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# ADP Vantage HCM® Using Pay Statements

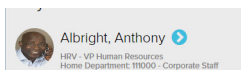
## Viewing Your Pay Statements and Adjustments

Pay statement information can be updated either by you or by your administrator. Pay information you can update may include deductions, tax withholding, personal information, and so on, and you would access this from the appropriate menu option.

For example, you can update deductions taken from your pay if the deduction is set up to allow employee updates. To find out when the updates will be available for your pay check, check with your administrator.

## Viewing Your Pay Statements

1. Select **Myself > Money > Pay Statements**.
2. If you want to view your personal and pay detail information, click the blue arrow next to your name.



3. To view your pay statements, do either of the following:

- You can only view pay statements you received after your company started using pay statements. You can access your pay statements for three years. All available pay statements display.

- To view your statements from a check image, click **View Check**. You can also view net pay detail and amounts for a check when you click the check image.

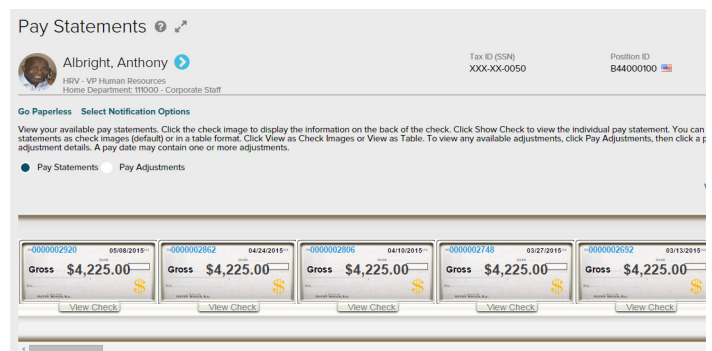


Figure 1. Pay Statements: Check View

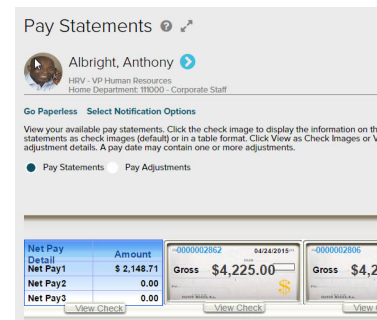


Figure 2. Pay Statement Check Detail View

- To view statements from a table, click **View as Table** and then click the **Pay Date**.

PAY DATE	CHECK NUMBER	GROSS PAY	NET PAY 1	NET PAY 2	NET PAY 3
05/08/2015	0000002920	4,225.00	2,148.71	0.00	0.00
04/24/2015	0000002862	4,225.00	2,148.71	0.00	0.00
04/01/2015	0000002806	4,225.00	2,131.63	0.00	0.00
03/27/2015	0000002748	4,225.00	2,131.63	0.00	0.00
03/13/2015	0000002692	4,225.00	2,131.63	0.00	0.00
02/27/2015	0000002634	4,225.00	2,131.63	0.00	0.00
12/19/2014	0000002578	4,225.00	2,156.77	0.00	0.00
12/05/2014	0000002520	4,225.00	2,156.77	0.00	0.00

Figure 3. Pay Statements: Table View

## Viewing Your Pay Adjustments

To view any pay adjustments that may have been made to your pay, do the following:

- From the Pay Statements page, click **Pay Adjustments**.

PAY DATE	GROSS PAY	NET PAY 1
No Data Available		

Figure 4. Pay Adjustments

- To see more detail about a specific adjustment, click the **Pay Date** for that adjustment.

## Receiving Pay Statements and Notifications

If **Go Paperless** is set up for your company, you can stop receiving paper pay statements and set up online access. Contact your company administrator about activating **Go Paperless**.

## Stop Receiving Paper Pay Statements

- Select **Myself > Money > Pay Statements**.
- Click **Go Paperless**.

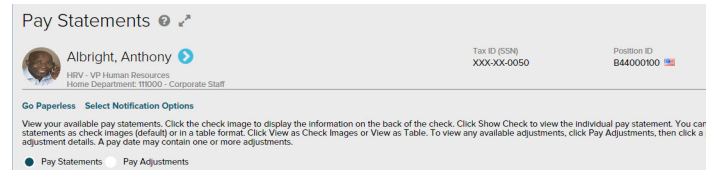


Figure 5. Select Go Paperless

- Select **Access my pay statements online only**, then click **Next**.

