

Cambridge payroll is going paperless!

Starting with your October 10, 2019 paycheck you will no longer receive paper copies of pay statements via US Mail. You will instead have unlimited access to your electronic pay statements online which you will be able to download and/or print when and as you wish.

For those of you who do not receive your pay via direct deposit, you will continue to receive an actual paycheck in the mail.

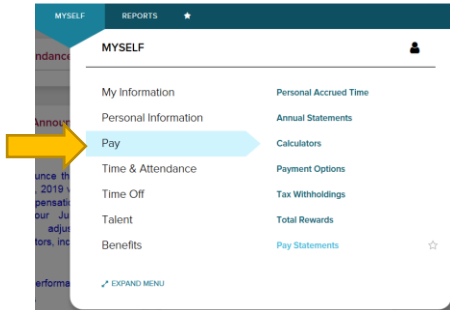
To access Pay Statements follow the instructions below:

ADP Workforce Now

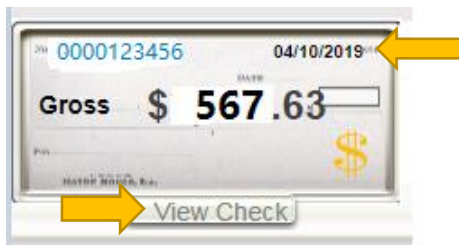
- 1) Log in to: <https://workforcenow.adp.com>. Once logged in click on the Myself heading.



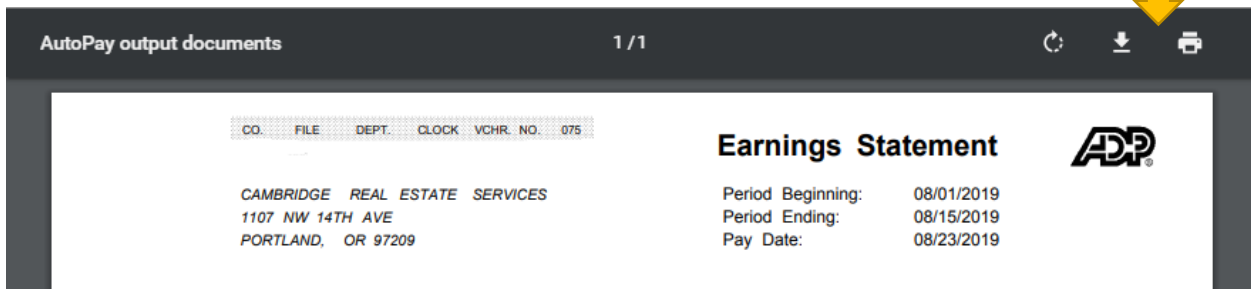
- 2) In the drop down go to Pay, then select Pay Statements



- 3) Find the pay check you wish to view and click View Check

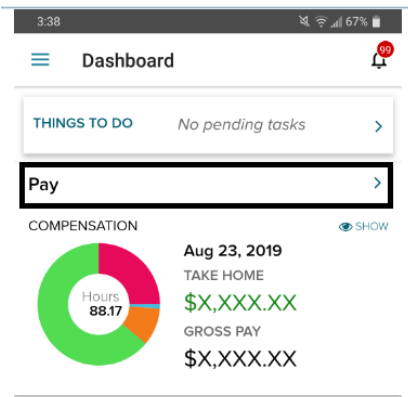


- 4) Print or download using icons you see when hovering over the top right-hand corner of the statement



ADP Mobile

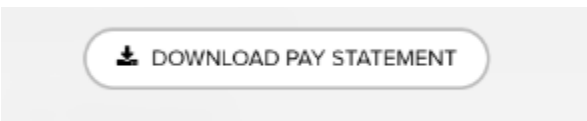
1) On the Dashboard tap on the Pay bar



2) Tap on the Pay Statement you wish to view



3) To download your statement, scroll to the bottom of the screen and click "Download Pay Statement"



4) On the top right of the Pay Statement click on the three black dots to Share PDF, Print, or Open In (another app)

