



Allergan Payroll Portal

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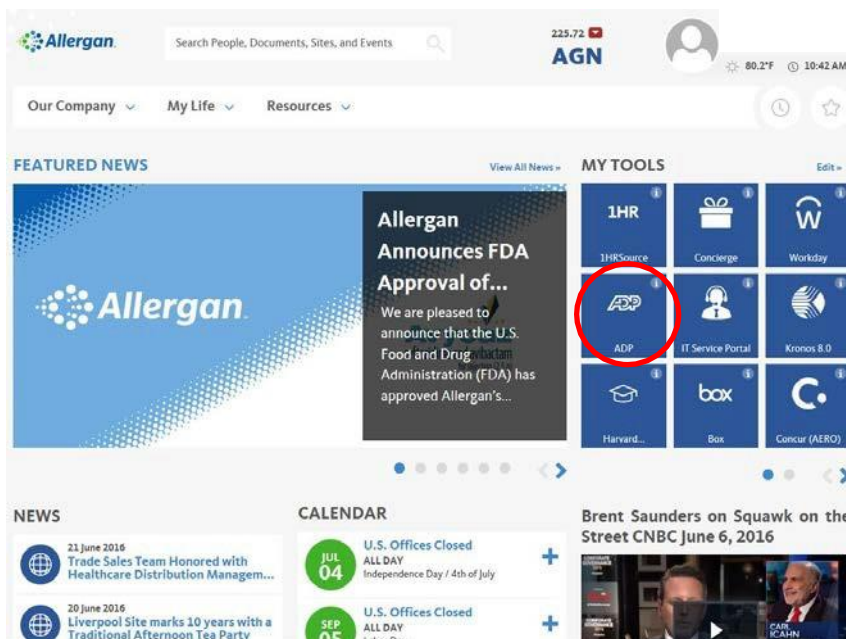
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Allergan Payroll Self-service Portal

Login

To log into the Allergan Self-service Payroll Center:

STEP 1: While connected to the corporate network in an office or via VPN, go to the link to ADP on the MyAGN homepage <http://intranet.allergan.com> and select “ADP” from the “My Tools” section.



Note: If you are not connected to the corporate network, follow the link provided in your pay statement email or go to <https://portal.adp.com>

- **STEP 2:** On the ADP secure login page, click the “User Sign In” link.



User Sign In

USER SIGN IN

ADMINISTRATOR SIGN IN

Forgot Your User ID?

Forgot Your Password?

Change Your Password

Update Your Security Profile

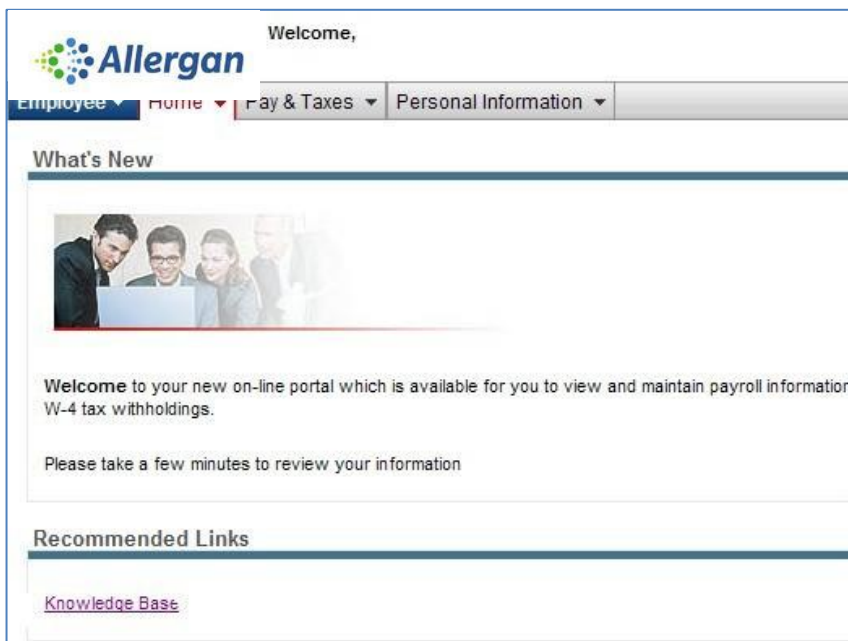
First Time User

CREATE ACCOUNT

Need Help Getting Started?

Make This Site Your Home Page

- **STEP 3:** Enter your **User ID** and **Password**.
- **STEP 4:** The **Allergan Payroll Self-service** home page appears.



The screenshot shows the Allergan employee portal. At the top left is the Allergan logo. To its right is a "Welcome," message. Below the logo and message is a navigation bar with the following items: "Employee", "Home", "Pay & Taxes", and "Personal Information". The main content area is titled "What's New" and features a banner image of four people looking at a laptop. Below the image is a welcome message: "Welcome to your new on-line portal which is available for you to view and maintain payroll information, W-4 tax withholdings." followed by the instruction "Please take a few minutes to review your information". Below this is a section titled "Recommended Links" with a single link: "Knowledge Base".

Now you can view your payroll and personal information:

- View and print your pay statements and W2 year-end statements;
- View and manage your direct deposit accounts, view your personal information including your address.
- Access link to view the Knowledge Base (payroll policy information) and submit online Service Requests (help tickets).

