W-2 Printing Elections

The following describes the process to change your W-2 printing elections if you are an active employee.

1) Login to Workday.
2) Click the Pay dashboard on your Workday homepage.

3) Click on My Tax Documents.
4) Click on Edit.

5) Select one of the two options displayed.
   1. Receive electronic copy of my Year End Tax Documents
   OR
   2. Receive both electronic and paper copies of my Year End Tax Documents

6) Click the OK button.
7) Click the Done button. The process is now complete. You will be returned to your My Tax Documents page where your new elections will be displayed.