<u>View W-2</u> To view your W-2, login to Workday, and follow the steps:

1. On your Home Page, under the Applications section, click on "Pay"



2. On the "View" section, click on "My Tax Documents"

View						
Payslips						
	Timesheets					
	My Tax Documents					
	Total Rewards					
C	Compensation Review Statement History					
	Bonus & One-Time Payment History					

3. Click on "View/Print"

My Tax Documents								
Tax Forms Printing Elections								
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.				Edit		
¢								
2 Items								
Tax Year	Company Name		Tax Form	Issued Date	Employee Copy			
2019	Prairie View A&M University		W-2	01/16/2020	View/Print)		
2018	Prairie View A&M University		W-2	01/18/2019	View/Print			