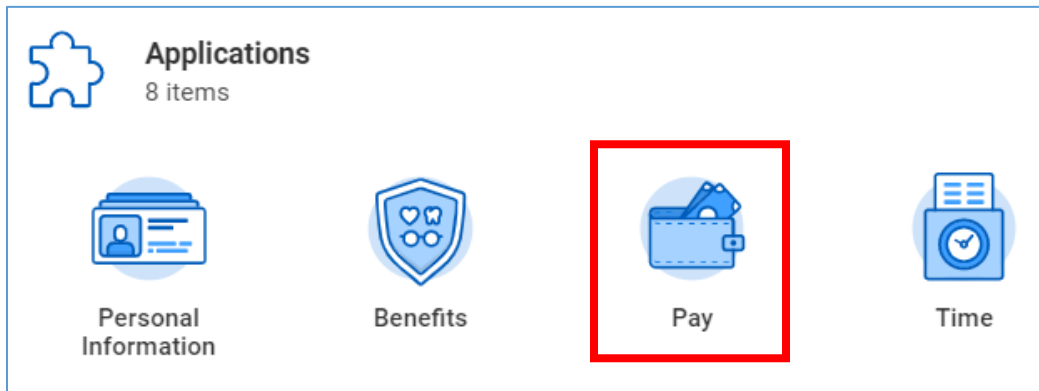




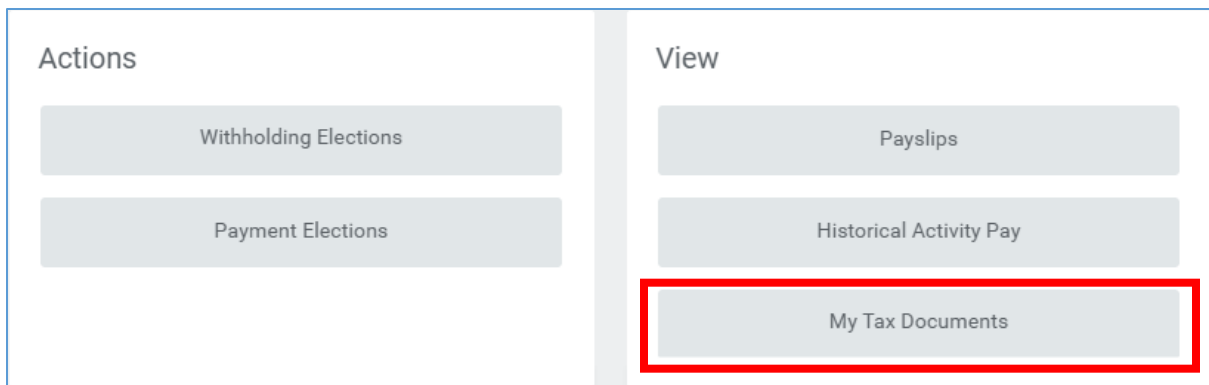
View and Print W-2 Forms in Workday

The following describes the process to view and print your W-2 tax forms if you are an active employee. Active employees will receive an email from Workday once the W-2 forms have been published by Payroll. All W-2 tax forms will be stored in Workday under My Tax Documents starting in tax year 2019.

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



- 3) Click on My Tax Documents.



- The W-2 tax forms are located below the printing elections. All W-2 tax forms will be stored in Workday under My Tax Documents starting in tax year 2019.

My Tax Documents

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
Montclair State University	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

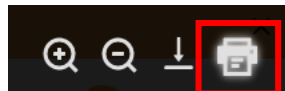
1 item

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy	Accessible Form
2019	Montclair State University	W-2	12/01/2019	View/Print			Accessible Form

- Click on the View/Print button. It takes a few moments for the form to load.

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2019	Montclair State University	W-2	12/01/2019	View/Print

- Click on the navigation arrow to the right of the form to navigate through the pages.
- To print the W-2 form click on the printer icon in the upper right corner of the screen.



- To download the W-2 form click on the download icon in the upper right corner of the screen



- To exit the preview, click on the arrow in the upper left corner of the screen.

10) For the accessible version of the W-2 form click on the Accessible Form button.

Issued Date	Employee Copy	Federal Copy	State/Local Copy	Accessible Form
12/01/2019	<input type="button" value="View/Print"/>			<input type="button" value="Accessible Form"/>

11) To print the W-2 form click on the printer icon in the upper right corner of the screen.



How to View W-2 Forms Prior to 2019

Existing ADP online users: If you previously registered to utilize ADP's website during your employment with the University, you can simply input your existing username and password. Please use the **Forgot Your ID/Password** link on the <https://W2.ADP.com> home page if you need to retrieve your User ID or reset your password.

If you experience issues logging in, please email Workday Customer Care at WCCSupport@montclair.edu.

All Other Employees: You should contact the Payroll department at payroll@montclair.edu.