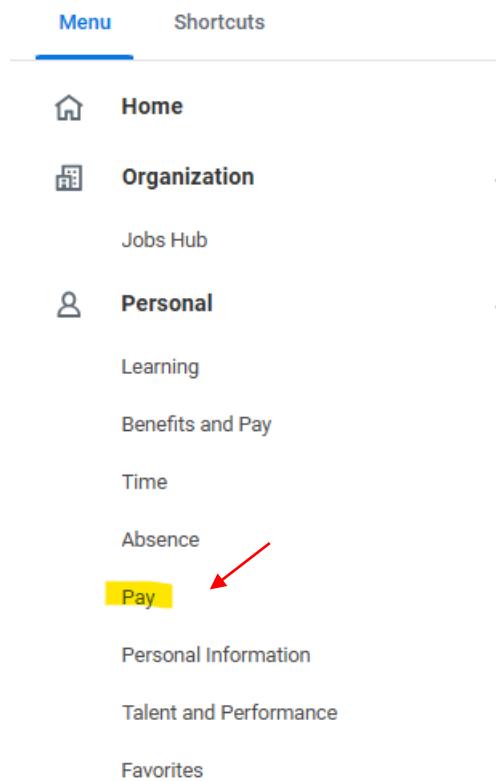


THE PAY APPLICATION HELPS YOU TO ACCOMPLISH ALL PAYROLL RELATED TASKS AND VIEW PAY INFORMATION. YOU CAN SELECT MY TAX DOCUMENT TO PRINT YOUR W2

### VIEW AND PRINT YOUR W2 IN WORKDAY

All W-2 tax forms will be stored in Workday under My Tax Documents, follow the below steps:

1. Login into Workday.
2. From the home screen locate **Menu (top left-hand corner)**, from the drop down select **PAY**

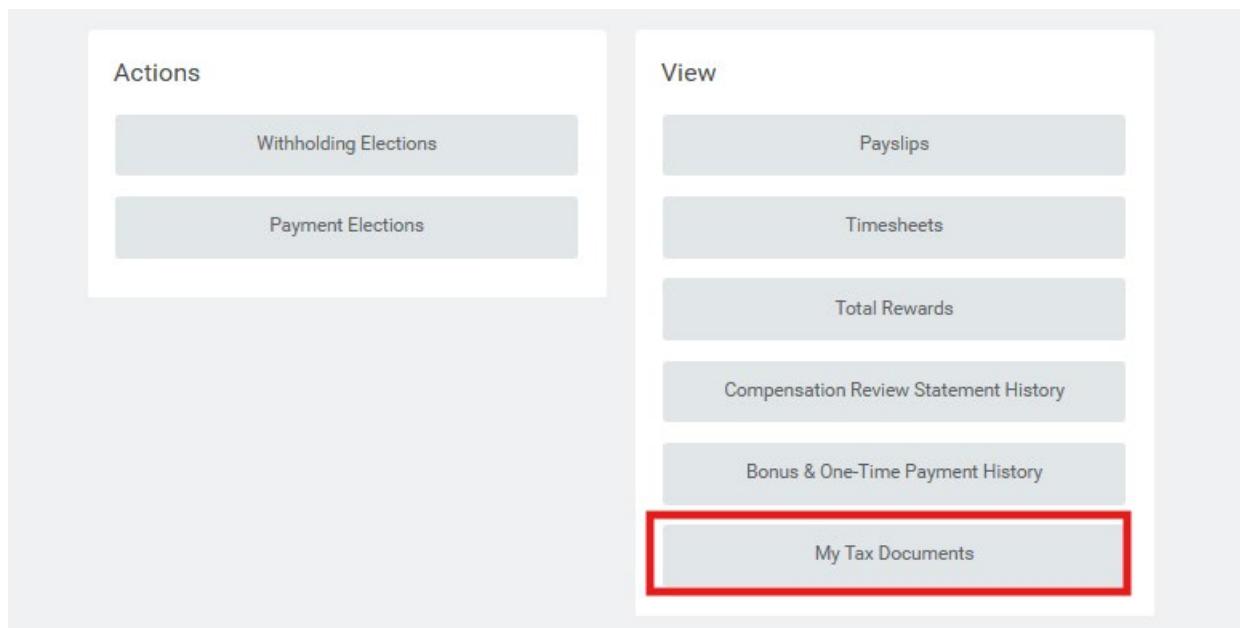


The image shows the Workday navigation menu. At the top, there are two tabs: "Menu" (which is selected and highlighted in blue) and "Shortcuts". Below these are three main categories: "Home", "Organization", and "Personal". Under "Personal", there are several sub-options: "Learning", "Benefits and Pay", "Time", "Absence", "Pay" (which is highlighted with a yellow box and has a red arrow pointing to it), "Personal Information", "Talent and Performance", and "Favorites".

