HOW TO RETRIEVE YOUR W-2

USING WORKDAY

Sign into your Workday account via SSO.TAMUS.EDU

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Logon		
Sign in to your acc	ount	
	System Messag	jes 🗆
	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



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			Curre	nt Year End Tax Document Printing Election	Printing Election				
Prairie View A&M University			You	are currently not receiving a paper copy of y	Edit				
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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	View/Print					