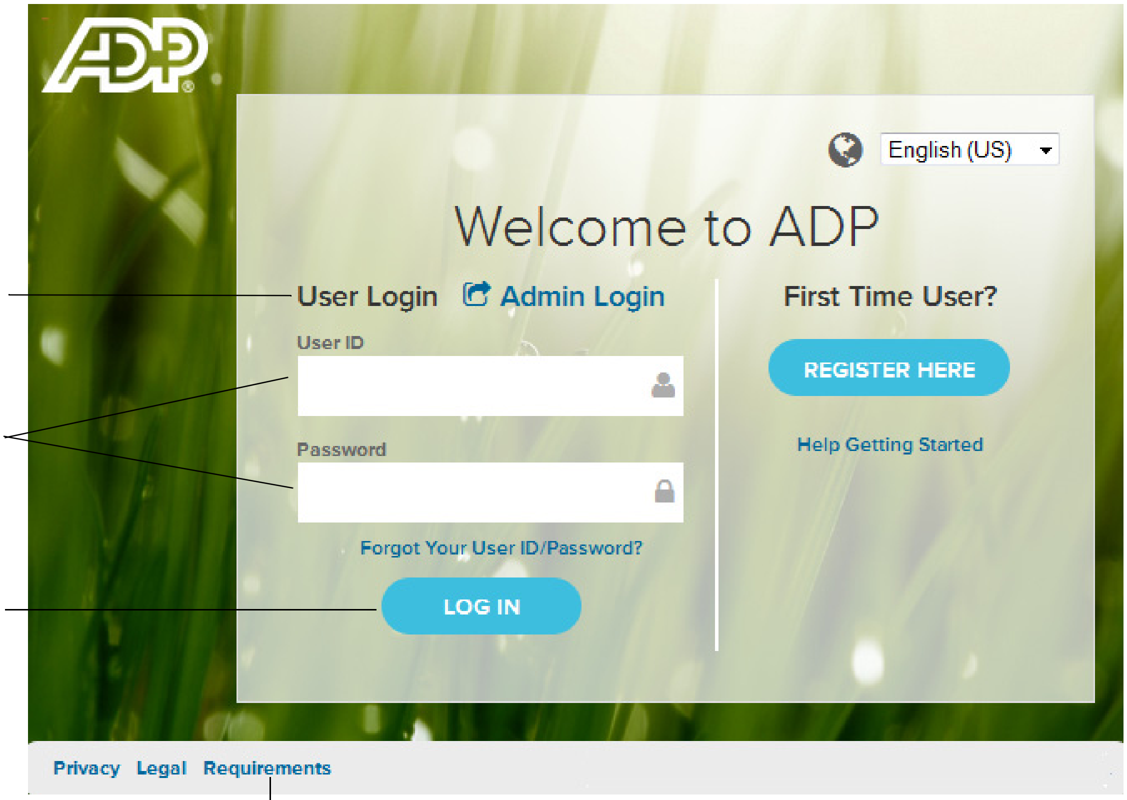
ADP Workforce Now®
Employee Welcome Card

Getting to Your ADP Workforce Now Website

Welcome to your new ADP Workforce Now website! To get started at https://workforcenow.adp.com, enter your **User ID** and **Password** into the appropriate fields on the **User Login** tab then click **Log In**. To view supported internet browsers and operating systems, click the **Requirements** link.


English (US)
Welcome to ADP
User Login
Admin Login
First Time User?
User ID
REGISTER HERE
Help Getting Started
Password
Forgot Your User ID/Password?
LOG IN
Privacy
Legal
Requirements

User Login tab

Enter your **User ID** and **Password**.

Click **Log In**.

Click **Requirements** to display browser and operating system requirements.

