

Dear Departing NKU Employee:

In order to access your W2 electronically once you have separated employment from NKU you will need to register on ADP W-2 Services website. 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.

How to Register on ADP W-2 Services

1. Go to <https://my.adp.com>.
2. Click "Register Now".
3. Enter the **Registration Pass Code** which is: NKUEDU-W2
4. Enter your Name and select **W-2 Services** as the Service.
5. The following information is required for validation purposes:
 - Full Social Security Number
 - Employee ID #
 - Company Code: 761
 - Employee Zip Code
 - Tax Year

You will be prompted to complete a registration process during which you will select a unique password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. Additionally, you will be assigned a system generated User ID. **Once you have completed the registration process, you should "Bookmark" or "Add to your Favorites" the new URL, <https://my.adp.com>.**

Remember this will be the only way you will be able to access your W2 electronically. If you do not register on ADP's website you will be mailed a paper copy of your W2 by 1/31 of the year following your separation via the U.S. Postal Service. You will need to be sure that your mailing address remains current and accurate in the NKU payroll system by contacting either the payroll department or the HR department at NKU if you move at all during they year you separate employment, to update your address.

Sincerely yours,

Payroll/Human Resources Department