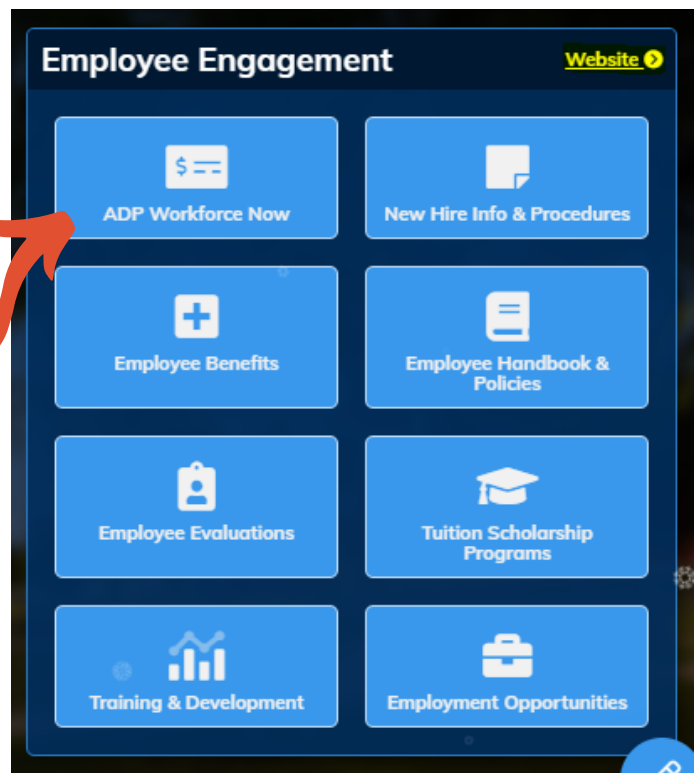# EMPLOYEE HELPFUL GUIDE ADP PAYROLL ACCESS

## 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.

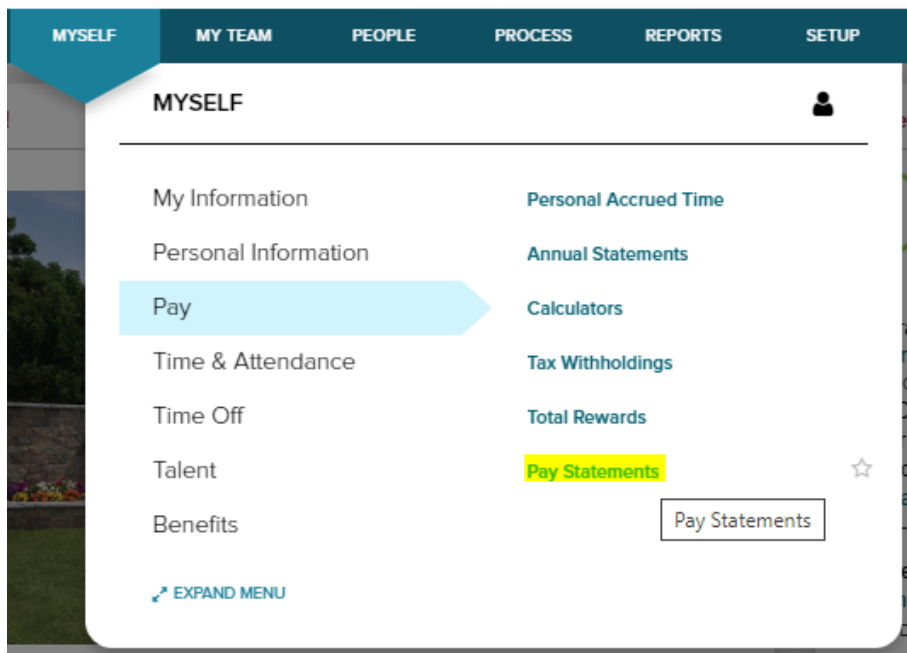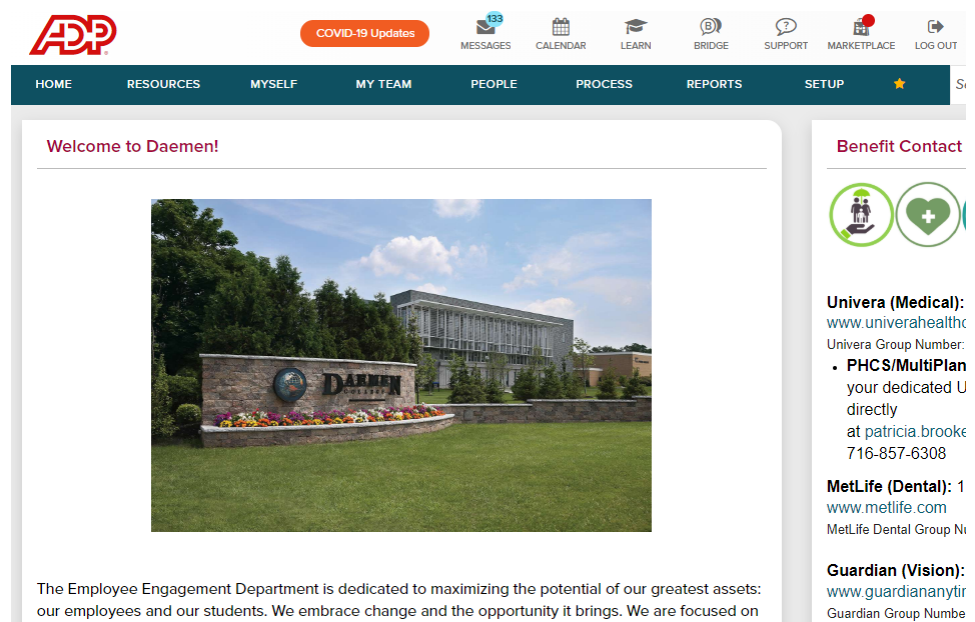*Access your ADP profile is available up to 3 years after you seperate employment.
Login at www.workforcenow.adp.com (you can select forgot username or password if needed!)