Navigating Your Website

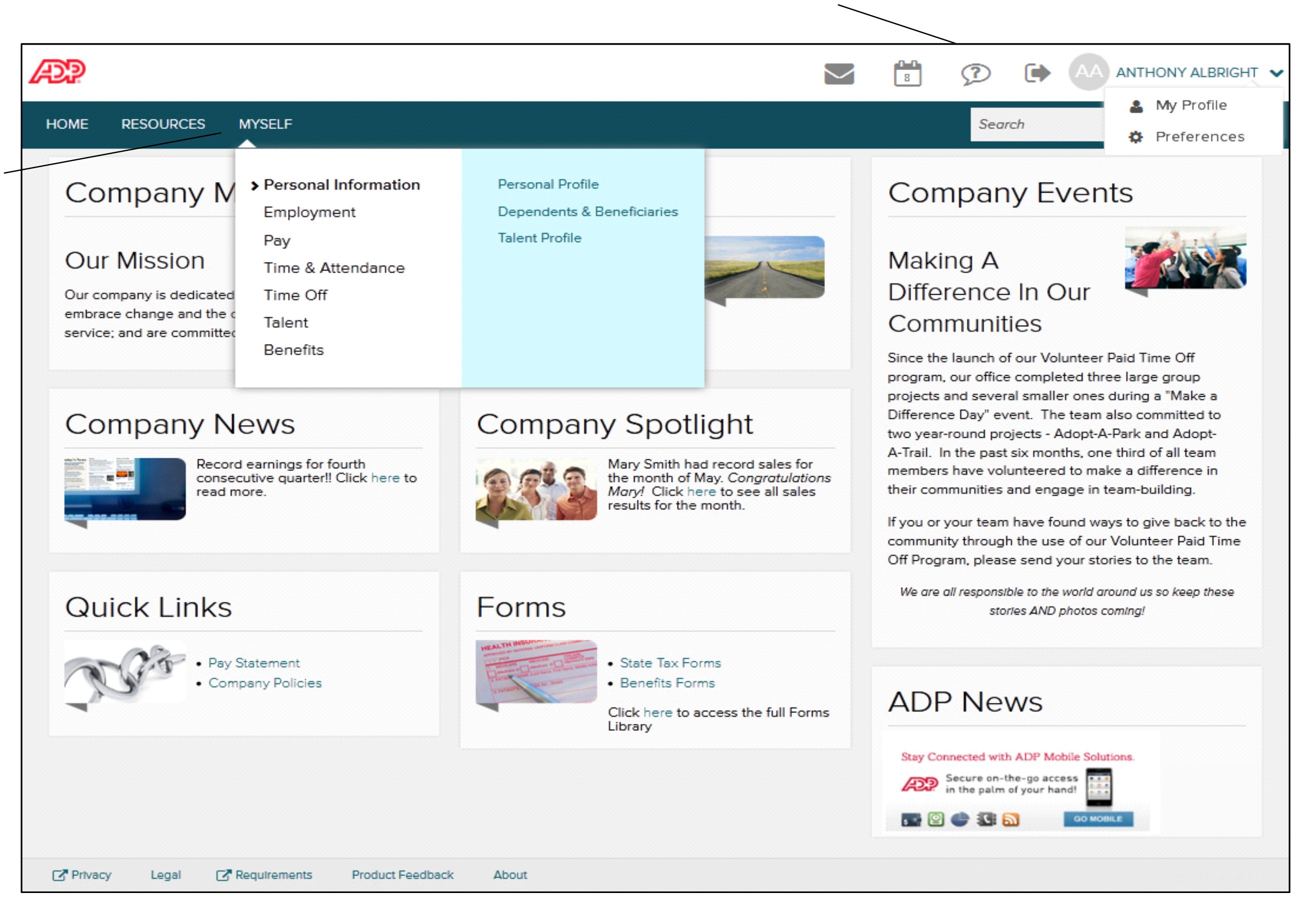
Now that you have logged into https://workforcenow.adp.com, finding important activities and information is easy. Use the menus and submenus at the top of your screen to access resources and work-related activities. Important messages and events display in sections on your Home page. Your personal information can be found under the Myself menu and submenu options. If you have issues on this page, contact your company administrator for assistance.

Note: Menus and submenu activities may vary based on your access privileges and company setup

Icons such as **Message Center**, **Calendar**, **Support**, and **Log Out** provide quick access to common information and tasks. To set preferences or view your profile, click on your name and select the link.

Click on a menu to access additional resources and work-related activities.

Your Home page displays important information in sections such as **Company Mission**, **Company Events**, **Forms** and **Quick Links**.


AA
ANTHONY ALBRIGHT
My Profile
Preferences
HOME
RESOURCES
MYSELF
Search
Personal Information
Employment
Pay
Time & Attendance
Time Off
Talent
Benefits
Personal Profile
Dependents & Beneficiaries
Talent Profile
Privacy
Legal
Requirements
Product Feedback
About

Company M

Our Mission

Our company is dedicated
embrace change and the c
service; and are committed

Company Events

Making A Difference In Our Communities

Since the launch of our Volunteer Paid Time Off program, our office completed three large group projects and several smaller ones during a "Make a Difference Day" event. The team also committed to two year-round projects - Adopt-A-Park and Adopt-A-Trail. In the past six months, one third of all team members have volunteered to make a difference in their communities and engage in team-building.

If you or your team have found ways to give back to the community through the use of our Volunteer Paid Time Off Program, please send your stories to the team.

We are all responsible to the world around us so keep these stories AND photos coming!

Company News

Record earnings for fourth consecutive quarter!! Click here to read more.

Company Spotlight

Mary Smith had record sales for the month of May. *Congratulations Mary!* Click here to see all sales results for the month.

Quick Links

- Pay Statement
- Company Policies

Forms

- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library

ADP News

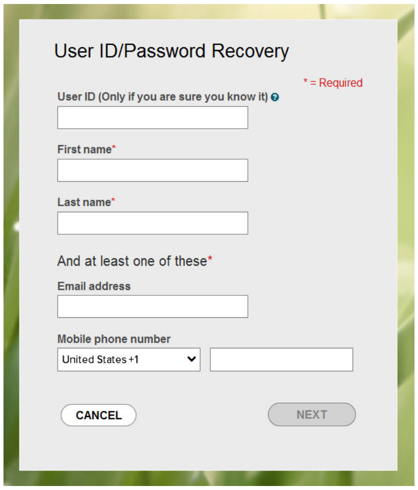
Stay Connected with ADP Mobile Solutions.

Secure on-the-go access in the palm of your hand!

GO MOBILE

Need Help? Forgot Your User ID?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your User ID, you can use the **Forgot your User ID/Password?** link on your ADP service website to recover it. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.



User ID/Password Recovery

1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.

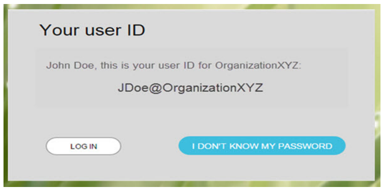
2 Enter **First name** and **Last name** exactly as they exist in your organization's records.

3 Enter an email address and/or mobile phone number associated with your account.
Note: For additional assistance, click the Help icon.

4 Click **Next** and follow the instructions on the site to recover your **User ID**.

Result: Upon successful verification of the information you entered, your User ID will be displayed.

