



CHICAGO PARK DISTRICT PAPERLESS EMPLOYEE AND ADP

How to Access Paperless Employee:

There are various benefits to enrolling with Paperless Employee:

1. Upon issuance of a paycheck, an e-mail notification will be sent to you.
 2. An e-mail notification will be sent when the end-of-year tax form is available for download.
 3. Electronic original tax forms are available through October 15th.
 4. Check stubs and year-of-end tax forms are available to view or print as printable PDFs.
- ** If you elect to receive your tax forms electronically, you will not receive a hard copy through the mail

How to Enroll for Paperless Employee:

1. Log on to: <https://www.PaperlessEmployee.com/cpd>
2. Create a personal user ID and password.
3. Follow the steps on the screen to register for electronic delivery.

How to Access ADP:

The Chicago Park District has contracted with ADP for the processing and distribution of W-2 tax forms. If you would like an additional electronic copy of your W-2, you can use the steps below to create an account with ADP to grant you access to your electronic W-2 forms. Your 1095-C forms can be accessed as in prior years using your account with Paperless Employee, where you get your pay slips.

How to Enroll for ADP:

1. Go to <http://my.adp.com> and at the bottom of the "Sign into ADP" window
2. Click on "Create an Account" and then click on "I have a registration code"
3. Enter the registration code as follows, "**ChicagoPrk-W2s**", then click continue.
4. You should now be prompted to add your personal information.
 - a. First Name and Last Name
 - b. Control Number – Employee ID (**this can be found Box D of your W-2, do not include the "731" at the end. NOTE: this is not your CPD Employee ID**)
 - c. Control Number – Company Code (**Enter the number, "731"**)
 - d. Zip Code and Social Security Number
5. Click on continue, you will then be prompted to add contact information and complete the registration process, during which you will be assigned a user identification and you will be asked to create a password (8-20 characters; of which, at least one needs to alpha and one numeric)

Once that process is complete, you can log in at the link above with your User ID and password and retrieve an electronic copy of your W-2. Please save your User ID and password as they will be used in future years. If you do not receive your W-2s by January 31st, please contact Payroll at payroll@chicagoparkdistrict.com.