W-2 - Wage and Tax Statement Quick Guide

For the safety, security, and convenience of both current and former Temple University employees, the W-2 Employee Wage and Tax Statements are available directly through ADP W-2 Services. All employees are encouraged to register to receive their W-2 form electronically by visiting the ADP W-2 Services website and registering. The process for accessing your W-2 information on the ADP W-2 Services website is slightly different for a first time user and a returning user.

Current employee? A link and instructions are available for current university employees on TUportal:

Login to the TUportal; click on the Staff Tools tab and in the Pay and Tax Information channel click on the W-2 Wage and Tax Statement. There you will find the link to the ADP W-2 services website along with instructions for both First Time users and Returning users on how to obtain your W-2 form from ADP. Or, as an alternative, you can go directly to the ADP site at https://w2.adp.com.

Note: As an alternative or if you no longer have TUportal access, you can go directly to the ADP site at https://w2.adp.com.

Using the ADP W-2 Services Website:

First Time User

The first time you use the ADP W-2 Services website, you’ll need to register with ADP. During registration you will receive an ADP assigned User ID (which is NOT the same as your Temple AccessNet username.) You will also be prompted to create a password for this account. Please safeguard this information because you will need it to login on future visits to the ADP site.

First Time users select Register Now. Note – Log in is for returning users.
1. Enter TempleU-W2 for the “Registration Pass Code”
2. Select Type of Service: W-2 Services
3. Enter the following required information:
   ▪ First and last name
   ▪ Employee ID# - 9-digit Temple University TUid number
   ▪ Company Code: TEJ
   ▪ Full Social Security Number
   ▪ The Zip Code for your Permanent Address.
   ▪ Current Tax Year: CCCC (ex. 2014)
4. Create a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. It is strongly recommended that you do not use your Temple AccessNet password but instead create a different password. You will also be prompted to establish security questions in the event you forget your login information and to assist in password recovery.
5. Submit this information and you will be assigned a system generated User ID. You will use this User ID and the password you created in Step 4 to access your W-2 information on the ADP W-2 Services website**.
   **If you have difficulty completing the registration, try logging out of the web browser entirely and then logging back in to a new session.

Returning User

Returning users should:
- Select Log in
- Enter the ADP Assigned User ID and password you created at the time you registered for ADP W-2 Services. (This is not Temple AccessNet Username and password)
- If you do not recall the username and/or password you created for the ADP site, click the “Forgot User ID” and/or the “Forgot Password” links on the ADP W-2 Services website.

IMPORTANT: If any error messages on the ADP website direct you to contact a “System Administrator” please call 215.926.2244 or send an email to hrrpayroll@temple.edu
Changes to Distribution Method of W-2 Form:

Registered users of ADP W-2 Services can make a change on the ADP W-2 Services website in the My Options link on the Myself tab by either electing to suppress the printing of the W-2 form or withdrawing consent to online delivery and receive a paper W-2 form.

Requests to withdraw consent to receive an electronic W-2 form can also be submitted in writing to the Payroll Management office.

Changes made in the delivery option of the W-2 Wage and Tax Statement after December 31, 2014 will be effective for the new calendar year.

Procedure to Request a Replacement W-2 Forms:

All requests for a previous year W-2 form** must be submitted in writing to Payroll Management by completing a Request for Replacement/Reissue Tax Document form obtained on the HR forms website. Please allow 1 to 3 business days to process your request.

**Internal Revenue Service regulations only require employers to retain copies of employee W-2 forms for three calendar years plus the current.

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