5 Click **Log In** to access your ADP service
or
Click **I Don't Know My Password** to reset your account password.



Your user ID

John Doe, this is your user ID for OrganizationXYZ:

JDoe@OrganizationXYZ

Need Help? Forgot Your Password?

Once registered, you can use your User ID and Password to log in and access your ADP service. If you forget your **Password**, you can use the **Forgot your User ID/Password?** link on your ADP service website to reset your **Password**. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

1 Click **Forgot Your User ID/Password?** on the Welcome to ADP login page.

2 Enter your **User ID**.

3 Enter **First name** and **Last name** exactly as they exist in your organization's records.

4 Enter an email address and/or mobile phone number associated with your account.

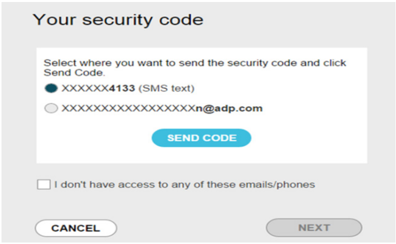
Note: For additional assistance, click the Help icon.

5 Click **Next.**

6 Select the reset method and click **Send Code**:

- Request temporary **Code** to be sent via email to your activated email address.
- Request temporary **Code** to be sent as a text message to your activated mobile phone number.

Note: If you have not yet activated your email address and/or your mobile phone number, the email and text message options will not be available to you. Select the **I don't have access to this email address** checkbox and click **Next.** You will have to answer security questions to reset your password on the screen.



Your security code

Select where you want to send the security code and click Send Code.

● XXXXXX**4133** (SMS text)

○ XXXXXXXXXXXXXXXXXX**n@adp.com**

☐ I don't have access to any of these emails/phones

7 Retrieve the code sent to your email or phone and follow the instructions on the site to enter your new code within 15 minutes to reset your **Password**.

Note: If you are still unable to reset your **Password**, contact your company administrator for assistance.

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A more human resource.®

ADP Workforce Now®
Using Pay Statements

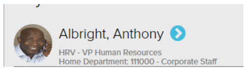
Viewing Your Pay Statements and Adjustments

Pay statement information can be updated either by you or by your administrator. Pay information you can update may include deductions, tax withholding, personal information, and so on, and you would access these tasks from the appropriate menu option and make updates, depending on your access permissions and if the activity is enabled for employees.

For example, you can update deductions taken from your pay if the deduction is set up to allow employee updates. To find out when the updates will be available for your pay check, check with your administrator.

Viewing Your Pay Statements

1. Select **Myself** > **Pay** > **Pay Statements**.
2. If you want to view your personal and pay detail information, click the blue arrow next to your name.

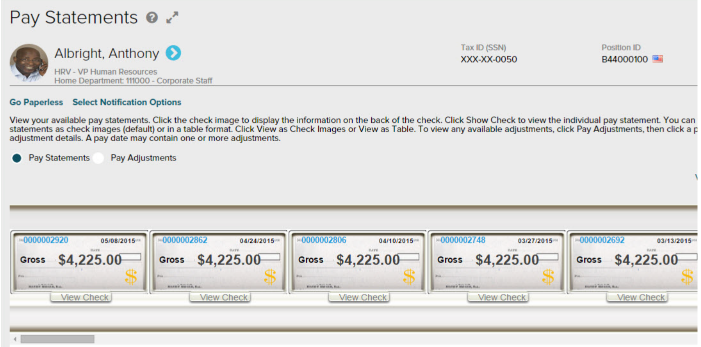


Albright, Anthony
HRV - VP Human Resources
Home Department: 111000 - Corporate Staff

3. To view your pay statements, do either of the following:

You can only view pay statements you received after your company started using pay statements. You can access your pay statements for three years. All available pay statements display.

- To view your statements from a check image, click **View Check**. You can also view net pay detail and amounts for a check when you click the check image.



Albright, Anthony
HRV - VP Human Resources
Home Department: 111000 - Corporate Staff

Tax ID (SSN)
XXX-XX-0050

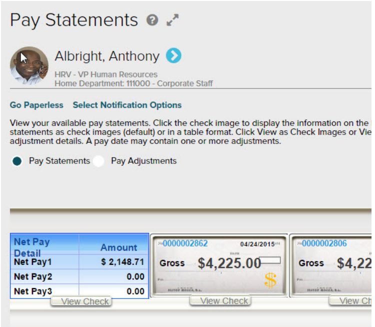
Position ID
B44000100

View your available pay statements. Click the check image to display the information on the back of the check. Click Show Check to view the individual pay statement. You can statements as check images (default) or in a table format. Click View as Check Images or View as Table. To view any available adjustments, click Pay Adjustments, then click a p adjustment details. A pay date may contain one or more adjustments.

● Pay Statements ○ Pay Adjustments

0000002920 05/08/2015 Gross $4,225.00
0000002862 04/24/2015 Gross $4,225.00
0000002806 04/10/2015 Gross $4,225.00
0000002748 03/27/2015 Gross $4,225.00
0000002692 03/13/2015 Gross $4,225.00

Figure 1. Pay Statements: Check View



Albright, Anthony
HRV - VP Human Resources
Home Department: 111000 - Corporate Staff

View your available pay statements. Click the check image to display the information on the statements as check images (default) or in a table format. Click View as Check Images or Vie adjustment details. A pay date may contain one or more adjustments.

