



## 2022 W-2

The 2022 W-2 has been completed. Saint Leo's processor, ADP, has made the form available electronically. Paper copies will be mailed to the address in Workday by January 31, 2023. 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 2022

**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)

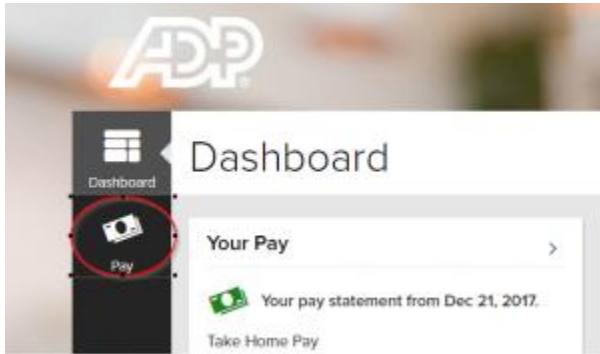
In **Employee's SSA number** enter your Social Security Number then click **Continue**

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.

## 2022 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 2022**.

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**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.