

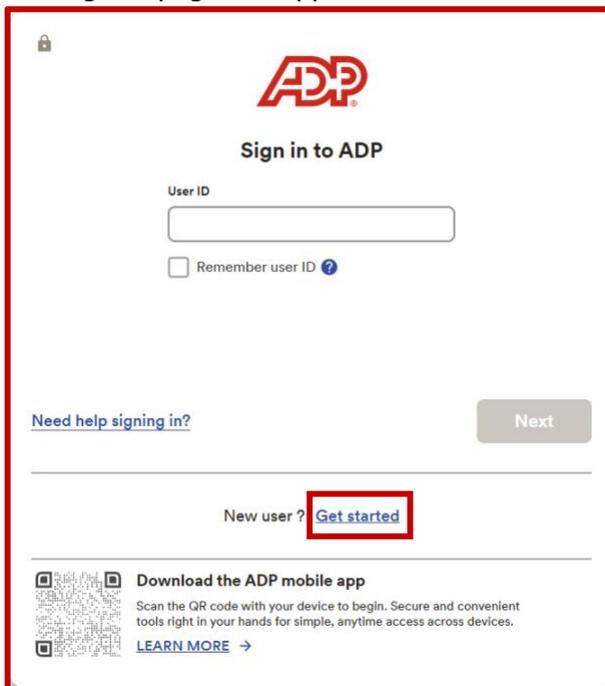
Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

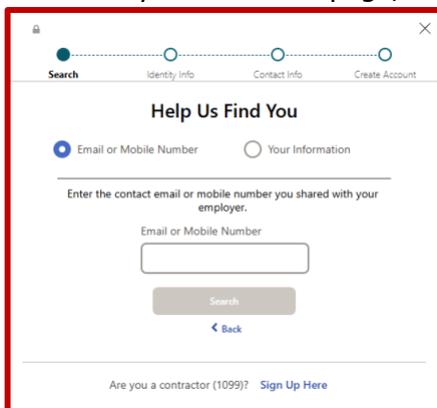
Accessing W2 through ADP for Previous UR Employees

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

1. Go to my.adp.com.
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**.

Search Identity Info Contact Info Create Account

Help Us Find You

Email or Mobile Number Your Information

Enter the personal information you shared with your employer.

First Name * Last Name *

Date of Birth * Month Day Year Country * USA

Social Security number * Employee/Associate ID

Search

[< Back](#)

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.

Search Identity Info Contact Info Create Account

We found you

Select the company to create a new account.

-
-
- University of Richmond

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