

# W-2 ELECTIONS

(1) Log in to Workday

(2) Navigate to the **Home Page** and select the **Pay** worklet



Pay

(3) In the **View** column, select **My Tax Documents**

Actions

- Withholding Elections
- Payment Elections

View

- Payslips
- Timesheets
- Total Rewards
- Historical Activity Pay
- Bonus & One-Time Payment History
- My Tax Documents**
- Reimbursable Allowance Plan Activity

[Less \(2\)](#)

(4) Select **Edit**

## My Tax Documents

1 Item

Company	Current Year End Tax Document Printing Election	Printing Election
Florida Polytechnic University	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

2 Items

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

(5) Select **OK**

**Change Year End Tax Documents Printing Elections**

Worker for Tax Document Printing Election \* X Employee Name Here

Company \* X Florida Polytechnic University

OK Cancel

(6) Choose a **New Election**

**(A) Receive electronic copy of my Year End Tax Documents**

Recommended option. Employees are able to print W-2 statements directly from Workday mid-January. Filing electronically reduces the wait time to receive a W-2 statement and minimizes the possibility of becoming a victim of tax-related identify theft when sending W-2 statements through the mail.

Refer to the Print Online W-2 job aid for step-by-step instructions.

**(B) Receive both electronic and paper copies of my Year End Tax Documents**

Not recommended. This option forces the Payroll Office to mail W-2 statements through the mail by January 31<sup>st</sup> even if the employee has printed the statement in Workday. Employees should keep their personal information safe and avoid receiving personal and sensitive information through the mail.

**← Change Year End Tax Documents Printing Elections**

Worker Julie Ann Hudson

Company Florida Polytechnic University

Last Updated 12/20/2016

Current Year End Form Printing Election You are currently not receiving a paper copy 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

(7) Select **OK**

## Change Year End Tax Documents Printing Elections

Worker Julie Ann Hudson  
Company Florida Polytechnic University  
Last Updated 12/20/2016  
Current Year End Form Printing Election You are currently not receiving a paper copy 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



End of Transaction