Accessing Total Rewards Statements in ADP

Please take the time to read through this whole document while viewing your current statement and looking at past statements. We have tried to explain the nuances for your 2020 statement and where we know information is incorrect in your 2018 and 2019 statements. It is our hope that this document will address most of your questions. If after viewing this document you still have questions, please contact Erin Moore at erin.moore@garrett.edu or on her mobile phone during business hours at 847-744-0967.

To access your Total Rewards Statements in ADP, you would first login to ADP at https://www.workforcenow.adp.com. You will need to do this on your computer and not via the ADP mobile application.

- Once you are logged in, select Myself
- Then Pay
- Then Total Rewards
- When the Total Rewards page opens, it will default to the most recent completed calendar year. All Total Reward statements will be for calendar years and not academic years. If you click on the drop-down list circled in red in the screenshot below, you can access your statement for 2018 and your projected statement for 2020. **You want to select Jan 1, 2020 – Dec 31, 2020 (Projected) to access what would be your current statement.**
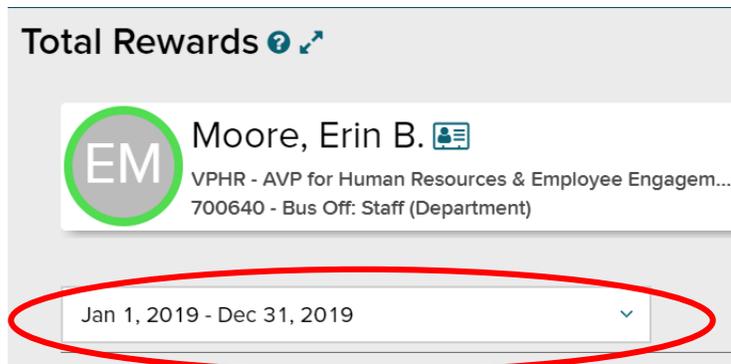
- Once you are in your Jan 1, 2020 – Dec 31, 2020 (Projected) statement, you can expand each section to see the details, you would do this by selecting the "Expand All" link that is circled in red in the screenshot below.
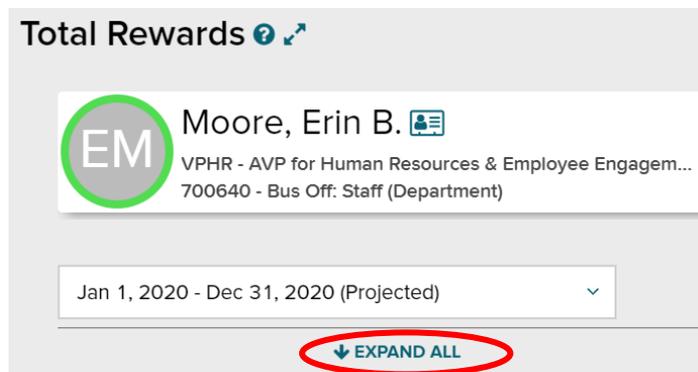
- In addition, you can also download your statement by selecting the "Download Statement" button circled in red in the screenshot below that appears at the bottom of your statement information. This will enable you to download your statement as a PDF file. You can then save it or print it.