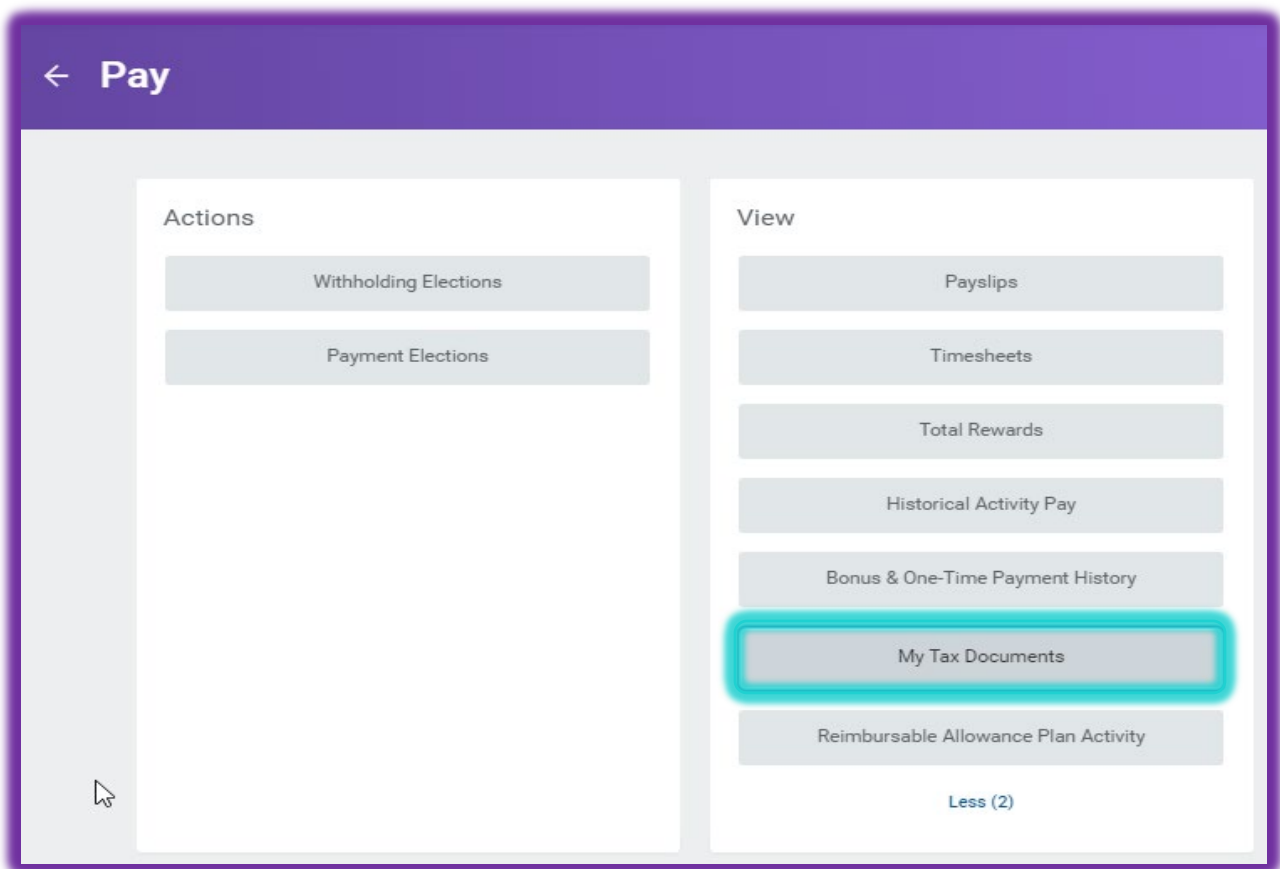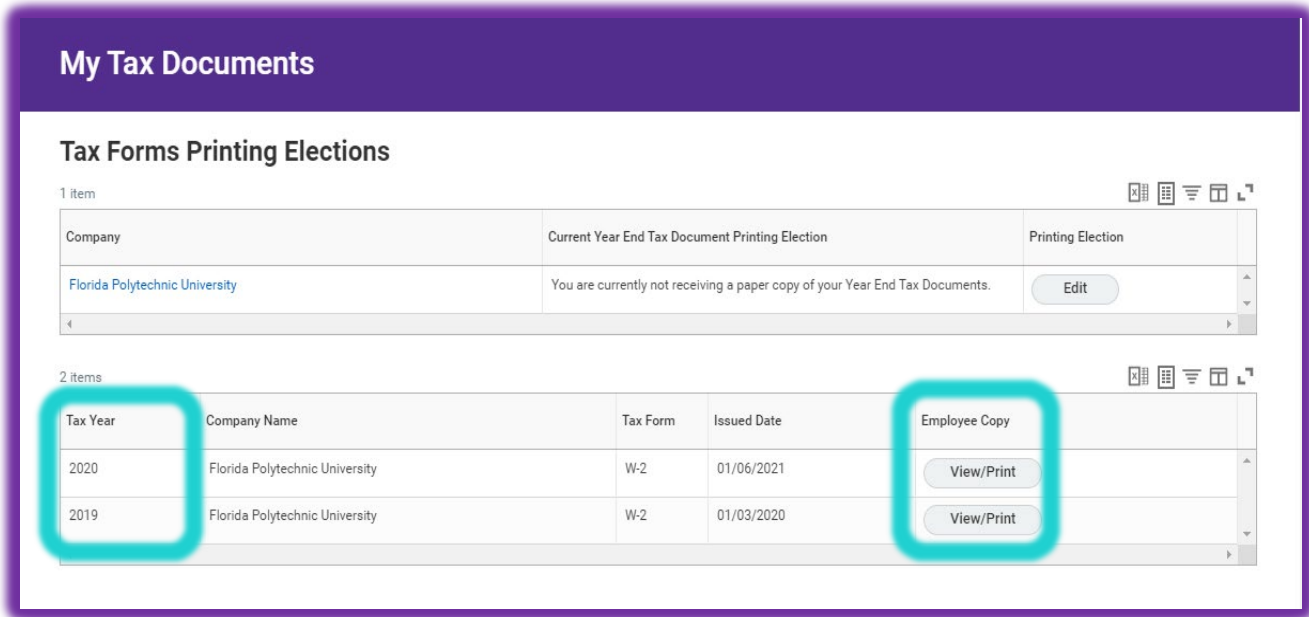**Step 1:** Login to Workday

