

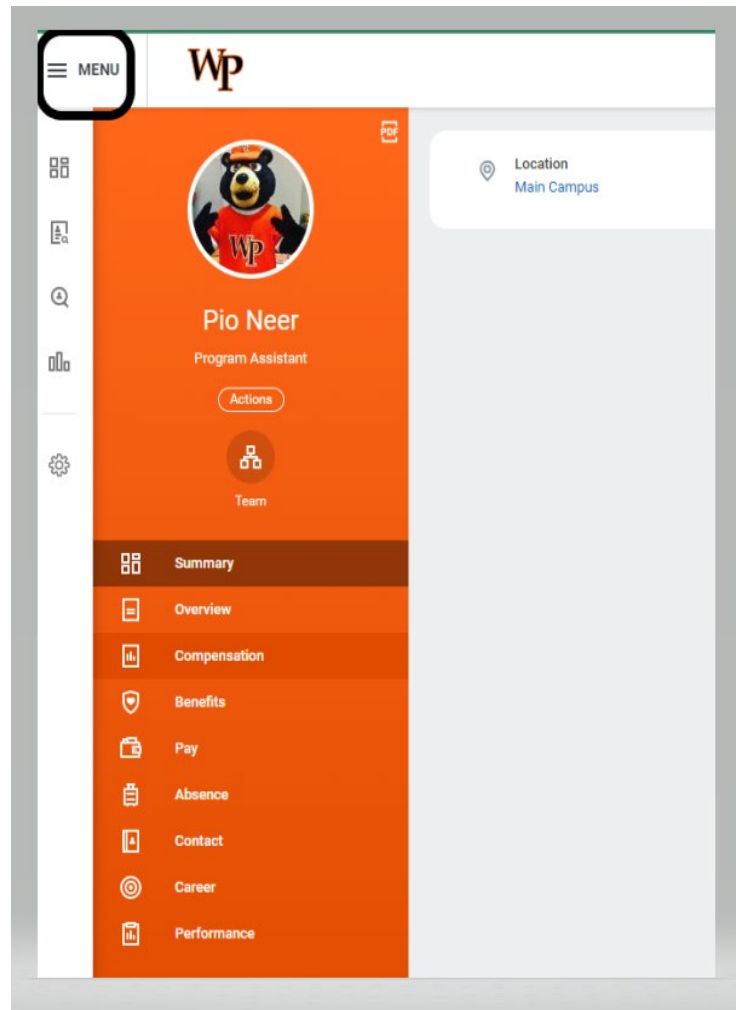
Payroll: Manage Employee Pay Profile View Tax Documents (W2) and Edit Printing Elections

After logging into Workday, click the Menu in the top navigation bar to access the global navigation.



