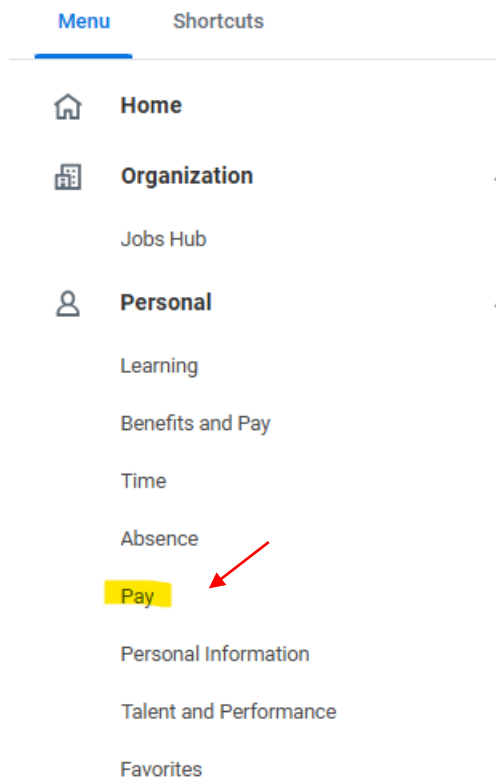


THE PAY APPLICATION HELPS YOU TO ACCOMPLISH ALL PAYROLL RELATED TASKS AND VIEW PAY INFORMATION. YOU CAN SELECT MY TAX DOCUMENT TO PRINT YOUR W2

