Getting Started with Employee Access®

Using Employee Access®, you can view up to 3 years of pay statements and W-2s online at your convenience, safely and securely. Depending on the features offered by your company, you may also be able to manage your direct deposit accounts and enter timecard information.
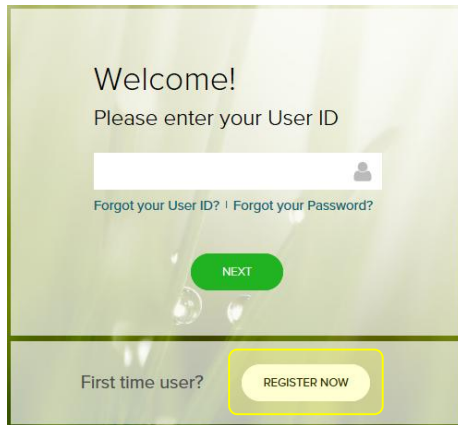
Here's How to Register

You must complete the one-time registration process in a web browser window on a PC, a Mac®, or a mobile device. You can't register using ADP® Mobile Solutions.

1. Go to myaccess.adp.com.

    Depending on your employer, you may receive a Welcome email with this link, which you can click to register.

2. On the Welcome screen, click **Register Now**.

3. **For employees**: Enter your first and last name, date of birth, and Social Security number.

    For Contractors: Click **Register as a contractor (1099)**, enter your Social Security number or Tax ID Number (TIN), and complete the remaining required fields.

    Tip: Do you use a middle name or a suffix and you aren't sure where to put it? Your middle initial goes in the First Name field (John R), and your suffix in the Last name field (Smith Jr).

    If you get a message that there isn't a match for your credentials, speak to your company's payroll contact.

4. Click **Next**.

5. Enter the user ID and password you want to use to sign into Employee Access and verify that your email address is correct.

    User ID: Must be 4 to 64 characters and may include upper or lowercase letters (A-Z, a-z), numbers (0-9), and any special characters *except* spaces, $, !, and #.

    Password: Must be 8 to 20 characters and may include upper or lowercase letters (A-Z and a-z), numbers (0-9), spaces, and special characters. It must include at least one letter and one number, and is case-sensitive.

    It can't include the same character in four or more consecutive positions (for example, AAAa is valid, but AAAA is not valid) and can't have four or more sequential characters, in ascending or descending order, in a row (for example, ABCD and 4321 are not allowed).

6. For your security, you must select security questions and provide a unique answer for each question. If you forget your sign-on information, you'll be asked to enter the answer to one of the questions to verify your identity.

    You may be asked to enter additional personal information, which will be used only for verification.

7. At the bottom of the page, indicate that you have read and agree to the terms and conditions.

8. Click **Next** to go to the Employee Access Dashboard.

Which browsers can I use?

On a PC	On a Mac®
• Microsoft Internet Explorer 9 and above	• Safari® 7.1 and above
• Google Chrome™ 32 and above	
• Firefox® 31 and above	

Tips for Using Employee Access

Once you complete your registration, go to **myaccess.adp.com** or use the link in your Welcome email to sign into Employee Access. We suggest that you bookmark the address in your browser so it's easy to find later.

- Passwords expire every 180 days. You'll be prompted to change your password when it expires. For your security, an email is sent to the email address on file when your password is changed.
- You can change your password at any time. Click **My Security**. Enter your current password, enter your new password twice, and then click **Save**.
- Pay statements are available in Employee Access on the actual date paid.

Forgot Your User ID?

1. Go to **myaccess.adp.com**.
2. Click **Forgot your User ID**.
3. Enter your first name, last name, and email address and click **Next**.
4. For your security, you may be asked to enter additional personal information, which will be used only for verification. Click **Next**.
5. Enter the answers to your security questions and click **Next**.
6. Your User ID is displayed. Click **Next** to sign in.

Change your Password

1. Go to **myaccess.adp.com** and sign in.
2. Click **My Security**.
3. Under Security Info, enter your current password, and then enter your new password twice, to confirm.
4. Click **Save**.

Forgot Your Password?

1. Go to **myaccess.adp.com**.
2. Enter your User ID and click **Next**.
3. Click **Forgot your Password**.
4. For your security, enter the answers to your security questions. You may be asked to enter additional personal information, which will be used only for verification.
5. Click **Next**.
6. Enter your new password twice to confirm and click **OK**.
7. Click **Next** to sign in.

Forgot Your Security Answers?

