Viewing and Printing Payslips and W2s

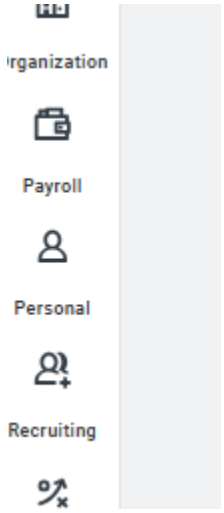
Overview

All employees are able to both view and print their payslips and W2s.

Viewing and Printing Payslips

Security Role(s): Employee as Self

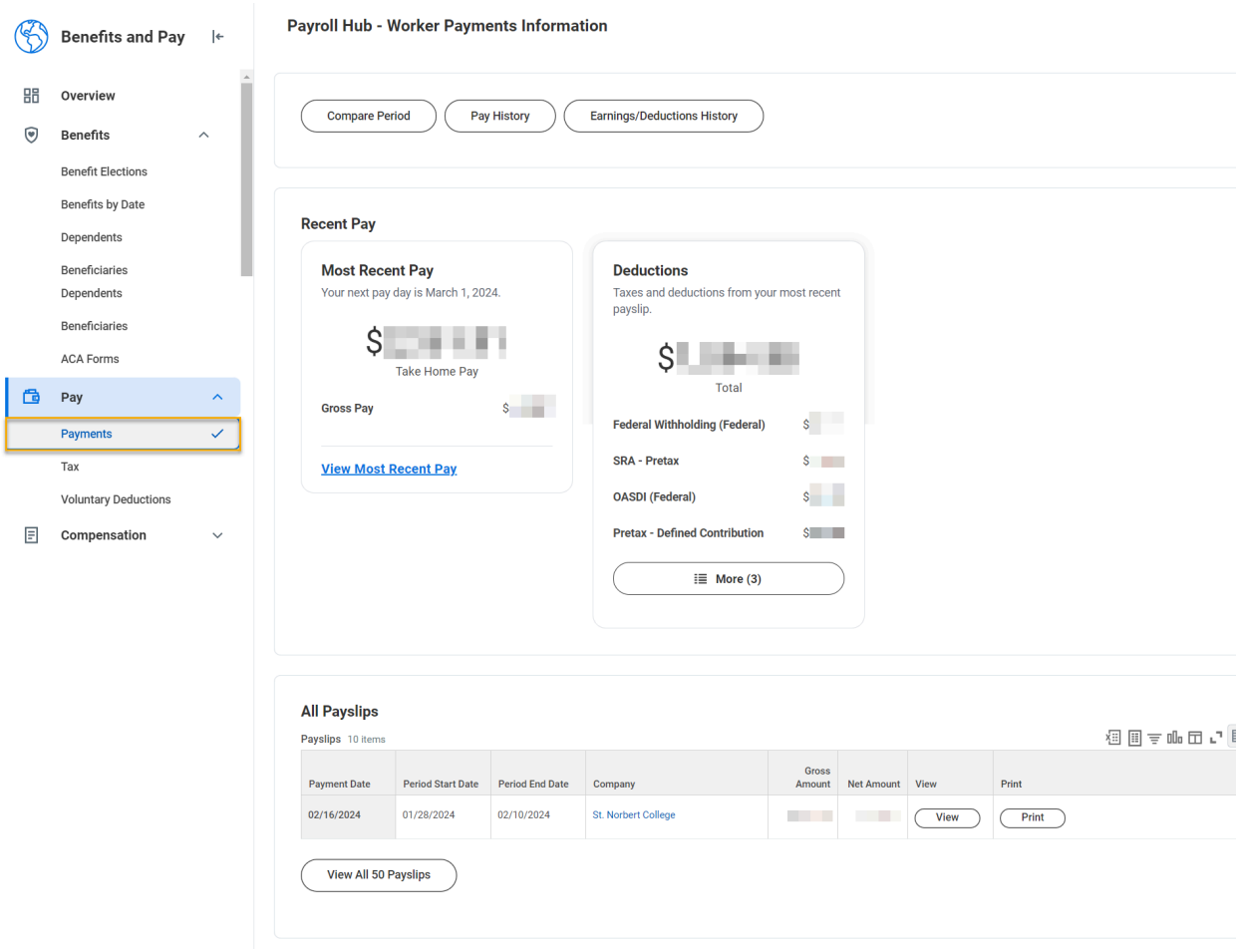
1. From the Workday Landing Page on the left side, select Personal.



