**W2 statements will be available for online retrieval beginning Monday, January 25th. A hard copy will be mailed to your home address the week of January 25th.**

**Please note that W2 statements will not be available for pickup in the Business office.**

**Electronic Access to W2 and Pay stubs**

Below are instructions on how to access online your W2 and Pay stubs:

**For Users who have previously logged in to ADP:**
1. Access the [Employee Self Service Website](https://workforcenow.adp.com)
2. Enter your User ID and Password to Log In.
3. Click on the ‘Myself’ tab in the top menu bar. Under the ‘Pay’ heading you will be able to access both your W2 and your pay stub when selecting either Annual Statements or Pay Statements. You will see a box on the right side entitled “Tax Statements”. Here you can find your current, as well as past, W2 statements. Be sure to select the most recent tax year.

**For First Time Users:**
(Never accessed the site as an Ursinus employee, including for benefits enrollment.)
1. Access the [Employee Self Service Website](https://workforcenow.adp.com)

   **Note:** If you have accessed ADP Workforce Now previously, please see instructions above.
2. First-time users must register. Click “Register Now”. When registering, please note that Ursinus College’s Registration Code is [UrsinusCol-1111](https://workforcenow.adp.com). Also, on step 2 of 7, under Identity Type, please switch from ‘Associate ID’ to ‘Partial SSN’.
3. Click on the ‘Myself’ tab in the top menu bar. Under the ‘Pay’ heading you will be able to access both your W2 and your pay stub when selecting either Annual Statements or Pay Statements. You will see a box on the right side entitled “Tax Statements”. Here you can find your current, as well as past, W2 statements. Be sure to select the most recent tax year.

ADP also offers Apple and Android compatible apps for easy on the go access.

![Available on the App Store](https://example.com/app-store-icon.png)

![Android App On Google Play](https://example.com/google-play-icon.png)

We are confident that you will enjoy this enhanced benefit, and will appreciate that the paperless pay stub format is more secure, efficient and complements Ursinus sustainability goals.