## A guide to your W2

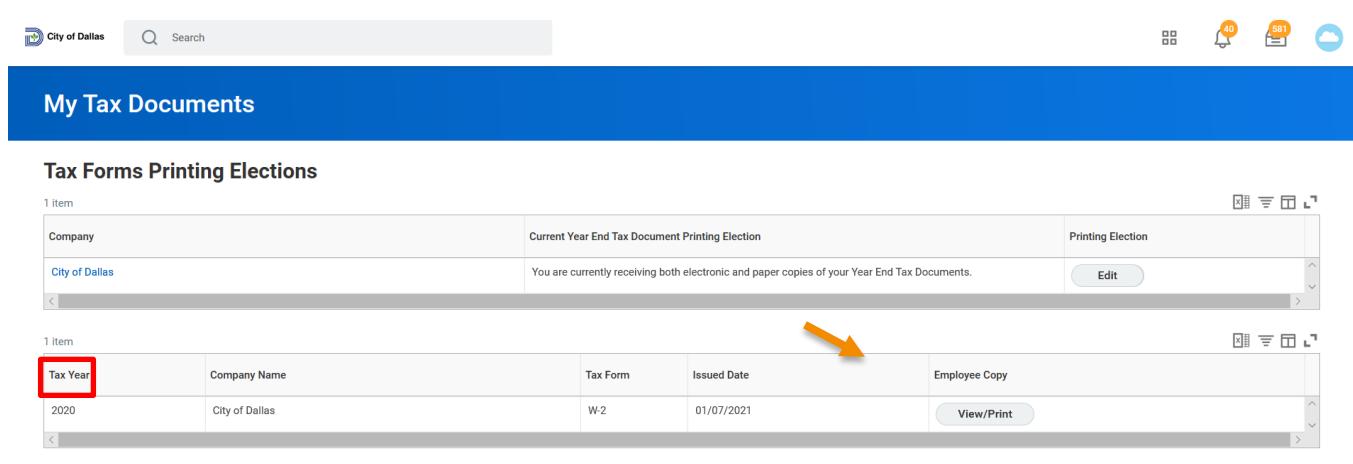
View and print your W2 in Workday

3. After opening Pay, it will bring you to the following screen. Select **My Tax Documents**.



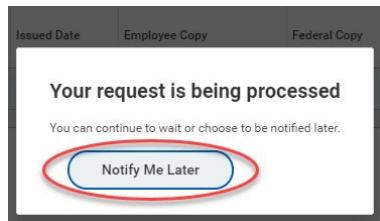
The screenshot shows the Workday Pay interface. On the left, under 'Actions', are 'Withholding Elections' and 'Payment Elections'. On the right, under 'View', are 'Payslips', 'Timesheets', 'Total Rewards', 'Compensation Review Statement History', 'Bonus & One-Time Payment History', and 'My Tax Documents', which is highlighted with a red box.

4. This brings you to a table where you can view your current tax forms. Select the applicable form you would like to access.

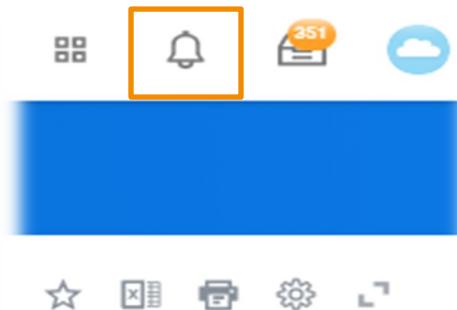


The screenshot shows the 'My Tax Documents' page. At the top, there is a table for 'Tax Forms Printing Elections' with one item. The table has columns for 'Company' (City of Dallas), 'Current Year End Tax Document Printing Election' (You are currently receiving both electronic and paper copies of your Year End Tax Documents), and 'Printing Election' (Edit). Below this is another table for 'Employee Copy' with one item. The table has columns for 'Tax Year' (2020), 'Company Name' (City of Dallas), 'Tax Form' (W-2), 'Issued Date' (01/07/2021), and 'Employee Copy' (View/Print). A red box highlights the 'Tax Year' column, and an orange arrow points to the 'View/Print' button.

5. Due to processing time you may receive the message to Notify Me Later. Select this option to continue.



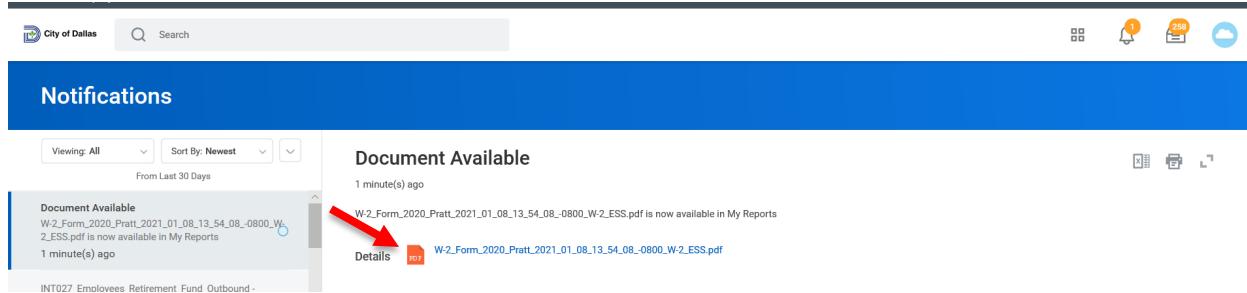
6. In the top right corner, the **Bell Notification** will be where you will locate the notice of completion.



7. Double click on the PDF version to view and print your W2.

# A guide to your W2

View and print your W2 in Workday



The screenshot shows the Workday Notifications interface. At the top, there is a search bar and a notification icon with a '1' and '268' badge. Below the header, a blue bar says 'Notifications'. The main content area has a title 'Document Available' and a message: 'W2\_Form\_2020\_Pratt\_2021\_01\_08\_13\_54\_08\_0800\_W-2\_ESS.pdf is now available in My Reports'. A red arrow points to the 'Details' link next to the document name. The bottom of the screen shows a navigation bar with links like 'INT027 Employees Retirement Fund Outbound'.