

# A New Way to Access W-2s and Paycheck Stubs

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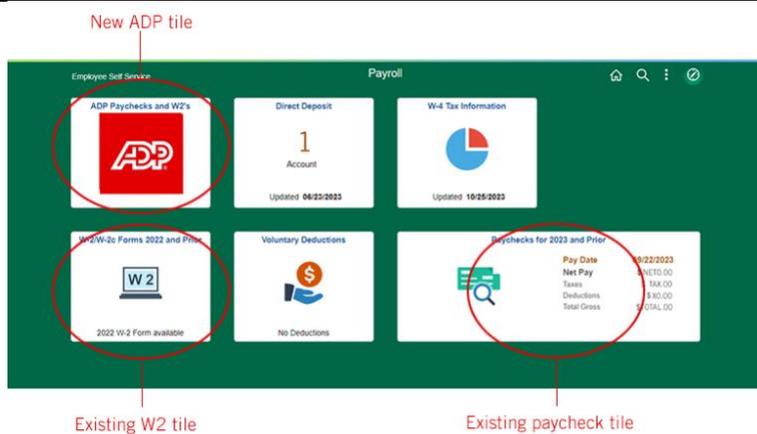
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## Quick Guide: Accessing Pay Stubs and W-2s in ADP and GEMS Self-Service



Beginning 01/10/2024, a new tile will appear in **GEMS Self-service**.

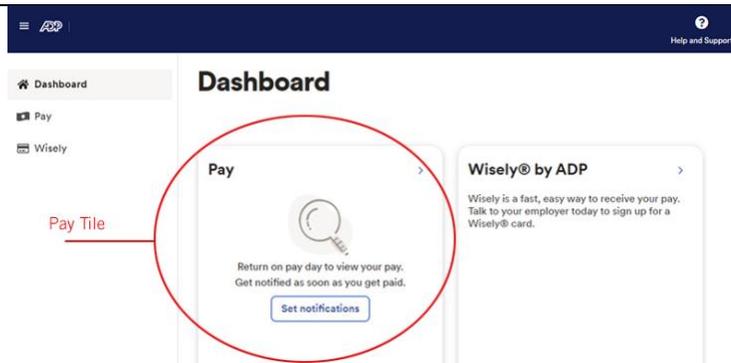
The first paycheck that will be visible via that link will be on Wednesday 01/10/2024. Use the ADP tile to view all paychecks and W-2s moving forward. 2023 W-2s will be available mid-January 2024.

### Older W-2s and Paychecks

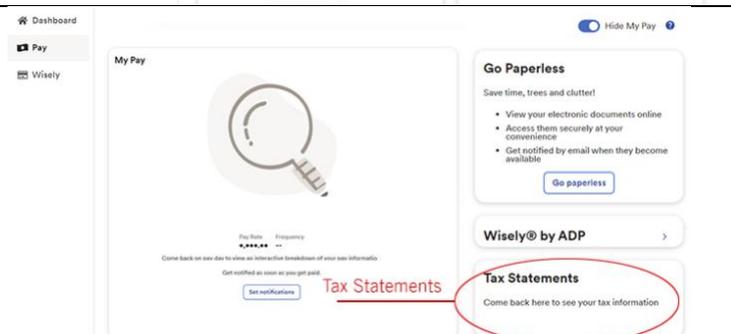
- Prior W-2s (2022 and older) will continue to be accessible through the *existing W-2 tile*.
- Paychecks prior to 1/10/2024 will continue to be accessible through the existing paycheck tile.

Upcoming paychecks and W-2s (2023 and forward) will be accessible via the **new ADP tile**. Electronic consents were migrated to ADP. **Simply click the ADP tile to be directed to your new ADP dashboard.**

### New ADP Dashboard ↓



Click the “Pay” tile to access pay stubs (active 01/10/2024) and W-2s (active mid-January 2024).



The **Tax Statement** section appears on the **Pay** screen. This is where you will be able to access W-2s for 2023 and all future years.

Have questions about other new features in ADP? See our FAQs on the [Payroll website](#).

## ADP Registration Instructions for Inactive Employees

(These instructions are for **inactive USF employees only**. Current employees should access ADP through the ADP tile in GEMS Self-Service. No registration is required for current employees as the information was migrated from GEMS).

Welcome! Register an account with ADP to access the services offered by your organization.

The process is very simple and supportive to help you identify yourself in the context of your organization to set up your account. Let's get started!

### Registering with a registration code from your organization

1. **Set up your user ID and strong password to complete the registration process for your ADP service account.**
2. **On your ADP service website, (<https://my.adp.com>), click the "get started" link to Create Account.**
3. **Select I Have a Registration Code.**
4. **Enter the Organizational Registration code: **UNIVSFL-Register****
5. **Enter your identity information, such as First name, Last name, Date of birth, government-issued legal ID (SSN, EIN OR ITIN - US ONLY). Options available to you may vary slightly.**
6. **Based on your information requested during this process:**
  - a. **Enter the verification code sent to your email address or mobile number available on record.**
  - b. **You can also enter new phone number for identity verification.**
  - c. **You may be required to answer questions from public records.**
  - d. **If you are asked to enter empl ID, there is a 9 digit limit. Please drop the two leading zeros of the 11 digit empl ID.**
7. **Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed.**

