

ADP WISELY CHECK GUIDE

IMPORTANT! This check process is primarily used to provide team members with their final payment if they voluntarily resign with at least 72 hours' notice. Payroll will call the manager three (3) hours before the end of the team member's final shift to provide all necessary information.

1. Retrieve a blank ADP Wisely Check from the store's safe.
2. Confirm the Check Number on the check during the phone call with Payroll.
3. Confirm the Account Number (i.e., DDA) on the check during the phone call with Payroll.
4. Enter the team member's termination date on the check (i.e., current date).
5. Enter the team member's full legal name (i.e., First Name and Last Name).
6. Enter the Amount. **Note:** Payroll will inform the manager of the amount during the phone call.
7. Write the amount in words with cents as a fraction over 100. (e.g., nine hundred forty-five and 75/100).
8. Write the Authorization Code in the boxes. **Note:** Payroll will provide the code.
9. Separate the check from the check stub. **Note:** Keep the check stub for your records.
10. Give the team member their check at the end of their shift. Inform the team member that they can cash their check for free at the bank listed on the check.

Date: _____ Amount: USD\$ _____

Pay to the Order of: _____

Mandatory Authentication Number
Please call (866) 313-6901

4 Date: 10/01/2026

5 Pay to the Order of: Jane Doe

6 Amount: USD\$ 945.75

7 In the Amount of: Nine hundred forty-five and 75/100 ----- Dollars

8

1 2 3 4 5 6 8

Void after 180 days from date set forth above

7 CHECK NUMBER 2

Mandatory Authentication Number
Please call (866) 313-6901

3 ACCOUNT NUMBER

⑈0000000 130⑈ ⑆3 2 2 2 7 1 6 2 7⑆ ⑆192865092⑈

This check is void if there is no authentication number listed in the box. Payee: Verify the validity of this check, by calling (866) 332-0588.