

# EMPLOYEE HELPFUL GUIDE

## ADP PAYROLL ACCESS

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

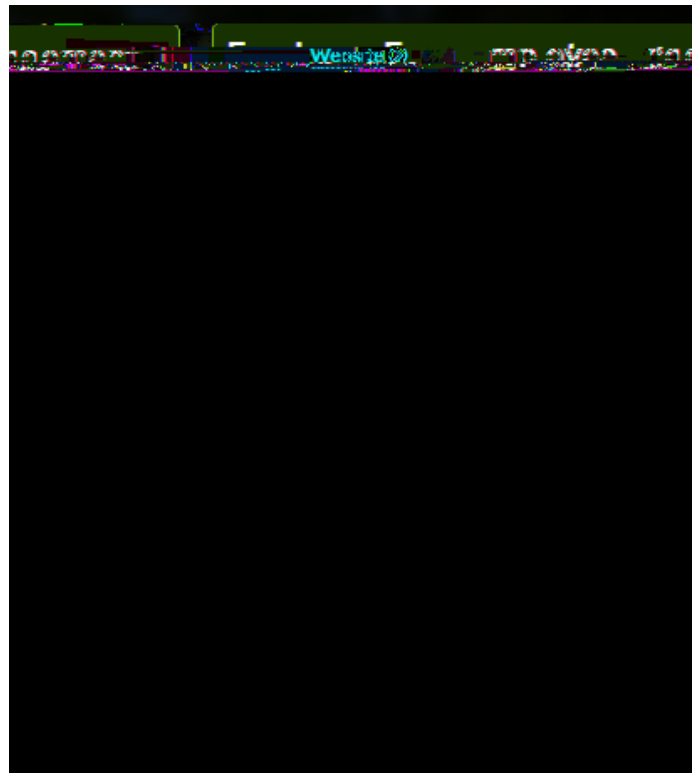
### MYDAEMEN ACCESS

Click on the MyDaemen logo on the MyDaemen webpage

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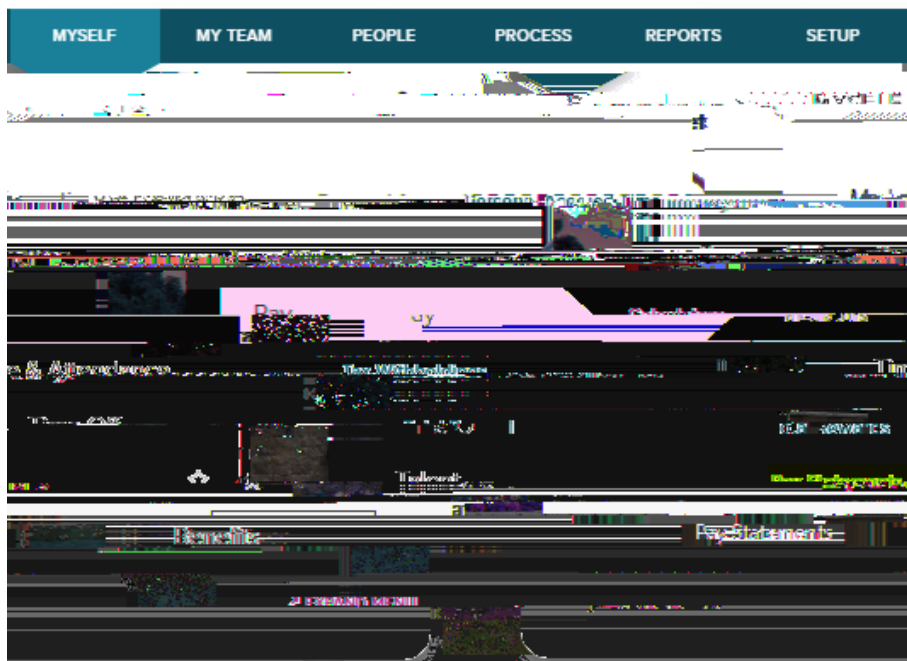
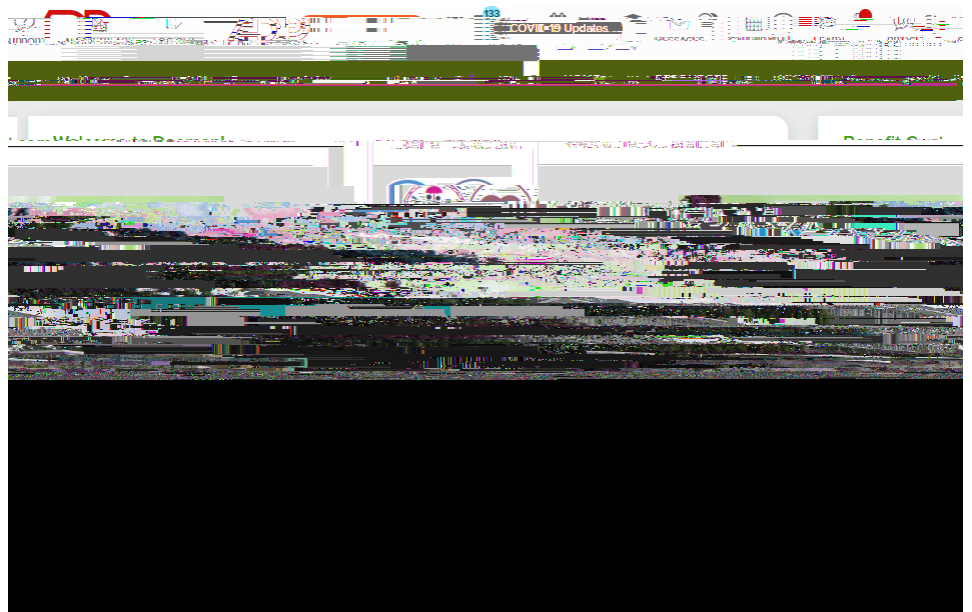
you separate employment.

