

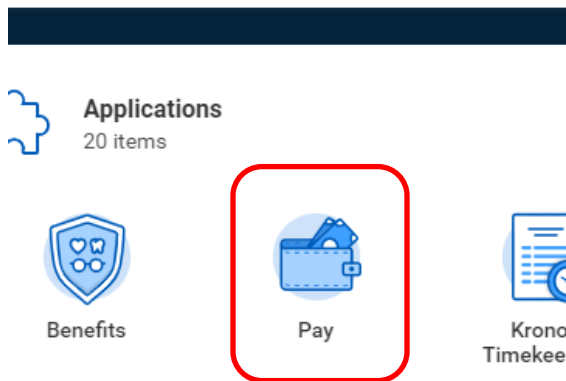
Accessing Tax Documents in Workday

ACCESS YOUR WORKDAY DASHBOARD

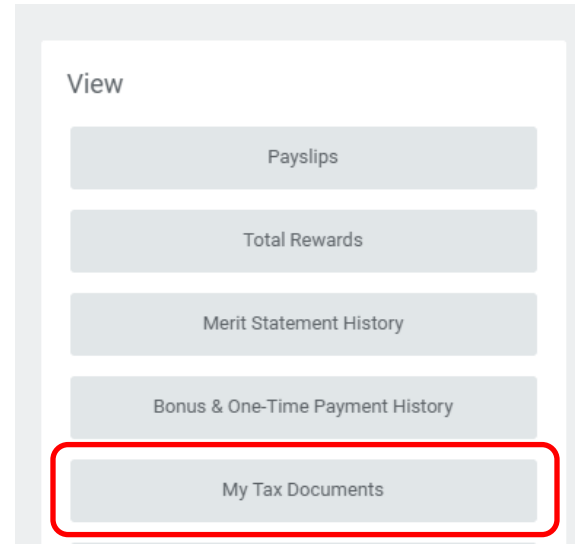
Log in to [Workday](#). Your dashboard will display inbox items on the left and applications on the right.

ACCESS TAX DOCUMENTS

1. Click **Pay** worklet on dashboard.



2. Click on **My Tax Documents**.



3. Click on **View/Print**.

Tax Form	Issued Date	Employee Copy
W-2	01/19/2019	View/Print



Note: All employees will receive a paper W-2 form regardless of what option is selected in Workday.