



## 2020 Form W-2

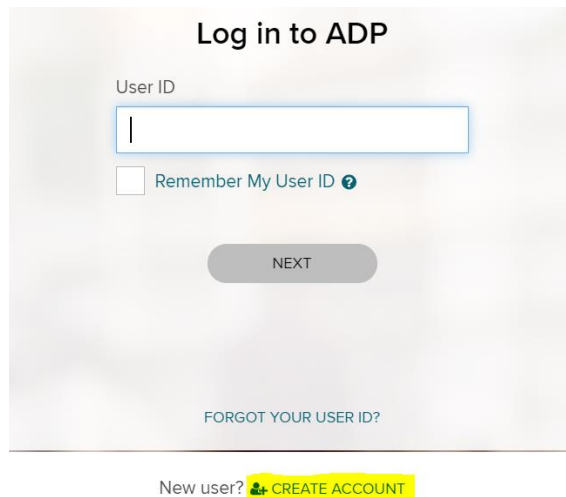
Saint Leo University's processor, ADP, has moved the 2020 Form W-2 to ADP's iPay website. You can access your W-2 online using the instructions below. By January 31, ADP will also mail a paper copy to your home address on file in Workday as of December 31, 2020. Form W-2 will **not** be available in Workday. **Please note** an important format change for 2020. To help protect identity, the first five digits of your SSN are masked on all employee copies of the W-2. The IRS permits this format.

To access your W-2 online visit [my.adp.com](https://my.adp.com)

If you have previously accessed prior year pay statements or W-2's, go to page 2.

**New users: if you are a first time user of the ADP iPay site:**

Click the **CREATE ACCOUNT** link at the bottom of the window.

A screenshot of the ADP login page. The title is "Log in to ADP". There is a "User ID" label above a text input field. Below the input field is a checkbox labeled "Remember My User ID" with a help icon. A "NEXT" button is centered below the input field. At the bottom of the login area is a link "FORGOT YOUR USER ID?". Below the login area, there is a "New user?" label followed by a plus icon and a "CREATE ACCOUNT" link, which is highlighted in yellow in the original image.

Select **I HAVE A REGISTRATION CODE**

Enter registration code **STLEO-W2** then select **CONTINUE**

Enter your first and last name

**Service Name and Document**, select **W-2 Services** and it will default to Year 2020

**Control Number – Employee ID**, enter your Workday Employee ID (begins with E, located on any pay slip)

**Control Number – Company Code**, enter **RNM**

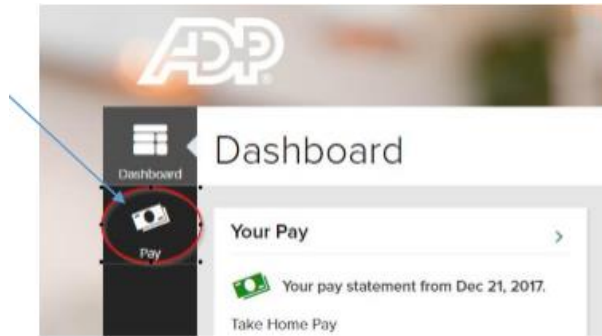
Enter your home **Zip Code** (as listed in Workday)

In **Employee's SSA number** enter your Social Security Number then click **Continue**

Complete a series of questions to confirm your identity. A **User ID** will be assigned and you will create a password.

## 2020 Form W-2 (continued)

Once the password is complete, select **Pay**



Your W-2 is available in the **Tax Statements** box, bottom right. Select **Tax Year 2020**.

(Note...if you complete the process and encounter an issue, it may be necessary to close and re-open your browser, clear cookies or clear cache and log back in)

**Existing users: if you have previously accessed earlier pay statements or W-2's, there is no need to register; you may enter your UserID and password to access your information.**

UserID: First initial followed by last name @STLEO; ex. Samuel Smith = SSmith@STLEO

Password: If unknown, click 'Forgot your ID/Password' link. The email address associated with your account is required to reset your password.

If you need additional assistance or to request a password reset, please contact the Saint Leo Payroll Office at [payroll@saintleo.edu](mailto:payroll@saintleo.edu) or 352-588-6650.