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

Actions	External Links
Withholding Elections	ADP - W-2
Payment Elections	
View	Payslips
Payslips	01/13/2023 (Period End: 01/07/2023)
Timesheets	12/30/2022 (Period End: 12/24/2022)
Historical Activity Pay	12/16/2022 (Period End: 12/10/2022)
Bonus & One-Time Payment History	12/02/2022 (Period End: 11/26/2022)
My Tax Documents	11/18/2022 (Period End: 11/12/2022)

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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.

Pay		
Go Paperless	Tax Statements	
View your electronic documents online Access them securely at your convenience	2022 (1) v	
Get notified by email when they become available Go paperless	FLORIDA INSTITUTE OF TEC View statement	
	Make your W-2 tax filing easy	

← Back Statement for 2022

Tax Year: Form Type: 2022 W2

