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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.



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.

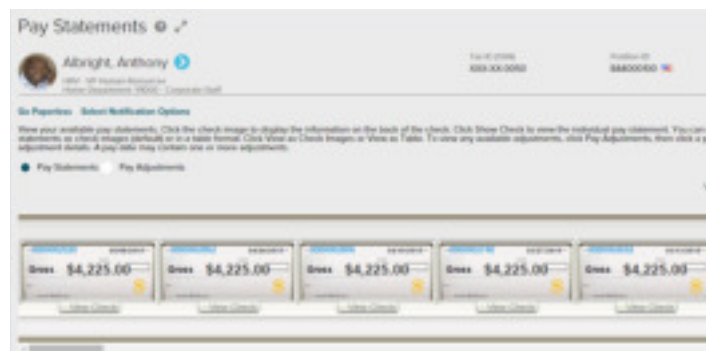


Figure 1. Pay Statements: Check View

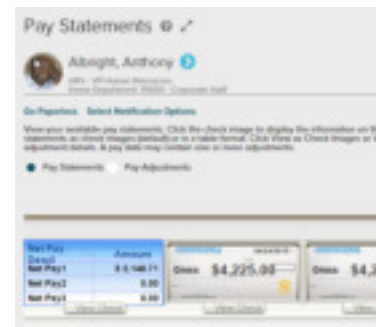


Figure 2. Pay Statement Check Detail View