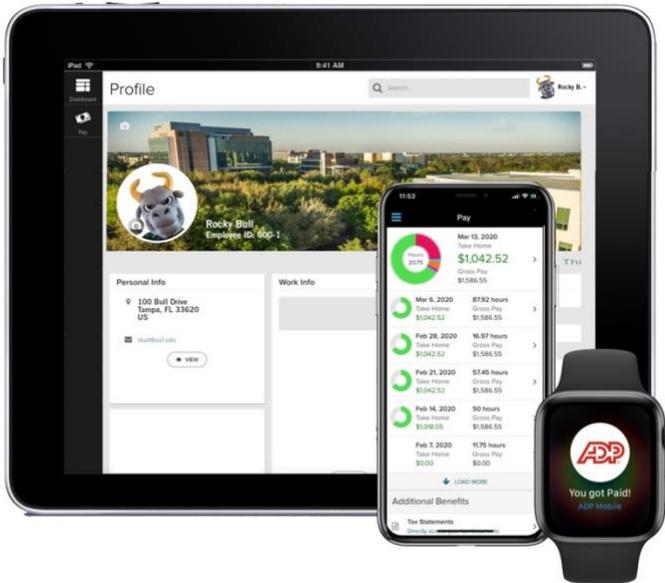
Congratulations! Use your user ID and password to log in to your account and access your information on ADP service URL and ADP Mobile app, if applicable.

To stay connected with your information, download the ADP Mobile App and access your information on the go!



**If you forget your login information, use the Forgot User ID/Forgot Password link on your ADP service web site to complete a quick verification and recover your information.**

## Original University-Wide Email Communication 11-16-2023



The University of South Florida has partnered with ADP, a recognized industry leader in human resources management software and services, to deliver secure access of pay stubs and W-2s for all employees beginning in January 2024. This new partnership is part of our innovation efforts to allow the university to provide enhanced employee experiences while operating more efficiently across OneUSF.

**You'll experience the following enhancements through the ADP partnership:**

- Easy-to-use, customizable dashboard
- Graphical breakdown of pay
- On-the-go access from mobile devices
- Seamlessly download tax information directly into Turbo Tax or other software

### What's next?

Once W-2s are ready in approximately mid-January, employees will receive a communication with a link and instructions to the ADP website. Please note that W-2s for the tax year 2023, and pay stubs beginning with the calendar year 2024, will no longer be available inside of GEMS.

W-2 delivery preferences will transfer from GEMS to ADP. Employees who have previously consented to receive W-2s electronically will continue to receive electronic versions. Likewise, paper recipients will continue to receive W-2s through the U.S. mail.

As part of the ADP partnership, a payroll process improvement will shift the standard bi-weekly pay from a frequency of 26.1 to 26 pay periods. This has no impact on total salary paid throughout the year. It is possible that some salaried employees, may notice a very slight increase in their bi-weekly pay with the first check of January 2024 due to this process change.

Detailed instructions on accessing pay stubs and W-2s through ADP will be coming soon. For more information, visit the [Payroll](#) website.

## ADP FREQUENTLY ASKED QUESTIONS

### **Is ADP connected to Oracle? Why is ADP necessary?**

ADP is needed for two reasons, (1) Oracle does not provide a self-filing for employment taxes like we had the ability to do in PeopleSoft. They (ADP) are remitting our withholding taxes now and filing our quarterly returns and will be preparing our W-2's that will be hosted on their portal as part of the Employment Tax solution that is already in place and began 04/01/2023.

(2) Due to the banking change and the initiative for USF to be removed from any paycheck printing (not all employees have direct deposit and it cannot be mandated in the state of Florida), ADP was also chosen to be our banking partner and print live paychecks that will be mailed to the employee's homes like they are now. This change also allows terminated employees to log into the ADP portal and print their paycheck stubs for three years. The three-year record retention is ADP's, and the state of Florida's is five fiscal years so we will save the forms internally for reporting.

Additionally, ADP offers a paycard solution which is new to USF. A paycard allows someone who does not have a bank account to be able to have their pay electronically as well as take advantage of benefits of a traditional checking account. The paycard option will be available the 2nd quarter after we go live with the paycheck printing with ADP.

### **If our W2's are stored outside of USF, will there be secure server storage to take us there in subsequent years?**

Yes, the W-2's will be hosted on ADP's web portal and allow for all employees (active and terminated) to access their W-2's for a rolling three years just like the paycheck stubs. After the three years, employees will need to request the prior stubs and W-2's from Payroll Services just like they do now. We are now in the testing phase with ADP Wage Payment Services. Terminated employees will have the link available if they go to the Payroll webpage.

### **What does the frequency of 26.1 to 26 pay periods mean? Will this frequency impact the 9-month faculty who want to stretch their pay over 12 months? Does this apply to 9-month faculty?**

Currently USF pays employees based on a frequency of 26.1 pay periods based on the fact that there are 261 working days in the calendar year (this fluctuates between 260 and 262 based on the year, leap year, the way holidays fall, etc.) We are adopting the industry standard of 26 bi-weekly pay periods which will alleviate some of the confusion of employees taking their annual salary divided by 26 and feeling that they are being short paid. The annual salary for employees will not change; however, the bi-weekly calculation may go up by a few dollars beginning in January.

This frequency change will not impact the 9-month faculty employees that are paid over a contract or semester period. This also will not impact 9-month faculty who choose to have the set-aside deduction to receive that money refunded to them over the summer.

### **When can I see my paycheck?**

You will be able to see your paycheck 12:01am on the Wednesday before a Friday payday.