



BROWN

Accessing Brown’s Paycheck+ website hosted by ADP is easy. All you need is your Brown Username (e.g., jcarberr) and Password to access ADP’s on-line pay information site.

The ADP Paycheck+ website is found at the following URL:

<https://sso.brown.edu/idp/Authn/UserPassword> . You can access this URL by visiting the Controller’s Office website – the URL appears on the left-hand navigation.

To access your payroll data you must first enter your Username and Password on the screen that appears as below:

Brown University Username e.g., jcarberr	<input type="text"/>
Password	<input type="password"/>
Logging in binds your identity to your browser session. For Security: remember to exit ALL browser windows when leaving this computer.	<input type="button" value="Log in"/>

Once you have authenticated your identity, you will be able to view up to 36 months of payroll stubs (commencing May 1, 2010) and up to three years of W2s (beginning with 2010 W2).

To view your payroll stub, click on the pay date you want to view. The stub will appear.

To view your W2, move your cursor to the upper left corner, Pay & Taxes, click on the arrow, and select annual statements. Your W2 will appear.

If you have problems

- If you can enter the ADP Paycheck+ website but cannot view your data, contact the CIS help desk at 401-863-4357 or by sending an email to help@brown.edu .
- If you forgot your password you can get it reset. Contact Computing Accounts and Passwords (CAP) at 401-863-4357 or by sending an email to CAP@brown.edu .
- If need to activate your electronic services please visit the account activation page at <http://www.brown.edu/cis/activate/> . You will need your ID number. For students, this is your Brown ID that begins with a capital B. For faculty and staff, this is the 9 digit number that is on your Brown ID.