How to access your W-2 via ADP Online

When Shared Services has all W-2s prepared, you will be able to print them out by entering your account on the ADP website.

From the VSU Homepage



- Move your cursor over the **Faculty and Staff** entry in the left menu of the VSU Home Page (<u>do not click</u>).
- Move cursor over the **Shared Services/ADP** option and click.



• Click on the **ADP Login** menu option listed in the Main Menu on the left of the Shared Services/ADP web page.





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User Login Administrator Login

	The server agate [16:13:09:7155]	way.adp.com at Employee Access requires a username and password.	
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all.	Password:		ea file
		Remember my password	1
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		OK Cancel	

• Click on the **User Login** button on the ADP web site.



• Enter your **ADP User Name** and **Password** in the login box and click **OK** to enter your ADP account.



ADP account page and then click on the

Click on the **Pay & Taxes** tab listed at the top of your

Annual Statements option from the drop-down list.

Employee
Home
Time & Attendance
Pay & Taxes
Personal Information
What's New
Pay Statements
Direct Deposit
Welcome Tc Tax Withholding
ee Portal
Your one-stop source for H Deductions ts/Time Care
To access the eTime system, go to
Annual Statements
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Annual Statements				
Select Notification Options Change E-mail Address				
Annual Statement Summary				
This page displays the annual tax forms available for viewing. Click the tax year to view details.				
Tax forms remain online for 3 years.				
* You will need the Adobe Reader plug-in (most people already have it). If you don't have it installed, you can				
W2				
2010				
2009				



• A link to your available W-2s will appear in the area shown. Click on the year link to view your desired W-2 and choose print to create a copy or copies of your document.

Note: If no link appears, your W-2 is not ready for downloading. Tax forms remain online for 3 years as noted in the highlighted area in the image above.