

W-2 STATEMENTS – VIEW & PRINT

(1) Log in to **Workday**

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



(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) In the **Employee Copy** column, select **View/Print** for the appropriate **Tax Year**
Note: 2018 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 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 **Notify Me Later**

Your request is being processed

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

Notify Me Later

(6) In the top right hand corner, select the **Notifications** icon to obtain the completed action list

The screenshot shows the 'My Tax Documents' interface. At the top right, there is a notifications icon (a bell with a '10' badge) highlighted with a red box. A red arrow points from this icon towards the 'View/Print' buttons in the table below. The table contains two items for the year 2017, both for Florida Polytechnic University, with W-2 forms issued on 01/10/2018. The table also includes columns for Employee Copy, Federal Copy, and State/Local Copy.

(7) Select the applicable **Document Available** from the **Notifications** list

The screenshot shows the 'Notifications' page. On the left, there are filters for 'Viewing: All' and 'Sort By: Newest'. Below these, a notification is displayed: 'Document Available' for 'W-2_Form_2017_..._2018_12_14_14_22_36_-0800_W-2_ESS.pdf' is now available in My Reports, posted 54 second(s) ago. On the right, under the heading 'Document Available', the same notification is shown with a 'Details' link and a PDF icon next to the document name.

End of Transaction

