

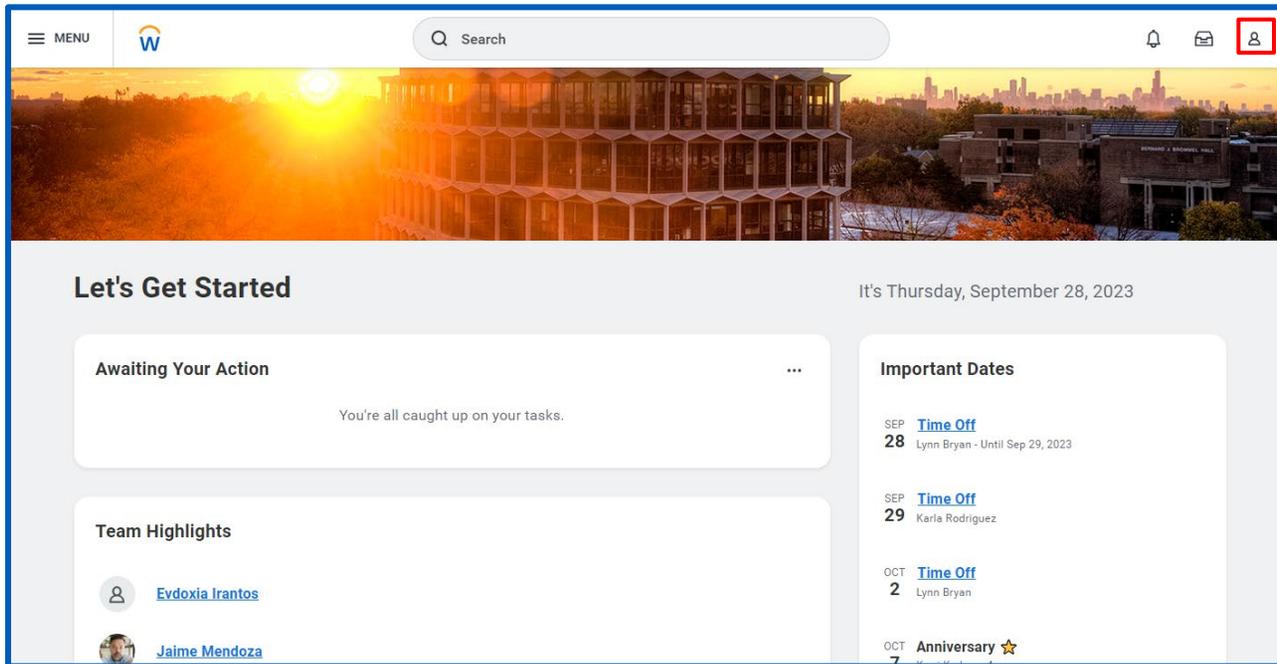
## Functional Area: Payroll

## 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  at the top-right corner of your Workday screen and Click on view profile.



Functional Area: Payroll

Employee Self Service

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.

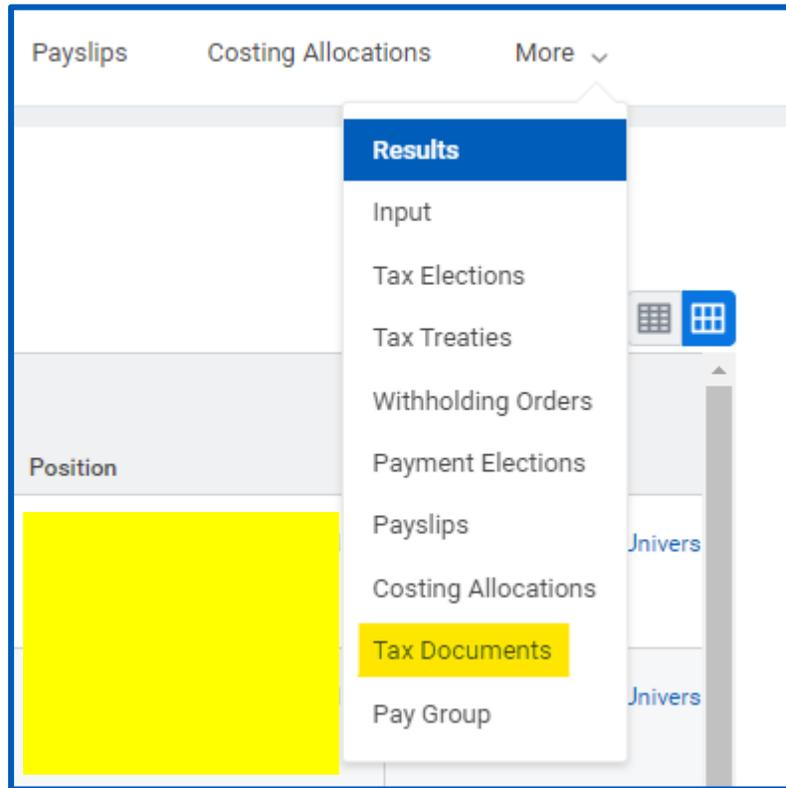
The screenshot shows the Workday Employee Self Service interface. On the left sidebar, the 'Pay' menu item is highlighted with a red box. In the top navigation bar, the 'More' dropdown is highlighted in yellow. The main content area displays a table of payroll results for a worker.

Payroll Result	Result Type	Period	Payment Date/Reversal Date	Pay Group Detail	Position	Company
Q	History	03/05/2023 - 03/18/2023 (Bi-weekly)	03/31/2023	Bi-weekly (Regular)		Northeastern Illinois Univers
Q		12/10/2023 - 12/23/2023 (Bi-weekly)	01/05/2024	Bi-weekly (Regular)		Northeastern Illinois Univers
Q	History	03/05/2023 - 03/18/2023 (Bi-weekly)	03/31/2023	Bi-weekly (Regular)		Northeastern Illinois Univers
Q		11/26/2023 - 12/09/2023 (Bi-weekly)	12/22/2023	Bi-weekly (Regular)		Northeastern Illinois Univers
Q		11/12/2023 - 11/25/2023 (Bi-weekly)	12/08/2023	Bi-weekly (Regular)		Northeastern Illinois Univers

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Employee Self Service

3. Click on "Tax Documents" from the dropdown.



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

The screenshot shows the Workday Employee Self Service interface. The top navigation bar includes a search bar with the name 'donna', notification icons for 67 alerts and 29 messages, and a user profile icon. The main navigation menu on the left lists various functional areas: Summary, Overview, Job, Compensation, Benefits, Absence, Pay (highlighted), Contact, and Personal. The 'Pay' section is expanded to show 'Tax Documents'. The 'Tax Documents' sub-section is active, displaying 'Tax Forms Printing Elections' for 'Northeastern Illinois University'. A table lists tax forms for the year 2023, with a 'View/Print' button highlighted in yellow for the W-2 form issued on 01/04/2024.

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2023	Northeastern Illinois University	W-2	01/04/2024	<a href="#">View/Print</a>