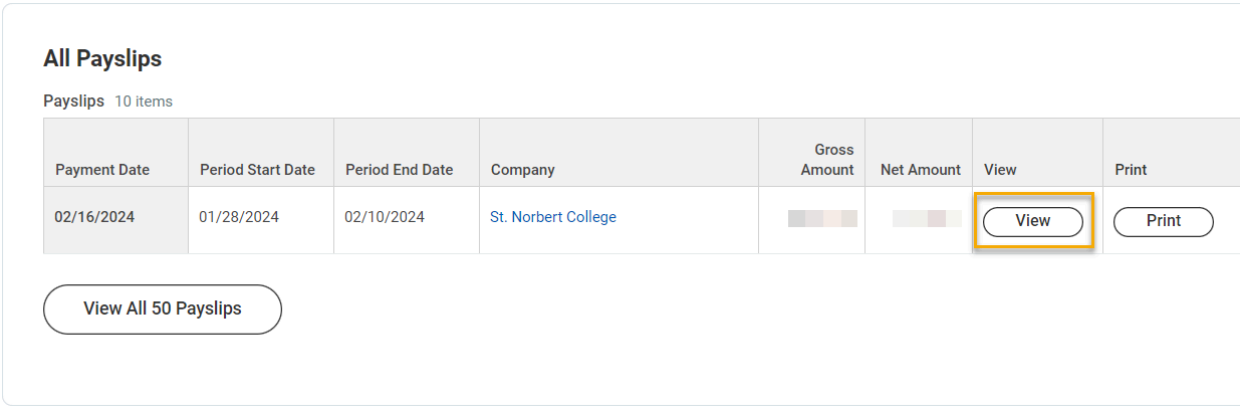
2. Navigate to the **Pay** application.



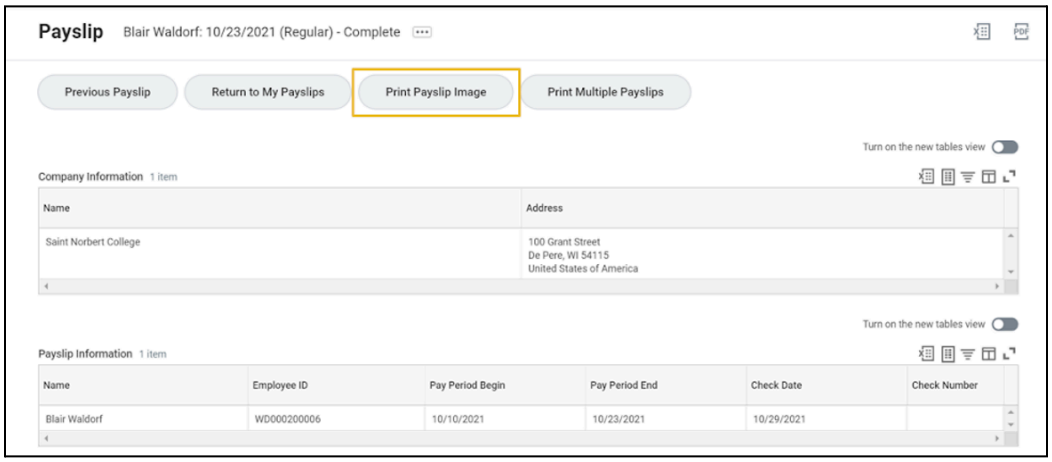
3. Select **Payments** under the Pay section of the Benefits and Pay application.

