

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.

The screenshot displays the 'My Tax Documents' page. At the top, there is a teal header with the title 'My Tax Documents' and icons for search, refresh, and print. Below the header, there are two main sections:

1 item (Printing Election):

Company	Current Year End Tax Document Printing Election	Printing Election
Lewis & Clark College	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

3 items (Tax Documents):

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy
2016	Lewis and Clark College	W-2	01/24/2017	View/Print		
2015	Lewis and Clark College	W-2	01/21/2016	View/Print		
2014	Lewis and Clark College	W-2	01/20/2015	View/Print		

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.