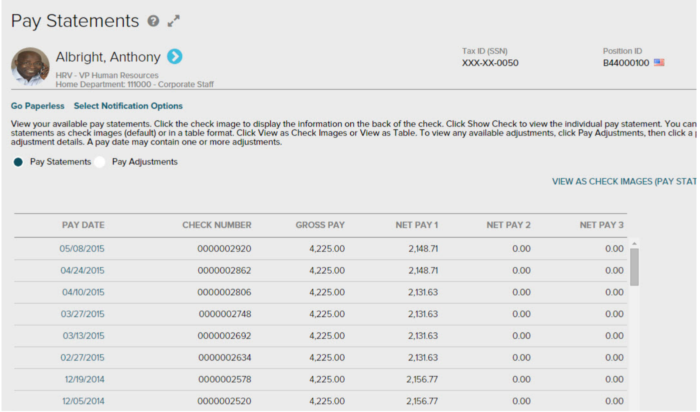
● Pay Statements ○ Pay Adjustments

Net Pay Detail	Amount
Net Pay1	$ 2,148.71
Net Pay2	0.00
Net Pay3	0.00

0000002862 04/24/2015 Gross $4,225.00
0000002806 Gross $4,22

Figure 2. Pay Statement Check Detail View

- To view statements from a table, click **View as Table** and then click the **Pay Date**.


Pay Statements

Albright, Anthony
HRV - VP Human Resources
Home Department: 111000 - Corporate Staff

Tax ID (SSN)
XXX-XX-0050

Position ID
B44000100

View your available pay statements. Click the check image to display the information on the back of the check. Click Show Check to view the individual pay statement. You can statements as check images (default) or in a table format. Click View as Check Images or View as Table. To view any available adjustments, click Pay Adjustments, then click a adjustment details. A pay date may contain one or more adjustments.

● Pay Statements ○ Pay Adjustments

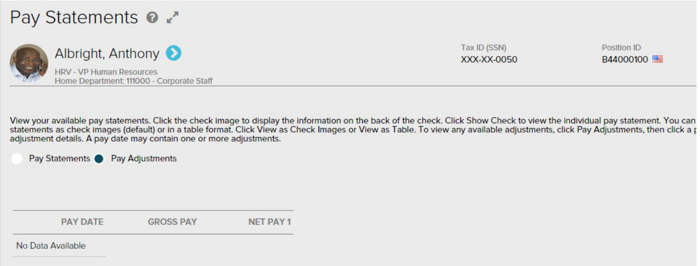
PAY DATE	CHECK NUMBER	GROSS PAY	NET PAY 1	NET PAY 2	NET PAY 3
05/08/2015	0000002920	4,225.00	2,148.71	0.00	0.00
04/24/2015	0000002862	4,225.00	2,148.71	0.00	0.00
04/10/2015	0000002806	4,225.00	2,131.63	0.00	0.00
03/27/2015	0000002748	4,225.00	2,131.63	0.00	0.00
03/13/2015	0000002692	4,225.00	2,131.63	0.00	0.00
02/27/2015	0000002634	4,225.00	2,131.63	0.00	0.00
12/19/2014	0000002578	4,225.00	2,156.77	0.00	0.00
12/05/2014	0000002520	4,225.00	2,156.77	0.00	0.00

Figure 3. Pay Statements: Table View

Viewing Your Pay Adjustments

To view any pay adjustments that may have been made to your pay, do the following:

1. From the Pay Statements page, click **Pay Adjustments**.


Pay Statements

Albright, Anthony
HRV - VP Human Resources
Home Department: 111000 - Corporate Staff

Tax ID (SSN)
XXX-XX-0050

Position ID
B44000100

View your available pay statements. Click the check image to display the information on the back of the check. Click Show Check to view the individual pay statement. You can statements as check images (default) or in a table format. Click View as Check Images or View as Table. To view any available adjustments, click Pay Adjustments, then click a adjustment details. A pay date may contain one or more adjustments.

○ Pay Statements ● Pay Adjustments

PAY DATE	GROSS PAY	NET PAY 1
No Data Available		

Figure 4. Pay Adjustments

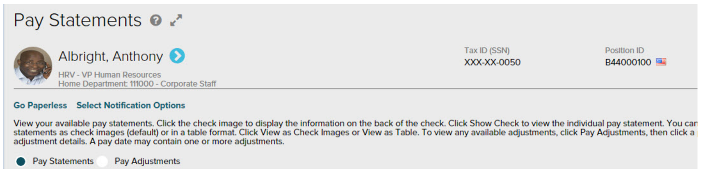
2. To see more detail about a specific adjustment, click the **Pay Date** for that adjustment.

Receiving Pay Statements and Notifications

If **Go Paperless** is set up for your company, you can stop receiving paper pay statements and set up online access. Contact your company administrator about activating **Go Paperless**.

Stop Receiving Paper Pay Statements

1. Select **Myself** > **Pay** > **Pay Statements**.
2. Click **Go Paperless**.


Pay Statements

Albright, Anthony
HRV - VP Human Resources
Home Department: 111000 - Corporate Staff

Tax ID (SSN)
XXX-XX-0050

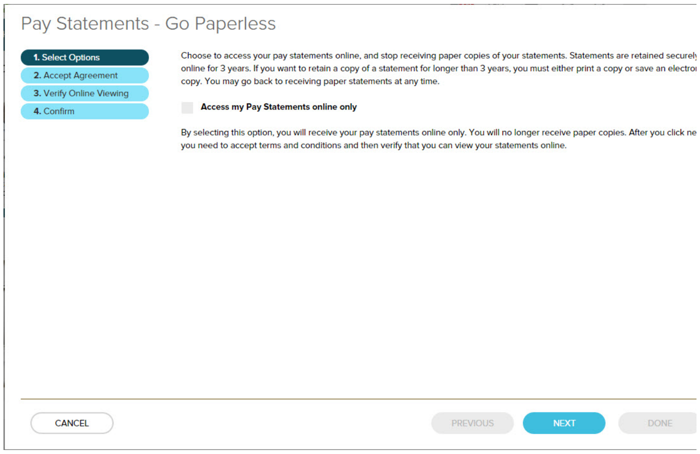
Position ID
B44000100

View your available pay statements. Click the check image to display the information on the back of the check. Click Show Check to view the individual pay statement. You can statements as check images (default) or in a table format. Click View as Check Images or View as Table. To view any available adjustments, click Pay Adjustments, then click a adjustment details. A pay date may contain one or more adjustments.

