

Audience: Employees

Accessing W2

 This job aid explains how to view, download, and print your annual **W-2 tax statement** in Workday.

Access W-2

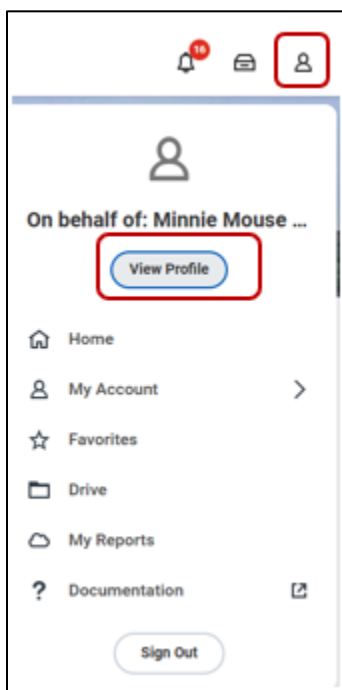
Workday Role(s)	Employee, Former Employee
Steps	Allow employees to access, review, download, and print their W-2 tax statement from Workday for tax filing and personal reference.

Prerequisites

- W-2 has been issued for the tax year
- You have Workday access (active or former employee)
- Pop-ups are enabled in your browser

Step 1: Access Tax Documents

- From the **Home** page, select the **Personal Profile** icon 
- Select **View Profile**



Accessing W2

3. In your profile menu, select **Pay**

The screenshot shows the City Payroll Manager interface. On the left sidebar, the 'Pay' menu item is highlighted with a red box. The top navigation bar has the 'Tax Documents' tab selected with a red box. The main content area displays the 'Tax Forms Printing Elections' section for 'MKE City of Milwaukee'. It includes a table with columns: Tax Year, Company Name, Tax Form, Issued Date, and Employee Copy. The table shows a single row for the year 2025, company 'City of Milwaukee', tax form 'W-2', and issued date '10/23/2025'. A 'View/Print' button is visible in the Employee Copy column.

Step 2: View W-2

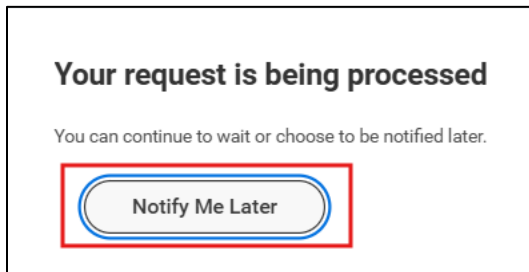
1. In the **Tax Documents** tab, review the **Tax Forms Printing Elections** section.
2. Under the tax year list, locate the **W-2** for the required year.
3. Click **View/Print** in the **Employee Copy** column.

This screenshot is similar to the previous one, but the 'View/Print' button in the 'Employee Copy' column of the table is highlighted with a red box. The 'Pay' menu item in the sidebar and the 'Tax Documents' tab in the top navigation bar are also highlighted with red boxes.

Accessing W2

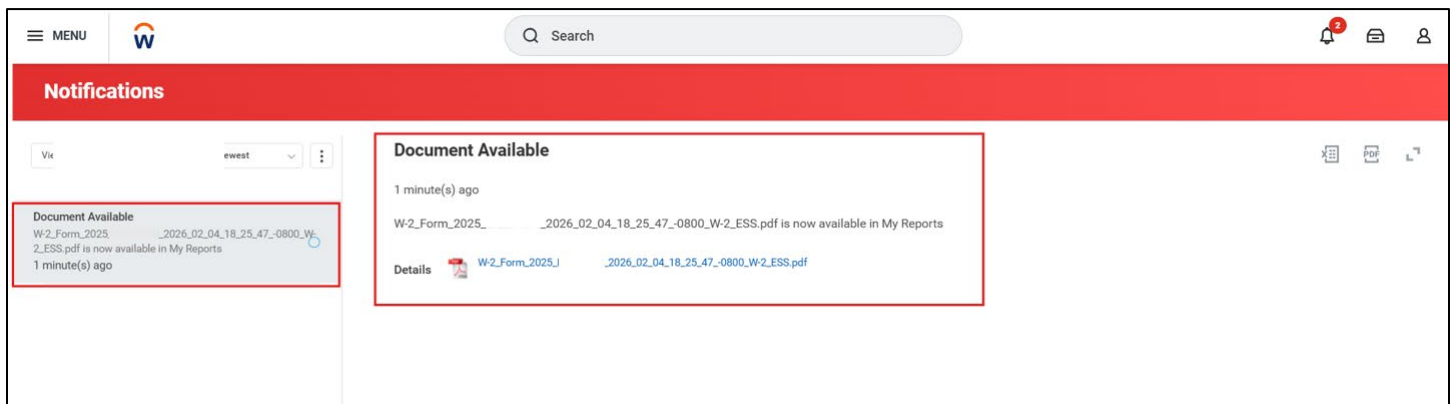
Step 3: Process W-2 Request

1. A message appears: **“Your request is being processed.”**
2. Click **Notify Me Later** to receive a notification when the W-2 is ready.



Step 4: Open W-2 from Notifications

1. Click the **Notifications** (bell) icon.
2. Select **Document Available**.
3. Click the PDF link to open the W-2 document.



Step 5: Download or Print W-2

1. Use the **Download** or **Print** icons in the PDF viewer.
2. Save or print the document for your records.