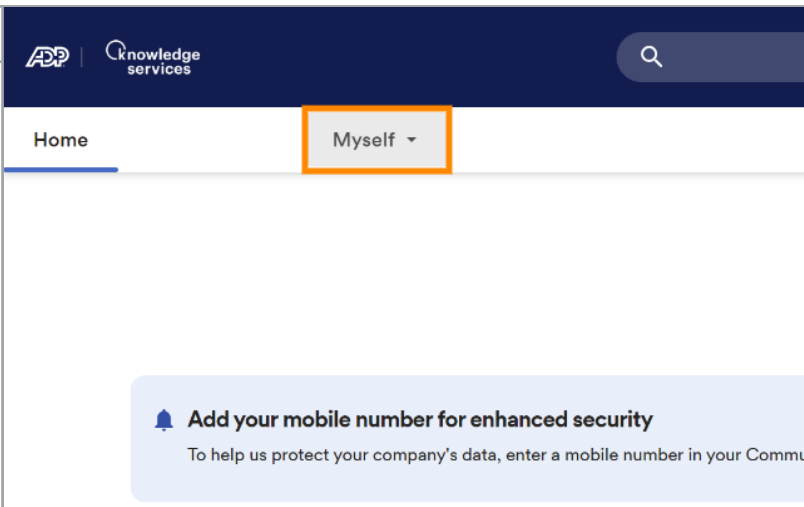


| ADP - Access Your Pay Statement

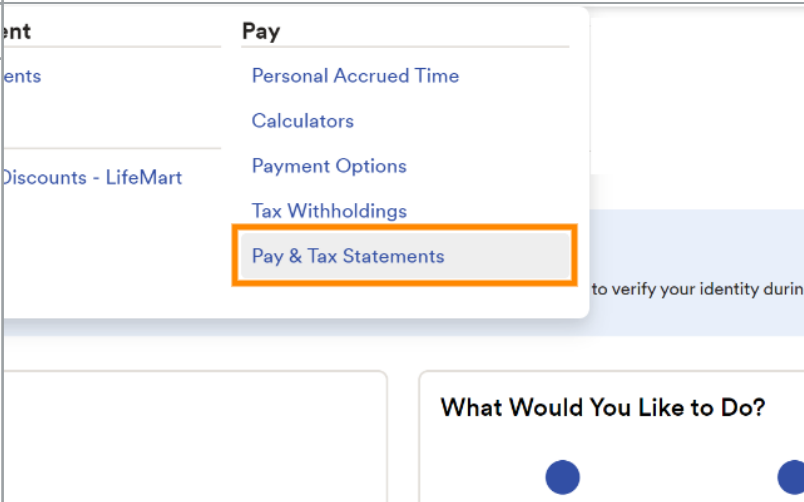
1

To **Access Your Pay Statement** in ADP, you have a couple of options. First, click **Myself** in the top toolbar.




