Accessing your 2017 W-2s

**Topic/Function:** Use ADP to access your 2017 W-2s

**Audience:**
- All employees

**Description:**
For 2017, the Nevada State Higher Education (NSHE) system, including UNR, partnered with Advanced Data Processing (ADP) to process W-2 statements. All current, former, and retired NSHE employee will receive printed W-2s in the mail and as well as having access to view and download digital copies online.

To access your W-2 online, register for an account using the NSHE-specific information and instructions below.

If you have any questions or have difficulty registering with ADP, please contact the Workday Help Desk at 775-784-6086 or at workday@unr.edu.

Note: ADP is hosting W-2s for 2017. W-2s for previous years will continue to be available on the online ESS legacy system or by contacting the payroll office at 775-784-6653.

---

**How to Register for an ADP W-2 Services Account**

*Registration is a one-time process. Once completed, you will only need your user ID (assigned by the ADP system) and password to login to your ADP W-2 Services account to view and print your statement.*

*Estimated time to complete registration process: 5-8 minutes*

1. Go to [https://my.adp.com](https://my.adp.com)
2. Click **Register Now**
3. Enter NSHE’s registration code: **nve1-online**
4. Enter your name and select **W-2 Services** as the Service
5. You will then be asked for the following information
   - Your Social Security Number (example: ‘123456789’; DO NOT include dashes)
   - Your Employee ID (example: ‘123456’; DO NOT enter any leading zeros)
     - You can find your Employee ID on your Worker Profile in Workday or you can contact your institution’s HR department
   - NSHE’s Company Code: **R3A**
   - Your ZIP Code (In most cases, it will be the one associated with your home primary address listed in Workday, which you can find by searching for My Contact Information)

---

If you have any questions, submit a [Workday Help Desk Ticket](mailto:workday@unr.edu) or contact the Workday Help Desk at 775-784-6086.
in Workday. If that ZIP Code is rejected and you have entered additional addresses in Workday, try those ZIP Codes. For addresses outside the U.S., enter five zeros ‘00000’.

- Tax year: 2017

6. Complete the authentication process, during which you will be asked a series of questions to verify your identity
7. Enter a password and username for your account
8. The system will then assign you a user ID that you will use with your password to login in the future.

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 775-784-6086.