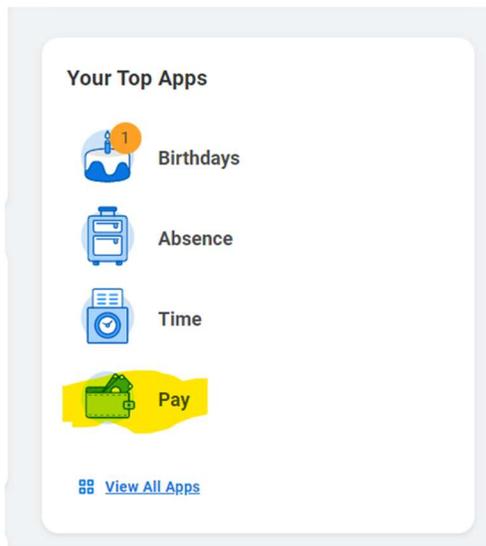


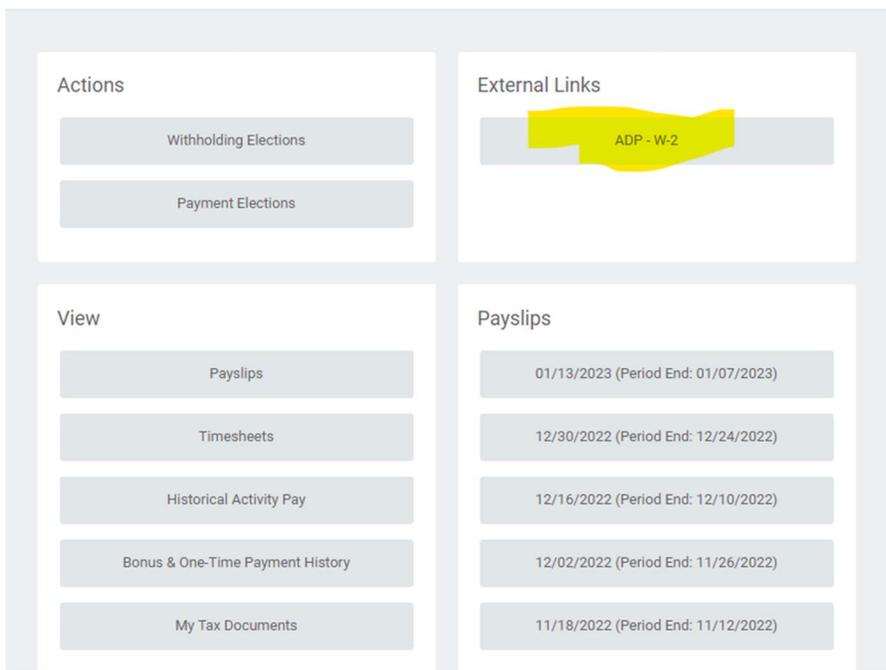
Access and print your W2 form in Workday

***** You MUST be on the Universities Wifi Eduroam to access form*****

1. Click on the **Pay App**. If this is not on your home screen, you may need to click on view all apps.



2. Click on **ADP- W-2** This will direct you to the ADP portal to access your form



Access and print your W2 form in Workday

***** You MUST be on the Universities Wifi Eduroam to access form*****

3. Be sure to select the *proper tax year* in the drop down under Tax Statements. Click **View Statement**. From here, you will be able to **print** your statement.



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W2

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