

If an active Naropa employee previously registered for access to ADP, they will continue to have access to ADP after their employment ends for the purposes of obtaining pay and annual statements for three years following the termination of their employment.

Although a former employee will have access to annual statements online through ADP, it is important to provide any address updates to Naropa Human Resources Department (humanresources@naropa.edu) so that a W-2 may be mailed when available after the end of year.

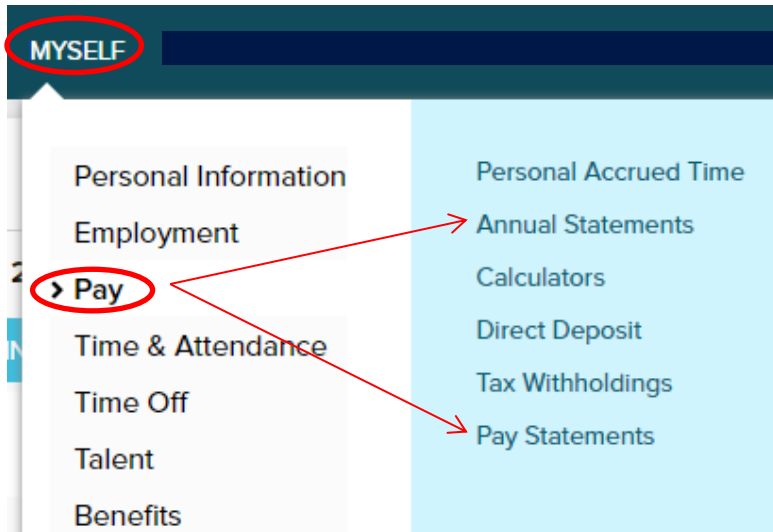
To view pay statements and pay related documents, log into ADP from the ADP Workforce Now Home Page (<https://workforcenow.adp.com>).

Enter User ID, which for most employees is their naropa.edu email address without a period between 'naropa' and 'edu.' For example, jsmith@naropaedu.

Your password was selected by you when you registered for ADP access. **Passwords are case sensitive.**

If you have forgotten your password, please select 'Forgot Your User ID / Password' or call the Human Resources Department at 303-245-4700.

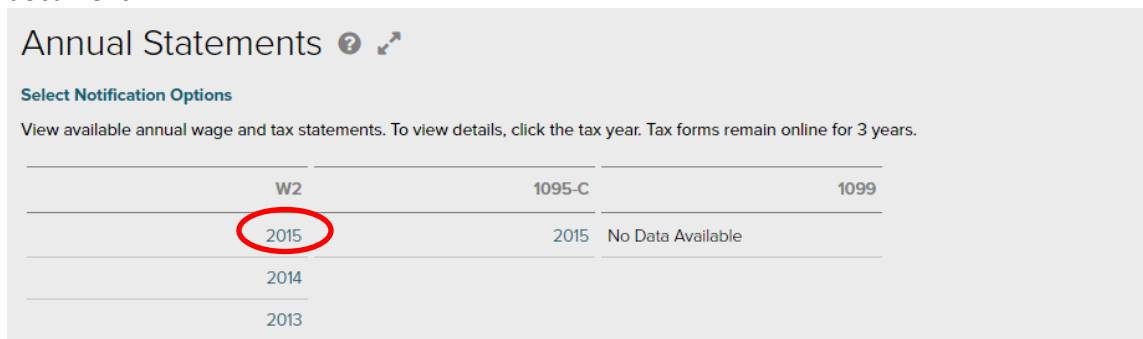
Once logged into ADP, select the 'MYSELF' drop down.



Under Annual Statements, you can view your W-2s for up to previous 3 years and 1095-C.

Under Pay Statements, you can review and print your semi-monthly or monthly pay statements.

To view an annual statement, click on the year for which you'd like to view the document. Once the document has opened, you can select to download or print it from icons in the upper right of the document.



To view a pay statement, select 'view check' for the desired date. Once the pay statement opens, you can select to download or print it from icons in the upper right of the document.