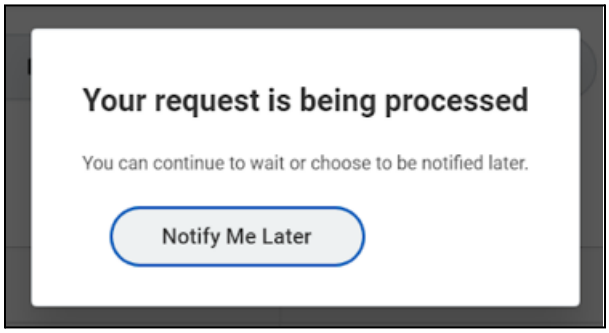


4. After selecting **Payments** in the Pay section, you can view the "All Payslips" section. You will see an overview of your payslips including the payment date, payment period start and end dates, and your gross and net pay. To open up a particular payslip, select **View.**

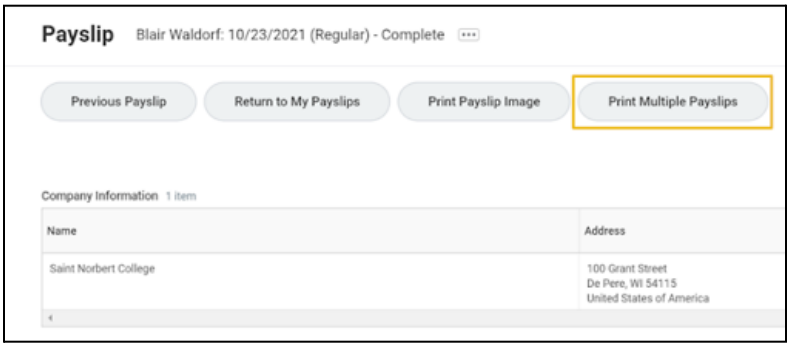


5. Here, you will see more information regarding your pay for a particular pay period. Select **Print Payslip Image** in order to print this payslip. Depending on the processing time of the request, you may receive a popup giving you the option to wait or to notify you when your payslip has been processed for printability as a PDF.
Note: *You will find the PDF in your notifications (accessible from your toolbar at the top of the page). Jump to the end of this job aid for details on accessing your notifications).*

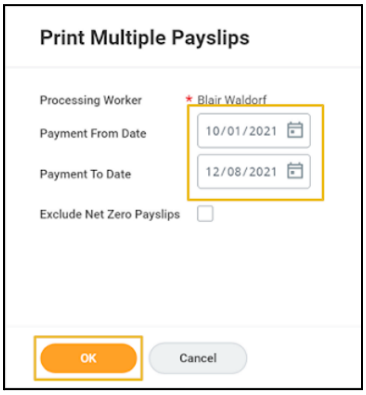




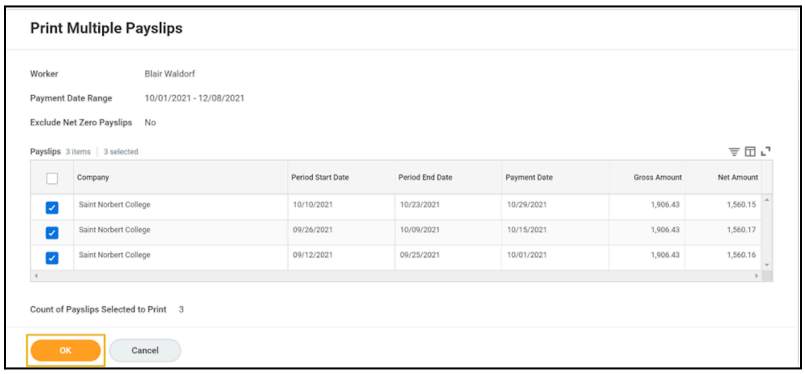
6. Alternatively, you may select **Print Multiple Payslips** for the option to print payslips from more than one pay period.