Step 2: Navigate to the Home Page and select the '**Pay**' worklet

Pay
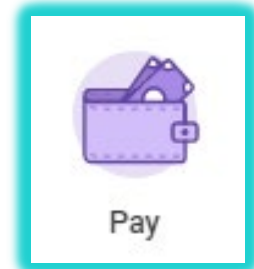
Step 3: In the '**View**' column, select '**My Tax Documents**'

Step 4: In the '**Employee Copy**' column, select '**View/Print**' for the appropriate *Tax Year*.

My Tax Documents
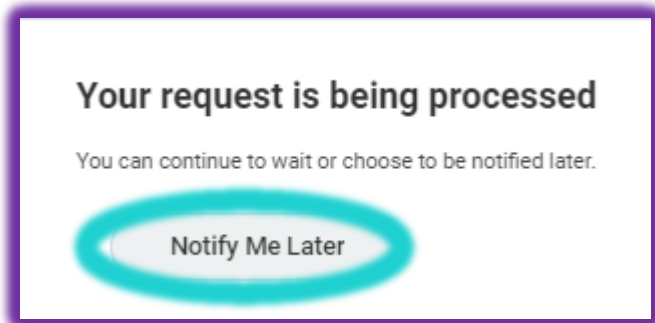
Tax Forms Printing Elections

1 item

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

2 items

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2020	Florida Polytechnic University	W-2	01/06/2021	View/Print
2019	Florida Polytechnic University	W-2	01/03/2020	View/Print

Step 5: Select '**Notify Me Later**'

Your request is being processed
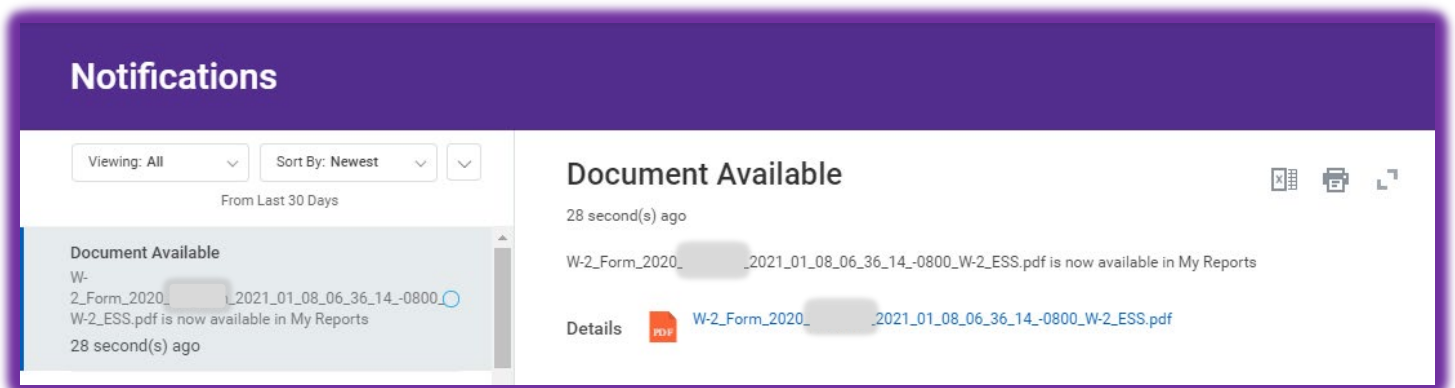
You can continue to wait or choose to be notified later.

Notify Me Later

Step 6: In the top right-hand corner, select the '**Notifications**' icon to obtain the completed action list.

Note: May take a minute to load

Step 7: Select the applicable '**Document Available**' from the **notifications list**.

Step 8: Lastly, print and/or save the document.

workday.