To View or Print Form W-2:

1. Login to **SSO - Workday**
2. Click on **Menu** in the upper left corner and choose **Pay** from the list.
3. Click on **My Tax Documents** in the View box.
4. You will then see your tax forms listed by year.
5. If you would like to make changes to how you receive your W-2, you will click **Edit** and update your printing elections. Click **OK** to save.

   Tip: Tax documents are typically available electronically 2-3 weeks before paper copies are mailed out.
6. If you would like to download or print a copy of your W-2, you will click **View/Print** next to the tax year that you wish to view.
7. A box will pop up that says "**Notify me Later**," or you can wait a moment for the W-2 to generate on your screen.
8. If you choose Notify my Later, you will receive a notification within Workday that your W-2 is now available.
9. Navigate to the profile icon in the upper right corner and then choose "**My Reports**" from the menu. You will then choose the document from the list.
10. A download will pop up so that you can print or save it to your computer.
11. If you need assistance logging in to SSO - Workday, please reach out to the Office of Employee Services at 361-593-3705.

Feel free to contact the Payroll Department with any questions.
payroll@tamuk.edu or 361-593-4604