Figure 6. Go Paperless - Select Options

- Read the **Agreement to Stop Receiving Paper Pay Statements** and select **I Agree**, then click **Next**.

Figure 7. Go Paperless - Accept Agreement

5. Enter the confirmation number and click **Next**.

Figure 8. Go Paperless - Verify Online Viewing

6. Verify your email address and click **Done**.

Figure 9. Go Paperless - Confirm

## Restarting Paper Statements

To receive paper statements instead of accessing your pay statements online, do the following:

1. From the pay statement page, click **Restart Paper**.

Figure 10. Restart Paper

2. Click **Get Paper**. It may be one to two pay periods before you receive a paper statement.

## Enabling or Disabling Email Notification

Email notification must be activated before it is available. Contact your company administrator about activating email notification.

1. From the Pay Statements page, click **Select Notification Options**.

Figure 11. Email Notification

2. Select or clear the **Send email notification when a new Pay Statement is available** check box.

If you want to change your email address to use for notifications, select **Preferences > Communication**.

Figure 12. Communication Preferences

3. Click **Save**.

## Printing Pay Statements and Adjustments

1. Select **Myself > Money > Pay Statements**.
2. Select a statement or adjustment by doing one of the following:
  - Clicking **View Check** from the check image view.

- Clicking **Pay Date** from the table view.

Pay Statements - Document View

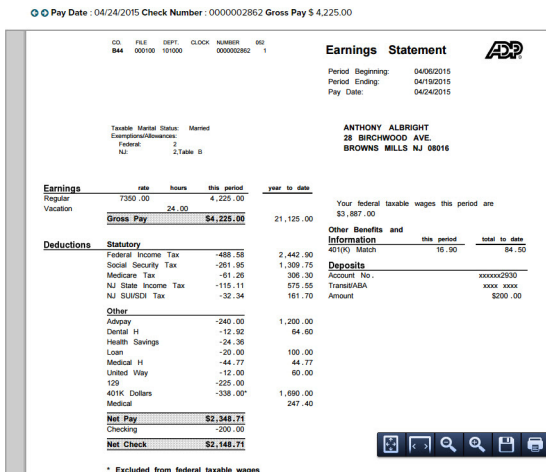


Figure 13. Pay Statement

If there are multiple statements or adjustments with the same pay date, all of them display. Use the navigation arrows located at the top left to view any additional statements or adjustments.

3. Click **Print**. If the statement is being displayed as a PDF, the Print button will be in the Adobe Acrobat Reader toolbar.

If the statement or image is not a PDF, the Print button will be in the top right corner of the window.

If for some reason you don't see any print buttons, try right-clicking on the pay statement and select **Print** from the menu.

## Tips and Requirements for Viewing Pay Statements

The following information lists tips and requirements for viewing your pay statements.

### What if I don't see my pay statements listed?

Pay statements are enabled at the company level by ADP, so pay statements may not be enabled for your company, or there may not be any pay statements available. Contact your company administrator to check if pay statements are enabled and that your pay statements have processed.

### What if I don't see the Notification and/or Go Paperless/Restart Paper links?

- Your company may not have these options enabled; contact your company administrator to see if these options turned on.
- If your company is set up for online statements only, neither **Go Paperless** nor **Restart Paper** options would be displayed in this case.

### What if my pay statements are not displaying or are not displaying correctly?

Review the following information that lists work station requirements and browser settings. Certain settings may affect the ability to display pay statements.

## Recommended and Required Work Station Settings

The following is a list of computer and software requirements.

Type	Requirement
Work Station	1 GB of RAM 500 MHz processor or higher
Video	Minimum screen resolution of 1200 x 800 recommended Minimum 256 colors
Disk Space	1.5 GB
Minimum Bandwidth	The following minimum bandwidth requirements are generally available from cable/DSL providers. Failure to maintain these bandwidths during payroll processing may result in slower response times: <ul style="list-style-type: none"> <li>• 0-500 employees require 512 Kbps.</li> <li>• Over 500 employees require 1024 Kbps.</li> </ul>
Third Party Plug-ins	Adobe® Reader® 9, 10, or 11 or later version is required. You can download this software free of charge from the Adobe website (www.adobe.com).

## Supported Operating Systems and Browsers

Make sure the browser you are using is supported for each operating system. Click the Requirements link in the page footer of the product for current browser and operating system requirements.

