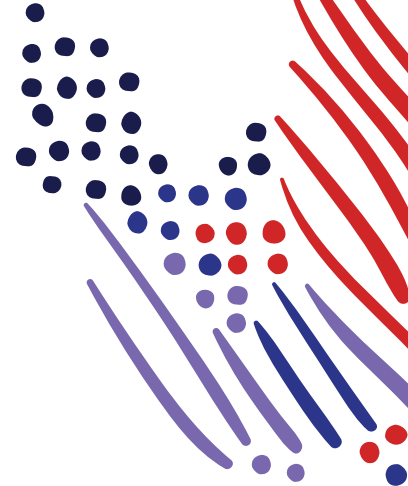Wage Garnishments – myADP.com

# Navigation Guide

Overview

This document outlines the Wage Garnishment features and functionalities on myadp.com, including the mobile app (available for Android™ and IOS Apple® iPhones®). It describes how garnished employees can access documents (e.g., lien order copies), manage ADP email notifications for their garnishments, and download documents (e.g., lien change orders).

Internet Browser Access

1 Go to **myadp.com** and **Log in** using the same credentials you use to view your pay information. Contact your employer Admin if you are unsure of your user name or password, or need assistance logging in.

NOTE: If you have not registered, click **Register Now** to create your account. You may leverage the email address shared with your employer or the registration code provided by your employer.

2 Access your pay information.

3 In the Garnishment tile, the dollar amount for all garnishments for the selected pay period is visible.
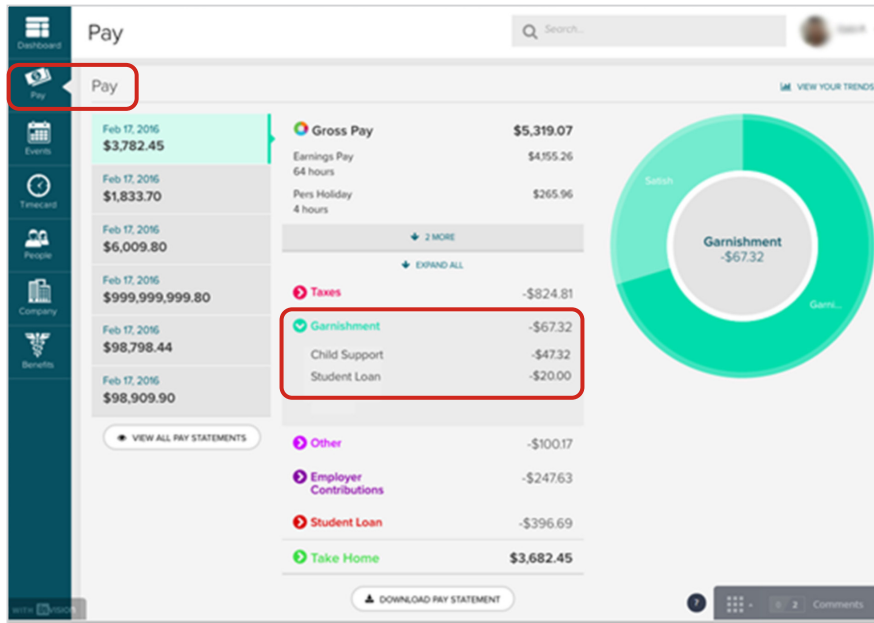
4 In the Garnishments tile, you can access **Active** and **Completed** garnishments.
- Click the expand arrow to view detail.

NOTE: Sign up (or opt out) for email notifications from this tile. Enter the email address for updates (payment detail, stop orders, change orders, refunds) regarding a garnishment.

5 Click the **Overview & Documents** tab. Information visible from this screen provides details regarding the type of garnishment, per pay period deduction amount, payee address, agency phone number, and more.

NOTE: The Doc ID and Lien Number are unique identifiers created by ADP—one for disbursement process and the other for payroll processing, respectively.
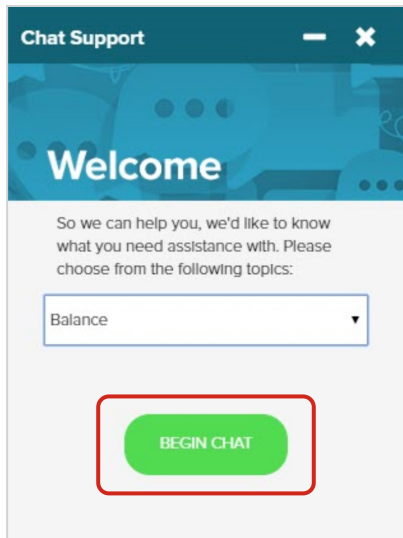
6 Click **Export** to view a PDF of the overview information.