Ask your company's payroll contact to request that CDK Global reset your security questions and answers.

If you have any issues signing in or if you have questions about the data you see in Employee Access, speak with your company's payroll contact.

Change Your Email Address

If you need to change your email address, ask your company's payroll contact to update it for you.

Want Access on the Go?

Once you are registered on myaccess.adp.com, you can also use the ADP Mobile Solutions app (on an Apple® or Android™ mobile device, or your device browser) to view your pay statements and W-2s online. For more information, speak with your company's payroll contact.

To manage direct deposits, you must use Employee Access in a web browser on a PC or a Mac®, not on a mobile device.

Managing Your Direct Deposits

You can have up to 4 direct deposit accounts.

Important: If there is money left over after pay is deposited into your accounts, it will be issued to you as a paper check. If you don't want a paper check, make sure you choose "the rest of my pay" for one of your accounts.

How do I add a direct deposit account?

1. On the Dashboard, click **Add Direct Deposit**.

    If you already have a direct deposit set up, click **Update Direct Deposit** and then click **Add an Account**.

2. Enter your bank's 9-digit routing number, an optional Bank name, and click **Next**.

    Use the account information from the bottom of a voided check from the account, not a deposit slip.

3. Enter your bank account number twice to confirm, and click **Next**. You have to type the number. You can't copy and paste it.

4. Select how much of your pay you want to deposit into this account and click **Next**.

    - **A specific dollar amount** – enter the amount
    - **A percentage of my pay** – enter the percentage
    - **All of my pay**

5. Select the Account Type, **Checking** or **Savings**.

6. Enter an optional name for the account (a nickname) and click **Next**.

7. Review the details of the direct deposit.

8. Agree to the terms and conditions and click **Done**.

    The account details are displayed on a tile on the Direct Deposit page.

    If you have another direct deposit account, click **Add an Account** and repeat the steps to set up the account.

9. At the top of the page, click **Save**.

How do I change a direct deposit account?

1. On the Dashboard, click **Update Direct Deposit**.

2. Click **Edit** for the account you want to change.

3. Update the account information and click **Done**.

4. At the top of the page, click **Save**.

How do I delete a direct deposit account?

1. On the Dashboard, click **Update Direct Deposit**.

2. Click 🗑 for the account you want to delete.

3. Click **Delete**.

4. At the top of the page, click **Save**, and then click **OK**.

Can I cancel my changes?

If you make changes and decide you want to undo them, click **Reset** at the top of the page. All changes since your last save will be undone.

Can I stop direct deposit for one paycheck?

Ask your payroll contact to stop your direct deposit when processing the payroll.

Will I get a confirmation of my changes?

Whenever your direct deposit information is changed, you'll get an email confirmation. If you get an email confirming that changes were made and you didn't make them, speak to your company's payroll contact immediately.

Important: Direct deposits are available in Employee Access only if your company offers this feature.

Direct Deposit Examples

You want $200 deposited into a savings account, and the remaining amount in a paper check.
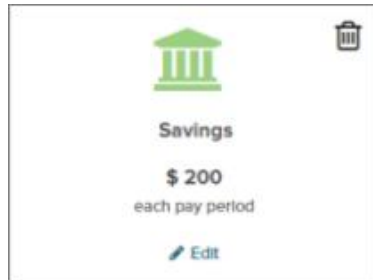
Savings
$ 200
each pay period

Edit

You want $200 deposited into a savings account, and the remaining amount deposited into a checking account.

Savings
$ 200
each pay period

Edit

Checking
Rest of my pay
each pay period

Edit
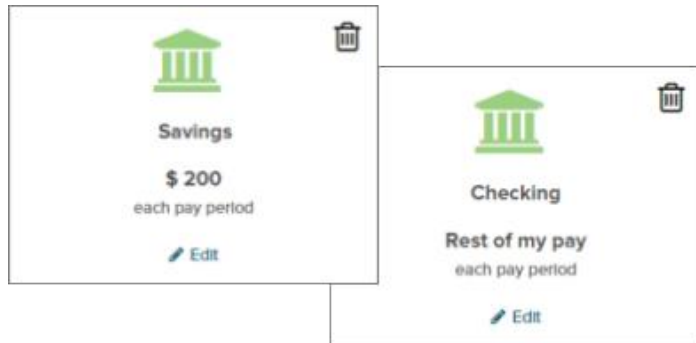
You want 50% deposited into a checking account, and the remaining amount deposited into a savings account.

