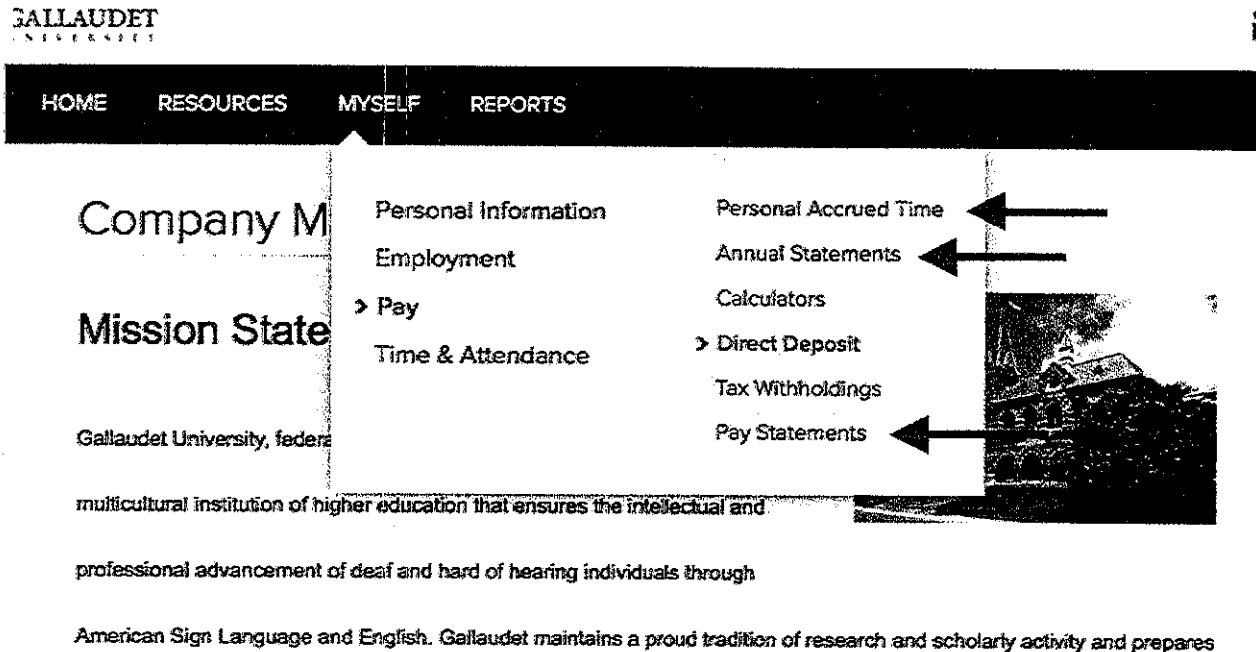


HOW TO ACCESS YOUR PAY STATEMENTS

- 1) GO TO WORKFORCENOW.ADP.COM
- 2) ENTER YOUR LOGIN AND PASSWORD. IF YOU NEVER SET UP AN ACCOUNT, YOU WOULD NEED THE PASS CODE. DUE TO ADP SECURITY ISSUES, THE PASS CODE CANNOT BE GIVEN THROUGH EMAIL. PLEASE CALL 202-558-5467, 202-250-2714, 202-250-2163, OR 202-250-2217 TO OBTAIN THE PASS CODE.
- 3) TO NAVIGATE THROUGH WORKFORCE NOW, PLEASE SEE BELOW:



While there are many features in this website, below are three most requested information:

PERSONAL ACCRUED TIME: Your leave balance can be viewed here.

ANNUAL STATEMENTS: Your W2 form from the last three years can be viewed here.

PAY STATEMENTS: Your pay stubs can be viewed here.