7 Below the detail of the garnishment, supporting documents (e.g., lien orders) are available. Click **Preview** to view the document and print or download.

**8** Click the **Chat Support** button to connect directly to a solutions center representative.

**A.** Select the topic for your chat and click **Begin Chat**.

B. You'll be placed in a queue for the next available Solution Center Representative.
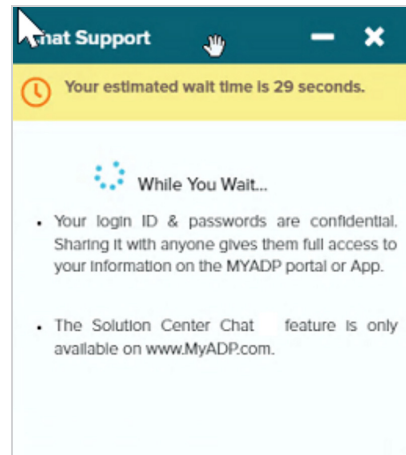
C. Once the Solution Center Representative joins the chat, your conversation will begin!

To end the chat, click the **X** in the top right corner of the chat window.
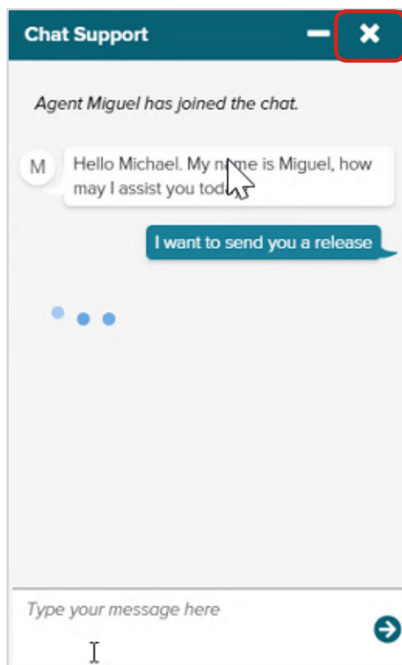
D. At the end of your chat, you'll be asked to complete a survey comprised of four questions.
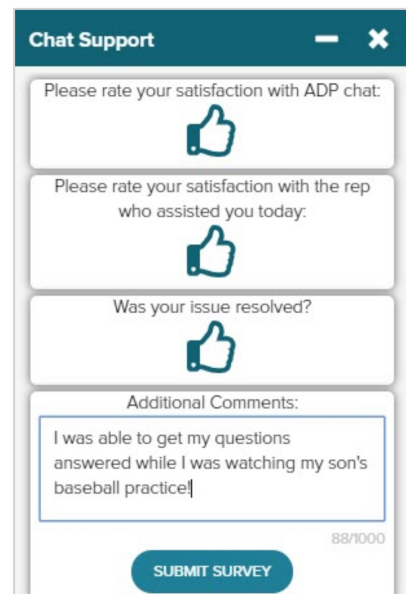
9 Click the **Deductions & Disbursements** tab to see detail, including status, for each disbursement.
  • Click **Export** to view the information in PDF format.

Disbursement status include:

Status	Description
Pending	Payment pending to be issued
Issued	Check mailed to payee
Released Split	Partial refund
Released	Payment sent to payee
Paid	Payment received by payee
Hold	Payment on hold requires research
Cancelled	Payment cancelled
Stopped	Payment stopped requires research
Void	Payment voided requires research
Reversed	Payment reversed
Netted	Credit to employer invoice
Transferred	Transferred
Zero Dollar Payment	No payment deducted

10 Click the **Notification Letters** tab to see any letters available. These include the state-mandated employee notification letters and other responses that go out each pay period.

NOTE: You can also **Export** the data and **Preview** letters to print or download.

Upload Documents

1 From the Wage Garnishments tile, click to select the garnishment to upload a document.

Wage Garnishments

Active	Completed

Child Support
DOC ID: WSFTS11000000088
Active >

📧 SUBSCRIBE FOR EMAIL NOTIFICATIONS

NOTE: The **Upload Document** feature is not available on the myADP mobile app.

