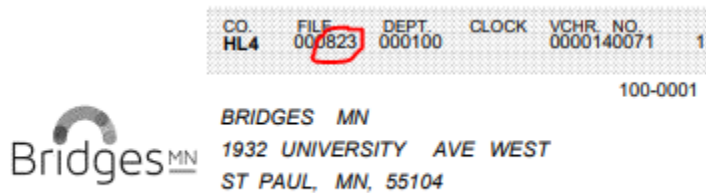
2. You can access your pay stubs through ADP if you do not receive paper copies. The path is Myself → Pay → Pay & Tax Statements. Select View Statement to look at your pay stub.

Method 3

If you can't access ADP for any reason, send Peilin Zhou an email to obtain your Employee ID at peilinz@bridgesmn.com