Pay Statements

To view Pay Statements, from the Home page, click on “**Pay & Taxes,**” then “**Pay Statements.**”



From here you can:

- View and print Pay Statements
- View and print Annual Statements
- Manage “auto notifications”

Direct Deposit

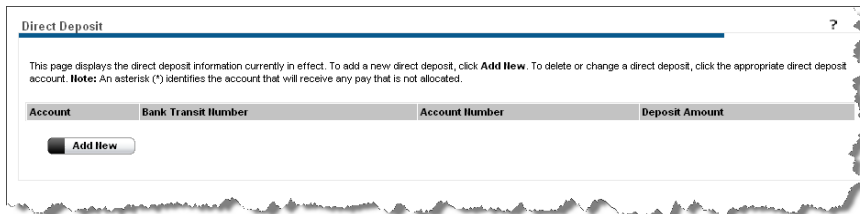
To view, change or delete Direct Deposit Accounts, from the Home page, click on **“Pay & Taxes,”** then **“Direct Deposit.”**



From here you view, change or delete Direct Deposit accounts. You can have up to three direct deposit accounts.

Step 1

Click **Add New.**



Step 2

Add all required information, agree to terms and click **Save**.

Home - Pay & Taxes - Personal Information -

Direct Deposit

Enter your changes and click Save.

Request Information: Changes made to banking institutions or accounts will take two (2) pay periods to become effective while the information is being verified and validated. During this time, you will receive a paper check.

Account:

Deposit Amount: Full Remaining Partial Amount

Bank Transit Number:

Confirm Bank Transit Number:

Account Number:

Confirm Account Number:

Account Number:

Bank Transit Number:

Please agree to the following:

By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof, as indicated, into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.

Financial Tools

Click a link to help you estimate some of your most important financial calculations.

Please make these are approximate values and do not constitute exact figures. If you have any questions, please contact the employee service center.

[Salary Paycheck Estimator](#)

[Hourly Paycheck Estimator](#)

[Gross Pay Estimator](#)

[W-4 Assistant](#)

To change or delete an existing account, click on the appropriate direct deposit account and make any necessary updates.

Tax Withholding

To view, update Federal and/or State Tax withholding details, from the Home page, click on “Pay & Taxes,” then “Tax Withholding.”



From here you view and change Federal or State Tax.

Step 1

Update Tax detail as necessary. Click the “**Federal**” link to update Federal Tax and the “**State**” link to update state.

 A screenshot of the Allergan employee portal's 'Tax Withholding' page. At the top left is the Allergan logo. To its right is a 'Welcome,' message. Below the logo is a navigation bar with 'Employee', 'Home', 'Pay & Taxes', and 'Personal Information'. The 'Pay & Taxes' menu item is highlighted. The main content area is titled 'Tax Withholding' and contains the following text:

This page displays the tax withholding currently in effect:

1. To change your Federal tax information, click the "Federal" link below.
2. To change your State tax information, click the "State" link below. If you live in Alabama, Arizona, Connecticut, District of Columbia, Georgia, Maryland, Maine, Michigan, Mississippi, North Carolina, Ohio, Puerto Rico, Virginia or Wisconsin, the link will not be active and a paper form is required where the paper forms can be downloaded.

NOTE - Puerto Rico Taxes changes can not be made on-line. Please complete the standard forms.

All completed forms should be submitted to:

Actavis
 P.O. Box 17010
 Augusta, GA 30903
 FAX- 925-598-9388

Step 2

For Federal, provide all required information and click **“Save.”**

Tax Withholding ?

Enter federal tax withholding information in the following fields. Click Save to record your changes. To get further instructions or use the withholding worksheet, click [W-4 Calculator](#) and you will be directed to the Internal Revenue withholding assistance website. All changes will be effective immediately.

Tax Information

Tax Jurisdiction: Federal

Marital Status: Married ▼

Exemptions: 02

Additional amount withheld from each pay statement: Amount Percent

Please agree to the following:

By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, to make the income tax withholding from these selections. The elections I make will be in effect, unless superseded by law. In the unlikely event of an error, I authorize my employer, or its service or payroll provider, to make adjustments to correct the error.

By selecting this check box and clicking Save, you have agreed to the following statement: Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Step 3

For State, provide all required information and click **“Save.”**

Tax Withholding ?

Enter state tax withholding information in the following fields. Click Save to record your changes. To get further instructions, click on [State Withholding Form](#) and you will be directed to state-specific information. All changes will be effective immediately.

Tax Information

Tax Jurisdiction:

Marital Status: ▼

Exemptions:

Exemptions in Dollars:
(or other state specific exemptions)

Additional amount withheld from each pay statement: Dollar Amount Percent

Please agree to the following:

By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, to make the income tax withholding from these selections. The elections I make will be in effect, unless superseded by law. In the unlikely event of an error, I authorize my employer, or its service or payroll provider, to make adjustments to correct the error.

Personal Information

To view Personal Information, from the Home page, click on **“Personal Information.”**

Note: To modify General Personal Information and Addresses, please contact Human Resources or login to Workday.

- **General**

To view General personal information, from the Home page, click on **“Personal Information,”** then **“General.”**



- **Addresses**

To view Addresses, from the Home page, click on **“Personal Information,”** then **“Addresses.”**