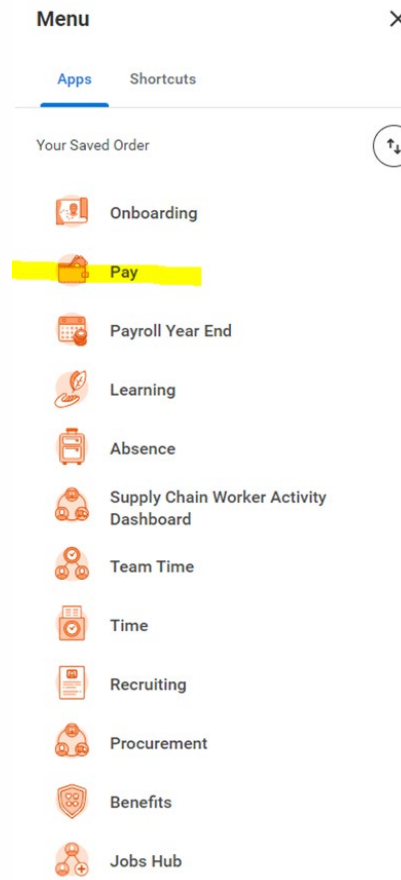
Payroll: Manage Employee Pay Profile

View Tax Documents (W2) and Edit Printing Elections



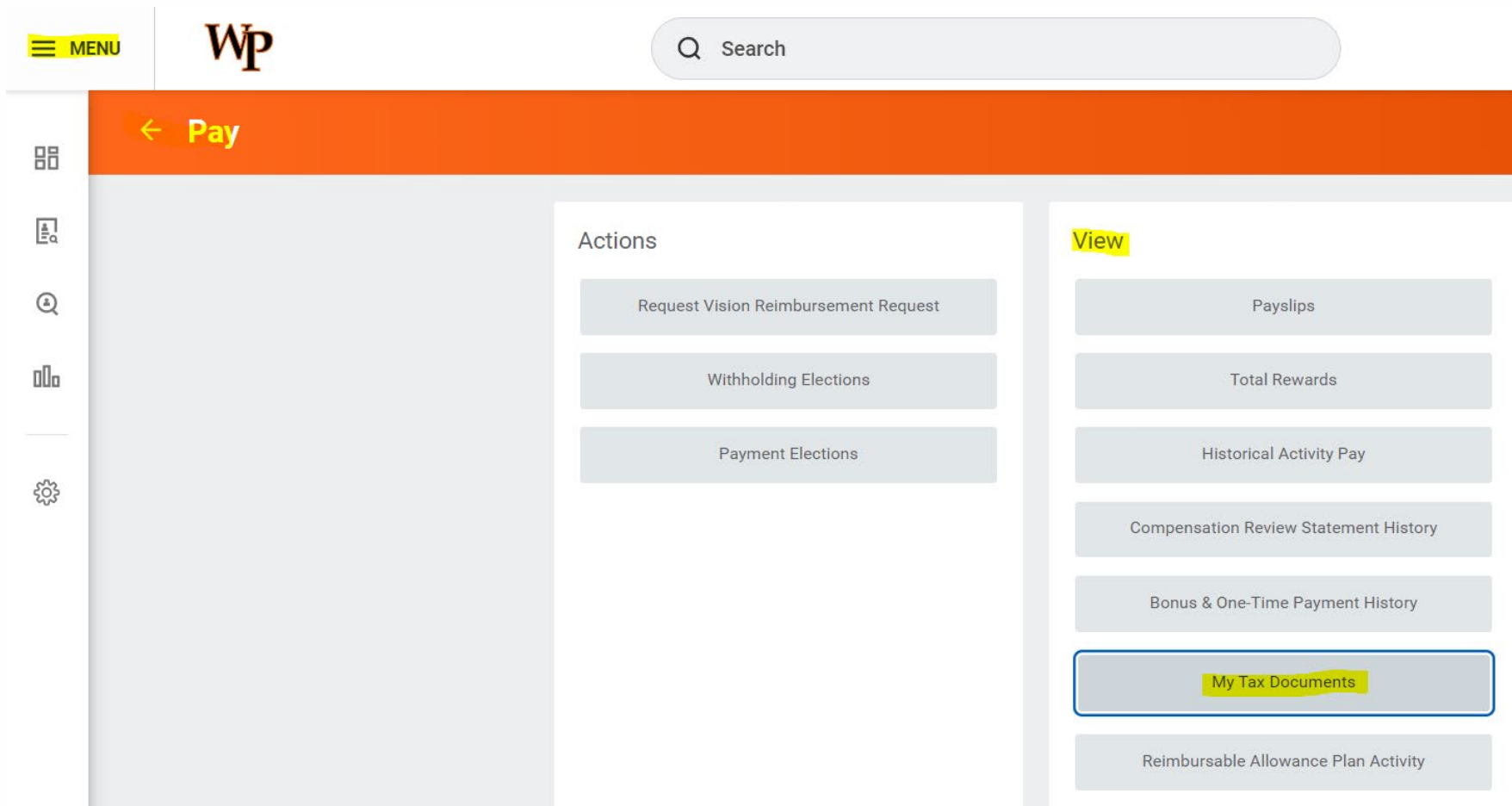
Payroll: Manage Employee Pay Profile View Tax Documents (W2) and Edit Printing Elections

Click on Pay app



Payroll: Manage Employee Pay Profile View Tax Documents (W2) and Edit Printing Elections

Click the **Menu** -> **Pay** -> Under **View** -> Click on **My Tax Documents**



Payroll: Manage Employee Pay Profile

View Tax Documents (W2) and Edit Printing Elections

On the **My Tax Documents** screen, any tax documents will be listed below the **Tax Forms Printing Elections** box including your W-2, when available

From the **Tax Forms Printing Elections** box, you may Edit your printing elections

My Tax Documents

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 receiving both electronic and paper copies of your Year End Tax Documents.	Edit

Payroll: Manage Employee Pay Profile

View Tax Documents (W2) and Edit Printing Elections

On the Change Year End Tax Documents Printing Elections screen, you may select to:

**Receive electronic copy of my Year End Tax Documents or,
Receive both electronic and paper copies of my Year End Tax Documents.**
Select one of the options and click **OK**.

Change Year End Tax Documents Printing Elections

Worker	[REDACTED]
Company	WPU The William Paterson University of New Jersey
Last Updated	(empty)
Current Year End Form Printing Election	You are currently receiving both electronic and paper copies of your Year End Tax Documents.
New Election	* <input type="radio"/> Receive electronic copy of my Year End Tax Documents <input type="radio"/> Receive both electronic and paper copies of my Year End Tax Documents

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

OK

Cancel



Payroll: Manage Employee Pay Profile

View Tax Documents (W2) and Edit Printing Elections

The printing election will be reflected on the **Change Year End Tax Documents Printing Elections** screen. Select **Done** to exit.

Change Year End Tax Documents Printing Elections



Worker	[REDACTED]
Company	WPU The William Paterson University of New Jersey
Last Updated	07/17/2023
Current Year End Form Printing Election	You are currently not receiving a paper copy of your Year End Tax Documents.
New Election	Receive electronic copy of my Year End Tax Documents

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

Done

