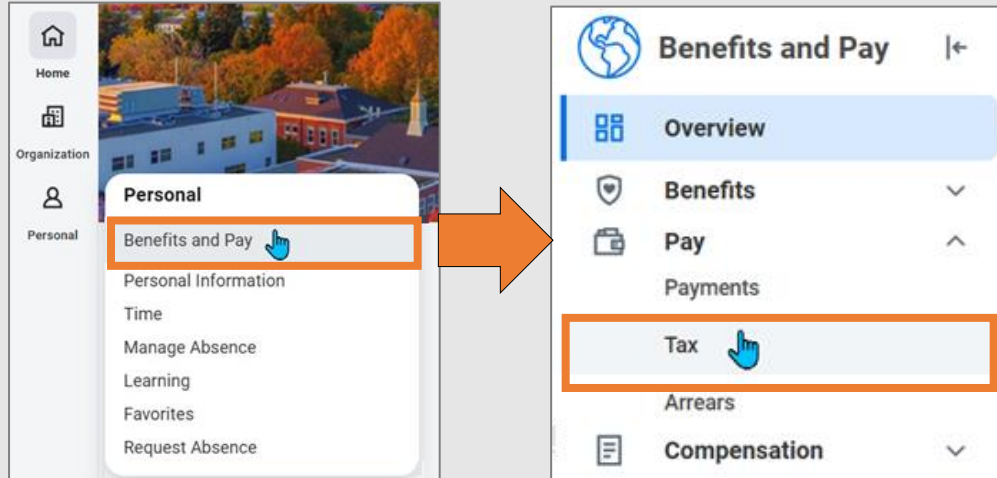


Navigation to Tax and W-2 Information

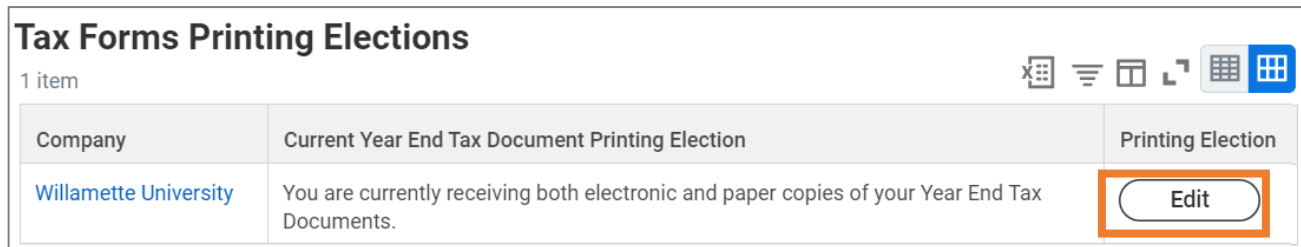
After logging into Workday, hover over the **Personal** icon in the left navigation, then select **Benefits and Pay** from the resulting menu. Another menu opens. Select **Pay** and then click **Tax**.



Changing to Electronic Delivery

You have the ability to modify the delivery method of this document, and electronic delivery is available weeks in advance of the paper copy. To receive electronic delivery, follow these steps:

- Under Tax Forms Printing Elections at the top of the page, click **Edit** under Printing Election.



- Move the radio button to Receive electronic copy of my Year End Tax Documents. Click the **OK** button, and then the **Done** button to finish making your change.



View/Print W-2s

- Go to the **All Tax Documents** section in the middle of the page. You will see a list of your W-2s by year. Click the **View/Print** Button to select the desired W-2.

2 items

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2022	Willamette University	W-2	01/12/2023	View/Print
2021	Willamette University	W-2	01/12/2022	View/Print

- The W-2 will display. As desired, you can print it from this view by clicking the print icon in the upper right-hand corner.



If you are no longer employed with Willamette, and your Workday status is therefore inactive, please contact Kelly Rose Lavery at klavery@willamette.edu so that she can assist you with log in credentials

Change Tax Elections

Scroll down to the bottom of the page to the **Tax Elections** section. To update your federal or state elections, click the Update button and make the desired changes.

Tax Elections

Worker [Erin Heckman](#)
 Company [Willamette University](#)
 Work State [Oregon](#)
 Home State [Oregon](#)

Federal

Withholding 1 item



Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Exempt from NRA Additional Amount	Exempt	No Wage/No Tax	Last Updated	Last Updated By
Q	12/05/2023	Married filing jointly (or Qualifying widow(er))	0	0.00	Yes	0.00	0.00	0.00	No	No	No	10/31/2023 10:03:23.099 AM	Andrea Jones

[Update](#)

State

Oregon Withholding 1 item



State WH Election	Effective Date	Marital Status	Number of Allowances	Additional Amount	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated	Last Updated By	Print Completed Form
Q	12/05/2023	Married	0	0.00	No	No	No		No	10/31/2023 10:02:41.819 AM	Andrea Jones	View Completed Form

[Update](#)