## ADP ACCESS

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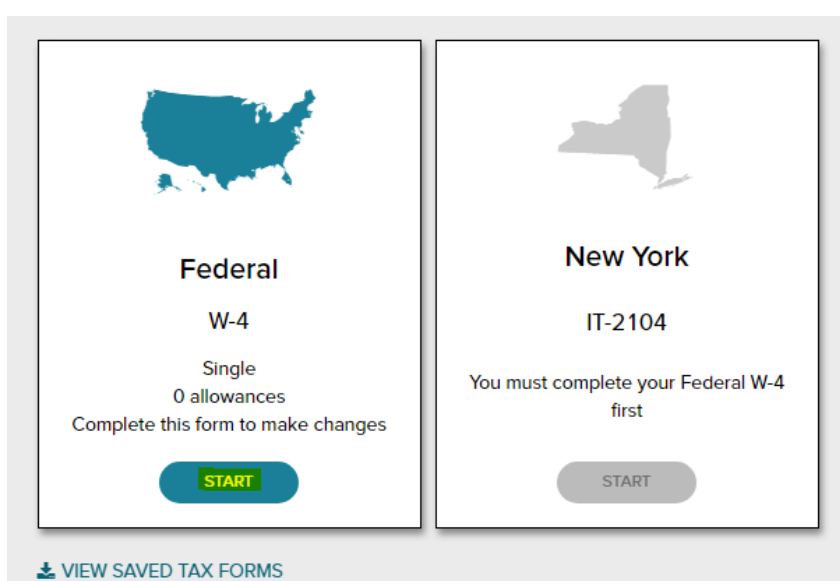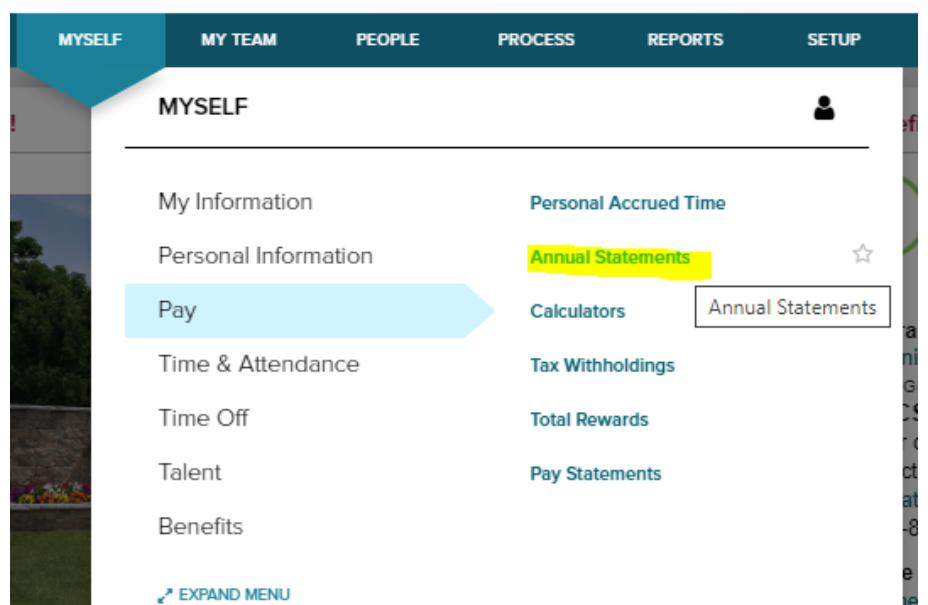


