W-2 Printing Election

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

1. Log into Workday

2. Click the Pay Worklet   Pay

3. Select "**My Tax Document**" in the View column on the next screen.

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.

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