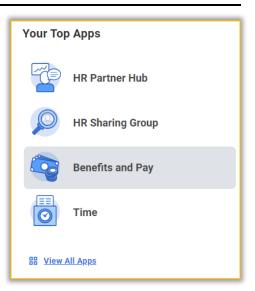


VIEW AND PRINT W-2

- From the Workday homepage, navigate to Your Top Apps and click on Benefits and Pay.
 - If you do not see the Benefits and Pay app, you can add it by clicking the Menu button (top left corner), under the Apps section you can search for the Benefits and Pay app or add it to your apps list by clicking the "add" button at the bottom of the list.



2. Under Tasks and Reports, click My Tax Documents to view your tax documents.



3. To view your W-2 tax form details, click on the **View/Print** button. A pop message will appear, indicating that a pdf copy is being generated. Please wait about 5-10 seconds for a PDF to appear on screen.

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4. A toolbar will appear at the top of the page with an option to download and print the PDF.