## PAYSTUBS

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 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).
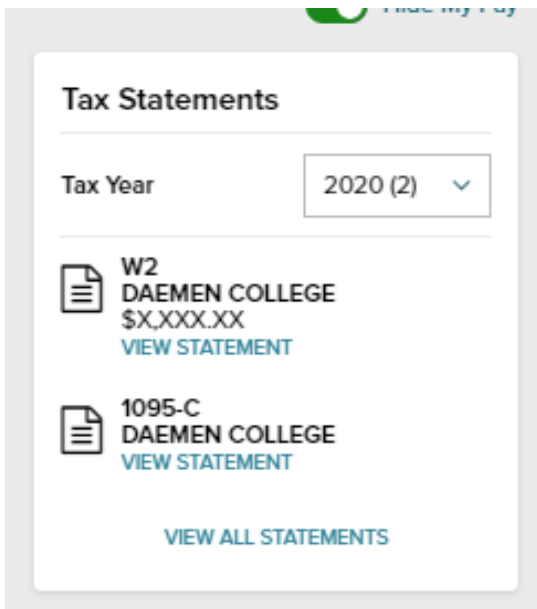


## TAX WITHOLDINGS

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!
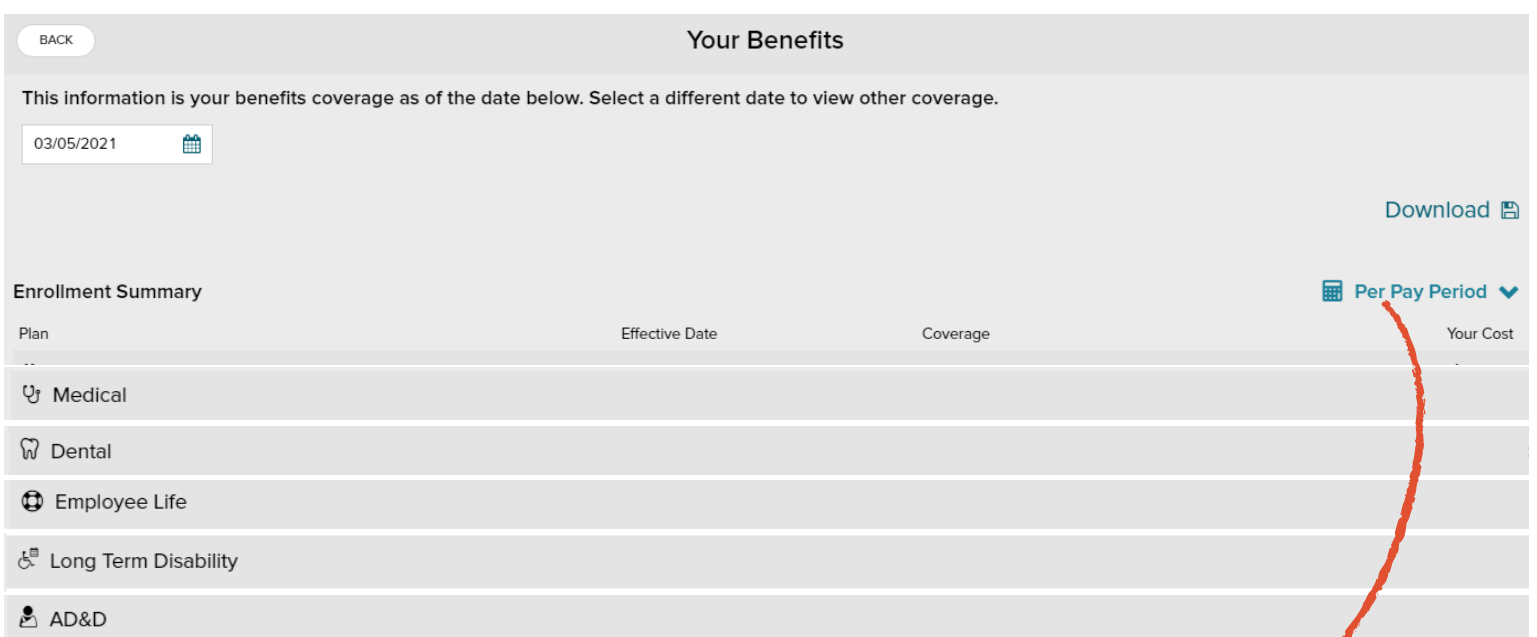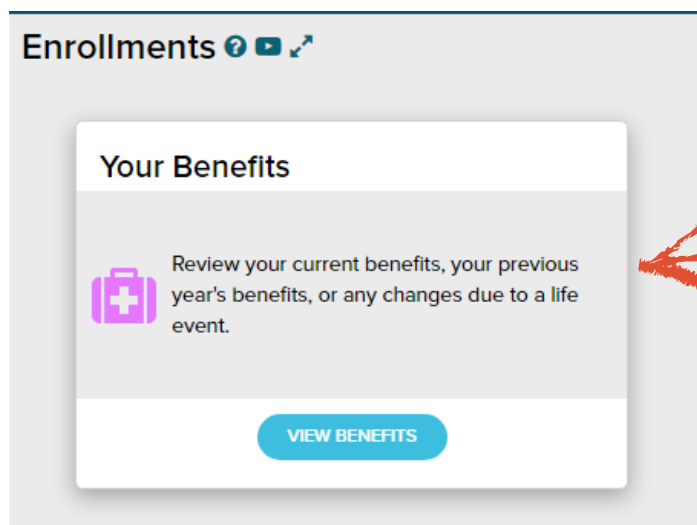