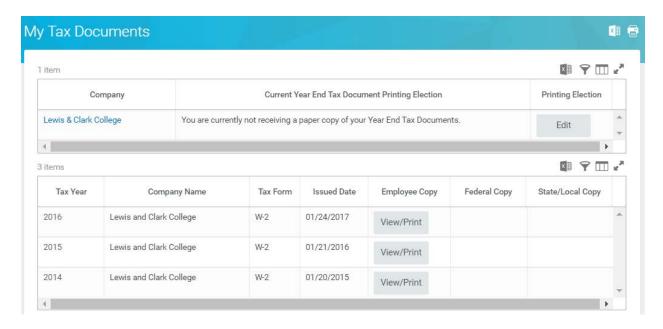
ACCESS W-2

Follow the steps below to access your 2014 and later W-2s in Workday. Please contact Human Resources for W-2s prior to 2014.

My Tax Documents

- On your **Home** screen, click on **Pay.**
- Next, click on the My Tax Documents link under the View heading.



Sign up for Electronic-only Copy of W-2

- Click on the Edit button in the Printing Election area. Click OK.
- Change your election to Receive electronic copy of my Year End Tax Documents. Click OK to save.
 Click Done to return to My Tax Documents.

Access W-2

- Click View/Print button next to the W-2 you want to view.
- You will be notified when the W-2 is ready to download via a pop-up in Workday. The PDF can be downloaded from the notification or from your **W:Drive** in Workday.

Lewis & Clark