Login at [www.workforcenow.adp.com](http://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.

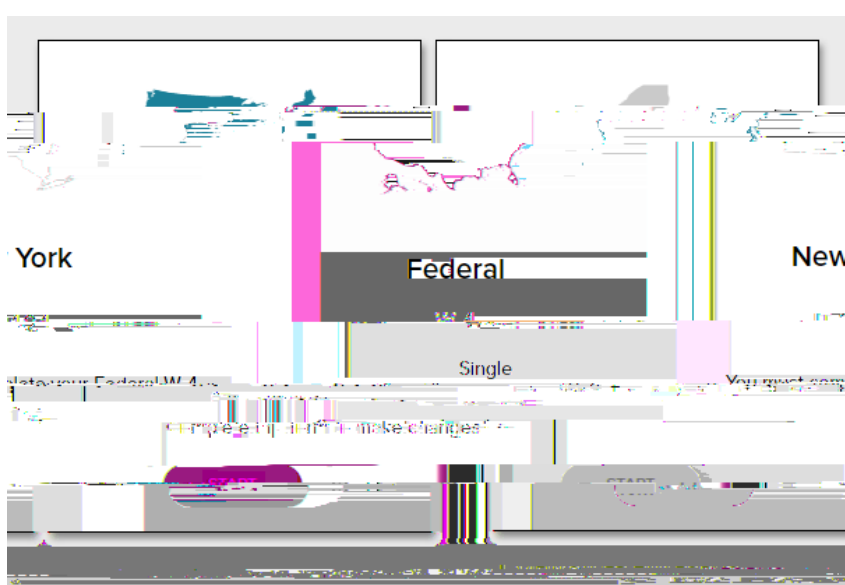
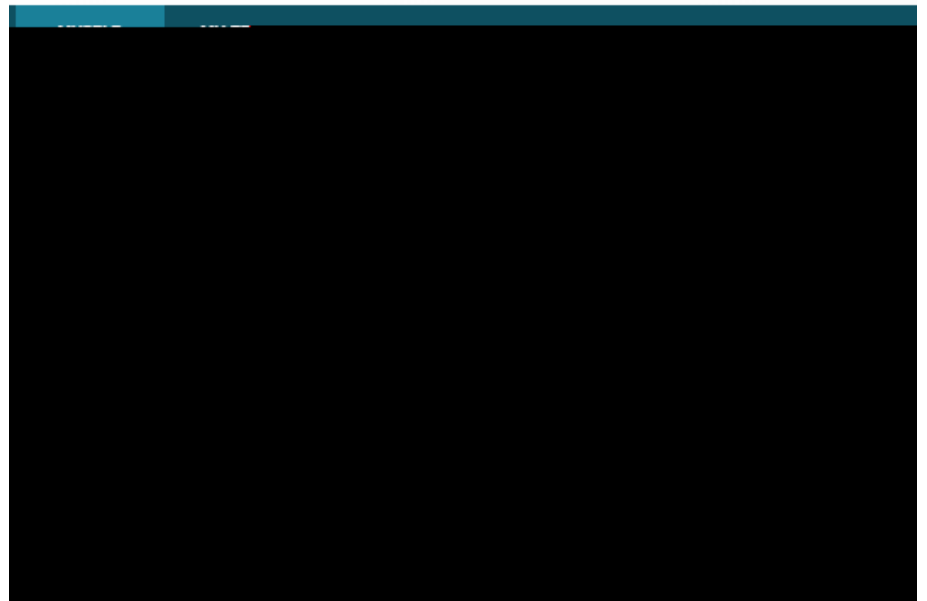


### PAYSTUBS

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 clicking "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 WITHHOLDINGS

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!

