

ADP EMPLOYEE SELF SERVICE

(updated April 2026)

ADP Employee Self Service allows you to access your HR and Pay information, immediately and effortlessly. Once you login to ADP Workforcenow, www.workforcenow.adp.com, you will be on the ADP Home page. The Home page provides you with quick links to manage your information. By clicking on the Myself tab, you can access menu options for Pay, Time & Attendance, Time Off, Benefits and Talent.

Here are a few things you can do with ADP Employee Self Service:

Access and print Pay information easily!

To access your Earnings Statement (aka Pay Statement/Pay Summary) follow the path: Myself > Pay > Pay & Tax Statements>My Pay. Here you can view, print, download and email pay statements.

To access your Tax Statements (aka W2 form and 1095-C form) follow the path: Myself > Pay > Pay & Tax Statements> Tax Statements. Here you can view, print, download and email W2 and 1095-C statements for the most current tax year and previous years.

To view or modify your Tax Withholdings follow the path Myself > Pay > Tax Withholdings. Here you can select to view or modify your Federal W-4 form and/or your Illinois W-4 form or respective state w-4 form. To view current forms, you can select the link View Saved Tax Forms.

To view or modify your direct deposit information follow the path Myself > Pay > Payment Options. Here you can set-up your direct deposit information and view, add or delete bank accounts information and allocate your pay to your checking and/or savings accounts.

To Go Paperless follow the path Myself > Pay > Pay & Tax Statements> Go Paperless. This options allows you to stop receiving hard copy paper statements and view your documents electronically online via the ADP portal or the ADP mobile app.

Access Time and Attendance easily!

If you clock-in/clock out, follow the path Myself > Time & Attendance > My Time Entry. Consult with your Manager for time keeping instructions. This is ADP's time clock feature. This is where you can view, submit or approve timecards.

If you track your time but are not required to clock-in/clock-out, follow the path Myself > Time & Attendance > My Timecard. Here you can enter your In-Out time without a time stamp. This is where you can view, submit or approve timecards.

Access Time Off easily!

To request Time Off, follow the path Myself > Time Off > My Time Off. Here you can check your time off balances, and you can request time off by click the button title “Request time off.”

Access Benefits easily!

To view or modify your Benefits follow the path Myself > Benefits > Enrollments. Here you can view current benefit information.

To view, update or modify Dependents and Beneficiaries follow the path Myself > Benefits > Enrollments> Manage Dependents and Beneficiaries.

Access Talent easily!

To view Performance Reviews/Appraisals follow the path Myself > Talent > Performance Dashboard. Here you can view current and historical performance reviews.

To view and manage Performance Goals follow the path Myself > Talent > Performance Goals. Here you can view and manage current performance goals and view historical goals.