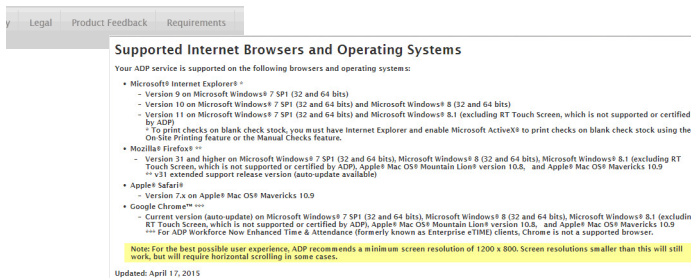


Figure 14. Requirements List Example

## Browser Settings for Adobe Reader

If your pay statements display as PDFs, you may need to change browser settings to make sure Adobe Reader is the default for viewing PDFs. You can check and then change the settings as follows.

- ☞ These steps may vary depending on the browser and Adobe Reader versions.

### Microsoft® Internet Explorer®

1. From the Internet Explorer menu bar, select **Tools** > **Internet Options** and then click the **Programs** tab.

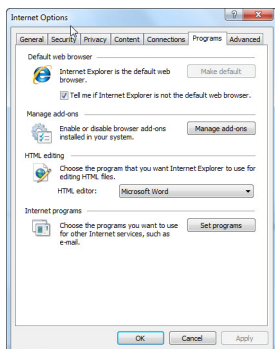


Figure 15. IE Internet Options

2. Click **Manage add-ons**.

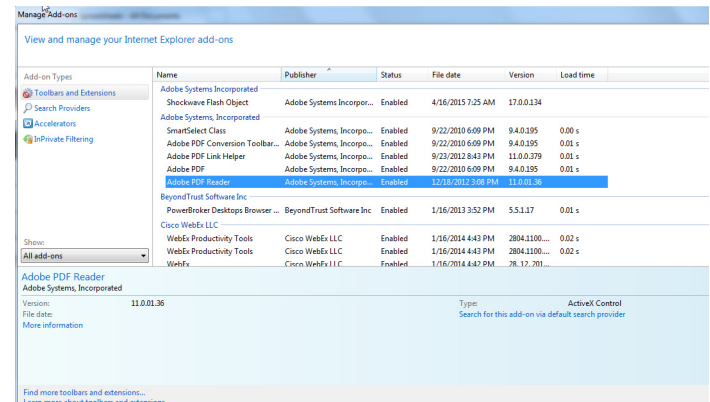


Figure 16. IE Manage Add-Ons

3. Select **All add-ons** from the **Show** drop-down list.
4. Find the **Adobe Systems, Incorporated** heading in the right column and click **Adobe PDF Reader** to display information about the add-on.
  - ☞ If you don't see Adobe PDF Reader, go to the Adobe website ([www.adobe.com](http://www.adobe.com)) and download the latest Adobe Reader version.
5. Click **Enable**.
6. Close the **Manage add-ons** window and then click **OK** to close the Internet Options window.

## Mozilla Firefox®

1. From the Firefox menu bar, click the Open menu icon, click **Options**, then click **Applications**.

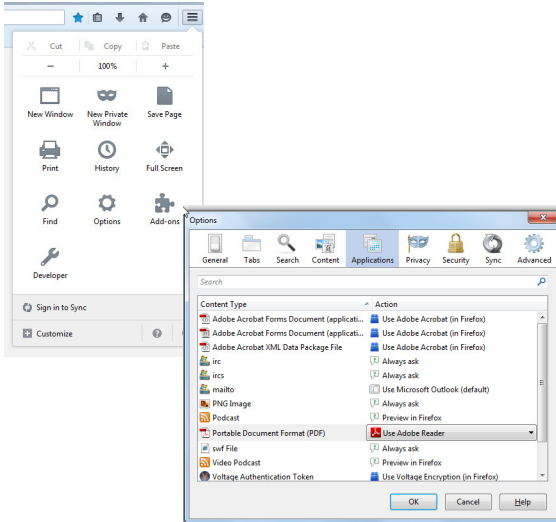


Figure 17. FireFox Options

2. Verify that the **Portable Document Format (PDF) Content Type** is assigned to **Use Adobe Reader**. If it is not, click **Portable Document Format (PDF)** and from the **Action** drop-down list, select **Use Adobe Reader**.
3. Click **OK**.

## Google Chrome™

By default, Chrome uses a built-in PDF viewer to open PDFs.