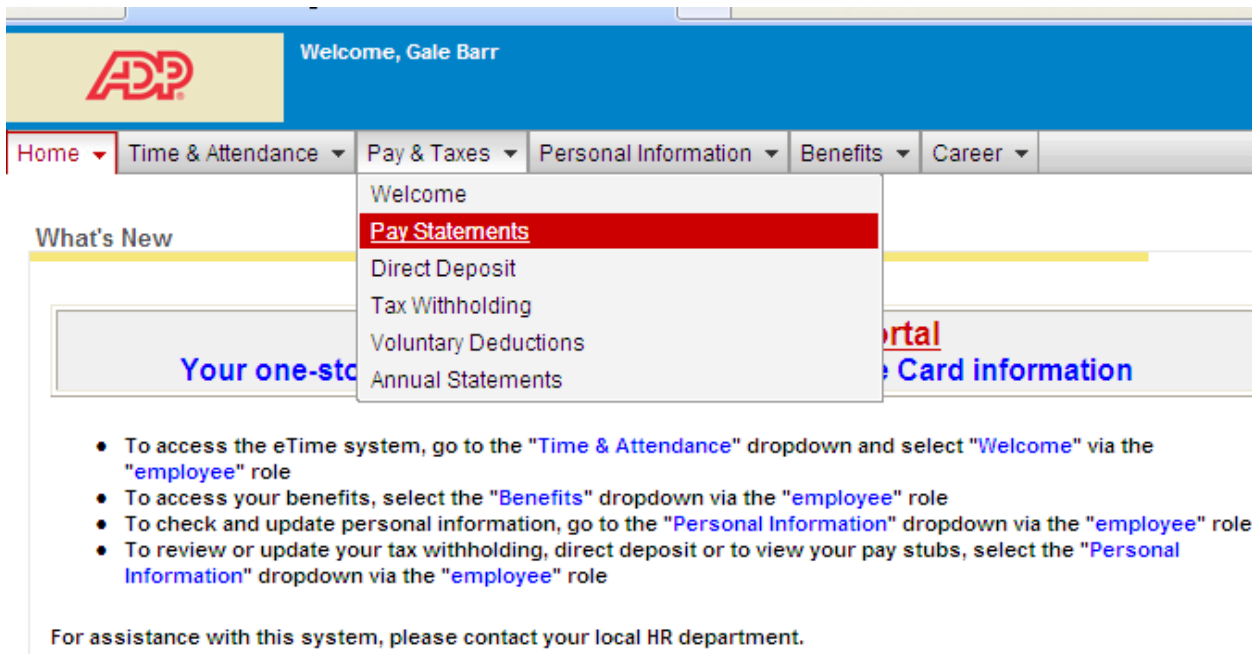


Your Payroll and Compensation Information

NOTE: Your paycheck advice will not be sent to you. You can review your advice and print a hard copy using Employee Self Service.

Reviewing and Printing Your Paycheck

1. Log into the **ADP Self Service Portal**, the Self Service page will display. Select Pay & Taxes from the menu bar.



The screenshot shows the ADP Self Service Portal interface. At the top, there is a blue header with the ADP logo and the text "Welcome, Gale Barr". Below the header is a navigation menu with several dropdown options: Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The "Pay & Taxes" dropdown menu is open, showing a list of options: Welcome, Pay Statements (highlighted in red), Direct Deposit, Tax Withholding, Voluntary Deductions, and Annual Statements. Below the navigation menu, there is a "What's New" section with a yellow header. To the right of the "What's New" section, there is a "portal" link and a "Card information" link. Below the "What's New" section, there is a list of bullet points providing instructions on how to access various features of the system. At the bottom of the screenshot, there is a note: "For assistance with this system, please contact your local HR department."

- To access the eTime system, go to the "Time & Attendance" dropdown and select "Welcome" via the "employee" role
- To access your benefits, select the "Benefits" dropdown via the "employee" role
- To check and update personal information, go to the "Personal Information" dropdown via the "employee" role
- To review or update your tax withholding, direct deposit or to view your pay stubs, select the "Personal Information" dropdown via the "employee" role

For assistance with this system, please contact your local HR department.

2. Select Pay Statements from the drop down menu.

Reviewing and Printing Your W-2

1. Log into the **ADP Self Service Portal**, the Self Service page will display. Select Pay & Taxes from the menu bar.
2. Select Annual Statements from the drop down menu.
3. W-2s must be made available to employees no later than February 1st for the previous year's earnings.