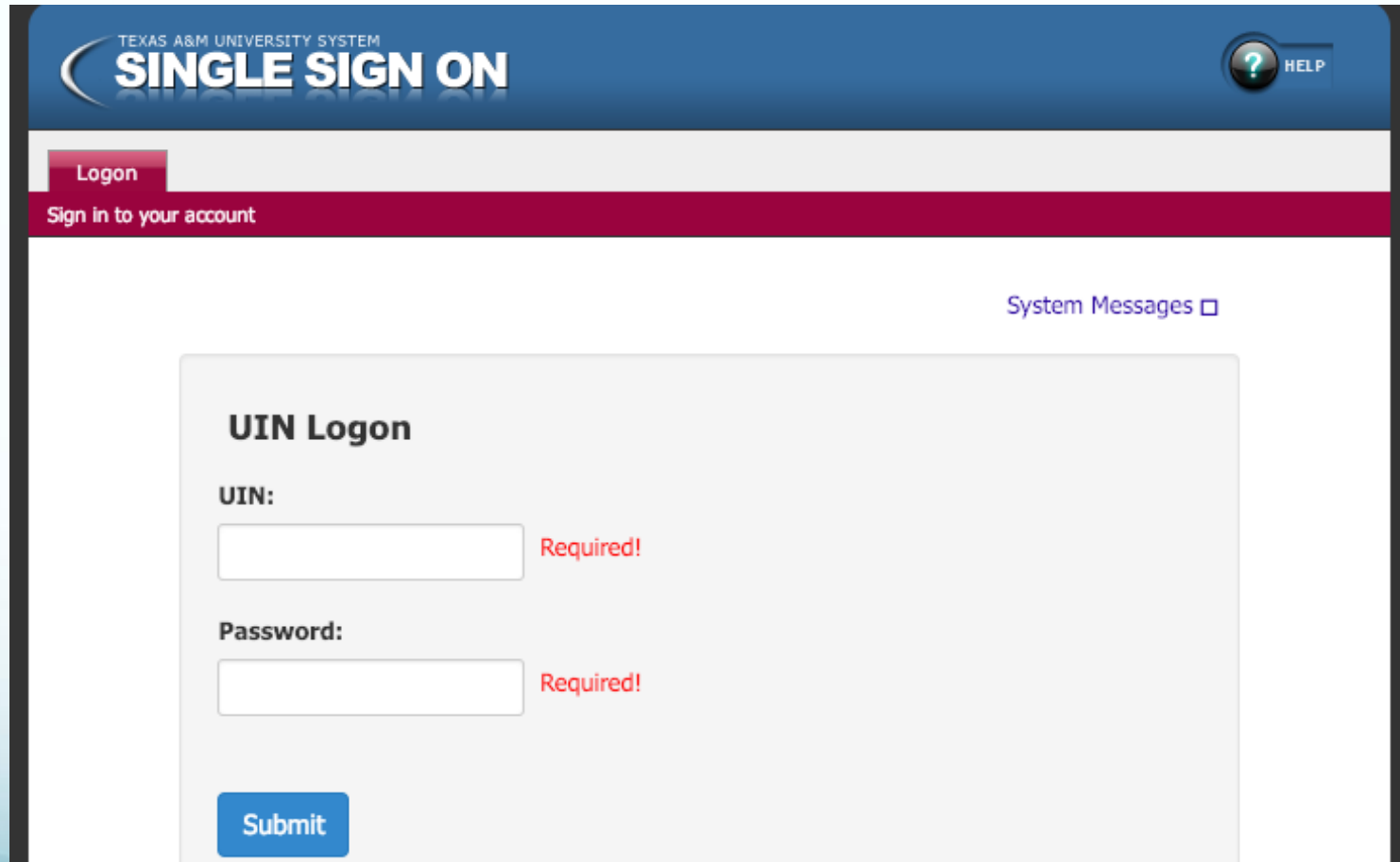


HOW TO RETRIEVE YOUR W-2

USING WORKDAY

Sign into your Workday account via SSO.TAMUS.EDU



The screenshot shows the login interface for the Texas A&M University System Single Sign On. At the top, there is a blue header with the 'SINGLE SIGN ON' logo and a 'HELP' button. Below the header, a red bar contains the text 'Sign in to your account'. The main content area features a 'UIN Logon' form with two input fields: 'UIN:' and 'Password:'. Both fields are marked as 'Required!' in red text. A blue 'Submit' button is located at the bottom of the form. In the top right corner of the main area, there is a link for 'System Messages' with a dropdown arrow.

TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON

HELP

Logon

Sign in to your account

System Messages ▾

UIN Logon

UIN:

Required!

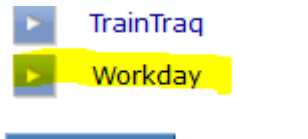
Password:

Required!

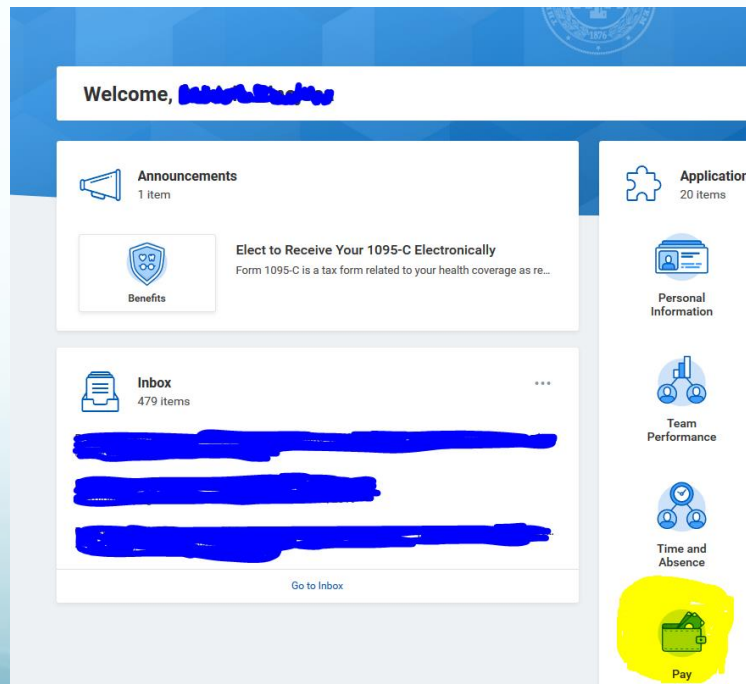
Submit

Access your workday home page

- Click “Workday” on the SSO homepage



- This will redirect you to your Workday home page.



Click the “PAY” worklet



Applications

9 items



Personal Information



Time



Favorites



Safety



Career



Benefits



Pay



Time Off



Performance

Click “My Tax Documents”

View

Payslips

Timesheets

My Tax Documents

Total Rewards

Merit Statement History

Bonus & One-Time Payment History

You can then print or view your W-2

My Tax Documents

1 item 🔍 ⌵ 📄 🗑️

Company	Current Year End Tax Document Printing Election	Printing Election
Prairie View A&M University	You are currently not receiving a paper copy of your Year End Tax Documents.	<button>Edit</button>

1 item 🔍 ⌵ 📄 🗑️

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy
2018	Prairie View A&M University	W-2	01/18/2019	<button>View/Print</button>		