

Florida Tech Workday Job Aid

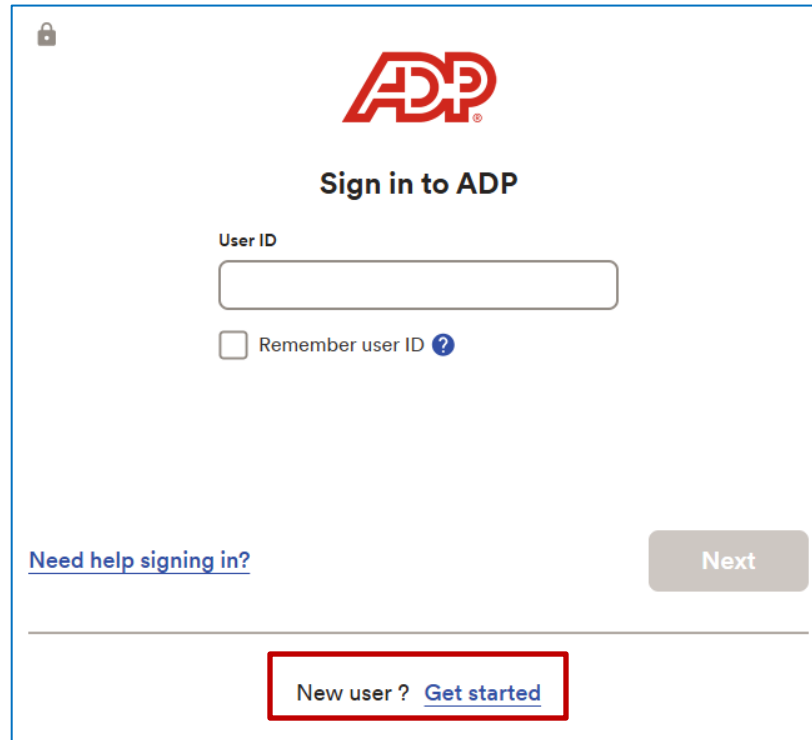
Accessing W-2s in ADP

Overview

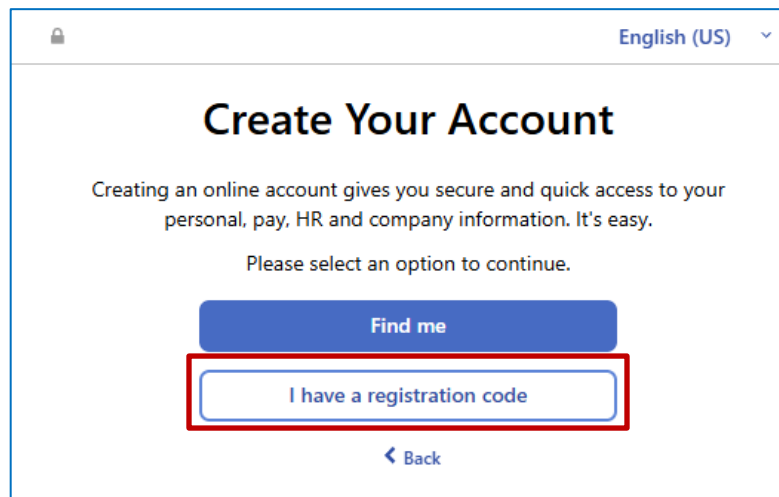
Follow the steps below to access W-2s in ADP. Current and former Florida Tech employees must first create an account in ADP before they can access their W-2. This process does not require connection to Florida Tech's network as it's direct access to ADP.