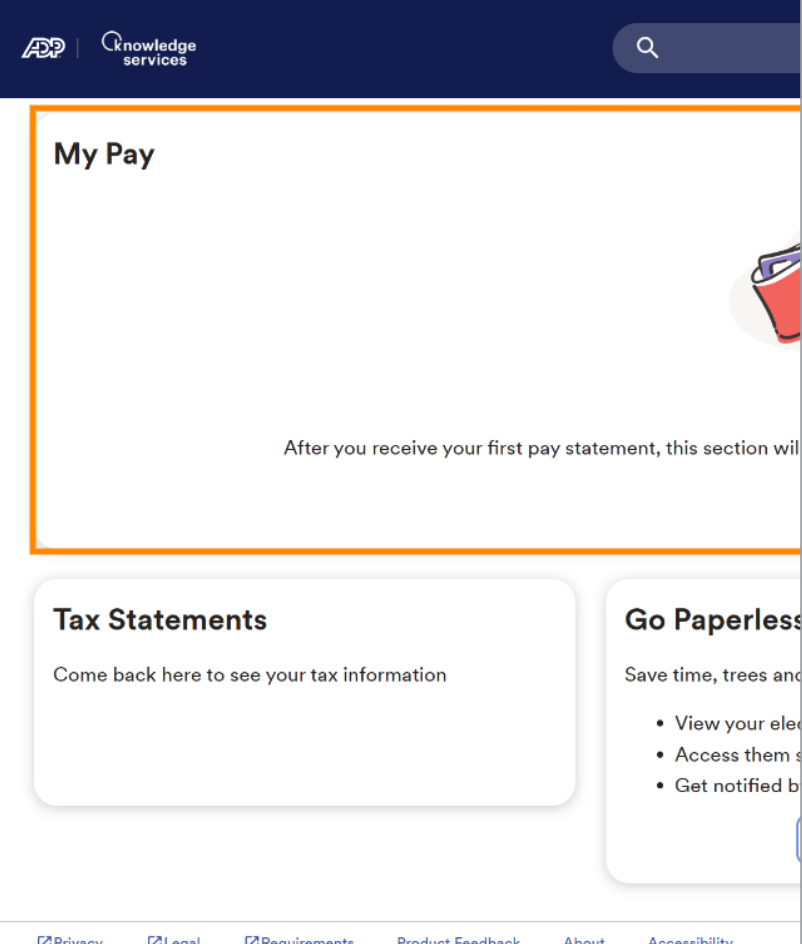

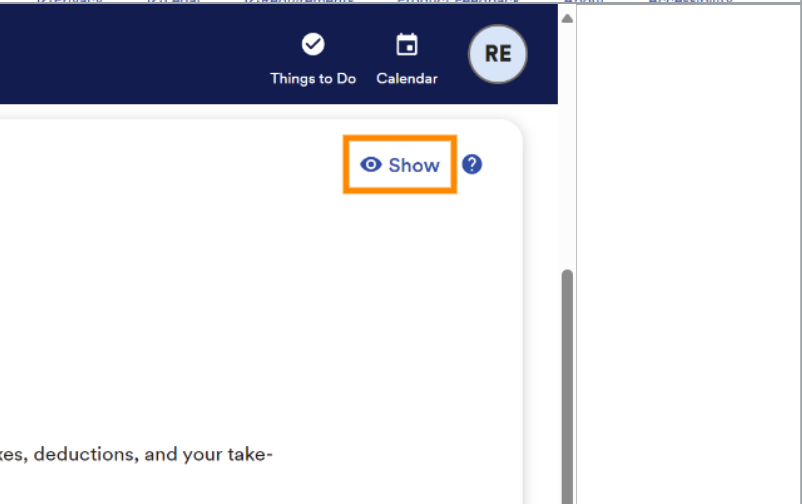
2

Under the **Pay** heading, click **Pay & Tax Statements**.



The image shows two screenshots of the ADP Knowledge Services portal. The first screenshot, labeled '1', shows the top navigation bar with 'Home' and 'Myself' (highlighted with an orange box). Below the navigation bar is a notification banner that says 'Add your mobile number for enhanced security'. The second screenshot, labeled '2', shows a dropdown menu under the 'Pay' heading. The menu items are: Personal Accrued Time, Calculators, Payment Options, Tax Withholdings, and 'Pay & Tax Statements' (highlighted with an orange box). Below the dropdown menu is a section titled 'What Would You Like to Do?' with two blue circular buttons.