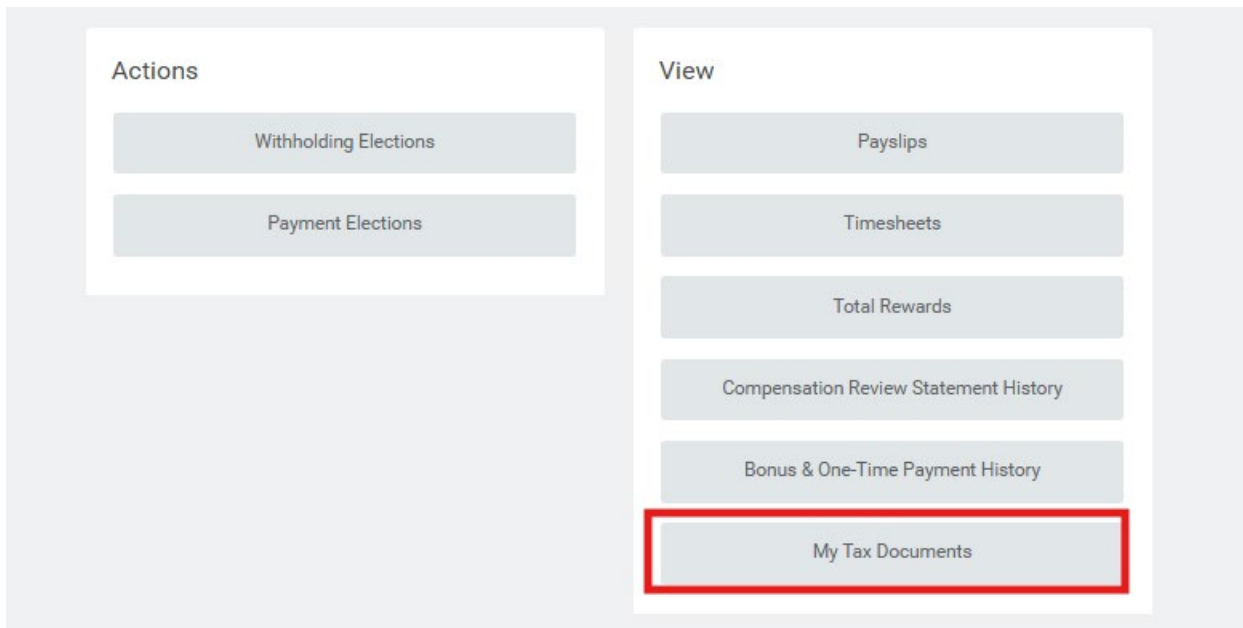
VIEW AND PRINT YOUR W2 IN WORKDAY

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

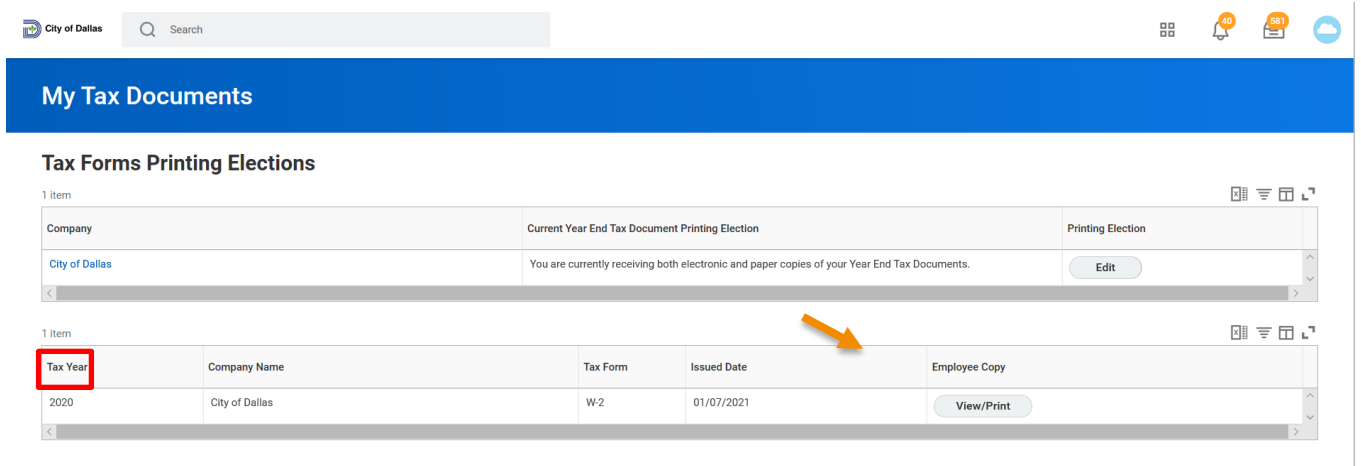
1. Login into Workday.
2. From the home screen locate **Menu (top left-hand corner)**, from the drop down select **PAY**



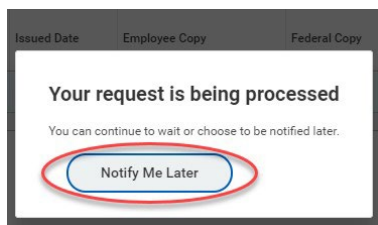
3. After opening Pay, it will bring you to the following screen. Select **My Tax Documents**.



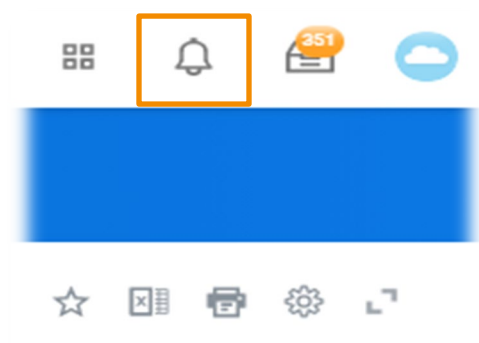
4. This brings you to a table where you can view your current tax forms. Select the applicable form you would like to access.



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.

City of Dallas

Search

1

248

Notifications

Viewing: All

Sort By: Newest

From Last 30 Days

Document Available

W-2_Form_2020_Pratt_2021_01_08_13_54_08_-0800_W-2_ESS.pdf is now available in My Reports

1 minute(s) ago

Details

W-2_Form_2020_Pratt_2021_01_08_13_54_08_-0800_W-2_ESS.pdf

INT027 Employees Retirement Fund Outbound -

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Details

W-2_Form_2020_Pratt_2021_01_08_13_54_08_-0800_W-2_ESS.pdf