https://my.adp.com

Select the Get Started link next to New User?

Click on I have a registration code.

https://my.adp.com

Select the Get Started link next to New User?
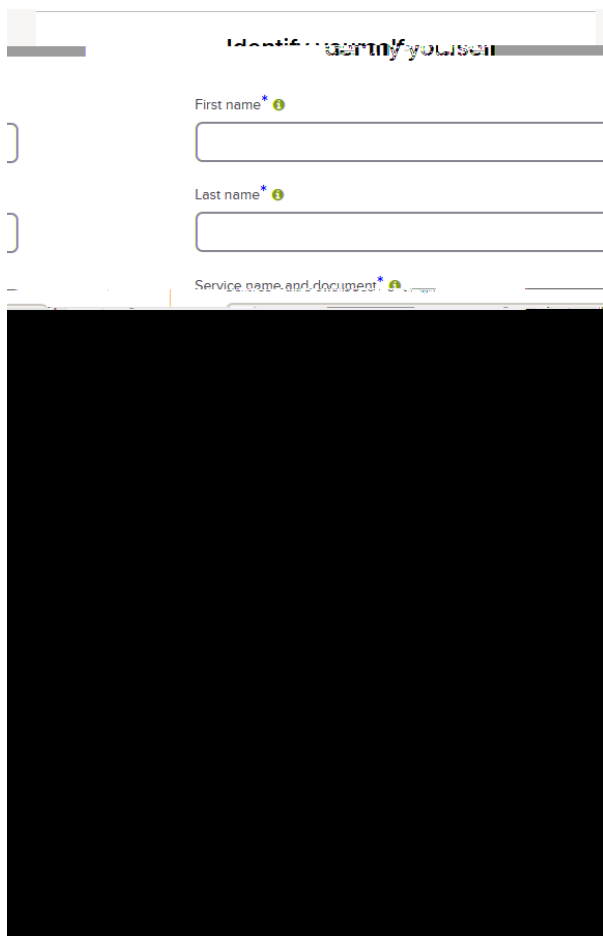
