

Florida Tech Workday Job Aid

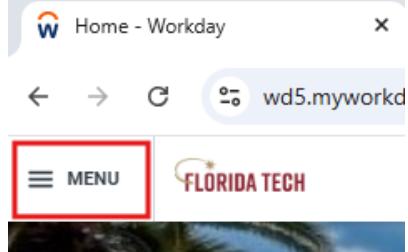
Print W2 from Workday

Overview

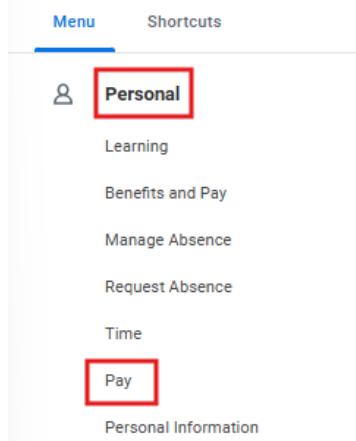
Instructions on how to print your W-2 from your Workday profile are included below

Steps

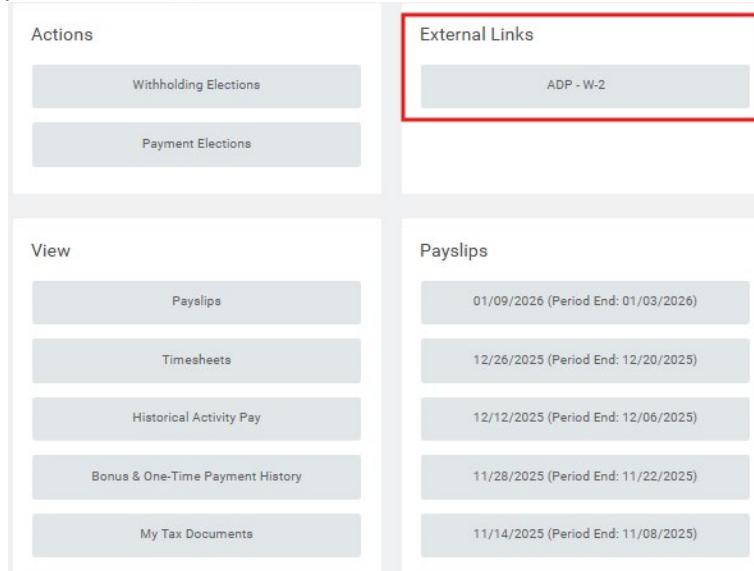
1. Go to the Menu option in the top left corner of your Workday profile



2. Under **Personal** select **Pay**



3. Under the **External Links** section, click on **ADP W2** which will link you to ADP's portal where you access your W2 form(s).



Actions		External Links
Withholding Elections		ADP - W-2
Payment Elections		

View		Payslips
Payslips		01/09/2026 (Period End: 01/03/2026)
Timesheets		12/26/2025 (Period End: 12/20/2025)
Historical Activity Pay		12/12/2025 (Period End: 12/06/2025)
Bonus & One-Time Payment History		11/28/2025 (Period End: 11/22/2025)
My Tax Documents		11/14/2025 (Period End: 11/08/2025)

4. Select the tax year needed and click View
5. Print and/or Download form