

# Workday – Pay

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

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! =Warning

⌚ =Timesaver

✉ =Note

### About Benefits and Pay Hub (Application)

The Benefits and Pay Hub (Application) contains payroll information, as well as links to payroll related tasks and information. This reference guide explains how to view and/or print your W-2 Tax form. For information on the *Benefits and Pay Hub*, refer to this reference guide in the *Workday Community* course in Canvas.

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

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

#### **Access the Benefits and Pay Hub (Application)**

1. Select **Benefits and Pay** (application) from the **Menu**.
2. The *Benefits and Pay* navigation pane display on the left column. You can collapse this pane using the *Navigation Pane* icon .

#### **View or Print Your W2 Tax Form**

1. If necessary, select **Overview** from the navigation pane on the left side of the screen.
2. Select **My Tax Documents**.
3. Select the **View/Print** button to view or print the applicable W-2 you would like to view/print.

### Tax Forms Printing Elections

If you are interested in receiving your W-2 earlier, you can elect not to receive a paper copy of your W-2. The default option is to receive both electronic and paper copies of your W-2.

1. Select **Benefits and Pay Hub** (application) from the Menu.
2. If necessary, select **Overview** from the navigation pane on the left side of the screen.
3. Select **My Tax Documents**.
4. From the **Tax Forms Printing Elections** section, select **Edit**.
5. Select Receive electronic copy of my Year End Tax Documents. Review the important note regarding this change.
6. Select OK and then Done.