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<p>3</p> <p> Scroll down to view the My Pay tile. Here you will see all of your Pay Information, including taxes, deductions, and your take home pay.</p>	 <p>ADP Knowledge services</p> <h2>My Pay</h2> <p>After you receive your first pay statement, this section will</p> <h3>Tax Statements</h3> <p>Come back here to see your tax information</p> <h3>Go Paperless</h3> <p>Save time, trees and</p> <ul style="list-style-type: none">• View your elec• Access them s• Get notified b
<p>4</p> <p> For your privacy, your pay is hidden by default. Click Show at the top right of the My Pay tile to see your pay information.</p>	 <p>Privacy Legal Requirements Product Feedback About Accessibility</p> <p>Things to Do Calendar RE</p> <p>Show ?</p> <p>es, deductions, and your take-</p>

| ADP - Access Your Pay Statement

5



The **Tax Statements** tile will show important tax information, such as your W2, when it is made available.

After you receive your first pay statement, this section will

Tax Statements

Come back here to see your tax information

Go Paperless

Save time, trees and

- View your elec
- Access them s
- Get notified b

[Privacy](#) [Legal](#) [Requirements](#) [Product Feedback](#) [About](#) [Accessibility](#)

6



Alternatively, you can access your pay information directly from the ADP Workforce Now home page.



Home

Myself ▾

Things to Do

ADP - Access Your Pay Statement

7

8

9

Update Tax Withholdings


Update Payment Options

Update Profile

Employee Discounts

My Pay

Compensation



TAKE HOME
\$X.XX

GROSS PAY
\$X.XX

Your Employee Discounts!

Save on major brands and everyday essentials

Update Profile

Show

ADP | Knowledge services

Home Myself

Pay & Tax Statements

Access your statements with ADP

For your privacy, Hide My Pay is and your preference is saved wh


Informational text for step 7: Scroll down and locate the **My Pay** tile on the Workforce Now home page. Here you can quickly see your Take Home and Gross Pay by clicking the **Show** button at the top right.

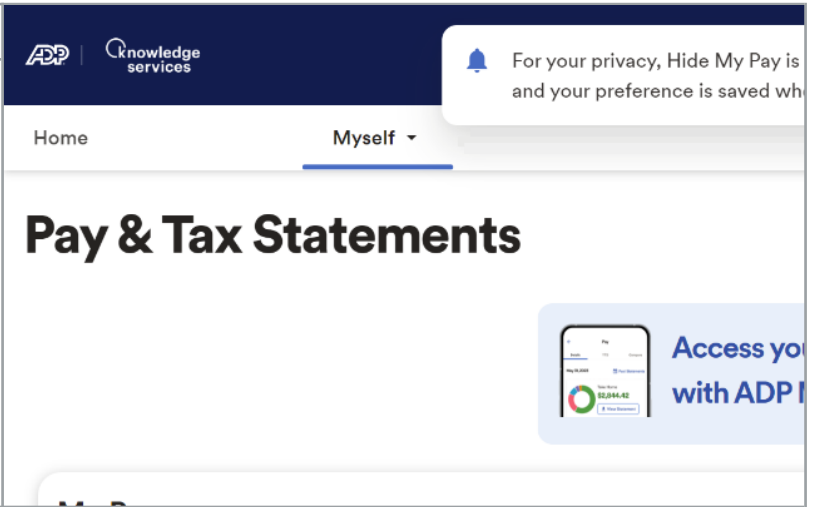
Informational text for step 8: Click the arrow at the top right to navigate to the **Pay & Tax Statements** page.

Informational text for step 9: From here you are taken directly to the **Pay & Tax Statements** page where you can get more detailed information about your pay.

| ADP - Access Your Pay Statement

10

 And that's it! You've **Accessed Your Pay Statement on ADP.**



The screenshot displays the ADP Knowledge Services user interface. At the top, there is a dark blue header with the ADP logo and 'knowledge services' text. A notification bell icon is present with the text: 'For your privacy, Hide My Pay is and your preference is saved wh'. Below the header is a navigation bar with 'Home' and 'Myself' (selected with a dropdown arrow). The main content area features the heading 'Pay & Tax Statements'. On the right side, there is a promotional banner for the ADP mobile app, showing a smartphone screen with a pay statement and the text 'Access yo with ADP I'.



Scan to go to the interactive player