2 From the **Overview & Documents** tab, click **Upload Document**.

| Overview & Documents	Deductions & Disbursements	Notification Letters

Child Support
Doc ID: WSFTS11000000088   Paid: $0.00 $219.23 (pay per period)   📄 EXPORT
Active

LIEN NUMBER	CASE NUMBER	STATE	
1	000000FA0002	WISCONSIN	
START DATE	END DATE	RELEASE DATE	DISBURSEMENT SCHEDULE
03 - 24 - 2007	N/A	N/A	Paydate +3
AGENCY CONTACT	PAYEE NAME	PAYEE ADDRESS	
N/A	CHRIS EMPLOYEE	001 MAIN STREET ANY TOWN, STATE 123456	

| DOCUMENT ID	DESCRIPTION ⬍	DATE RECEIVED ⬇	UPLOAD DOCUMENT
WSFTS11000000088	Original	06-22-2017	👁 PREVIEW

**3** The Upload Document page displays. Click the **SELECT A FILE OR DROP IT HERE** link.
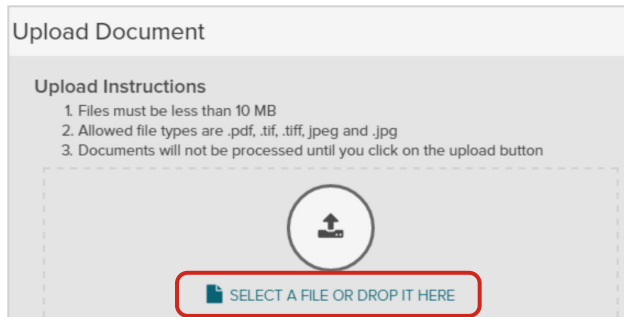
4 A new Browser window will open for you to navigate to the desired file. Select the document to upload. Either double-click the file name or drag and drop the file into the Upload Document page.
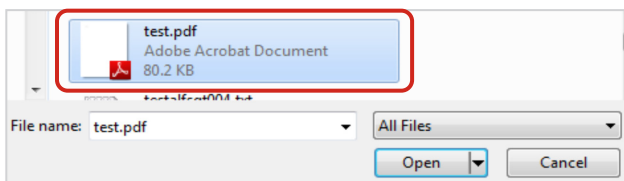
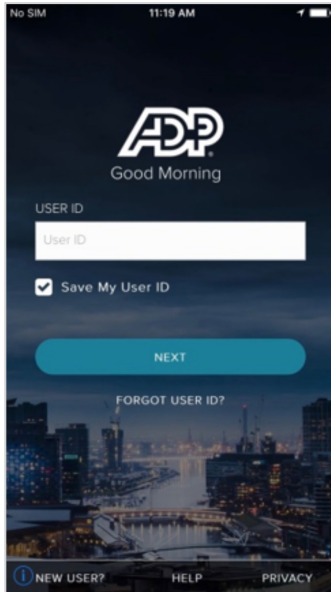**5** Review the document name that was uploaded. Click **Upload**.
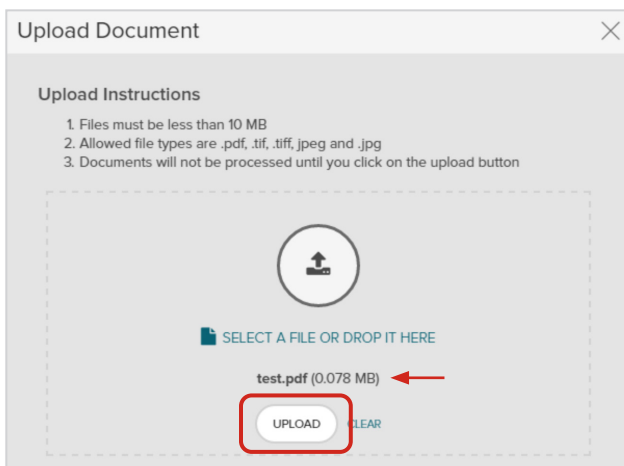
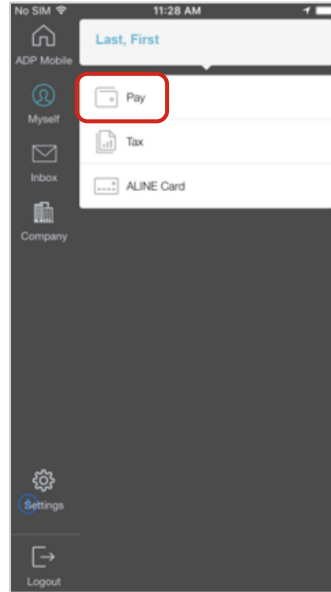A confirmation message displays that your document has been uploaded successfully.
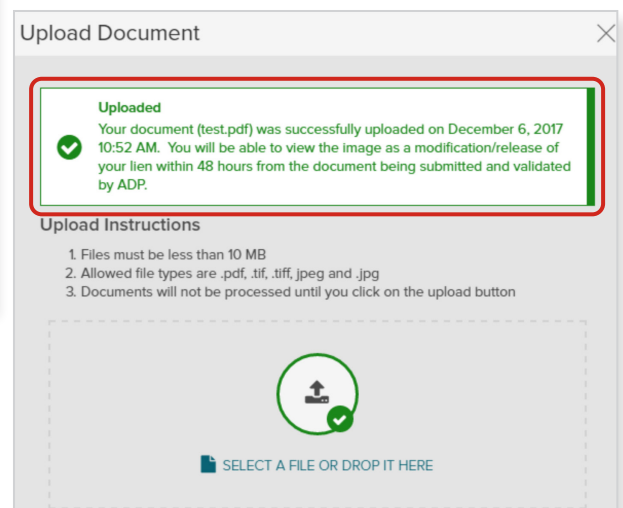
Mobile Access

