

To View or Print Your Form W-2:

1. Login to [Workday](#)
2. Click on the **Pay** icon
3. Click on **My Tax Documents**
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.
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 few moments 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 small cloud icon in the upper right corner and then choose “**My Reports**” from the drop down. You will then choose the document from the list.
10. A download will pop up at the bottom of your screen so that you can print or save it to your computer.
11. If you need assistance logging in to SSO or Workday, please reach out to the Office of Employee Services at 361-593-3705.