

**ADP/ETIME Where's my pay statement?**

All employees can view their pay statement one day prior to their pay date:

For Biweekly Employees: you can view your pay statement now.

For Monthly Employees: you will see your pay statement on Sunday, August 30 at the latest.

To View:

Login in to ADP.

Click the Money Tab at the Welcome screen.

Click the Pay Statement link in the left red bar.

The Pay Statement view gives your earnings (gross pay), taxes, deductions and take home pay (net pay).

**Another great feature!**

If you want to receive email notification when your statement has been posted you can select that feature:

Click the Money Tab.

Click the Pay Statements link.

Click the Select Notification Options at the top of the Pay Statements panel and check the box for email notification. (Make sure you have entered an email address on your address page in Myself tab.)