

Instructions to View/Print Year End Tax Document (W-2) in Workday

To access the global navigation in Workday, follow these steps:

- 1. Log into Workday:** Enter your username and password to log in.
- 2. Click the Menu:** In the top navigation bar, look for the Menu icon, typically represented by three horizontal lines (often called the "hamburger" icon) or a similar symbol.
- 3. Access Global Navigation:** Clicking on the Menu icon will open the global navigation, giving you access to different Workday modules and option.

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The screenshot displays the Workday user interface for a user named Pio Neer, who is a Program Assistant. The interface is divided into several sections:

- Header:** The top left corner features a 'MENU' icon (three horizontal lines) enclosed in a black circle, with a blue arrow pointing to it from the left. The top right corner displays the 'WP' logo.
- User Profile:** The main content area shows a circular profile picture of a bear mascot wearing a red jersey with 'WP' on it. Below the picture, the name 'Pio Neer' and title 'Program Assistant' are displayed. There are buttons for 'Actions' and 'Team'.
- Location:** A white box on the right side of the profile area shows the location 'Main Campus' with a location pin icon.
- Navigation Menu:** A vertical list of navigation options is located on the left side of the main content area, each with a corresponding icon:
 - Summary
 - Overview
 - Compensation
 - Benefits
 - Pay
 - Absence
 - Contact
 - Career
 - Performance

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Click on Pay app



Menu ×

Apps Shortcuts

Your Saved Order ↕

- Onboarding
- Pay**
- Payroll Year End
- Learning
- Absence
- Supply Chain Worker Activity Dashboard
- Team Time
- Time
- Recruiting
- Procurement
- Benefits
- Jobs Hub

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Under View,
click on My
Tax Document



The screenshot shows a 'View' menu with the following items:

- View
- Payslips
- Total Rewards
- Historical Activity Pay
- Compensation Review Statement History
- Bonus & One-Time Payment History
- My Tax Documents
- Reimbursable Allowance Plan Activity

At the bottom of the menu, there is a link labeled 'Less (2)'.

Instructions to View/Print Year End Tax Document (W-2) in Workday

Click on View/Print

My Tax Documents

Tax Forms Printing Elections

Tax Forms Printing Elections 1 item



Company	Current Year End Tax Document Printing Election	Printing Election
WPU The William Paterson University of New Jersey	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

1 item



Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2024	William Paterson University of New Jersey	W-2	01/17/2025	View/Print