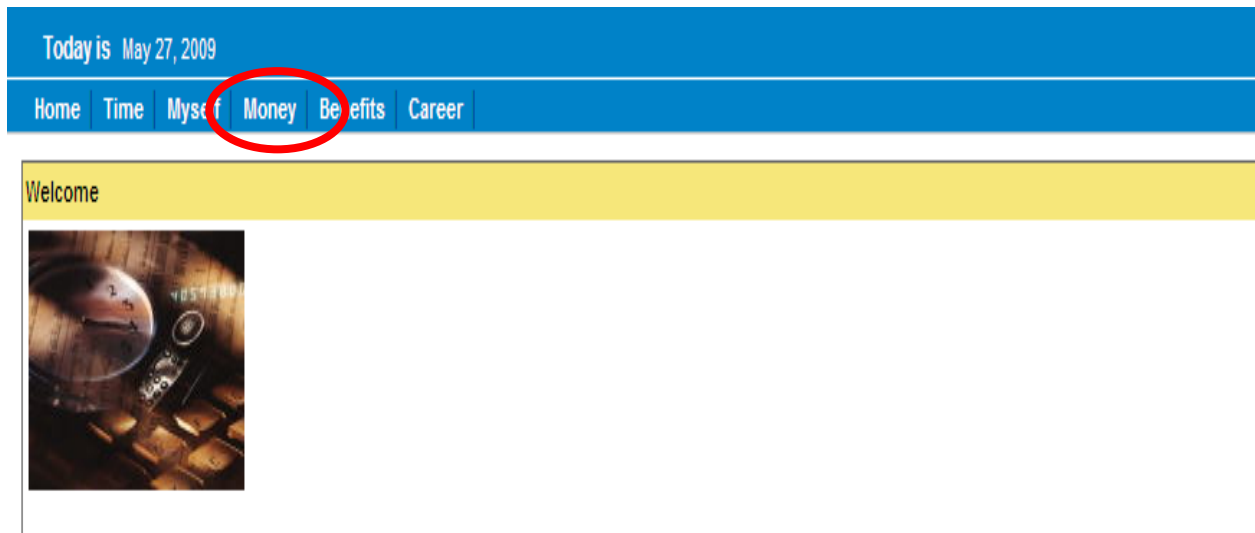


# Your Payroll and Compensation Information

**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 Money from the menu bar.



2. Select Pay Statement from the menu bar at the left side of the page.



## Reviewing and Printing Your W-2

1. Log into the **ADP Self Service Portal**, the Self Service page will display. Select Money from the menu bar.
2. Select Annual Statement from the menu bar at the left side of the page.
3. W-2s must be made available to employees no later than February 1<sup>st</sup> for the previous years earnings. .

