W-2 STATEMENTS – VIEW & PRINT

(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		View	
Withholding Elections		Payslips	
Payment Elections		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

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

End of Transaction