

Transform your
workday 

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

W-2 Delivery Options

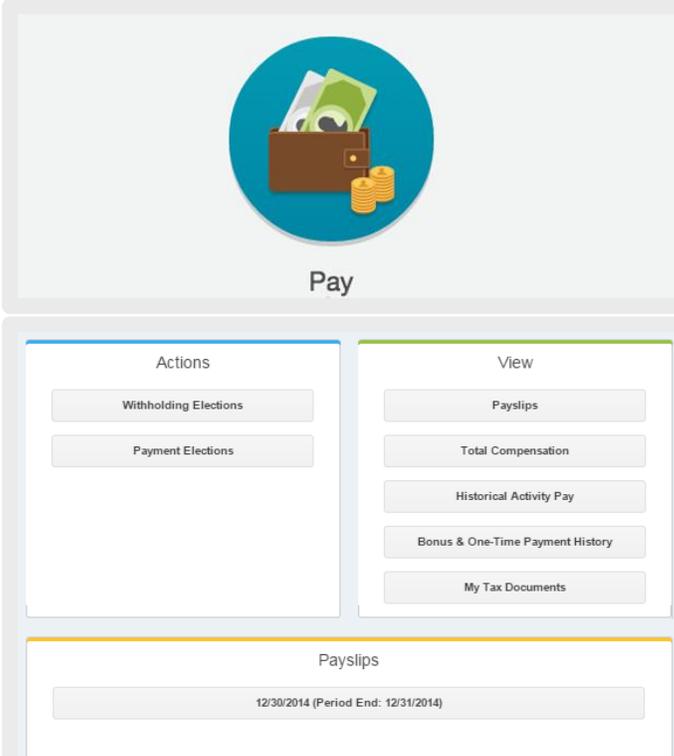
From the *Pay* worklet:

1. Click **My Tax Documents** under *View*
2. Click **Edit** under *Printing Election*
3. Click **OK**
4. Select the preferred option
Note: 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*



Related Tip Sheets

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