Payroll: W2

Employee



This tip sheet helps you access your W2 in Workday and select appropriate delivery options for it.

W-2 Delivery Options

From the Pay worklet:

- 1. Click My Tax Documents under View
- 2. Click Edit under Printing Election
- 3. Click OK
- Select the preferred option
 <u>Note:</u> Select "Receive electronic copy of my Year End Tax Documents" to reduce possibility of lost forms and/or identity theft
- 5. Click OK
- 6. Review the resulting printing/delivery election
- 7. Click Done

To View Your W-2 (by 1/31/2017)

From the Pay worklet:

1. Click My Tax Documents under View

Pay	
Actions	View
Withholding Elections	Payslips
Payment Elections	Total Compensation
	Historical Activity Pay
	Bonus & One-Time Payment History
	My Tax Documents
Payslips	
12/30/2014 (Period End: 12/31/2014)	

Related Tip Sheets

- Payroll Calendar
- Payslips
- Payslips UMH
- <u>Tax Elections</u>

University of Miami Workday Training Last Updated: 11/29/2016