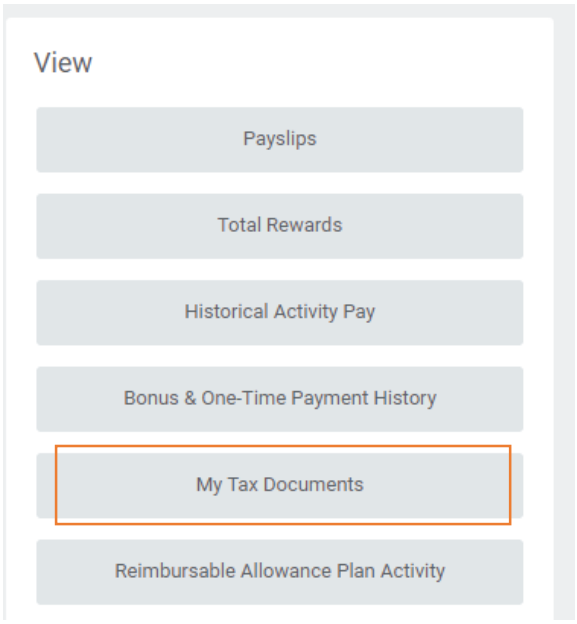
Accessing Your W-2 in Workday

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



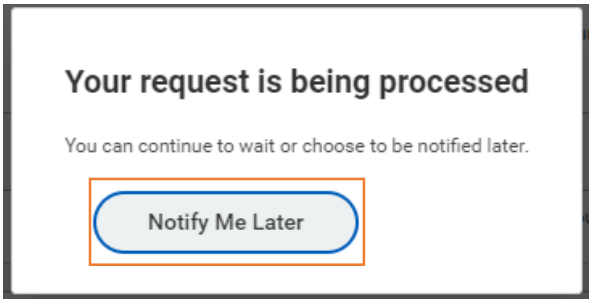
2. Under the View heading, select "My Tax Documents."

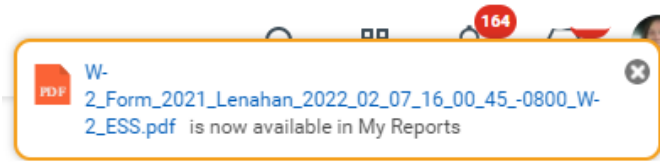


3. W-2s will be available from *My Tax Documents* page. In the right-hand column, under *Employee Copy*, click "**View/Print**."



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.

