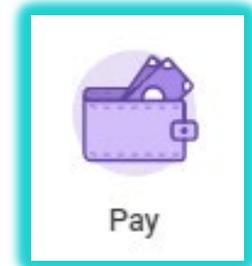


W-2: PRINT OPTIONS QUICK REFERENCE

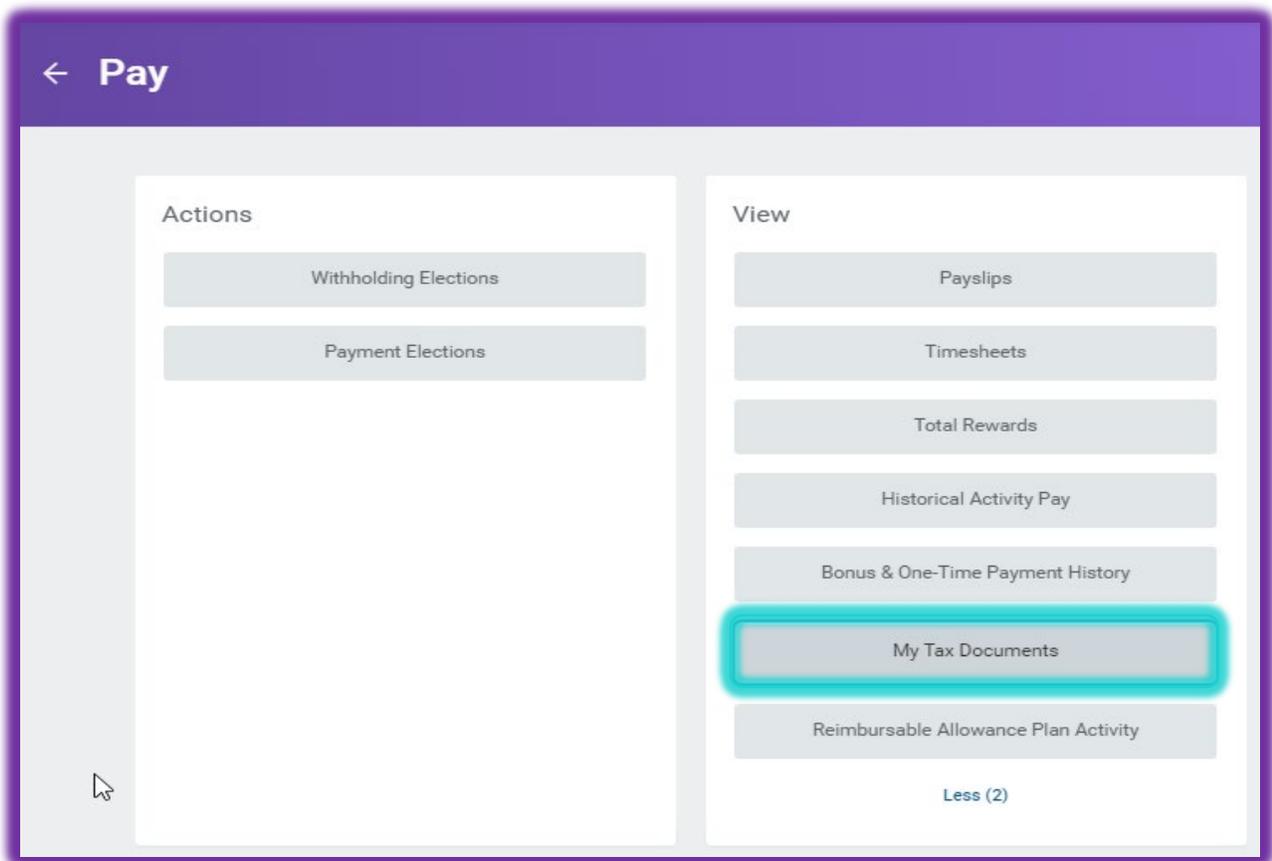
STEP-BY-STEP GUIDE

Step 1: Login to Workday

Step 2: Navigate to the Home Page and select the **'Pay'** worklet



Step 3: In the **'View'** column, select **'My Tax Documents'**



Step 4: In the 'Employee Copy' column, select 'View/Print' for the appropriate Tax Year. *Note: 2019 Tax Year will be available mid-January.*

My Tax Documents

1 item

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

3 items

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy
2018	Florida Polytechnic University	W-2	01/04/2019	View/Print		
2017	Florida Polytechnic University	W-2	01/10/2018	View/Print		
2016	Florida Polytechnic University	W-2	01/04/2017	View/Print		

Step 5: Select 'Notify Me Later'

Your request is being processed

You can continue to wait or choose to be notified later.

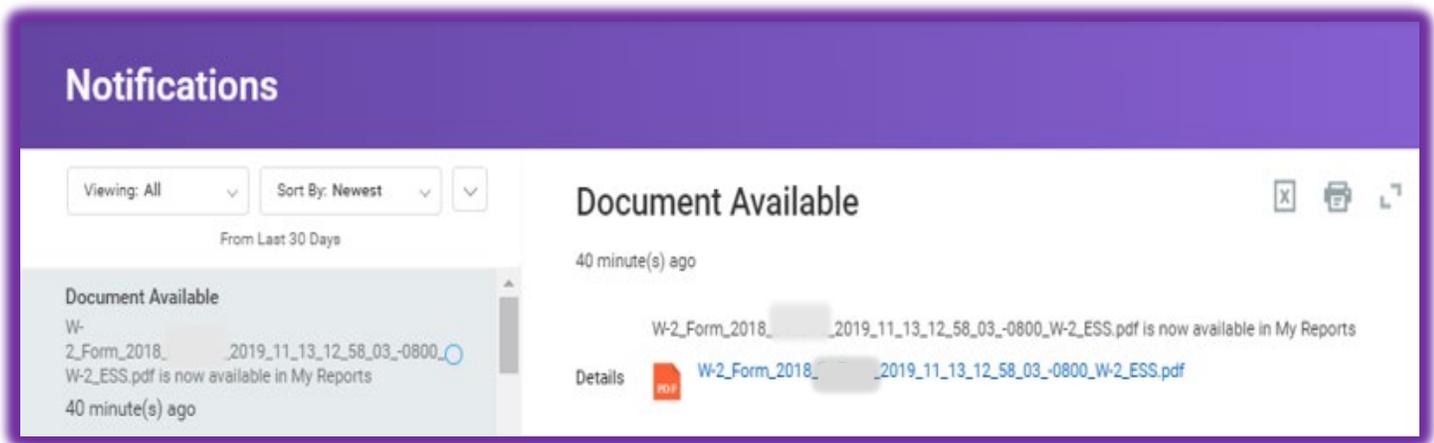
Notify Me Later

Step 6: In the top right-hand corner, select the '**Notifications**' icon to obtain the completed action list.



Note: May take a minute to load

Step 7: Select the applicable '**Document Available**' from the **notifications list**.



Step 8: Lastly, print and/or save the document.