7. Select your dates of interest, and press **OK.**



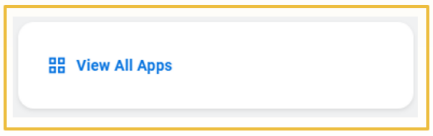
8. Select **OK** once more. Again, depending on the processing time of the request, you may receive a popup giving you the option to wait or to notify you when your payslips have been processed for printability (accessible from your notifications).



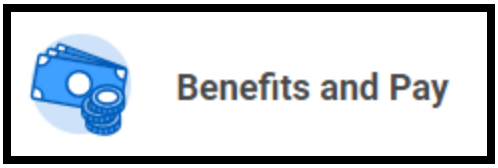
Viewing and Printing W2s

Security Role(s): Employee as Self

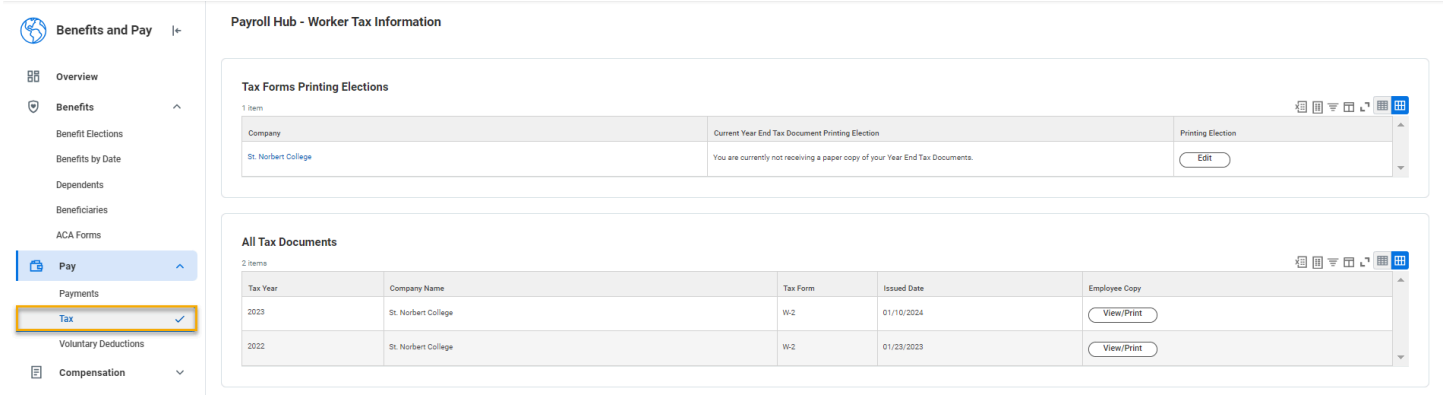
1. From the Landing Page, select **View All Apps**.



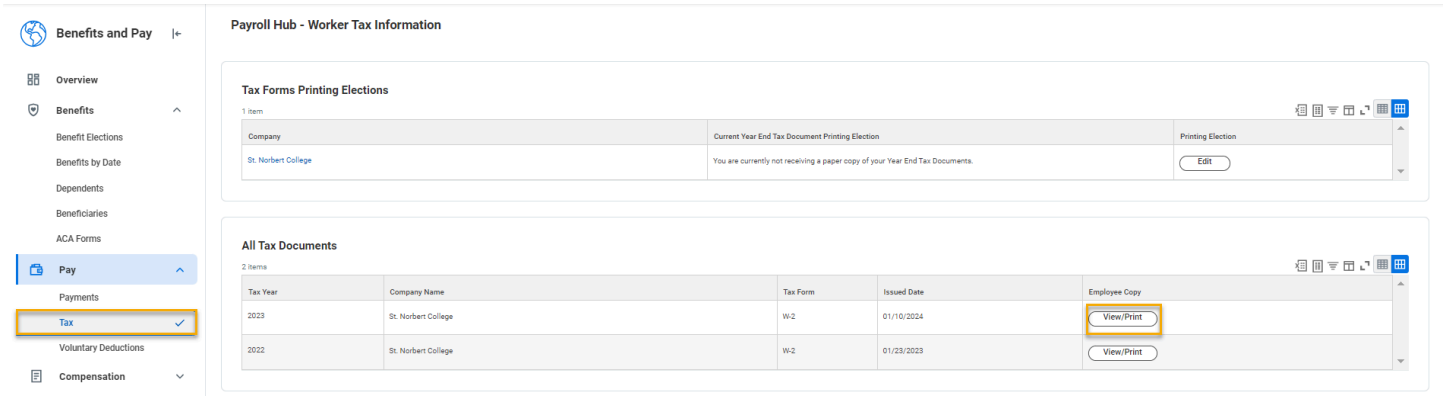
2. Navigate to the **Benefits and Pay** application.



