W-2 Printing Election

This procedure will allow you to change the printing option for your year-end tax documents.

1. Log into Workday

2. Click the Pay Worklet


4. Click the “Edit” button under “Printing Election”

5. Verify the information is yours on the next screen and click the orange “OK” button at the bottom of the screen.

6. Select your printing option in the “New Election” section.

7. Click orange “OK” button at the bottom of the screen.

8. Click orange “Done” button at the bottom of the next screen.

You have completed the update of the printing option of your year-end tax documents.