W-2 ELECTIONS

(1) Log in to Workday

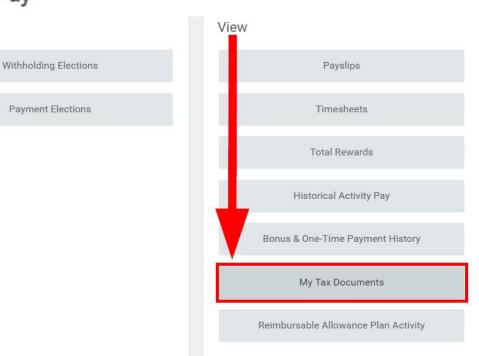
(2) Navigate to the Home Page and select the Pay worklet



Pay

Actions

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

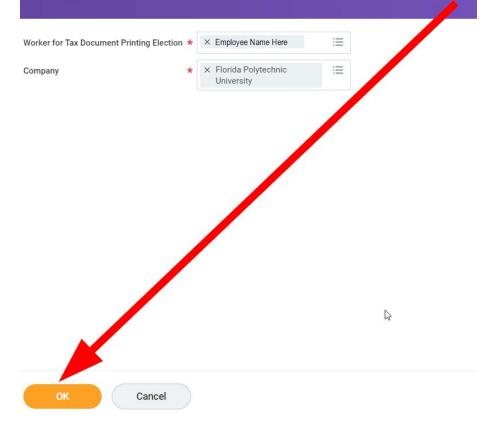


Less (2)

(4) Select Edit

| My Ta | x Documents | | | | | |
|--------------------------------|--------------------------------|----------|-------------|--|--------------|---------------------------------------|
| l item | | | | | | 01 - = 1 |
| 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 |
| 4 | | | | | | · · · · · · · · · · · · · · · · · · · |
| itema | | | | | | |
| 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 | | |
| | | | | | | |

Change Year End Tax Documents Printing Elections



(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 31st 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 | | | | | |

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 Documer |
| New Election * | Receive electronic copy of my Year End Tax Document |
| | Receive both electronic and paper copies of my car End Tax Documents |

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

Disclaimer Text

Online Statements require a computer with Internet access and nobe 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 that consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with the 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 the questions, please contact the Payroll Office.

