# EMPLOYEE HELPFUL GUIDE ADP PAYROLL ACCESS

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

#### **MYDAEMEN ACCESS**

The MyDaemen wepage (https://my.daemen.edu/portal/) provides you single sign on access to your payroll and benefits information by clicking on the **ADP** 

Workforce Now box.

**ADP ACCESS** 

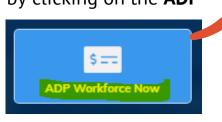
Once you login to ADP you

can access your payroll stubs,

annual W2 statements, your

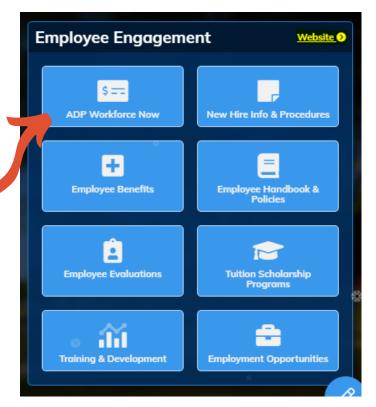
ACA 1095-C forms, and

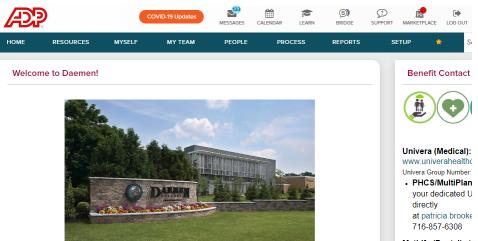
benefits enrollments.



\*Access your ADP profile is available up to 3 years after you seperate employment.

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





MetLife (Dental): 1 www.metlife.com MetLife Dental Group Ni

Guardian (Vision): www.guardiananytir Guardian Group Numbe

The Employee Engagement Department is dedicated to maximizing the potential of our greatest assets: our employees and our students. We embrace change and the opportunity it brings. We are focused on



Pay Statements

Pay Statements

### PAYSTUBS

Access all of your paystubs to review your different withholdings by clicking Myself Tab> Pay> Pay Statements. You can download PDFs of your

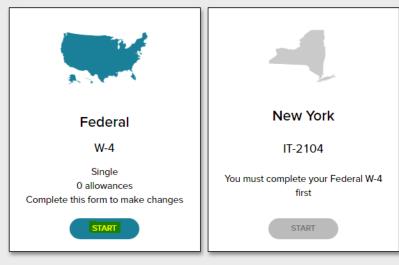
Talent Benefits

paystubs for your records as well by cliking "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).

MYSELF	MY TEAM	PEOPLE	PROCESS	REPORTS	SETUP
	MYSELF				4
	My Information		Personal	Accrued Time	
	Personal Inform	nation	Annual St	atements	슜
	Pay		Calculator	rs Annua	al Statements
	Time & Attenda	ance	Tax Withh	oldings	
	Time Off		Total Rew	ards	
at in	Talent		Pay State	ments	c
	Benefits				
	2 EXPAND MENU				



**TAX WITHOLDINGS** 

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!

▲ VIEW SAVED TAX FORMS

CHECK OUT MORE AT OUR PAYROLL WEBPAGE: <u>HTTPS://WWW.DAEMEN.EDU/ABOUT/WORKING-DAEMEN/PAYROLL-INFORMATION</u>

# EMPLOYEE HELPFUL GUIDE ADP PAYROLL ACCESS

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

Tax Statements		
Tax Year	2020 (2) 🗸	
W2 DAEMEN COLLEGE \$X,XXX.XX VIEW STATEMENT		
DAEMEN COLLEGE		
VIEW ALL STATEMENTS		

#### ANNUAL ACA 1095-C FORMS

Full time benefit eligible employees can access current or past Affordable Care Act (ACA) 1095-C statements by clicking the Myself tab>Pay > Annual Statements.

Look under Tax Statements and then select the year you are looking for from the drop down and "view statement" under the 1095-C section. (They go back 3 years). You need to keep this document for your taxes.

### BENEFIT ENROLLMENT ACCESS

View what benefits you are enrolled in on ADP by clicking the Myself > Benefits > Enrollments.

You can then View Benefits, and see your benefits coverage in detail with your Enrollment Summary.

> Review your current benefits, your previous year's benefits, or any changes due to a life

> > VIEW BENEFITS

Enrollments 🛛 🗖 🖍

Your Benefits

MYSELF	MY TEAM	PEOPLE	PROCESS	REPORTS	SETUP
	MYSELF				2
	My Information		Enrollmen	ts	☆
	Personal Inform	ation	Employee	Discounts - LifeMart	
	Pay				
	Time & Attenda	nce		1	
	Time Off			1	
	Talent				
	Benefits				
	¥ <sup>≉</sup> EXPAND MENU				
	<b>2</b> 4*				

BACK	Your Benefits		
This information is your benefits coverage as of the date below. Set 03/05/2021   03/05/2021    Image: Coverage as of the date below. Set	ect a different date to view other	coverage.	
			Download 🖺
Enrollment Summary			🖩 Per Pay Period 🗸
	Effective Date	Coverage	Your Cost
안 Medical			
₩ Dental			
Employee Life			
😓 Long Term Disability			
🛃 AD&D			

You can view all benefits you are currently enrolled in on the Your Benefits page. Each section of benefits will have the effective date, who is covered on the benefit, and the cost.

You can change views to see what the monthly cost is, the annual cost, or per pay period cost for each benefit you are enrolled in.

F I	Per Pay Perio	d 🗸
	Per Pay Period	Cost
	Monthly	7.81
	Annual	