Functional Area: Payroll

Employee Self Service

HOW TO PRINT YOUR FORM DOCUMENTS (FORM W-2)?

Please follow the below instructions to print or view your tax documents (Form W-2).

1. Login into workday and Click ^A at the top-right corner of your Workday screen and Click on view profile.

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	N. N.				
Le	et's Get Started		It's Thursday, September 28, 2	2023	
I	Awaiting Your Action		 Important Dates		
		You're all caught up on your tasks.	SEP Time Off 28 Lynn Bryan - Until Sep 29, 2023		
1	Team Highlights		SEP Time Off 29 Karla Rodriguez		
	8 Evdoxia Irantos		OCT Time Off 2 Lynn Bryan		
(Jaime Mendoza		oc⊺ Anniversary ☆		



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2. On the left side of the profile click on "Pay" and navigate to the yellow highlighted dropdown "More" to expand all the pay related options.

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	● @	Results	Input	Tax Elections Tax Treatie	s Withholding Ord	ders Payment Elections	Payslips Costing Allo	More 🧹			
	Actions Current FLSA Calendar for Worker Sunday - Saturday Non-Exempt Workers										
	Ⅰ Ⅰ 16 items Ⅰ Ⅱ Ⅲ □ 00										
	Email Team	Payroll Result	Result Type	Period	Payment Date/Reversal Date	Pay Group Detail	Position	Company			
88	Summary	Q	History	03/05/2023 - 03/18/2023 (Bi-	03/31/2023	Bi-weekly (Regular)		Northeastern Illinois Univers			
	Overview			weekly)							
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3. Click on "Tax Documents" from the dropdown.



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4. Click on "View/Print" to view your W2 Information.

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	● @	Tax Treaties N	Withholding Orders Payment Elections	Payslips C	ayslips Costing Allocations Tax Documents Pay Group					
	Actions	Tax Forms P	rinting Elections						-	
	Email Team	Company Current Year End Tax Document Printing Election							<u>, m</u> m	1 -
88	Summary	Northeastern Illinois University You are currently receiving both electronic and paper copies of Documents.						es of your Year End Tax		Ŧ
	Overview	1 item						₩	." 🏼 🖽	8
÷	Job	Tax Year	Company Name	Ta	x Form	Issued Date	Employee Cop	у		*
Ш.	Compensation	2023	Northeastern Illinois University	W-	2	01/04/2024	View/Prin	nt		
۲	Benefits									
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	Contact									
8	Personal									
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