

- Vedicsoft payroll cycle is semi-monthly i.e. every 15 days. Our payroll dates are 1st and 16th of every month.
- Copy of payroll schedule is available at Vedicsoft website at Employee Corner.
- If we received timesheet after payroll run date than the unpaid hours will be included in next payroll cycle.
- First payroll with Vedicsoft will always be a manual paycheck. If you have provided bank information than Direct Deposit will start from your 2nd payroll.
- We recommend all employees to sign for direct deposit of pay.
- ADP takes one payroll cycle to update any changes done to direct deposit information.
- Once you receive your first paystub, Vedicsoft recommends you to verify your home address , social security number, first name, last name, tax state, W4 exemptions, etc.
- Employee needs to fill a new W4 to do any changes to his tax exemptions or Martial status.
- Copy of W4 form is available at Vedicsoft website at Employee Corner.
- Employee need to fill and sign the W4 form and fax it @ 732-906-3210 ATTN Payroll Department.
- Employee's taxes will be withheld as per their work state in payroll. If Vedicsoft is not register in that state where employee is working than by default it will be deducted as per NJ State.
- Currently Vedicsoft is register in 31 states of United states.
- AS of 8/1/2009 Vedicsoft is gone paperless. We no longer mail paper copies of paystubs to employee's home address. Employees can view or print copies of paystubs from ADP ipaystatements.
 - **How to Register on ADP iPayStatements**
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 - 1. Go to <https://portal.adp.com>.
 - 2. Click on "Register Now".
 - 3. Enter the Self Service Registration Pass Code which is: Vedicsoft-YCB
 - 4. Select iPayStatements as the self-service Product.
 - 5. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Last 4 digits of Social Security Number
 - Pay Date or Advice Date
 - Check/Voucher or Advice Number
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 - You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.
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 - Upon completing the registration process, you may access your pay statements at:
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 - <https://portal.adp.com>
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- Attached below is the information to register at ADP ipaystatement.

- Any changes on W2's such as address change should be notified to payroll department prior to 7 business days of the last payroll for the year (please see the payroll schedule for current year).
- No changes on W2's will be done after the last payroll of the year is generated.
- ADP will directly mail W2's to employee's last address on last payroll of the year after 3rd week of January.
- You can view or print your W2 copy from ADP ipaystatements.