

Florida Tech Workday Job Aid Accessing W-2s in ADP

Overview

Follow the steps below to access W-2s in ADP. Current and former Florida Tech employees must first create an account in ADP before they can access their W-2. This process does not require connection to Florida Tech's network as it's direct access to ADP.

Steps

1. Navigate to my.adp.com
2. Click on **Get Started**

3. Select the **I have a registration code** (please do not use the find me function)

4. Enter the company registration code **FIT1-W2**

Florida Tech Workday Job Aid

The screenshot shows a registration window titled "Enter Registration Code". At the top, a progress bar indicates four steps: "Enter Code" (active), "Identity Info", "Contact Info", and "Create Account". The main heading is "Enter Registration Code". Below it is a text input field labeled "Registration Code" with a red border. Underneath the field is a "Continue" button and a "< Back" link.

5. Complete the **Identify Yourself** section. All information must match the information on your Workday profile.
6. Control Number - Company Code **UCS**

The screenshot shows a registration window titled "Identify yourself". At the top, a progress bar indicates four steps: "Enter Code", "Identity Info" (active), "Contact Info", and "Create Account". The main heading is "Identify yourself". Below it are several form fields: "First name*" (text input), "Last name*" (text input), "Service name and document*" (dropdown menu with "W2 Services" selected), "VIEW SAMPLE DOCUMENTS" (link), "Year of W-2*" (dropdown menu with "2024" selected), "Control number - Employee ID*" (text input), "Control number - Company code*" (text input with a red border), "Zip Code*" (text input), and "Employee's SSA number*" (text input).