

W-2 FAQ

When will my W-2 be available?

- The University provides W-2 forms to all employees no later than January 31 each year.

Will I receive my W-2 Electronically?

- If you elected electronic W-2 delivery you will automatically receive an electronic copy of your W2 by logging onto adp.pace.edu.
- If you did NOT elect to receive your W-2 electronically a paper W-2's will be mailed to the active permanent/home address in Banner

Where do I go to access my W-2?

- To access, please login to adp.pace.edu.

What about my prior year W-2 records?

- Current employees still have access to view W-2 forms issued prior to tax year 2020 on the Banner Employee Self-Service portal.

What if I need a Duplicate W-2?

- If you did not receive your W-2 or need another one, log into adp.pace.edu to download forms from 2020 to present.
- To request a W-2 from 2019 or prior: If you are an active employee log onto the Pace Portal Employee Dashboard and print your W2 form. If you are a former Pace employee, contact the Payroll Help Desk: payroll@pace.edu.