Registration Code: SKIDMORE1-W2
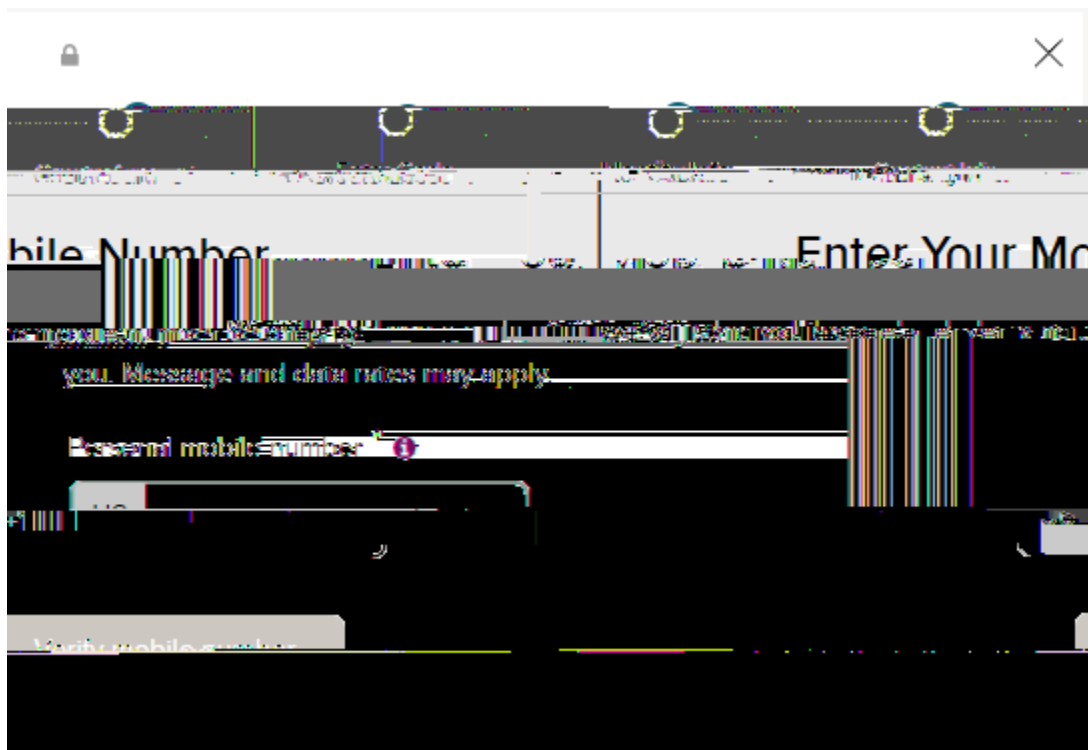
Enter Registration Code and click Continue
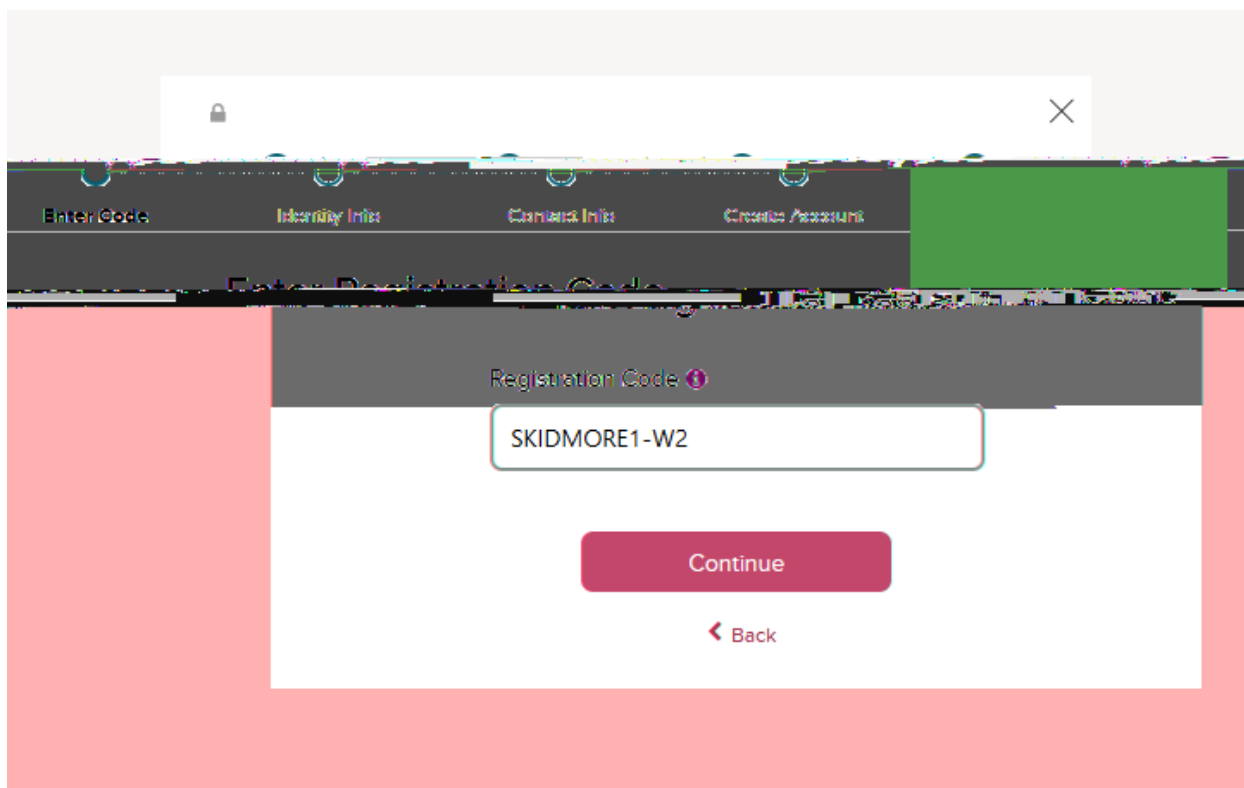
Complete Identify yourself

