

How to Access ADP Tile through MyApps Page

Purpose: The purpose of this reference guide is to walk through the navigation to access the ADP site to download W-2 tax forms.

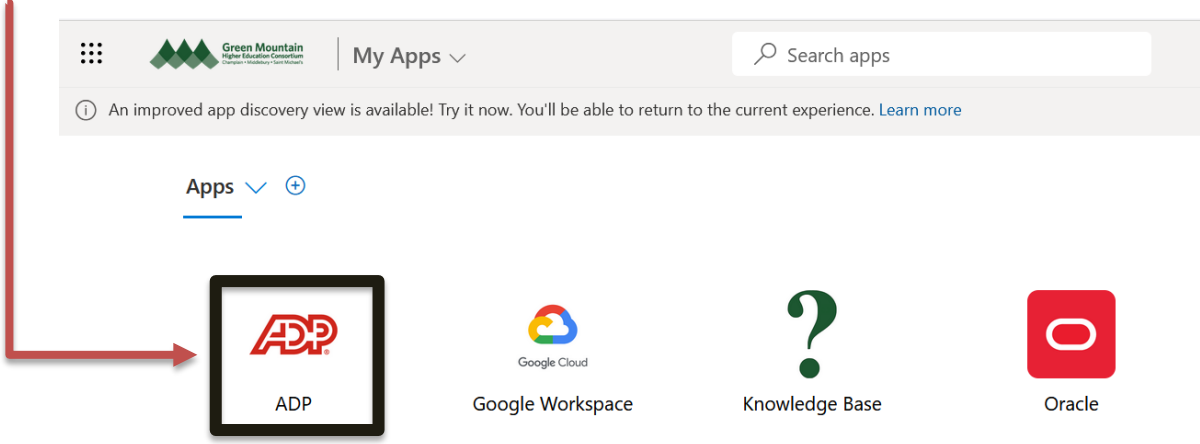
Walkthroughs:

- 1.0 Access ADP icon through MyApps page
- 2.0 Locate W-2 tax form on ADP portal

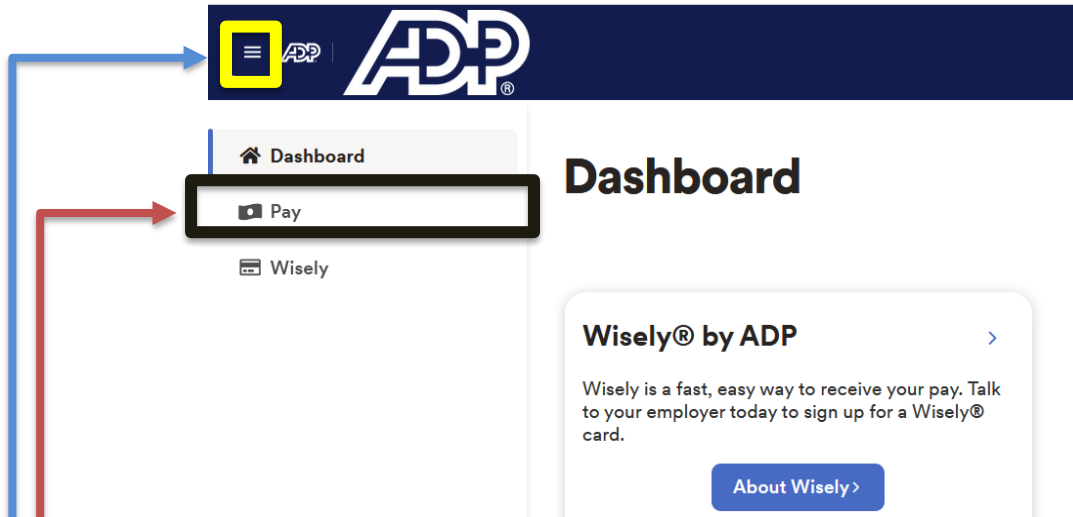
Audience: All

Additional Resources:

- Payroll@gmhec.org
- (802) 443 2100
- [Human Resources Knowledge Base](#)

Process Step & Description	Action
1.0 Locate ADP icon on SSO (MyApps) Page	<p>Navigate to the GMHEC Single Sign-on page (MyApps) by clicking here. When prompted, sign-in using your College-issued email address.</p> <p>Click Next. Enter your password (the same password you use to log-in to your College's system) and click Sign In.</p> <p>You should then be re-directed to your MyApps page (this the same page you may use to access Oracle.) You should see the ADP icon listed on this page.</p>  <p>To access the ADP portal to download and view your W-2 tax forms, click on the icon.</p>

After clicking on the ADP icon on the MyApps page, you should be re-directed to the ADP portal.



To access locate your W-2 form, click on the **Pay** tab on the left-hand side of your screen.

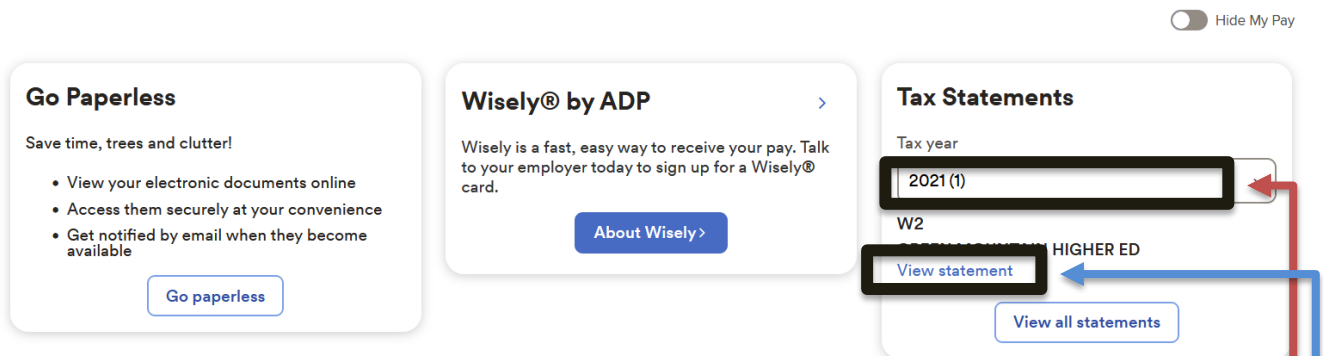
Note: If you do not see the **Dashboard**, **Pay**, and **Wisely** tabs on the left-hand side of your screen, click on the **three lines** in the top left to get those options to appear.

2.0 Download W-2 Tax Form

After clicking on **Pay**, you should be re-directed to that tab where you will be able to download your W-2 tax forms.

Note: You can download previous years' W-2s on this same screen. ADP will house your W-2 tax forms for the years 2020 and later. For any W-2 tax forms from prior to 2020, please contact your College HR team.

Pay



To download your W-2 form, select the desired tax year from the **Tax Year** dropdown menu and then click on **View Statement**.

From there, you will be able to print and download your W-2 forms.

If you have any questions about your W-2 form, please contact the GMHEC Payroll team at payroll@gmhec.org or (802) 443-2100.