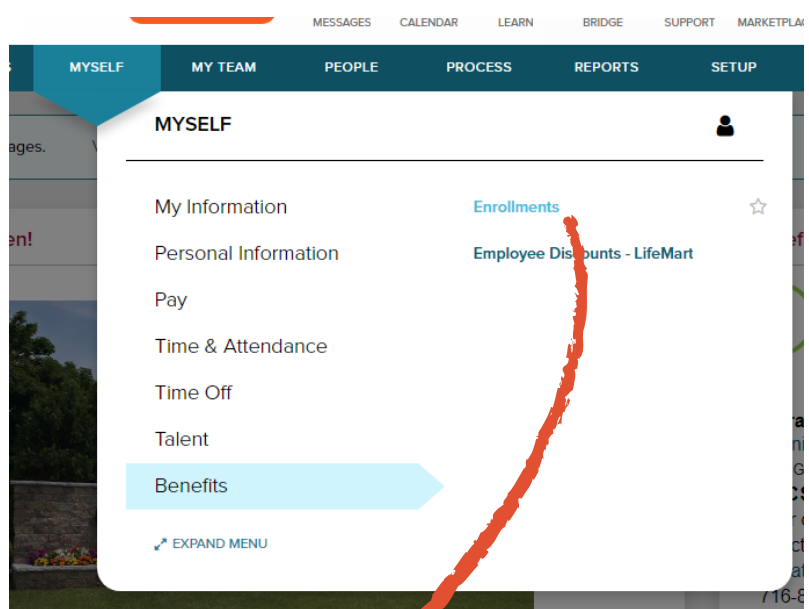
## ANNUAL ACA 1095-C FORMS

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.
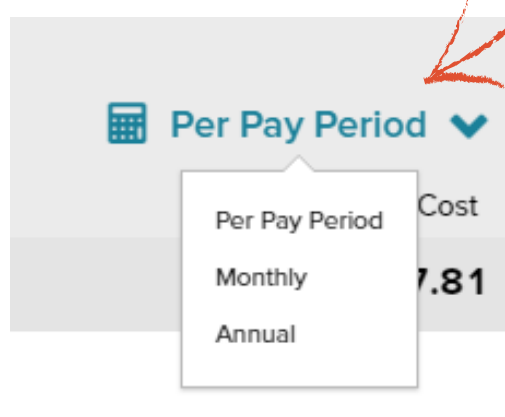
## BENEFIT ENROLLMENT ACCESS

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.

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.