Control number – Employee ID: Received from Payroll via email request (payroll@skidmore.edu)
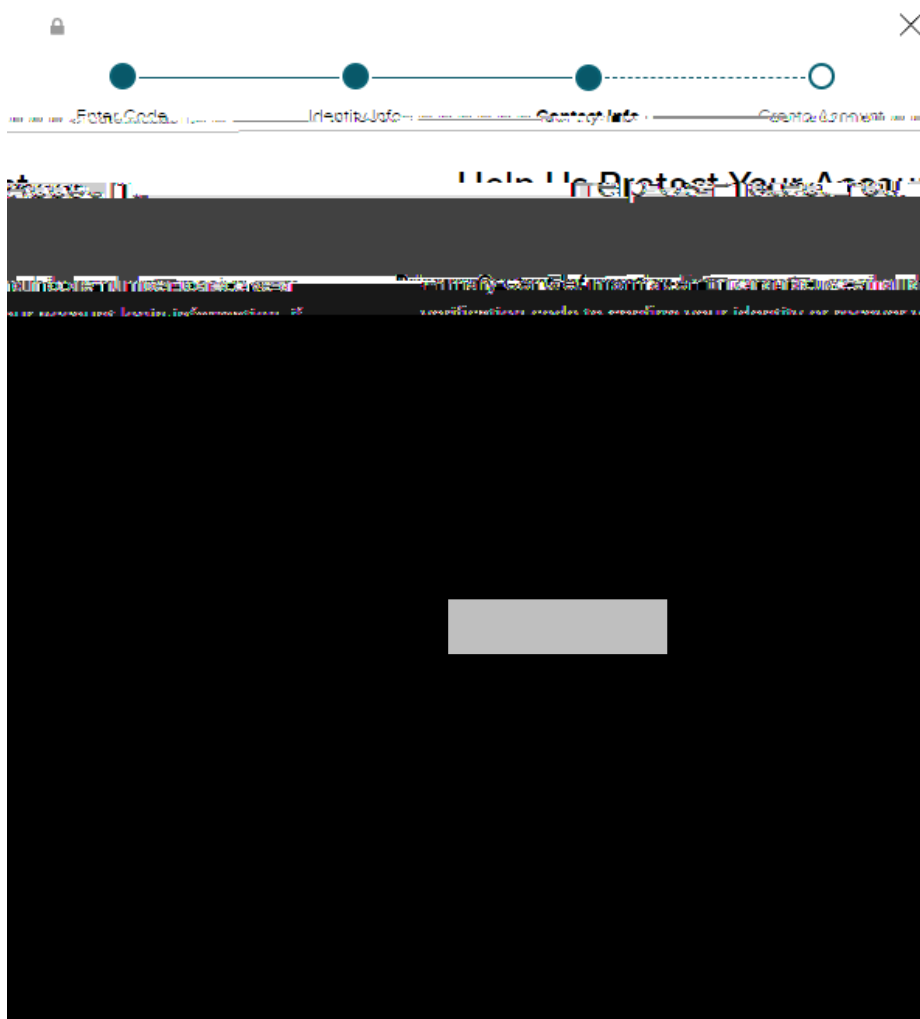
Control number – Company code: USY

