



2021 W-2

The 2021 W-2 has been completed. Saint Leo's processor, ADP, has made the form available electronically as well as mailing a paper copy to the address in Workday as of January 12, 2022. You can access your W-2 online using the instructions below.

The W-2 is not available in Workday.

How to access the W-2 form:

Navigate to <https://my.adp.com>

New users must create an account.

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

A screenshot of the ADP login interface. At the top, it says "Log in to ADP". Below that is a "User ID" label and a text input field. Underneath the input field is a checkbox labeled "Remember My User ID" with a help icon. A "NEXT" button is centered below the checkbox. At the bottom of the login area, there is a link that says "FORGOT YOUR USER ID?".

New user? **CREATE ACCOUNT**

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 2021

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)

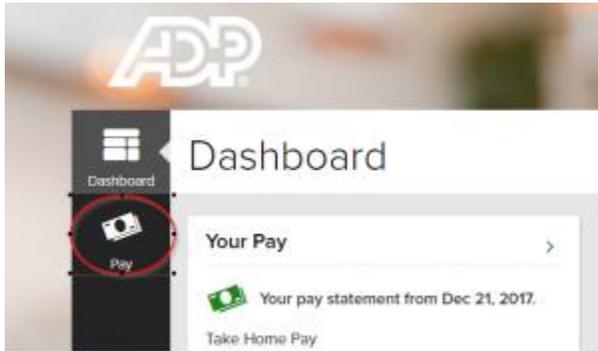
In **Employee's SSA number** enter your Social Security Number then click **Continue**

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

Once logged in, you will be brought to a Dashboard screen.

2021 W-2 (continued)

Select Pay from the left hand menu.



Your W-2 is available in the **Tax Statements** box, bottom right. Select **Tax Year 2021**.

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 or 352-588-6650.