● Pay Statements ○ Pay Adjustments

Figure 5. Select Go Paperless

3. Select **Access my pay statements online only**, then click **Next**.


Pay Statements - Go Paperless

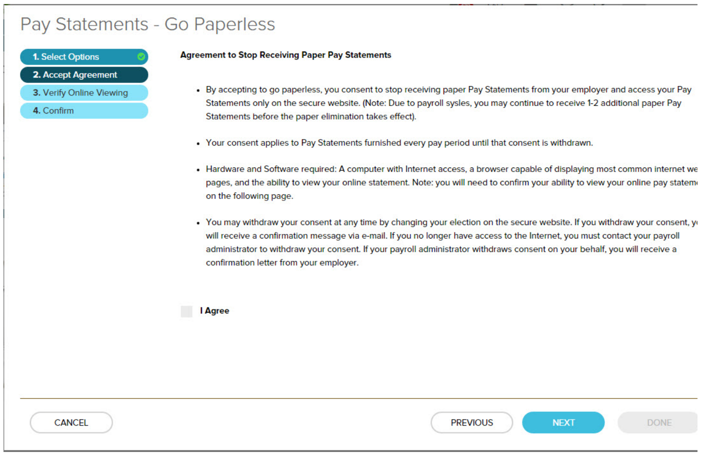
Choose to access your pay statements online, and stop receiving paper copies of your statements. Statements are retained securel online for 3 years. If you want to retain a copy of a statement for longer than 3 years, you must either print a copy or save an electro copy. You may go back to receiving paper statements at any time.

☐ **Access my Pay Statements online only**

By selecting this option, you will receive your pay statements online only. You will no longer receive paper copies. After you click ne you need to accept terms and conditions and then verify that you can view your statements online.

Figure 6. Go Paperless - Select Options

4. Read the **Agreement to Stop Receiving Paper Pay Statements** and select **I Agree**, then click **Next**.


Pay Statements - Go Paperless

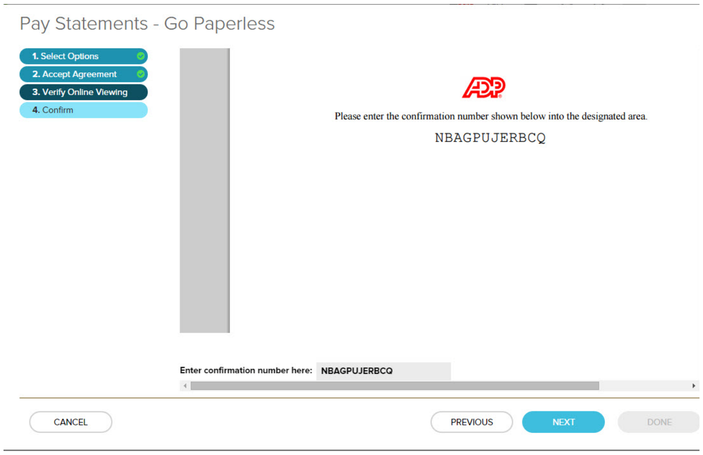
Agreement to Stop Receiving Paper Pay Statements

- By accepting to go paperless, you consent to stop receiving paper Pay Statements from your employer and access your Pay Statements only on the secure website. (Note: Due to payroll sysles, you may continue to receive 1-2 additional paper Pay Statements before the paper elimination takes effect).
- Your consent applies to Pay Statements furnished every pay period until that consent is withdrawn.
- Hardware and Software required: A computer with Internet access, a browser capable of displaying most common internet we pages, and the ability to view your online statement. Note: you will need to confirm your ability to view your online pay statem on the following page.
- You may withdraw your consent at any time by changing your election on the secure website. If you withdraw your consent, y will receive a confirmation message via e-mail. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your consent. If your payroll administrator withdraws consent on your behalf, you will receive a confirmation letter from your employer.

☐ **I Agree**

Figure 7. Go Paperless - Accept Agreement

5. Enter the confirmation number and click **Next**.


Pay Statements - Go Paperless
1. Select Options
2. Accept Agreement
3. Verify Online Viewing
4. Confirm
CANCEL
PREVIOUS
NEXT
DONE

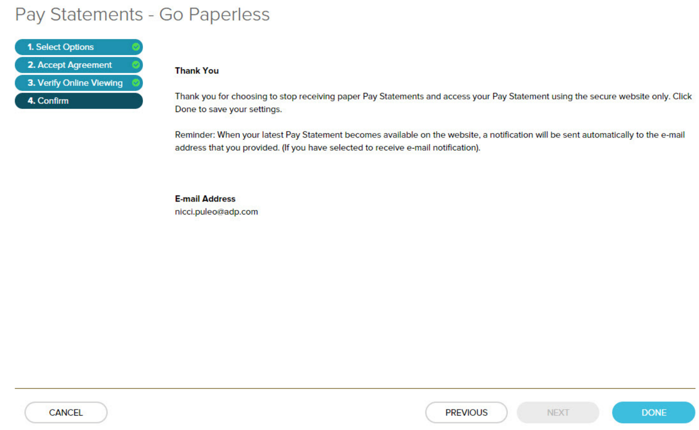
Please enter the confirmation number shown below into the designated area.

