

# Workday – Pay

## View/Print Your W-2 Tax Form - Employee



Howard County Public Schools ⚙ Budget & Finance Dept. ⚙ Document ID No: WD067 ⚙ Revision Date: 1/11/2019

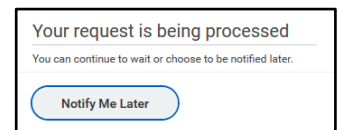
 =Warning     =Timesaver     =Note

### View and/or Print Your W-2 Tax Form

You can quickly view and/or print your W-2 Tax Form from the *Pay* application. Your W-2 Tax Form will display as a PDF file.

1. Select **Pay** from your Home page.
2. From the **View** column, select **My Tax Documents**.
3. Select the **View/Print** button to view or print the W2 you would like to view/print.

4. If the **Your request is being processed** dialog box displays, you can either wait until your W-2 Tax Form displays or select **Notify Me Later**.



- a. If you select *Notify Me Later*, you will see a **Document Available Notification** near your *Profile* icon (your picture in the upper right corner) when the report is ready and select the pdf file to open your W-2 Form.
  - b. If you want to view this document later, select your *Profile* (your picture in the upper right corner), *select My Reports*, and select your W-2 Form from the list of reports.
5. To print your W-2 Tax Form, use the **Print** icon or **File > Print...** from the menu bar.
  6. Log off or return to your **Home** page.

