

OVERVIEW

This job tool provides the steps necessary to view and/or print pay statements through the ADP self-service Portal. You will need to register for the ADP Portal, refer to the "Register as a User for the ADP Portal" Job Tool.

After you cease employment, your W-2 and payroll information will be accessible through the ADP Portal for up to three (3) years. You will not have access to other ADP functions. Use the same user ID and password when last employed. If you need assistance, contact our SSC Customer Support team.

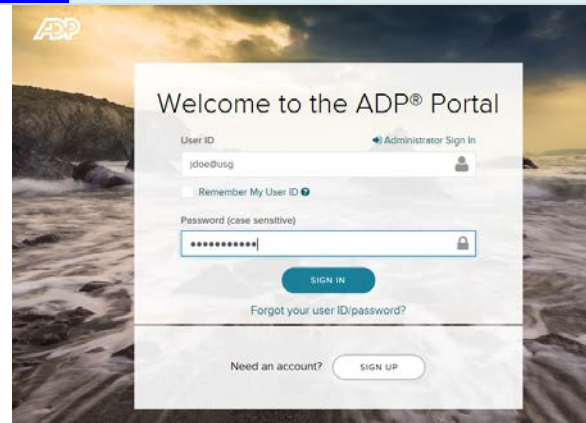
Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access the ADP Portal at <https://portal.adp.com>

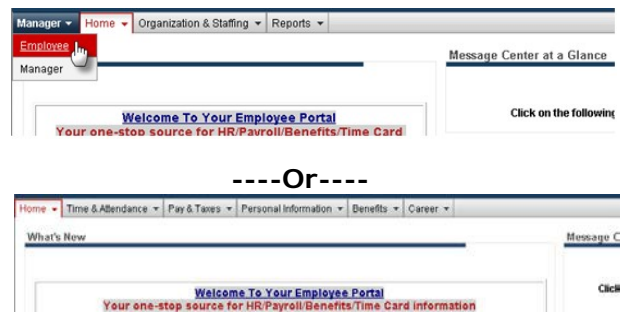
- a) Enter your ADP Portal **User ID** and **Password**.
- b) Click **SIGN IN**.



2. Portal Home Page

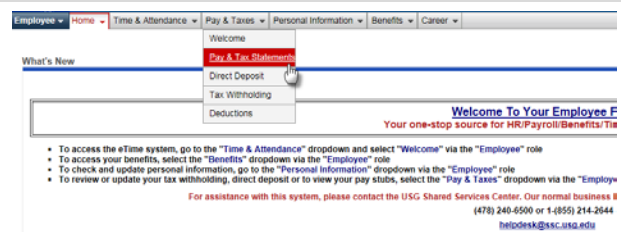
- a) Depending on your access, you may or may not see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected.

If you are a Manager, point to the **Manager** tab and click **Employee**.

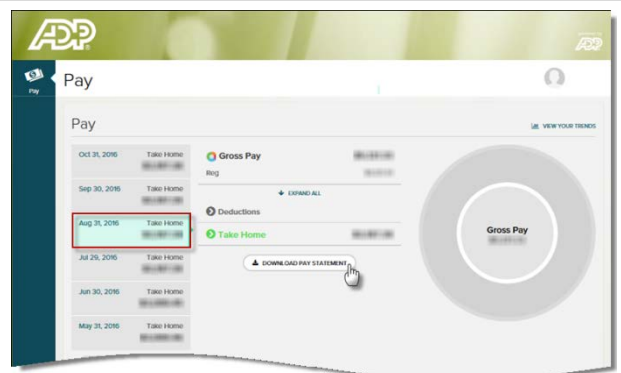


3. View Pay Statement

- a) Point to the **Pay & Taxes** tab and then click **Pay & Tax Statements**.



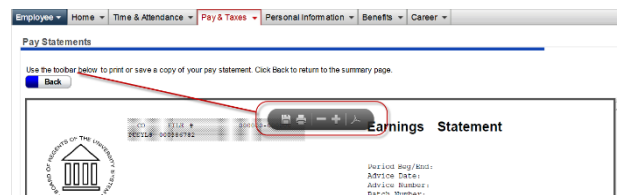
- b) Select the date for the statement you wish to view and click **Download Pay Statement**.



4. Print Pay Statement

- a) Place your cursor on the pay statement to display the toolbar.

- b) Click the **Print** icon .



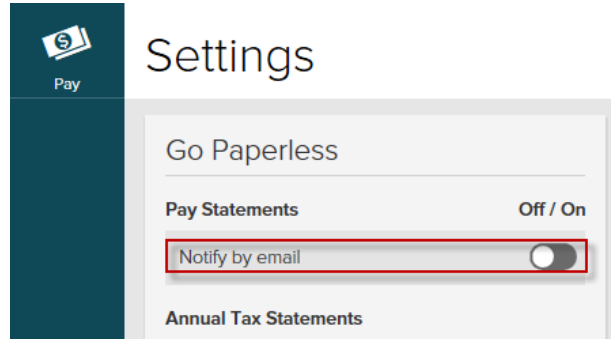
5. Select Notification Options

Note: If you select the **Notify by email** option for pay statements, you will receive a notification to the email address you provided upon registration when a new pay statement is available.

- a) Place your cursor on your name in the upper right corner and click **Settings**.



- a) Under **Go Paperless > Pay Statements**, slide the **Notify by email** radio button to the right to turn on the option.



Task Complete

If you need this form in an additional format - please reach out to Michael.McLeod@ung.edu or 678-717-2232