

View Your Pay Statements Online in Employee Access®

The convenience of online pay statements, available to you **every pay period** in ADP® Employee Access®.

Pay statements are available on the actual date paid.

The screenshot shows the ADP Employee Access PAY interface. On the left is a vertical navigation bar with icons for Home, Pay, Benefits, and Profile. The main area displays a list of recent pay statements:

Date	Take Home	Gross Pay
Jan 26, 2018	\$389.91	\$920.00
Jan 12, 2018	\$662.90	\$820.00
Dec 29, 2017	\$649.31	\$820.00
Dec 15, 2017	\$649.31	\$820.00
Dec 1, 2017	\$709.59	\$820.00
Nov 17, 2017	\$709.59	\$820.00

On the right, a donut chart breaks down the Jan 26, 2018 pay statement:

- Gross Pay: \$920.00 (Grey)
- Taxes: -\$180.09 (Red)
- Other: -\$250.00 (Purple)
- Take Home: \$389.91 (Green)

Annotations with arrows point to various features:

- Choose a recent pay statement (points to the list of pay statements)
- Mask or unmask your pay info (points to the 'Hide My Pay' toggle)
- Compare your last 4 pay statements (points to the 'VIEW YOUR TRENDS' button)
- Save the pay statement as a PDF (points to the 'DOWNLOAD PAY STATEMENT' button)
- Drill down to see details for each pay category (points to the donut chart segments)
- View all prior pay statements, listed by year (points to the 'VIEW ALL PAY STATEMENTS' button)

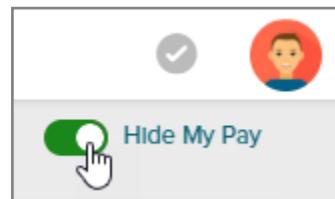
View My Pay Statement Online

Starting Point: Pay

- 1 To help prevent others from seeing your personal data, your pay information is masked when you open Employee Access.



To unmask it, click **Hide My Pay** in the upper-right corner, under your image.



- 2 The total gross pay, taxes, deductions, and take home pay are displayed for your most recent pay statement.
- 3 Click to view details for a prior pay statement. Up to 26 pay statements are available.

Print My Pay Statement

Starting Point: Pay

- 1 Find the pay statement you want to print.
- 4 Click **Download Pay Statement** and save it as a PDF to your computer.
- 5 Open the PDF and print it.

View Year-To-Date Totals

Starting Point: Pay > For Your Records tile

- 1 Click **View Year to Date**.

A panel slides in showing you your totals for the selected pay statement and for the year to date.

The screenshot shows the 'Year To Date' panel. It includes a dropdown for 'Select a pay statement' (set to 'Feb 23, 2018') and a table of pay statement details. The table has three rows: a header row for 'Feb 23, 2018 Statement' and 'Year to Date Selected', a row for 'Gross Pay' with a total of '\$1,582.68' and '\$5,162.68', and a row for 'Taxes' with a total of '\$-332.68' and '\$1,030.05'. Below the table, there are rows for 'Federal Income Tax', 'Social Security', 'Medicare', and 'Ohio State Income Tax'. At the bottom is a 'Download Pay Statement' button.

Feb 23, 2018 Statement	Year to Date Selected
Gross Pay	\$1,582.68
Taxes	\$-332.68
Federal Income Tax	-\$171.36
Social Security	-\$98.13
Medicare	-\$22.95
Ohio State Income Tax	-\$40.24
Other	\$1,030.05
Loan	\$1,000.00

- 2 You can download the pay statement or select a different one.
- 3 At the top of the slider, click < Pay to go back to your Pay info.

Can I Stop Getting a Paper Copy of My Pay Statement and Just Get It Online?

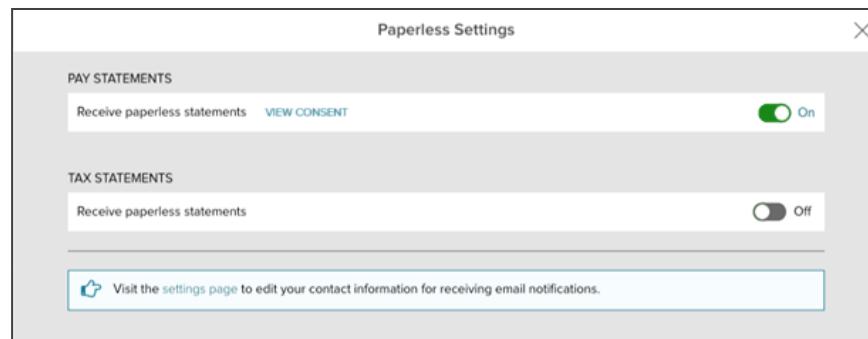
Yes. As long as all of your pay is deposited directly into at least one account and you provide consent, you can **Go Paperless!**

Your online pay statement is exactly the same as your paper pay statement.

Starting Point: Pay > Go Paperless tile

If you don't see the Go Paperless tile, speak with your company's payroll contact.

- 1 Click **Go Paperless**.
- 2 Under Pay Statements, click to turn on **Receive paperless statements**.



- 3 Review the Go Paperless Electronic Signature notice.
- 4 Select the **Receive Paperless Pay Statements** check box and click **I Agree**.

A **View Consent** link is available so you can review and print the signed Paperless Pay Statements Consent any time you want.

You'll receive an email confirming that you opted for Paperless Pay Statements. Depending on your payroll cycle, you may receive 1 or 2 paper vouchers before the paperless option takes effect.

What If I Change My Mind and Want to Receive Paper Pay Statements Again?

If you change your mind, you can turn off Go Paperless at any time.

Starting Point: Pay > Go Paperless tile

- 1 Click to turn off **Receive paperless statements**.

If you don't see the Paperless tile on the Pay screen, click your image in the upper-right corner and select **Settings**. You'll see the Paperless tile there with the options you have selected.

You'll receive an email confirming that you opted to receive paper pay statements. You can still access your pay statement online at any time using Employee Access.

If I'm terminated, can I still access my pay statements in Employee Access?

Yes. If you are terminated, you can sign into Employee Access for 3 years after your termination date. Once you sign in, you can:

- Update personal name, address, email, and phone number
- View direct deposit and tax withholding info
- View and download pay statements
- View and download tax statements (W-2s and 1099s)
- Opt for paperless tax statements