ADP Go Green (Paperless) Instructions

To stop receiving paper copies of your pay statement, you can choose to go paperless (which could take up to two pay periods). There are 2 Options on how to complete this process.

IMPORTANT:

• If you have trouble with the Go Green process or printing pay stubs in ADP, please try another browser or use your ADP Mobile app.

• If you continue receiving paper copies after you completed the Go Green process, please send an email to Payroll@principia.edu.

Option #1:

• Log into your ADP Portal at https://workforcenow.adp.com

• Select Pay under the MYSELF Tab and then select Pay Statements

• Then select Pay statements

• Select Go Paperless
• Go through Steps 1-4

Pay Statements - Go Paperless

Choose to access your pay statements online, and stop receiving paper copies of your statements. Statements are retained securely online for 3 years. If you want to return a copy of a statement for longer than 3 years, you must either print a copy or save an electronic copy. You may go back to receiving paper statements at any time.

By selecting this option, you will receive your pay statements online only. You will no longer receive paper copies. After you click next, you need to accept terms and conditions and then verify that you can view your statements online.

Option #2:

If you have the ADP Mobile app you can find the “Go Paperless” option at:

• Myself
• Pay – scroll down to bottom and you will see “Go Paperless” under “Additional Benefits”
• To View and/or print your statements, Go to: >Pay >View Statements.

Viewing and Printing Pay Statements and Annual W-2s

As an active employee, you can view and print your pay statements as well as annual W-2s and 1095-C’s for 3 years on:

a. https://ipay.adp.com (only see pay voucher and W2 on this site)
b. ADP portal at https://workforcenow.adp.com or
c. ADP Mobile Phone app (iPhone; Android or most tablets)

As an in-active employee, you will be able to view and print your W-2, 1095-C, and pay vouchers for 3 years on https://ipay.adp.com.

If you have any questions or problems, please email: Payroll@principia.edu