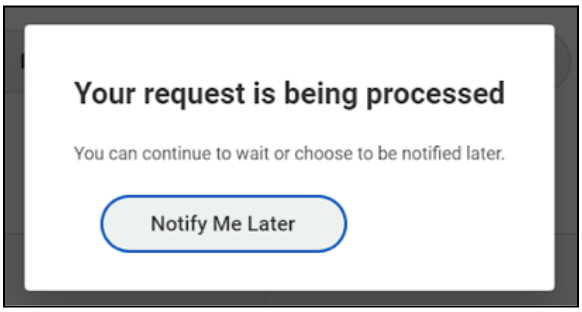
3. Select **Tax** under the Pay section.



4. In the **All Tax Documents** section, you will see a list of your tax documents available for viewing and printing. Locate the form that you are interested in, and select **View/Print.**

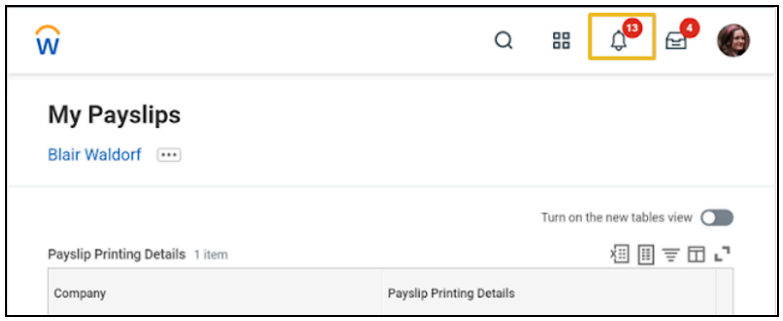


5. Depending on the processing time of the request, you may receive a popup giving you the option to wait or to notify you when your payslip has been processed for printability (accessible from your notifications).

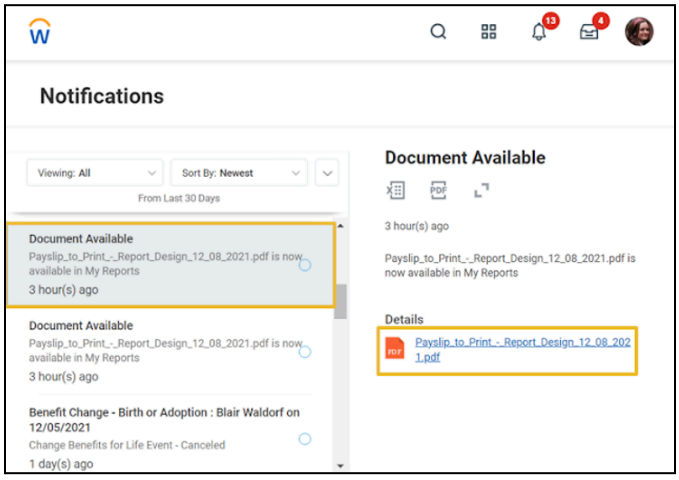


Accessing Documents from your Notifications
Security Role(s): Employee as Self

1. Select the **Notifications** icon near the top-right corner of the screen.



2. Locate the document in your notifications and select the **blue hyperlink** to open a PDF of the document.



3. Here, you can view your document or use the toolbar in the upper-right corner to download or print the document.