NBAGPUJERBCQ

Enter confirmation number here: NBAGPUJERBCQ

Figure 8. Go Paperless - Verify Online Viewing

6. Verify your email address and click **Done**.


Pay Statements - Go Paperless
1. Select Options
2. Accept Agreement
3. Verify Online Viewing
4. Confirm
CANCEL
PREVIOUS
NEXT
DONE

Thank You

Thank you for choosing to stop receiving paper Pay Statements and access your Pay Statement using the secure website only. Click Done to save your settings.

Reminder: When your latest Pay Statement becomes available on the website, a notification will be sent automatically to the e-mail address that you provided. (If you have selected to receive e-mail notification).

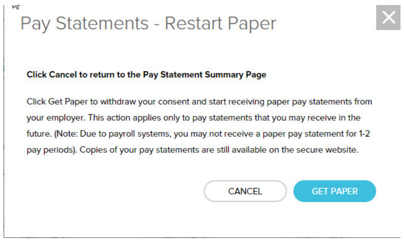
E-mail Address
nicci.puleo@adp.com

Figure 9. Go Paperless - Confirm

Restarting Paper Statements

To receive paper statements instead of accessing your pay statements online, do the following:

1. From the pay statement page, click **Restart Paper**.


Pay Statements - Restart Paper
CANCEL
GET PAPER

Click Cancel to return to the Pay Statement Summary Page

Click Get Paper to withdraw your consent and start receiving paper pay statements from your employer. This action applies only to pay statements that you may receive in the future. (Note: Due to payroll systems, you may not receive a paper pay statement for 1-2 pay periods). Copies of your pay statements are still available on the secure website.

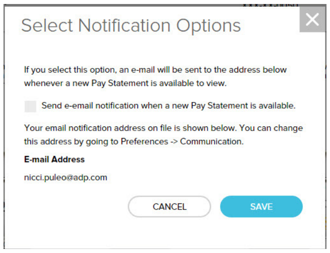
Figure 10. Restart Paper

2. Click **Get Paper**. It may be one to two pay periods before you receive a paper statement.

Enabling or Disabling Email Notification

Email notification must be activated before it is available. Contact your company administrator about activating email notification.

1. Fom the Pay Statements page, click **Select Notification Options**.


Select Notification Options
CANCEL
SAVE

If you select this option, an e-mail will be sent to the address below whenever a new Pay Statement is available to view.

☐ Send e-email notification when a new Pay Statement is available.

Your email notification address on file is shown below. You can change this address by going to Preferences -> Communication.

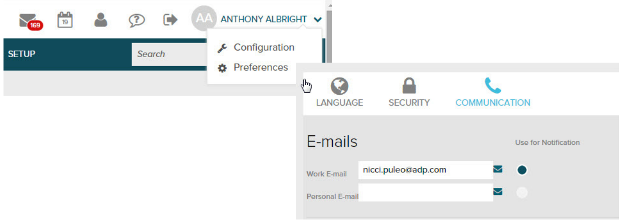
E-mail Address

nicci.puleo@adp.com

Figure 11. Email Notification

2. Select or clear the **Send email notification when a new Pay Statement is available** check box.

> If you want to change your email address to use for notifications, select **Preferences > Communication**.


169
19
AA
ANTHONY ALBRIGHT
SETUP
Search
Configuration
Preferences
LANGUAGE
SECURITY
COMMUNICATION
E-mails
Use for Notification
Personal E-mail

Work E-mail nicci.puleo@adp.com ●

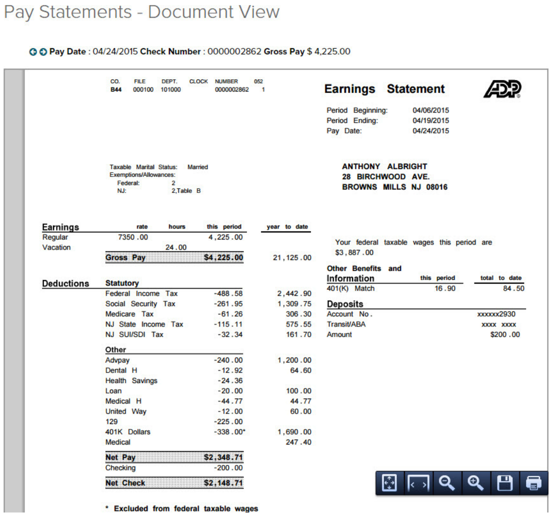
Figure 12. Communication Preferences

3. Click **Save**.

Printing Pay Statements and Adjustments

1. Select **Myself** > **Pay** > **Pay Statements**.
2. Select a statement or adjustment by doing one of the following:
   - Clicking **View Check** from the check image view.

- Clicking **Pay Date** from the table view.



