

STEP 2

ELECT PAPERLESS PAYSTUBS

*****You must have confirmed your registration on your computer and cell phone if you provided both during your ADP setup before you can move on to the next step.*****

Go to www.workforcenow.adp.com, log in and follow the next several pages for instruction.

This will be your home page.



Company Mission

Company News and Announcements



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.

Company Events



Making A Difference In Communities

Since the launch of our Volunteer Paid Time program, our office completed three large projects and several smaller ones during a "Difference Day" event. The team also completed two year-round projects - Adopt-A-Park and Trail. In the past six months, one third of all 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 the community through the use of our Volunteer Time Off Program, please send your stories to the team.

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

Quick Links



- Pay Statement
- Company Policies

Forms



- State Tax Forms
- Benefits Forms

Click here to access the full Forms Library

Click on Pay Statement

ADP News

Click Go Paperless



Pay Statements

	Employee Name Discipline 	Tax ID (SSN) XXX-XX-3	Position ID 
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Go Paperless [Select Notification Options](#)

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 view your pay 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 pay date to view adjustment details. A pay date may contain one or more adjustments.

Pay Statements Pay Adjustments

[VIEW AS TABLE](#)

Pay Statements - Go Paperless



1. Select Options

2. Accept Agreement

3. Verify Online Viewing

4. Confirm

Choose to access your pay statements online, and stop receiving paper copies of your statements. Statements are retained securely 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 electronic 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 next, you need to accept terms and conditions and then verify that you can view your statements online.

CANCEL

PREVIOUS

NEXT

DONE

*Make sure "Access my Pay Statements online only" is checked off.

*Click Next

Pay Statements - Go Paperless

- 1. Select Options ✓
- 2. Accept Agreement
- 3. Verify Online Viewing
- 4. Confirm

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. It may be one to two pay periods before you stop receiving a paper statement.
- 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 web pages, and the ability to view your online statement. Note: you will need to confirm your ability to view your online pay statement 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, you 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

CANCEL

PREVIOUS

NEXT

DONE

*Check off "I Agree"

*Click Next

Pay Statements - Go Paperless

- 1. Select Options
- 2. Accept Agreement
- 3. Verify Online Viewing
- 4. Confirm

Verify That You Can View Pay Statements Online

Online pay statements are viewable as a PDF using Adobe® Reader®, or as a PNG document. Enter the displayed confirmation number. If you do not see a confirmation number, click Cancel to close the page. If viewing as a PDF, you may need to make sure you have the latest version of Adobe Reader installed and try again.



Visit <chrome://plugins> to re-enable Chrome PDF Viewer.

CANCEL

PREVIOUS

NEXT

DONE

*The confirmation number will come to your email or cell phone. Once confirmed, click next.

*Congratulations. You have now completed paper suppression and will now have paperless paystubs