

Information regarding Form W-2 for 2023 follows:

**NEW** - For 2023, ADP will host all of the W-2 tax forms on their web portal. All active employees who previously consented to receive an electronic W-2, may access their 2023 W-2 tax form through the GEMS Employee Self Service via MyUSF. There will be an ADP tile once you click on the Payroll tile in the Employee Self Service portal, that will link you directly to the ADP web portal. (additional information is on the CHR webpage)

If you are a terminated employee who previously consented to receive your W-2 electronically, you will need to access the ADP web portal directly and a detailed document is available on the CHR webpage)

- The amounts included as 2023 W-2 reportable earnings are payments issued that

- Box 13: Retirement Plan – This box is marked if the employee: was an active participant in the FRS or ORP State