

About W-2s

- Form W-2 is the annual wage and tax statement required for IRS and State reporting
- ADP is the third-party provider that distributes and maintains RIT W-2s

To Access Your W-2s

CURRENT employees:

- Go to <https://myinfo.rit.edu>
- To log in, click on Employee Self-Service and Approvals
- Then, click on RIT Employee or Student Self-Service
- Under My Payroll Information, click on My W2 Information
- Click on the **red ADP logo**
- In the Tax Year dropdown, select the tax year needed
- Then, click on View Statement to print or download the form
- Sign out when complete - click on your initials (upper right), click on Sign Out

FORMER employees:

- Go to <https://W2.adp.com>
- If previously registered, enter User ID and click next
- If not previously registered, click on Create Account
- Click on I Have a Registration Code, enter RITEDU-W2, then click continue
- Complete the Identify Yourself page
 - First Name field – enter name as it appeared on your paychecks
 - Last Name field – enter name as it appeared on your paychecks
 - Last 4 Digits of SSN, EIN or ITIN field – enter last 4 of SSN
 - Birth Month, Day and Year fields – enter birth month, day, year, then continue
- Select option to Verify Your Identity – Verify me using my mobile number preferred
 - Enter your phone number
 - Enter the verification code sent to your phone and click continue
 - At the Help Us Protect Your Account screen enter your information
 - If you no longer have an RIT email account, **BE SURE TO CHANGE THE EMAIL to your CURRENT EMAIL ADDRESS**
- At the One More Step screen – make note of your User ID (email with no dot)
 - Create and Confirm Password then click on Create Account
- At the Sign in to ADP screen, enter your User ID (email with no dot) and password, then click Sign In
- Click on Tax Statements
- In the Tax Year dropdown, select the tax year needed
- Then, click on View Statement to print or download the form
- Sign out when complete - click on your initials (upper right), click on Sign Out

W-2 FAQs

Q. What are the benefits of Paperless W-2s?

A. Benefits include:

- Enhanced security
- 24/7 online access to your documents
- Faster than traditional mail
- Environmentally friendly

Q. Can I sign up for Paperless W-2s?

A. Current RIT employees can opt in or out of paperless at any time:

- Go to <https://myinfo.rit.edu>
- To log in, click on Employee Self-Service and Approvals
- Then, click on RIT Employee or Student Self-Service
- Under My Payroll Information, click on My W2 Information
- Click Add or Update
- Select Document Type W-2, then set Paperless to Yes or No and click Apply
- Click Next, then click Submit

Q. I am a current RIT employee, how do I register with ADP?

A. Current employees do **not** need to register with ADP to access their W2; see instructions for Current Employees above

Q. I am a former RIT employee, how do I register with ADP?

A. See instructions for Former Employees above

Q. I am a former employee with questions about my W-2, who should I contact?

A. Call RIT Payroll at (585) 475-2381, 2382 or 6526 for assistance

Q. My ADP account was locked or suspended – who should I contact?

A. **Call** RIT Payroll at (585) 475-2381, 2382 or 6526 for assistance.