2025 W-2 Information for Employees

W-2 forms are available through ADP for tax year 2025. Upon registration with ADP, you will be able to access your W-2 statement.

Follow the below steps to register for ADP W-2 services:

1. Go to https://my.adp.com.
2. Click "Get Started".
3. Click "I Have A Registration Code"
4. Enter the **Registration Pass Code** which is: ***ETSU-ETSU-W2***
5. Enter your First Name and Last Name
6. Service name and document should have **W-2 Services** automatically populated
7. Year of W-2 should have **2025** automatically populated
8. Enter your **Voyager Person Number** in the box that says Control number – Employee ID. You can find your Voyager Person Number on your Payslip. Log into Voyager and navigate to Me/Pay/My Payslips
9. Enter **7SV** in the box that says Control number – Company Code
10. Enter your **5 digit zip code**
11. Enter your **social security number** without the dashes in the Employee's SSA Number box
12. You will then be asked to verify your identity

Once ADP verifies your identity, your UserID will be created and you will then be asked to enter a password.

Once you log in, you will be able to download and print your W-2 tax statement.

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Many employees have had questions about the different box numbers on the Form W-2. Boxes 1, 3, and 5 on your W-2 will not match your year-to-date gross in most cases.

Box 1- Wages, Tips, and Other Compensation

This box contains your taxable wages. Taxable wages are computed by subtracting any pre-tax deductions from your gross wages and adding back to your gross wages any taxable fringe benefits such as an automobile allowance. Examples of pre-tax deductions are health insurance premiums, dental insurance premiums, deferred compensation contributions, tax sheltered annuity contributions, flexible spending accounts (medical and dependent care), health savings account, Hybrid Retirement Accounts, and Vision premiums.

Box 2-Federal Income Tax Withheld

This is the federal income tax ETSU withheld from your paychecks. We withhold Federal Income Tax based on the information you submit on your W-4.

Box 3- Social Security Wages
This box contains your Social Security Wages. Social Security Wages are computed similar to Box 1 wages, with the exception of contributions made to retirement plans (such as a 401(k) account). Employee contributions to retirement plans are exempt from income taxes but not from social security taxes. The maximum wages subject to Social Security in 2025 are $176,100. If you were enrolled in 6 hours as an ETSU student while a part-time ETSU employee, your wages were exempt from Social Security.

If you were receiving retirement benefits from TCRS while you were an employee of ETSU, your wages during this period are exempt from Social Security.

Box 4- Social Security Tax Withheld
This is the amount of Social Security Tax withheld from your paychecks. The rate is 6.2% times your Social Security wages.

Box 5- Medicare Wages and Tips
Same as the first paragraph of Box 3, but there is no maximum wage limit.
If you were enrolled in 6 hours as an ETSU student while a part-time ETSU employee, your wages were exempt from Medicare.

Box 6- Medicare Tax Withheld
This is the amount of Medicare Tax withheld from your paychecks. The rate is 1.45% times your Medicare wages. Anyone who makes over $200,000 is taxed an additional .9% of Medicare tax. The additional tax amount is included in box 6.

Box 10- Dependent Care Benefits
This is the pre-tax benefit for amounts deducted from your paycheck.

Box 12:
If you have more than one of the codes listed below, the first code is in box 12a, the next in box 12b, etc.
Code C - Taxable cost of group-term life insurance over $50,000. This is the Fringe Benefit – Imputed Income amount on your paystub
Code D - Elective deferrals under section 401(k)
Code E - Elective deferrals under section 403(b)
Code G - Elective deferrals under section 457
Code AA - Elective contributions under section 401(k) ROTH
Code BB - Elective deferrals under section 403(b) ROTH
Code DD - Cost of employer-sponsored health coverage. This is the employee and employer cost of health insurance and is for information purposes only.
Code W - Employer contributions to a health savings account (HSA). This is the employee and employer contributions.
Code EE - Elective deferrals under section 457 ROTH

Box 13- X in the retirement plan box indicates you participated in a retirement plan (TCRS or ORP).

Box 14-Other - This box is used for note purposes.
Car Lease – the value of a leased vehicle
OT Premium – the premium portion of overtime pay which is the extra half time (.5 times the regular rate) for hours worked over 40 hours.

For more information or additional questions, contact the Payroll Office at 439-5320 or email payroll@etsu.edu.