

Our ADP HR and Payroll System allows you access to your personal information 24-hours a day, 7-days a week, from any computer with internet access to:

- View your paycheck information online
- Make updates/changes to your personal data, W-4 and direct deposit information
- View and print W-2s

You will have access to your information in the HR and Payroll System within the first week of employment. To access the ADP HR and Payroll System, follow the job aid provided. More step-by-step job aids are available on the Human Resources portal page for your reference.

You are encouraged to check and validate your information in the ADP HR and Payroll System.

Your local HR Representative and/or Ops Admin is available to direct you to the appropriate resources based on your issues and questions.

**Login assistance**

- Submit a Service Desk ticket
- 1-866-638-3719  
(Monday - Friday; 7 a.m. - 5 p.m. CST)

**HR Information Systems assistance**

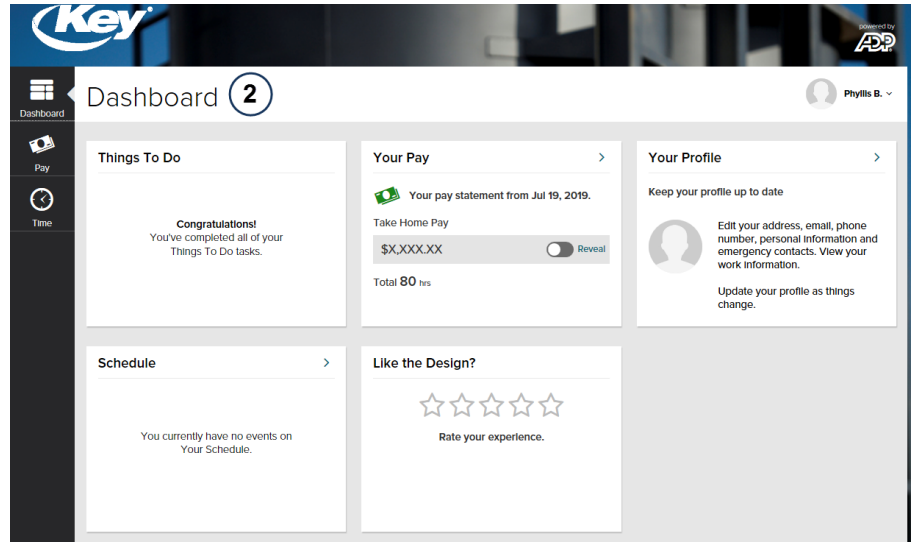
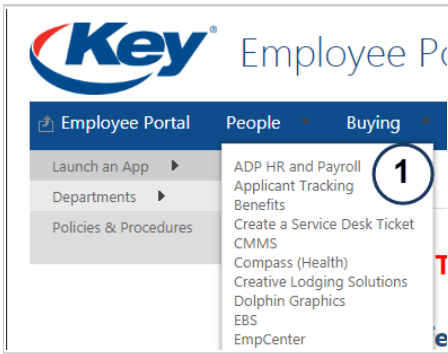
- [HRDataSupport@keyenergy.com](mailto:HRDataSupport@keyenergy.com)
- 1-855-477-3454

**Payroll assistance**

- [Payroll@keyenergy.com](mailto:Payroll@keyenergy.com)
- 1-855-253-3125

If you need login assistance, submit a Service Desk Ticket or call 1-866-638-3719.

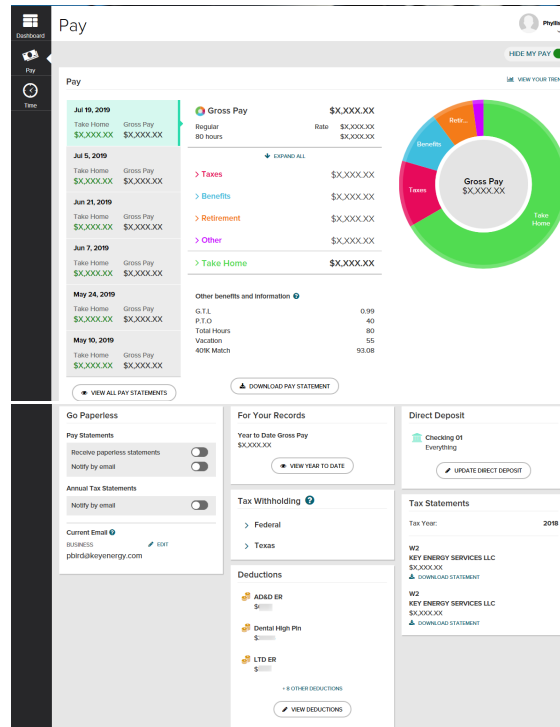
If you need payroll assistance, send an e-mail to [payroll@keyenergy.com](mailto:payroll@keyenergy.com) or call 1-855-253-3125.



