Florida Tech Workday Job Aid
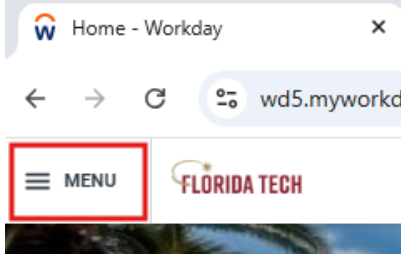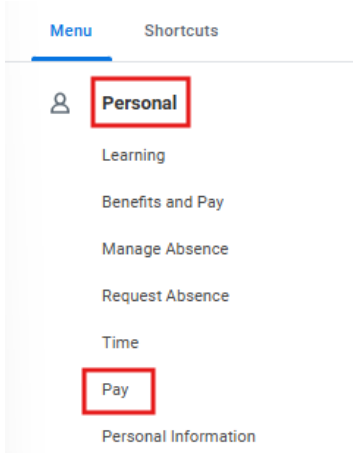# Print W2 from Workday

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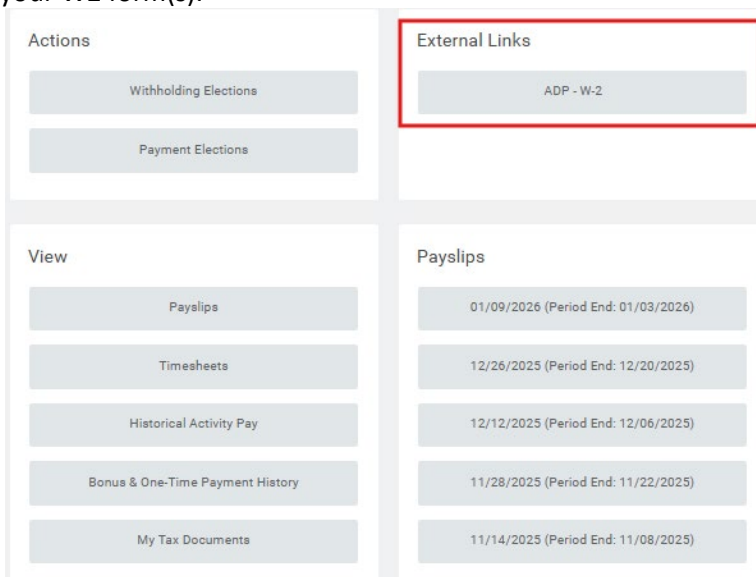Instructions on how to print your W-2 from your Workday profile are included below

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).

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