

The Jewish Community Center of Greater Columbus

## **PAYROLL STATEMENT INSTRUCTIONS**

**\*\*\*\*\* Keep This Page for Your Records \*\*\*\*\***

Your payroll statements and annual W2 Forms are available to you online through ADP Workforce Now. You can register with Workforce Now as soon as you are given a Time Clock Employee Number.

How to **Register** on **ADP Workforce Now**:

(You need an Email address to register.)

1. Enter **<https://portal.adp.com>** in your Internet browser,
2. Click on "First Time Users Register Here",
3. Click on "Register Now",
4. Enter the **JCC Self Service Registration Pass Code** which is **COLJCC-12**.
5. Follow the prompts to complete the registration process. You must answer a few security questions and select a password.
  - a. You are required to use your social security number.
  - b. Your PASSWORD must contain between 8 to 20 characters and at least one LETTER and one NUMBER.
  - c. ADP will give you a secure User ID. It will be immediately sent to your email address.
  - d. ADP will use the security questions and answers to verify your identity if you ever forget your User ID or Password.

How to **View Your Pay Statements** on **ADP Workforce Now**:

(You need to go to your email and find your User ID.)

1. Enter **<https://portal.adp.com>** in your Internet browser,
2. Click on "User Login",
3. Enter your USER ID,
4. Enter your PASSWORD (case sensitive),
5. Now you are on the home or "Welcome" page of ADP Workforce Now. You will see a menu or list of tabs going across the top of the screen. One of these tabs will say "Pay and Taxes." Click on the "Pay and Taxes" tab.
6. Choose "Pay Statements" from the drop-down menu under the "Pay and Taxes" tab.
7. Click on the DATE of the pay statement you want to view.

### Notes:

Tip: Save the site, **<https://portal.adp.com>**, in your "Favorites" or "Bookmarks".

You can access your W2s at this site.

You can also use this site to update your federal tax withholdings through the W4 Form.