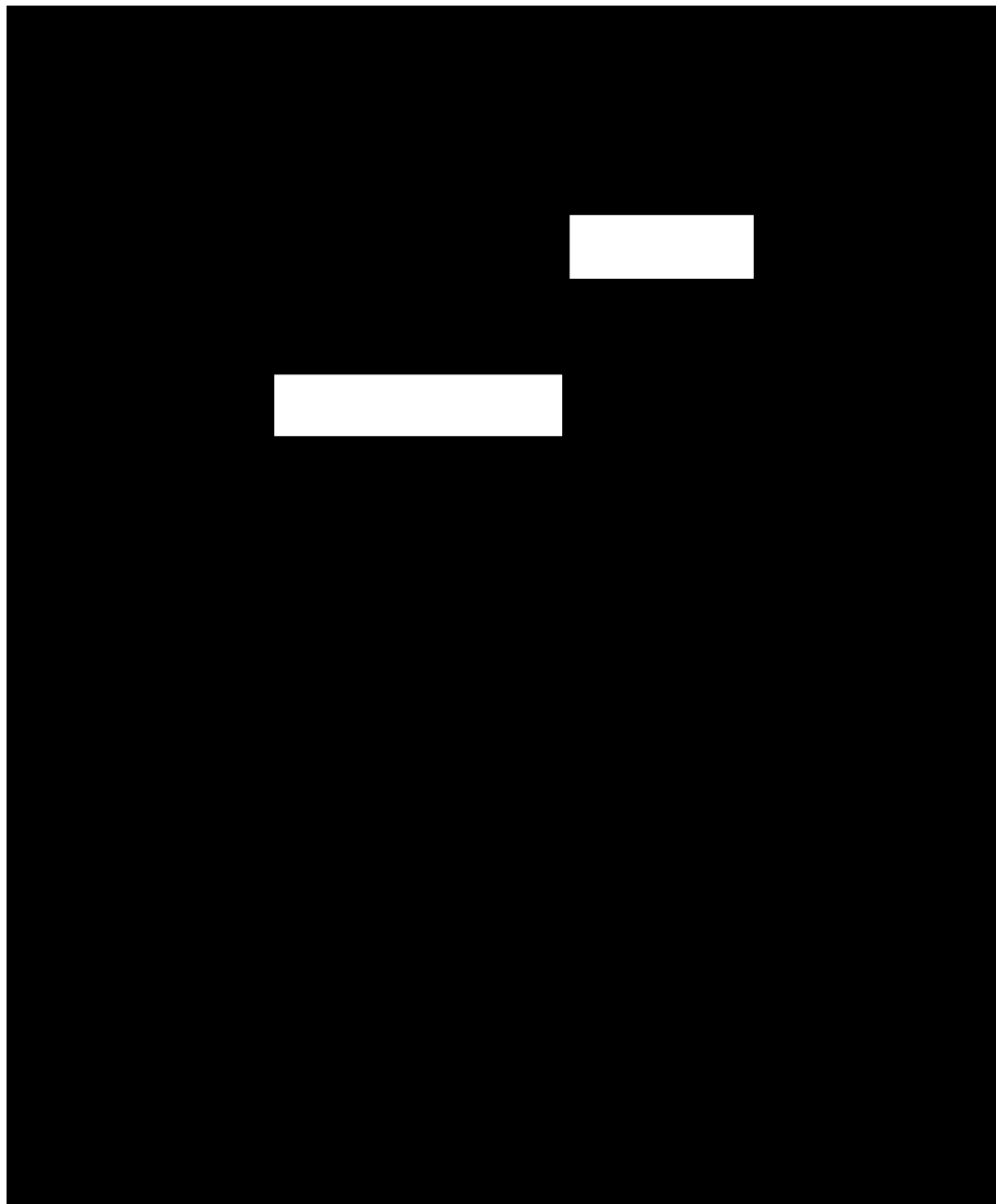Enter your mobile number to receive a verification code

Enter an email address to retrieve forgotten passwords

Your User ID will be created for you. Please make sure that you keep this information in a safe location so that you can access this when needed.

Create your password

Activate your email address within 24 hours by responding to the message sent to your email address.

Log Back into your account at https://my.adp.com

Once you login you will see your tax statement. You will be able to print or download a copy of your W2.

Pay