Pay Statements - Document View

Pay Date : 04/24/2015 **Check Number** : 0000002862 **Gross Pay** $ 4,225.00

CO.	FILE	DEPT.	CLOCK	NUMBER	052
B44	000100	101000		0000002862	1

Earnings Statement

Period Beginning: 04/06/2015
Period Ending: 04/19/2015
Pay Date: 04/24/2015

Taxable Marital Status: Married
Exemptions/Allowances:
Federal: 2
NJ: 2,Table B

ANTHONY ALBRIGHT
28 BIRCHWOOD AVE.
BROWNS MILLS NJ 08016

Earnings	rate	hours	this period	year to date
Regular	7350 .00		4 ,225 .00	
Vacation		24 .00		
Gross Pay			**$4 ,225.00**	21 ,125 .00

Deductions		this period	year to date
Statutory			
	Federal Income Tax	-488 .58	2 ,442 .90
	Social Security Tax	-261 .95	1 ,309 .75
	Medicare Tax	-61 .26	306 .30
	NJ State Income Tax	-115 .11	575 .55
	NJ SUI/SDI Tax	-32 .34	161 .70
Other			
	Advpay	-240 .00	1 ,200 .00
	Dental H	-12 .92	64 .60
	Health Savings	-24 .36	
	Loan	-20 .00	100 .00
	Medical H	-44 .77	44 .77
	United Way	-12 .00	60 .00
	129	-225 .00	
	401K Dollars	-338 .00*	1 ,690 .00
	Medical		247 .40
	Net Pay	**$2 ,348.71**	
	Checking	-200 .00	
	Net Check	**$2 ,148.71**	

Your federal taxable wages this period are $3 ,887 .00

Other Benefits and Information	this period	total to date
401(K) Match	16 .90	84 .50

Deposits

Account No .	xxxxxx2930
Transit/ABA	xxxx xxxx
Amount	$200 .00

* Excluded from federal taxable wages

Figure 13. Pay Statement

If there are multiple statements or adjustments with the same pay date, all of them display. Use the navigation arrows located at the top left to view any additional statements or adjustments.

3. Click **Print**. If the statement is being displayed as a PDF, the Print button will be in the Adobe Acrobat Reader toolbar.

   If the statement or image is not a PDF, the Print button will be in the top right corner of the window.

If for some reason you don't see any print buttons, try right-clicking on the pay statement and select **Print** from the menu.

Tips and Requirements for Viewing Pay Statements

The following information lists tips and requirements for viewing your pay statements.

What if I don't see my pay statements listed?

Pay statements are enabled at the company level by ADP, so pay statements may not be enabled for your company, or there may not be any pay statements available. Contact your company administrator to check if pay statements are enabled and that your pay statements have processed.

What if I don't see the Notification and/or Go Paperless/Restart Paper links.

- Your company may not have these options enabled; contact your company administrator to see if these options turned on.
- If your company is set up for online statements only, neither **Go Paperless** nor **Restart Paper** options would be displayed in this case.

What if my pay statements are not displaying or are not displaying correctly.

Review the following information that lists work station requirements and browser settings. Certain settings may affect the ability to display pay statements.

Recommended and Required Work Station Settings

The following is a list of computer and software requirements.

Type	Requirement
Work Station	1 GB of RAM
	500 MHz processor or higher
Video	Minimum screen resolution of 1200 x 800 recommended
	Minimum 256 colors
Disk Space	1.5 GB
Minimum Bandwidth	The following minimum bandwidth requirements are generally available from cable/DSL providers. Failure to maintain these bandwidths during payroll processing may result in slower response times: • 0-500 employees require 512 Kbps. • Over 500 employees require 1024 Kbps.
Third Party Plug-ins	Adobe® Reader® 9, 10, or 11 or later version is required. You can download this software free of charge from the Adobe website (www.adobe.com).

Supported Operating Systems and Browsers

Make sure the browser you are using is supported for each operating system. Click the **Requirements** link in the page footer of the product for current browser and operating system requirements.

