

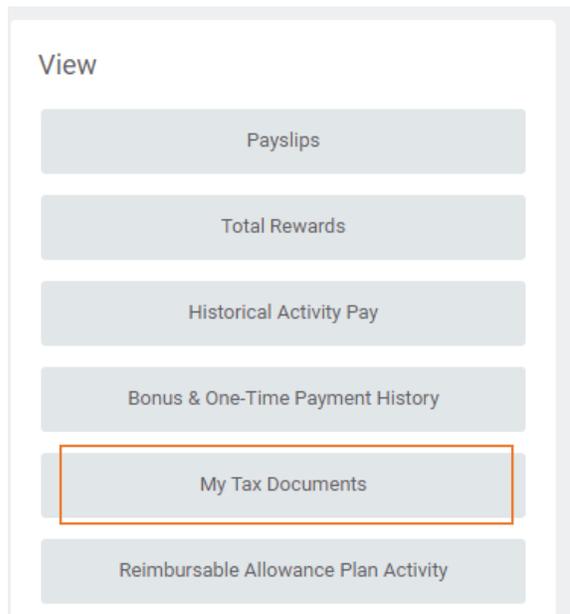
Accessing Your W-2 in Workday

1. From the Workday landing page, please select the **Pay** worklet.



Pay

2. Under the View heading, select “My Tax Documents.”



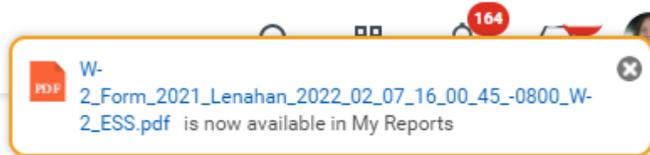
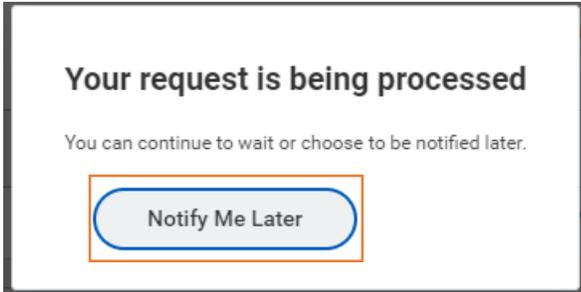
3. W-2s will be available from *My Tax Documents* page. In the right-hand column, under *Employee Copy*, click “**View/Print.**”

1 item



Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2021	Kean University	W-2	01/26/2022	View/Print

Once you have selected the View/Print option shown above, your W-2 will be generated in the system. You may be prompted with an alert saying "Your request is being processed." You can choose to await the document or select "Notify Me Later." The *Notify Me Later* option will result in a link being sent to your notifications icon. The document will be downloadable from the hyperlink. Please refer to the images below.



NOTE: If you have not already elected to receive your W-2 electronically, you may do so at any time. Under the *My Tax Documents* page, you will also have the option to edit your printing elections. Click Edit to make your preferred changes. Click OK to save your changes.

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
Kean University	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	Edit

Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents.

- New Election**
- * Receive electronic copy of my Year End Tax Documents
 - Receive both electronic and paper copies of my Year End Tax Documents

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

OK Cancel