

ADP Employee Self Service

Once your direct deposit becomes effective you will no longer receive paper pay stubs.

After you have received your first payment from Iowa Wesleyan University, if you would like to view or print your pay statements or year-end W-2's you can elect to sign up for the ADP Employee Self Service online portal. ADP's Employee Self Service will allow employees to review any elective employee benefits they are enrolled in, look at year to date earnings and view charts and trends as to how your pay is being broken down as well as print your payroll related tax forms and pay statements on-line, 24 hours a day, 7 days a week.

To enroll in the ADP Employee Self-Service portal, you will need to follow the below steps.

1. Go to <https://workforcenow.adp.com>
2. Click on create an account
3. Click on Find Me
4. Select either
 - Email or mobile phone
 - or
 - Your information
5. You will then be directed through the setup process.

You will need to be sure you keep your ADP Employee Self Service User ID and Password in a safe place to be used whenever you want to login to your portal.