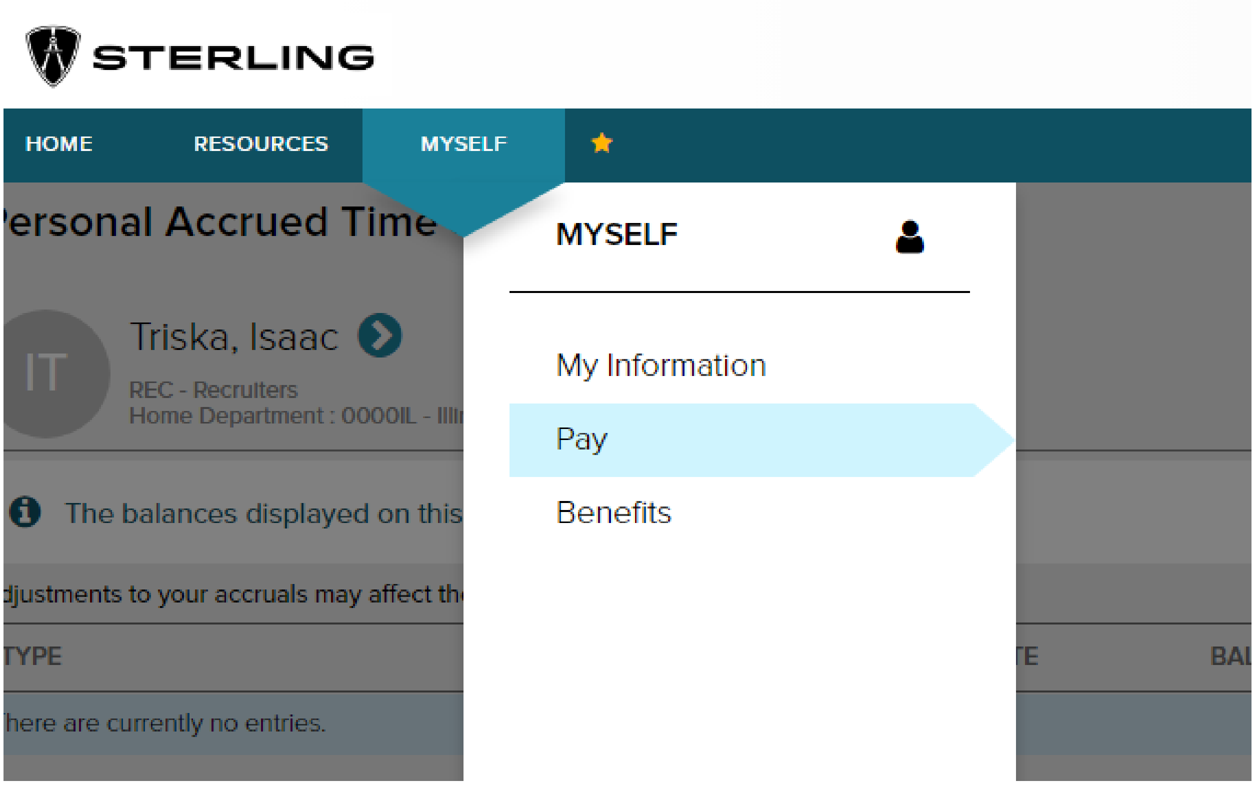
Browser Settings for PDFs

If your pay statements display as PDFs, you may need to change browser settings to select a default setting for viewing PDFs.

🗎 These steps may vary depending on the browser versions.

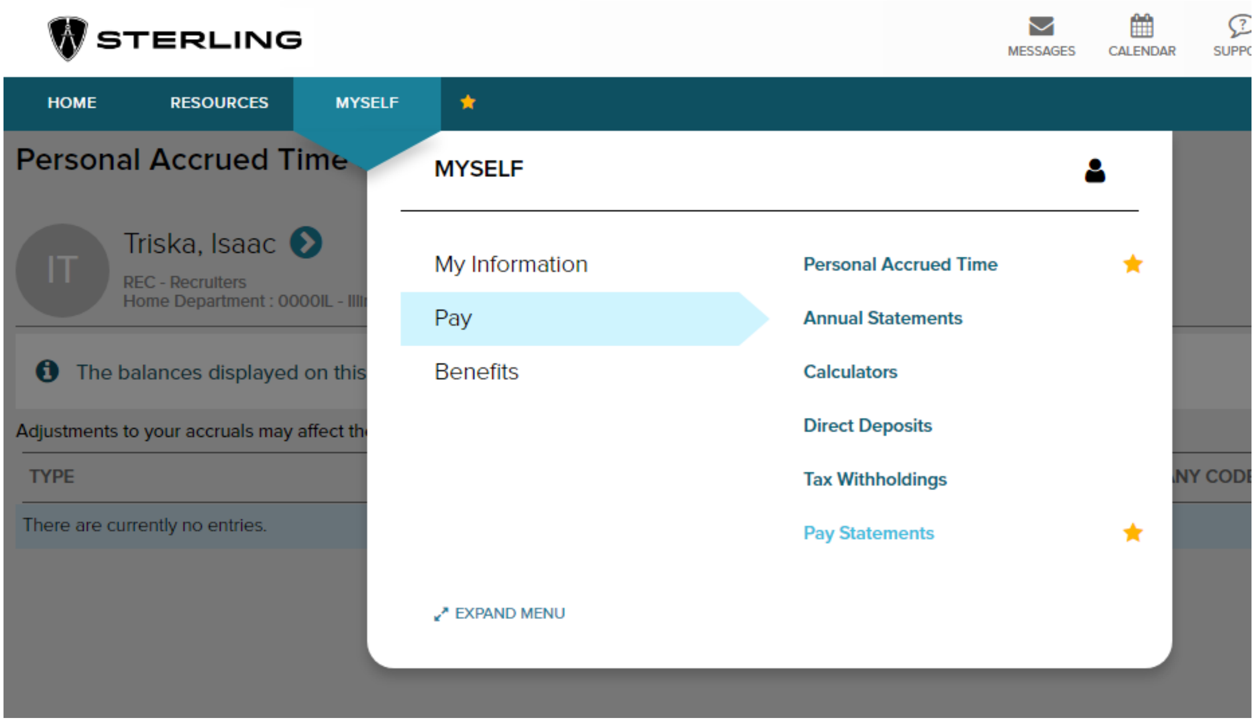
ADP Instructions – Checking Pay Stubs and PTO

1. After logging into ADP - https://workforcenow.adp.com/workforcenow/login.html
   Go to the MYSELF tab on the top panel bar – see image



STERLING
HOME
RESOURCES
MYSELF
ersonal Accrued Time
MYSELF
IT
Triska, Isaac
REC - Recruiters
Home Department : 0000IL - Illin
My Information
Pay
Benefits
The balances displayed on this
djustments to your accruals may affect th
TYPE
TE
BAL
here are currently no entries.

2. Choose PAY from the drop down – then you will see Personal Accrued Time and Pay Statements
   If you *STAR* those (see image) you will be able to access them from the top panel bar



STERLING
MESSAGES
CALENDAR
SUPPO
HOME
RESOURCES
MYSELF
Personal Accrued Time
MYSELF
IT
Triska, Isaac
REC - Recruiters
Home Department : 0000IL - Illin
My Information
Pay
Benefits
Personal Accrued Time
Annual Statements
Calculators
Direct Deposits
Tax Withholdings
Pay Statements
The balances displayed on this
Adjustments to your accruals may affect th
TYPE
NY CODE
There are currently no entries.
EXPAND MENU