Memorandum

To: All Temple University Employees

From: Nancy L. Hinchcliff, Assistant Vice President
HR Operations

Date: December 1, 2014

Subject: Reminder to Sign Up To Receive Your 2014 W-2 Form Online

As we begin to prepare for year-end processing, I have included important reminders and set up instructions that you can perform now to make sure you will receive your 2014 W-2 form as soon as it becomes available in January. Internal Revenue Service (IRS) regulations require employers to provide the W-2 form to employees by January 31\textsuperscript{st}. You will receive an e-mail notification when the form becomes available and the announcement will be made on the HR website at www.temple.edu/hr.

Through ADP, our W-2 provider, we are able to offer you access to your W-2 forms 24 hours per day, 7 days a week. All employees are eligible to participate in this program by first registering directly with ADP and consenting to receive your Form W-2 online. We recommend that all university employees visit the ADP W-2 website and verify that if you are a returning user you can log on using the user name and password that you created last year* or if you are a new user you must first register with ADP to set up your online account.

*If you forgot your user name and/or password, you can retrieve this information on the ADP W-2 website. The temporary password is valid for 24 hours and must be entered not copied and pasted into the field.

Providing Consent to Receive an Electronic W-2 form

The IRS allows the use and distribution of Form W-2 Wage and Tax Statements in electronic form in lieu of paper forms. As an employee, your consent is required to obtain the form online in lieu of receiving a paper form in the mail. The deadline to make this election on the ADP W-2 website is December 31, 2014.

ADP recommends that all employees verify that they have elected to suppress the printing of a paper W-2 and receive an electronic W-2 form as soon as you gain access to your account on the ADP W-2 website. This election can be made by selecting the Change Your Paperless Option link in the Resource Center box on the Home page of the ADP W-2 website. The election will remain in effect for subsequent years unless you return to the ADP website and withdraw your consent.

Advantages of the electronic W-2 Wage and Tax Statement

- Eliminate receiving multiple W-2 forms in the mail as a result of new PA Act 32 reporting requirements.
- Earlier Access to your W-2 Form.
• **Safety and Security** - no worry about the form being lost, stolen, delayed, or misplaced.
• **Convenience** you can access it anywhere using a computer.
• **Go Green!** Print the form only when you need it.
• **Download** your tax information into popular tax preparation software programs.

**How to Register on ADP W-2 Services**

1. Login to [Tuportal](#), click on the **Staff Tools** tab and in the **Pay and Tax information channel**, click on the **W-2 Wage and Tax Statement** link. A link has been provided for your convenience to the ADP W-2 Services website along with instructions for returning and first time users.
   
   Note: As an alternative, you can go directly to the ADP site at [https://w2.adp.com](https://w2.adp.com).

2. Once on the ADP site, Returning users click **Login**. First Time users click **Register Now** by entering the following information:

3. Enter **Registration Pass Code**: TempleU-W2

4. Select **W-2 Services** as the **Service**

5. Fill in the following required information to verify your identity:
   - First and last name
   - Employee TUId#
   - Company Code: TEJ
   - Full Social Security Number
   - Your Zip Code for the Permanent Address displayed in SSB on TUportal
   - Tax Year: 2014

6. **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.

7. **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 6 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.**

8. **Election to consent to receive an Electronic W-2 form**, please perform the following:
   - Select **Change Your Paperless Option link** in the Resource Center box on the right and follow the instructions to consent to suppress printing a paper W-2 form and receive an electronic W-2 instead.
   - Remember you have until December 31, 2014 to make this election for 2014. Changes made after December 31, 2014 will be effective for the new calendar year.

For future reference, be sure to **Bookmark or Add to your Favorites** the ADP W-2 Services website in your browser at [https://w2.adp.com](https://w2.adp.com). For your convenience, there is also a link to the ADP website in the Tuportal **W-2 Wage and Tax Statement** section mentioned above.

We hope you will enjoy these added benefits and we appreciate the opportunity to provide you with this new way of viewing your year-end information.

If you have any questions with set up or accessing your ADP W-2 account, please contact the Temple University Payroll Management Office at (215) 926-2244.

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Temple University | Payroll Management Office | TASB 083-54 | 1852 N. 10th Street
Philadelphia, PA 19122
Phone: (215) 926-2244 Fax: (215) 926-2261 E-mail: hrpayroll@temple.edu