NOTE: W-2s for years 2018 and prior are available to view in your legacy system (Oracle for the Academic Division, UltiPro for University Physicians Group, and PeopleSoft for the Medical Center).

Beginning in 2020 - Accessing your 2019 W-2 in Workday
When your W-2 is ready to be printed, you can view and print it from Workday, using these steps.

View and Print Your W-2

From the Home page:

1. Click the Pay application.

2. Click My Tax Documents.

3. Click View/Print. It may take a moment to process the request.
   - A new tab will open and display your W-2. To print, use the print icon at the right side of your screen.

Note: You need to allow pop-ups to view your W-2. If nothing happens when you click View/Print, look for a message in or around the browser address bar asking if you want to allow pop-ups. Once you have allowed pop-ups, click View/Print again.