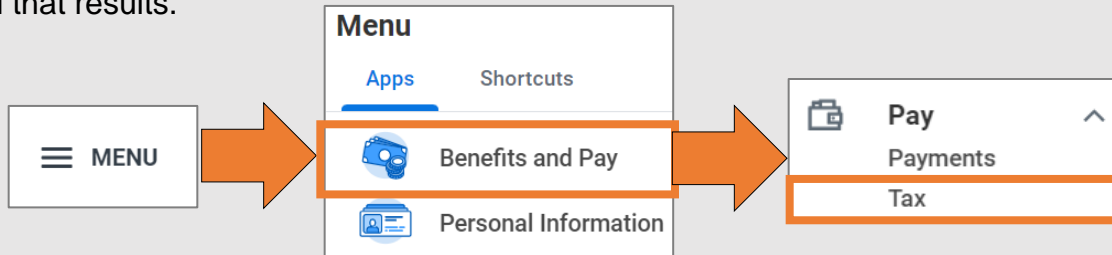


The Form W-2 is a required annual document that employers provide to employees with wage and salary information. It also reports federal, state, and other taxes withheld from your paycheck.

Navigation

After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay**. Click **Pay** in the left-hand navigation and select **Tax** from the menu that results.



Changing to Electronic Delivery

You have the ability to modify the delivery method of this document, and electronic delivery is available weeks in advance of the paper copy. To receive electronic delivery, follow these steps:

- Under Tax Forms Printing Elections at the top of the page, click **Edit** under Printing Election.

Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
Willamette University	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	Edit

- Move the radio button to Receive electronic copy of my Year End Tax Documents. Click the **OK** button, and then the **Done** button to finish making your change.

Change Year End Tax Documents Printing Elections

Worker: Willamette University
 Company: Willamette University
 Last Updated: 12/12/2023
 Current Year End Form Printing Election: You are currently receiving both electronic and paper copies of your Year End Tax Documents.

New Election

Receive electronic copy of my Year End Tax Documents

Receive both electronic and paper copies of my Year End Tax Documents

OK Cancel

View/Print W-2s

- Go to the **All Tax Documents** section in the middle of the page. You will see a list of your W-2s by year. Click the **View/Print** Button to select the desired W-2.

2 items

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2022	Willamette University	W-2	01/12/2023	View/Print
2021	Willamette University	W-2	01/12/2022	View/Print

- The W-2 will display. As desired, you can print it from this view by clicking the print icon in the upper right-hand corner.



If you are no longer employed with Willamette, and your Workday status is therefore inactive, please contact Kelly Rose Lavery at klavery@willamette.edu so that she can assist you with log in credentials

Change Tax Elections

Scroll down to the bottom of the page to the Tax Elections section. To update your federal or state elections, click the Update button and make the desired changes.

Tax Elections

Worker [Erin Heckman](#)
 Company [Willamette University](#)
 Work State [Oregon](#)
 Home State [Oregon](#)

Federal

Withholding 1 item



Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Exempt from NRA Additional Amount	Exempt	No Wage/No Tax	Last Updated	Last Updated By
Q	12/05/2023	Married filing jointly (or Qualifying widow(er))	0	0.00	Yes	0.00	0.00	0.00	No	No	No	10/31/2023 10:03:23.099 AM	Andrea Jones

[Update](#)

State

Oregon Withholding 1 item



State WH Election	Effective Date	Marital Status	Number of Allowances	Additional Amount	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated	Last Updated By	Print Completed Form
Q	12/05/2023	Married	0	0.00	No	No	No		No	10/31/2023 10:02:41.819 AM	Andrea Jones	View Completed Form

[Update](#)