Checking
50 %
each pay period

Edit

Savings
Rest of my pay
each pay period

Edit

You want 75% of your pay deposited onto a paycard, and 25% deposited into a savings account.

Checking
75 %
each pay period

Edit

Savings
25 %
each pay period

Edit

You want $200 deposited into a savings account, $300 deposited into a checking account, and the remaining amount in a paper check.

Savings
$ 200
each pay period

Edit

Checking
$ 300
each pay period

Edit

Tips for direct deposits

- The total of your percentage deposits can't be over 100.
- If you want to deposit 100% of your pay into one account, you have to delete all other accounts.
- For a paycard or pre-loaded debit card, choose Checking as the Account type.

Direct Deposit FAQs

Which account type (Checking or Savings) do I select if I want all or part of my pay to be deposited to a paycard or pre-loaded debit card?

Checking.

Can I set up a direct pay account to pay a monthly bill, like my mortgage or a utility bill?

No. Direct deposit is available only for bank accounts with a routing number and an account number.

What does Reset do?

Click Reset to undo any changes you made to your deposit accounts since the last time you saved in this session.

What is a routing number and where do I get it?

It's a nine digit number that identifies your bank. You can find it on the bottom of a voided check from the bank account.

I don't have a voided check. Can I use a deposit slip?

The deposit slip doesn't show the bank's routing number, but you can contact your bank to get the number.

I added my direct deposit information but still received a check. When will my direct deposit start?

Typically with your next pay. Check with your company's payroll contact for the exact date.

Why don't I see an option to enter my direct deposit details in Employee Access?

Speak to your company's payroll contact, who must activate the feature that allows you to manage your own direct deposits.

Can I change my direct deposit accounts using ADP Mobile Solutions?

No. At this time, you can only manage your direct deposits using Employee Access on the web.

When will my pay be available in my account?

Usually on your pay date, although you may be able to view your pay statement in Employee Access 1 day before your pay date.

I made changes to my direct deposits but didn't get an email confirmation. What should I do?

In Employee Access, click **My Security**. Under User Profile, make sure your email address is correct. If needed, ask your company's payroll contact to update it for you.

I didn't receive a direct deposit payment, a paper check, or a pay statement. What happened?

Notify your company's payroll contact immediately.

Can I manage my HSA direct deposit accounts using Employee Access?

No, this information must be maintained by your company's payroll contact.

Viewing Your Pay Statements Online

The convenience of online pay statements is available to you every pay period through Employee Access.

How do I view my pay statement online?

1. Sign into myaccess.adp.com.

   To protect your personal data, your pay information is hidden when you open Employee Access.

2. Click **View Pay**. The total gross pay, taxes, deductions, and take home pay are displayed for the most recent pay statement.

3. To view totals for a prior pay statement, click the down arrow (⌄) next to the current pay date and select the pay date you want.

4. **To view the details for a pay statement**, select **Pay** in the menu on the left and then select the pay statement you want to view. Up to 3 years of pay statements are available.

How do I print my pay statement?

There are 2 ways to print your pay statement.

From the Dashboard

1. Click the down arrow (⌄) next to the current pay date and select the pay date you want.

2. Click **Download Pay Statement** to open the statement in your PDF reader.

3. Print the statement.

From the Pay Statements page

1. In the left menu, click **Pay**.

2. In the list of pay statements, click the pay statement you want, to view the statement details.

3. Scroll down to the bottom of the page and click **Print**.

Viewing Your W-2s Online

Starting with tax year 2015, you can now view up to 3 years of W-2 online. You'll still get a paper copy of your W-2s.

Your online W-2 is exactly the same as your paper W-2.

At this time, contractors' 1099s are available on paper only.

How do I view my W-2 online?

1. Sign into myaccess.adp.com.

2. On the Dashboard under Tax Statements, select the tax year you want. W-2s are available starting with tax year 2015.

   - Click to **Hide** or **Reveal** your W-2 Box 1 wage amount on the Dashboard.
   - Select **Download Tax Statement** to view and print your W-2.
   - If you have more than one W-2 for the tax year you selected, you'll see them all (up to 5).

When is my W-2 available online?

Your W-2 will be available soon after your company processes the last payroll of the year.

Why don't I see my W-2 in Employee Access?

Speak with your company's payroll contact.

What do I do if there's an error on my W-2?

Speak with your company's payroll contact.

Why is the information on my paper W-2 different from my online W-2?

It's possible that the W-2s for your company were updated and you haven't received a revised hardcopy yet. Check the "Current as of" date for the W-2 under Tax Statements.