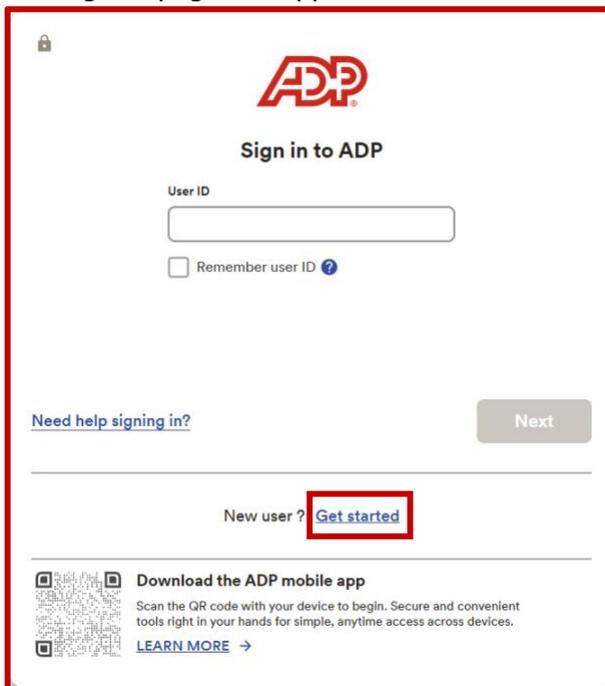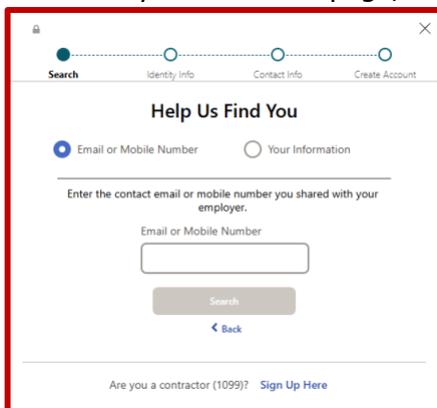# Workday @ Richmond
MAKING YOUR DAY WORK BETTER.

Accessing W2 through ADP for Previous UR Employees

This job aid provides step-by-step instructions for requesting a W2 through ADP for previous UR employees.

1. Go to [my.adp.com](my.adp.com).
2. The *Sign in* page will appear. Click **Get Started** next to the *New User?*

3. Click **Find Me**.
4. On the *Help Us Find You* page, select **Your Information**.

5. Enter your **First/Last Name, DOB,** and **SSN**. Then, click **Search**.

6. Click **University of Richmond**.
   a. Note: If you have worked at another company who used ADP, they will also appear. Only select **University of Richmond**.
   b. Note: You may be promoted to verify your identity and/create an account.

7. Select the appropriate year and download to print your W2.