- 1) From the Key Energy Services portal, roll your mouse over 'Launch an App' and select 'ADP HR and Payroll' from the drop down menu.
- 2) You will then be directed to your MyADP dashboard. Select 'Your Pay' from the dashboard; you will be directed to the pay portlet.

## PAY & TAXES

- From the pay dashboard, you can:
- \* Review current and historical pay
  - \* View pay trends
  - \* Download pay statements
  - \* Select paper statements
  - \* Update email address
  - \* Update tax withholding
  - \* Review deductions
  - \* Update direct deposit
  - \* Download tax statements



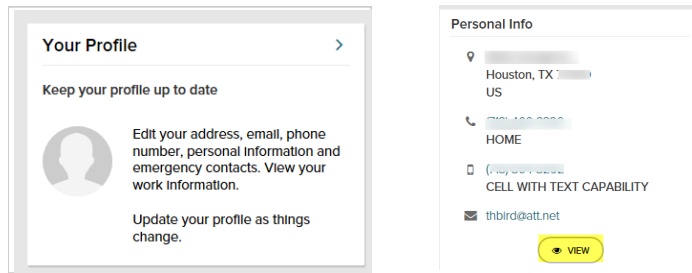
If you need payroll assistance, send an e-mail to payroll@keyenergy.com or call 1-855-253-3125.

## PERSONAL INFORMATION

The **Your Profile** tile is where you can view, edit and add your personal information.

It is important to keep this information current in the ADP HR and Payroll System in order to receive important company information and your annual W-2 statement.

Select the **View** link on the **Personal Info** tile to view and update your personal information.



### Note regarding legal/mailing address

**Legal Address:** The address/state you consider to be your permanent residence (ex. address/state of your driver's license). Legal address is NOT a PO Box address.

**Mailing Address:** The address at which you receive your mail and would like to receive mail from Key Energy Services (ex. W2, check stubs, etc).

The information below is stored in your personnel records and is not shared with the general employee population.

Name	LEGAL NAME	
Address	LEGAL ADDRESS	<a href="#">EDIT</a>
	Houston, TX US	
	MAILING ADDRESS	<a href="#">EDIT</a>
	Houston, TX US	
Contact	EMAIL	<a href="#">EDIT</a> <a href="#">DELETE</a>
	HOME (HOME)	<a href="#">EDIT</a>
	MOBILE (CELL WITH TEXT CAPABILITY)	<a href="#">EDIT</a> <a href="#">DELETE</a>
	<a href="#">ADD MOBILE NUMBER</a>	
Bio	SOCIAL SECURITY NUMBER / TAX ID / SIN	XXXX-XX-XXXX <a href="#">Reveal</a>
	GENDER	Female
	IMMIGRATION STATUS	None - U.S. Citizen
	COUNTRY OF CITIZENSHIP	US
Status Information	MARITAL STATUS	Single
	DISABILITY STATUS	No

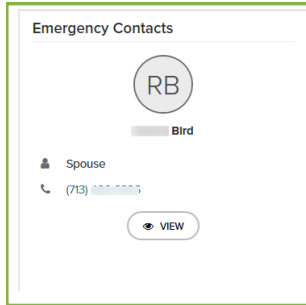
If the home phone number is the same as the cell phone number, enter the same number for the HOME and the appropriate cell phone type (CELL WITH NO TEXT CAPABILITY or CELL WITH TEXT CAPABILITY).

### FIELD

Cell with No Text Capability  
Cell with Text Capability  
Home  
Office  
Work Cell

### DEFINITION

does not have texting capabilities and has ability to receive inbound calls  
wants to receive notifications via texts and has ability to receive inbound calls  
ability to receive inbound calls  
Cisco Phone system, updates will feed in, no need to update or edit  
Key issued cell phones, updates will feed in, no need to update or edit



Select the **Emergency Contacts** tile on your profile to view and update your emergency contact information.

- 1) Select 'edit' on the emergency contact tile to view and edit the information. Click the **Save** button if you make any changes.
- 2) Click the **Add Another Contact** button to add additional emergency contacts.
- 3) Fill in the required information.
- 4) Click the **Save** button when finished.