Steps

1. Navigate to my.adp.com
2. Click on **Get Started**

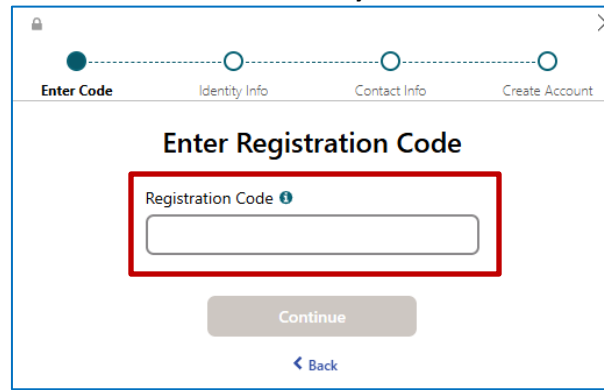


3. Select the **I have a registration code** (please do not use the find me function)



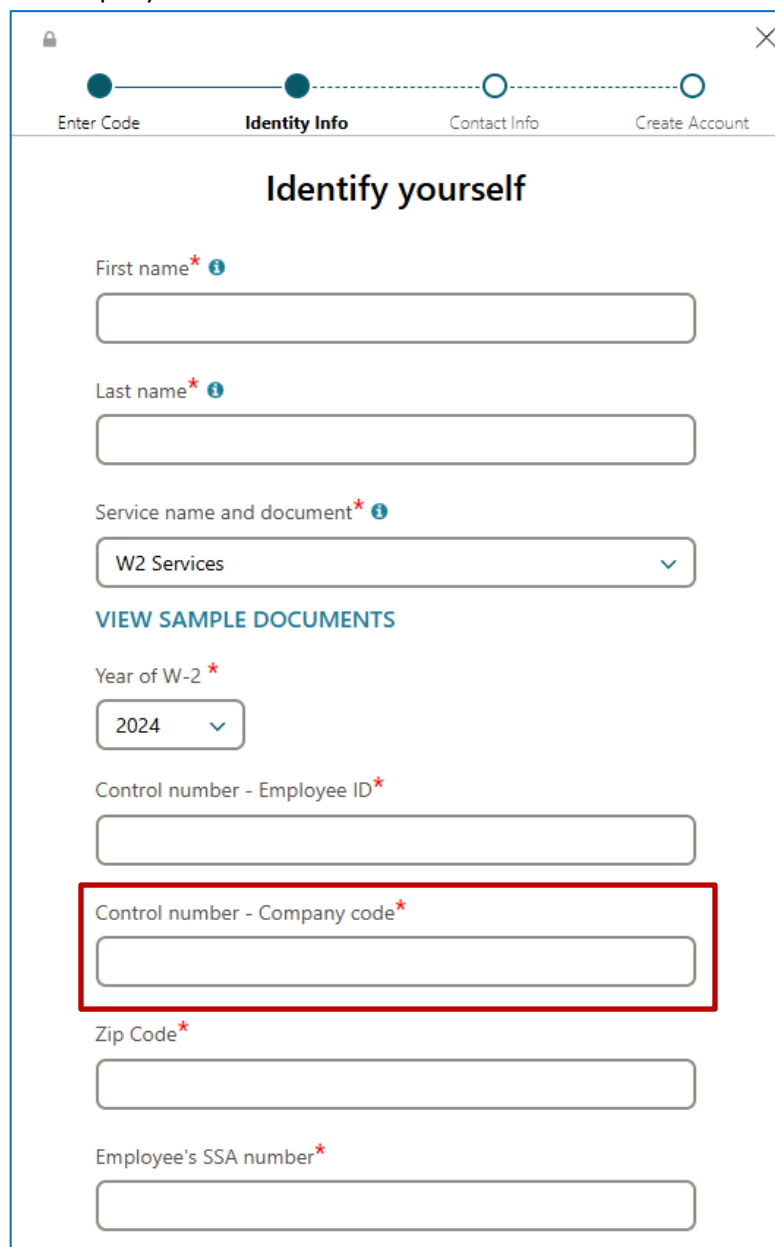
4. Enter the company registration code **FIT1-W2**

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The screenshot shows the 'Enter Registration Code' step of the Workday registration process. The 'Enter Code' step is highlighted with a red box. The 'Continue' button is visible below the input field.

5. Complete the **Identify Yourself** section. All information must match the information on your Workday profile.
6. Control Number - Company Code **UDC**



The screenshot shows the 'Identify yourself' section of the Workday registration process. The 'Control number - Company code' field is highlighted with a red box.