

EMPLOYEE HELPFUL GUIDE

ADP PAYROLL ACCESS

WHERE TO ACCESS COMMON PAYROLL INFORMATION
(PAYSTUBS, W2S, TAX INFO, BENEFITS, ETC)

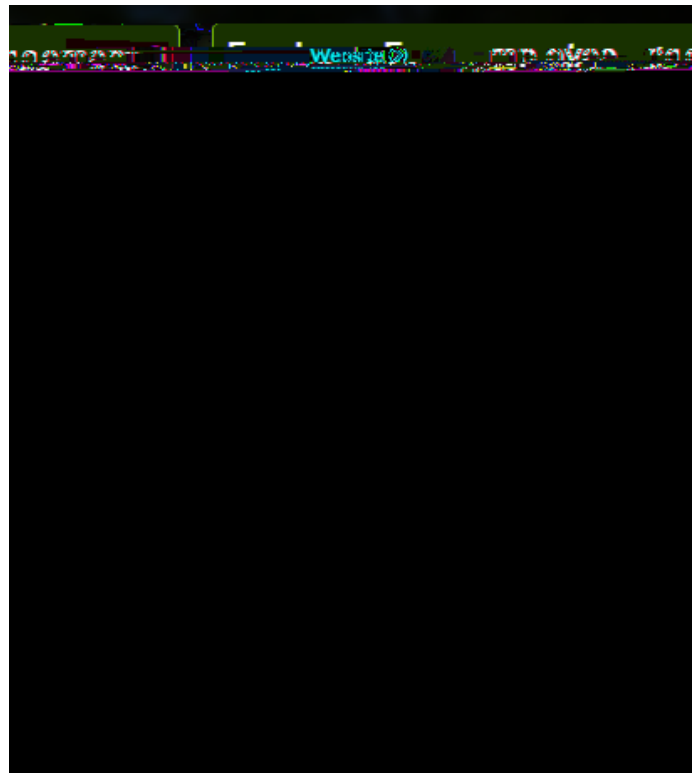
MYDAEMEN ACCESS

Click on the MyDaemen logo on the MyDaemen webpage

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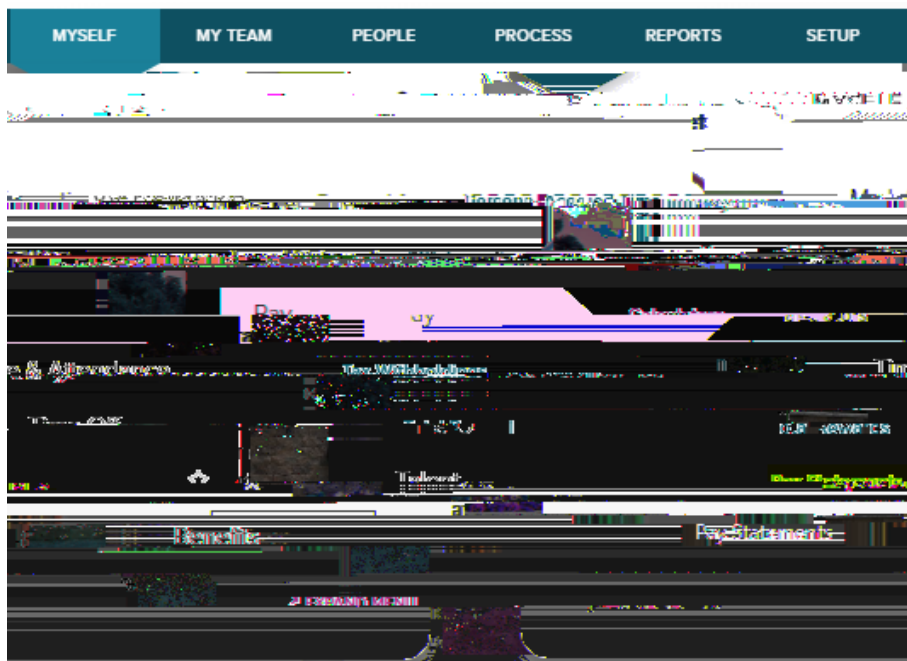
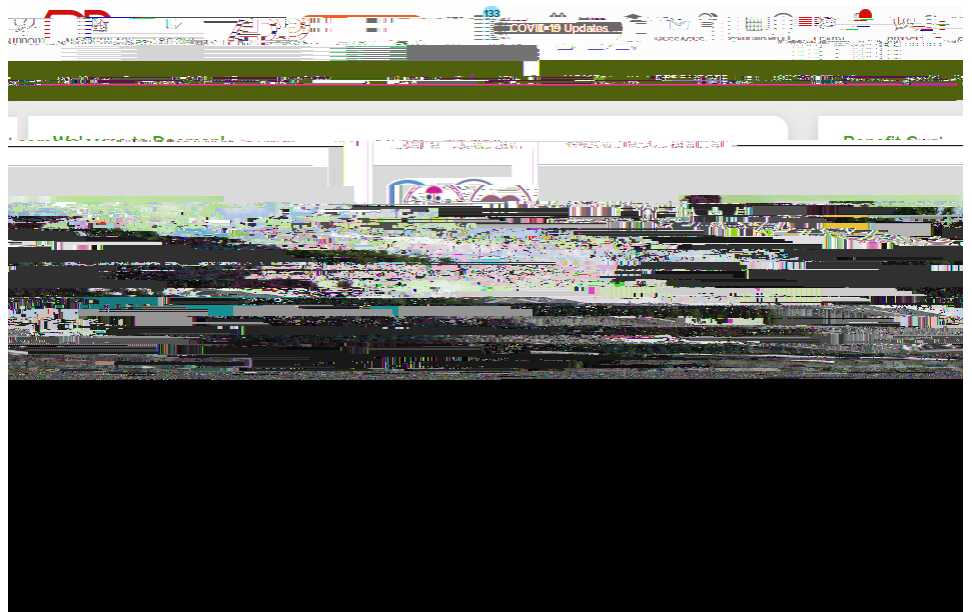
you separate employment.

