

# LOVE AT FIRST BITE



## Policies / Procedures / Processes

Team relevance	All staff
Policy definition	<b>How to review your pay stub history online</b>
Responsibility	Payroll & Human Resources
Date updated	12/7/2017
Policy	<p><b>Purpose</b></p> <p>To view pay statements online</p> <p><b>Scope</b></p> <p>This policy applies to all staff on payroll.</p> <p><b>Procedure</b></p> <p>Your Payroll Information... Anytime, Anywhere!</p> <p>You have online access to your payroll information through ADP® Employee Access. Once you register, you can view your most recent pay information online, at your convenience.</p> <p>To get started:</p> <ol style="list-style-type: none"><li>1. Click <a href="http://myAccess.adp.com">myAccess.adp.com</a></li><li>2. Click <b>Register Now</b></li><li>3. Complete the registration process</li><li>4. Once registered, click <b>My Info</b> and verify that your information is correct.</li><li>5. If anything needs to be changed, please notify your employer.</li></ol> <p>Be sure to bookmark <a href="http://myAccess.adp.com">myAccess.adp.com</a> for fast, easy access to your payroll information. If you have questions, please contact your employer.</p>
Notes	