Memorandum

To: All Temple University Employees

From: Nancy L. Hinchcliff, Assistant Vice President
Human Resources – Operations

Date: December 4, 2013

Subject: Reminder to Sign Up To Receive Your 2013 W-2 Form Online

Would you like to receive your W-2 Wage and Tax Statement as soon as it becomes available in January? For your convenience, we have provided instructions that can be performed now so that you can receive an electronic 2013 W-2 form as soon as it becomes available in January.

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. Both current and former employees are eligible to participate in this program. In order to obtain an electronic W-2 form, all university employees who have not done so last year must visit the ADP W-2 website and follow the instructions below to register and to set up an online account.

Providing Consent to Receive an Electronic W-2 form
The Internal Revenue Service (IRS) allows the use and distribution of Form W-2 Wage and Tax Statements in electronic form in lieu of paper forms. For your convenience, university employees can provide consent to obtain an electronic W-2 form online in lieu of a paper form on the ADP W-2 Services website. If you have already provided consent to suppress the printing of your W-2 form last year, no additional action is needed. If you would like to receive a W-2 online or change your consent, the deadline to make this election with ADP W-2 Services is December 31, 2013.

ADP recommends that each year all employees log on to the ADP W-2 Services website and verify the User ID and password that you created at that time of registration as well as verify your election to suppress the printing of the paper W-2. In addition, first time users should also make the election at the time you create your online account with ADP W-2 Services.

The 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 Website

1. Log into TUportal, click on the Staff Tools tab and in the Pay and Tax information channel, and click on the W-2 Wage and Tax Statement link.
   Or, as an alternative, you can go directly to the ADP site at https://w2.adp.com.
2. Once on the ADP site, click Register Now. If you are visiting the ADP website for the first time, do not select Login.
3. Enter the following 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
   - Full Social Security Number
   - Employee 9 digit TUid#
   - Company Code: TEJ
   - Your Zip Code for the Permanent Address displayed in SSB on TUPortal
   - Tax Year: 2013
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.
8. In order to consent to receive an Electronic W-2 form, please perform the following:
   - Select Change Your Paperless Option link in the Resource Center box located in the upper right corner of the ADP home page 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, 2013 to make this election for 2013. Changes made after December 31, 2013 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. For your convenience, there is also a link to the ADP website on TUportal W-2 Wage and Tax Statement link of the Pay and Tax Information channel on the Staff Tools tab referenced in Step 1.
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.

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