



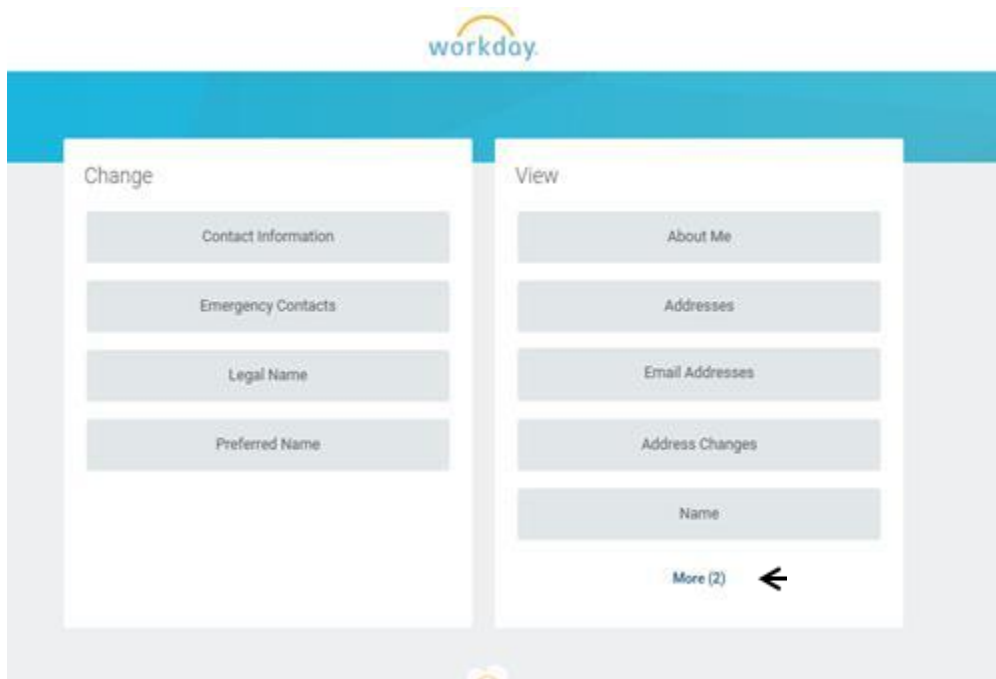
Steps to accessing your W-2 via Workday

Please follow the steps/snapshots shown below to get to your W-2:

- (1) Sign into Workday and on your Home Page click on the **Personal Information Worklet** (circle)

