HOW TO REGISTER FOR DIRECT DEPOSIT ADESS:

1. Go directly to Alvernia web-page @ www.Alvernia.edu

2. Click Logins in the upper right hand corner

3. Under Finance; Click ADess login to bring you to the ADess Home Page

4. Click Register
5. Enter your information for all fields. You will need your company number which is #5519 and employee number....this can be found on the top left on your check stub. If you do not have a check stub, please call the payroll department and they will supply you with that information. Select the question mark to the left of the field name for more information about the requirements of that field.
User Name: must be between 8-20 characters and contain at least 1 number; suggested user name is the same as network.
Password: must be between 8 – 20 characters and contain at least 1 number.

6. Please review Term of Use and check the I accept Terms of Use box.

7. Select Register
ONCE REGISTERED:
The first screen to appear contains a feedback form. You can use this form to provide feedback to the payroll vendor, AD Computer.

To view check stub/vouchers: choose Employee/Your Check-Stub Viewer

After selecting Your Check-Stub Viewer the page will refresh as seen below, but will list your checks which are available for viewing.

FOR ASSISTANCE:
Contact Cathie Jarlsberg at 610-796-8245