Quick Facts

- Payroll was processed by Xavier through Ellucian Banner in 2025.
- W-2s are processed through ADP an external company and will be available digitally by January 31, 2026. **

2025 W-2 Information

All 2025 W-2s will be mailed to the employee's address on file and postmarked by January 31, 2026. To access a digital copy of your W-2, follow the directions listed below in ADP.

Already Registered:

1. If you have already registered with ADP, please click here.
2. Select the option that describes you best:
   a. My current employer uses ADP (employed) or
   b. My former employer uses ADP (former employee)
3. Enter the User ID and password created last year.

Need to Register:

1. Access the ADP website by clicking on the link here.
2. Select I have a registration code and enter: **XAV1-W2s2023**
3. The option that describes you best: **My current employer uses ADP**
4. The Control #- EE ID is **310537516**
5. The Control #- Company Code is **NRU**
6. Then enter your zip code, and SSN, (used on your tax/employee forms) and follow the remaining prompts.
7. Once you are registered, you will need to log in here to download your W-2.

**Please note W-2s will NOT be available through WorkDay.

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