Login at www.workforcenow.adp.com (you can select forgot username or password if needed!)



ADP ACCESS

Once you login to ADP you can access your payroll stubs, annual W2 statements, your ACA 1095-C forms, and benefits enrollments.

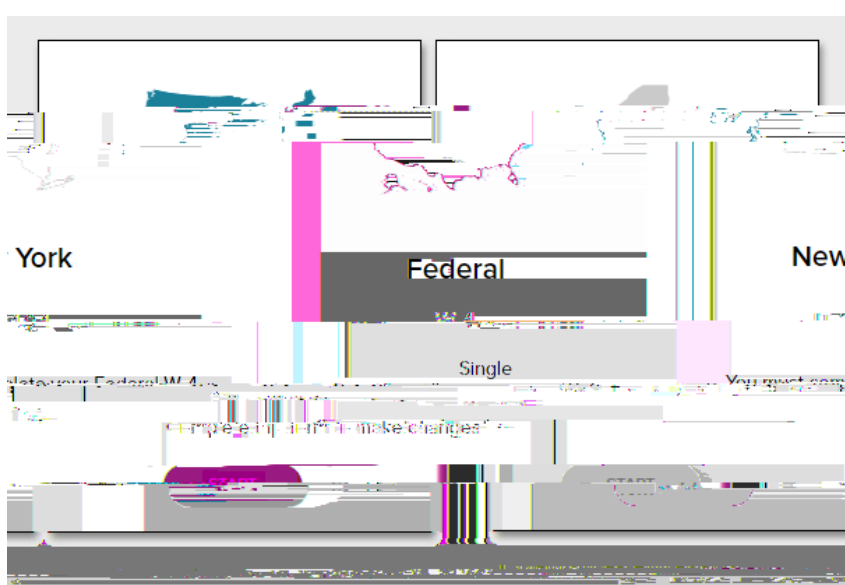
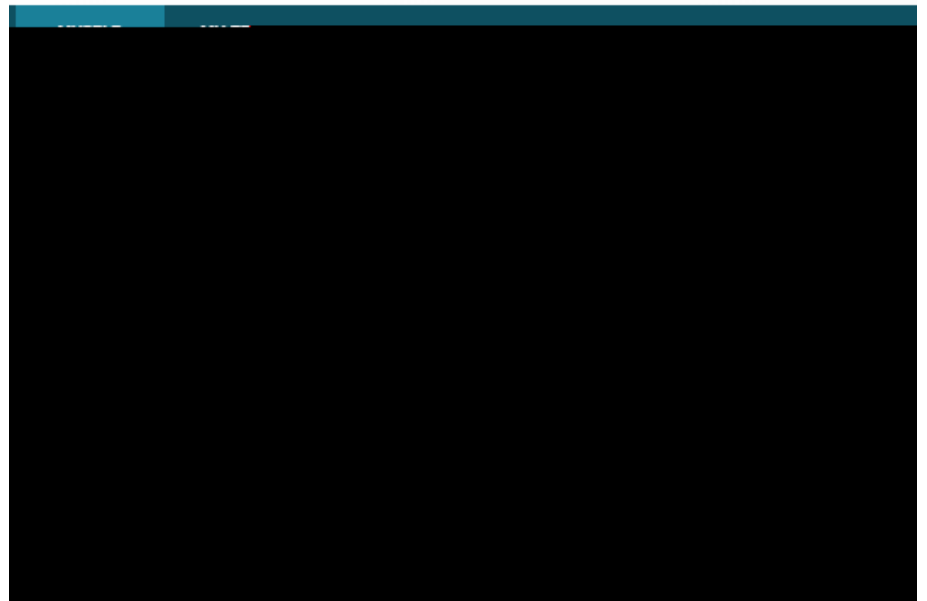


PAYSTUBS

Access all of your paystubs to review your different withholdings by clicking Myself Tab > Pay > Pay Statements. You can download PDFs of your paystubs for your records as well by clicking "View Statement".

ANNUAL W2 STATEMENTS

Access your current or past W2 statements by clicking Myself tab > Pay > Annual Statements. Look under Tax Statements and then select the year you are looking for from the drop down. (They go back 3 years).



TAX WITHHOLDINGS

Employees can make State and Federal tax changes via ADP for payroll processing. You can even download a copy of your forms for your files!