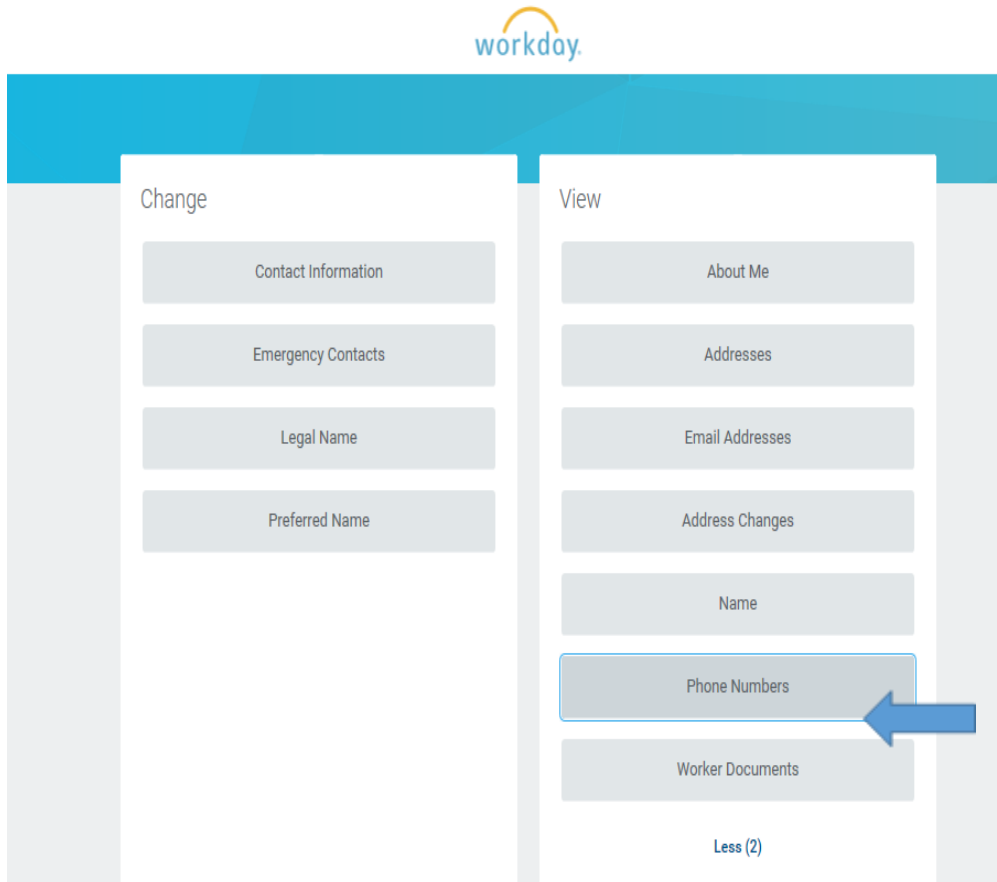


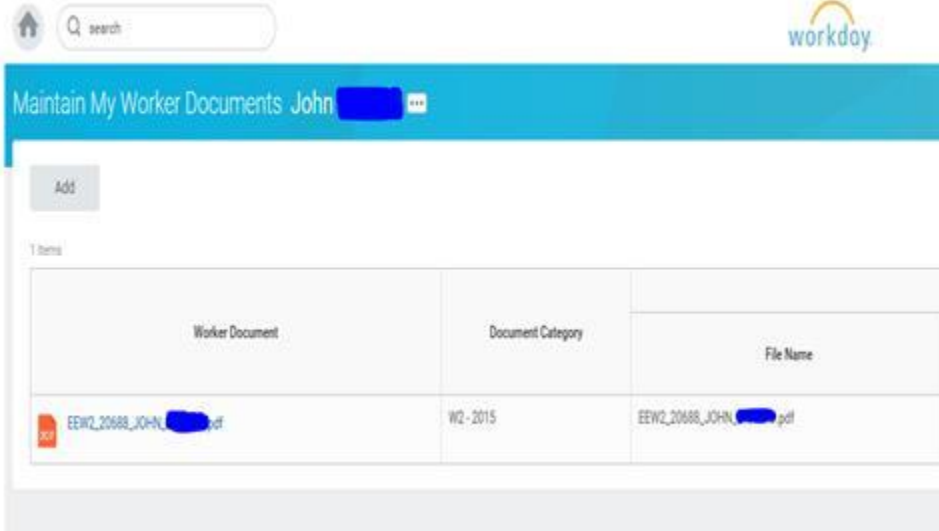
- (2) This opens up 2 sets of columns, **CHANGE** and **VIEW**. At the bottom of the **VIEW** side there is the word **More (2)**, click on that.






(3) Now **Worker Documents** will show in the bottom of the second column; click on that and the screen listing the W-2 document will appear. Just click on the PDF symbol and your W-2 will pop up.





The screenshot shows the Workday interface for 'Maintain My Worker Documents'. At the top, there is a search bar and the Workday logo. Below the search bar, the user's name 'John [redacted]' is displayed. An 'Add' button is visible. A table lists one document item:

Worker Document	Document Category	File Name
 EEW2_20688_JOHN [redacted].pdf	W2 - 2015	EEW2_20688_JOHN [redacted].pdf

To contact the Payroll Office with questions, please put a ticket into the [IT Service Desk](#). Thank you.