1 Download the ADP app to your mobile device.
- Apple Devices: ADP Mobile Solutions App from the App Store
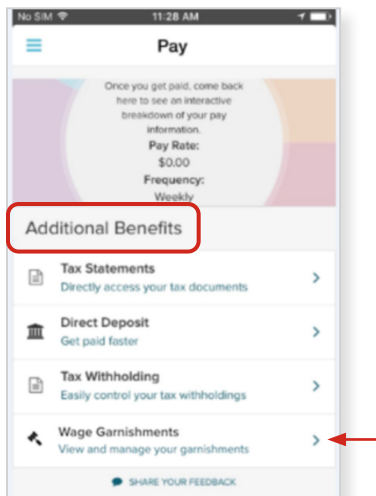- Android Devices: ADP Mobile Solutions App from Google Play

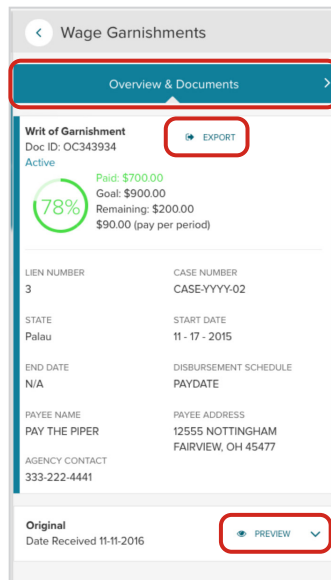**2** Log into the ADP Mobile Solutions App.

3 Access **Pay** information.

4 Under Additional Benefits, click the **Wage Garnishments** expand arrow to view and manage your garnishments.
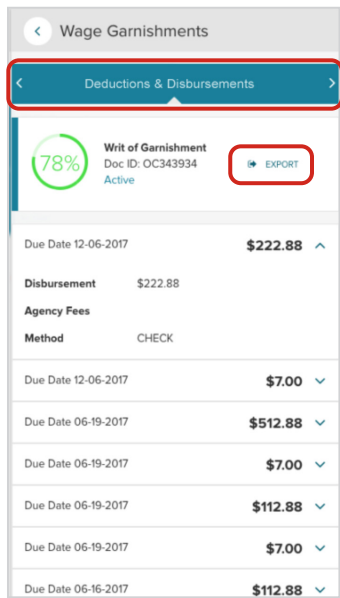

5 The **Overview & Documents** tab displays.
- Click **Export** to view the detail as a PDF.
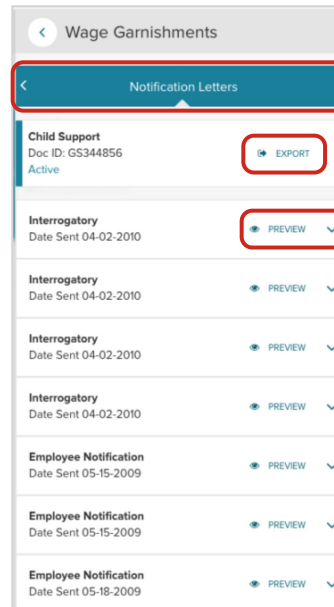- Click **Preview** to view the document and print or download.

6 Click the next arrow to access the **Deductions & Disbursements** tab.

- Click **Export** to download the garnishment order as a PDF.

7 Click the next arrow to access the **Notification Letters** tab to view letters associated with the garnishment.

- Click **Export** to view the information as a PDF.
- Click **Preview** to open the letter as a PDF to print or download.

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