

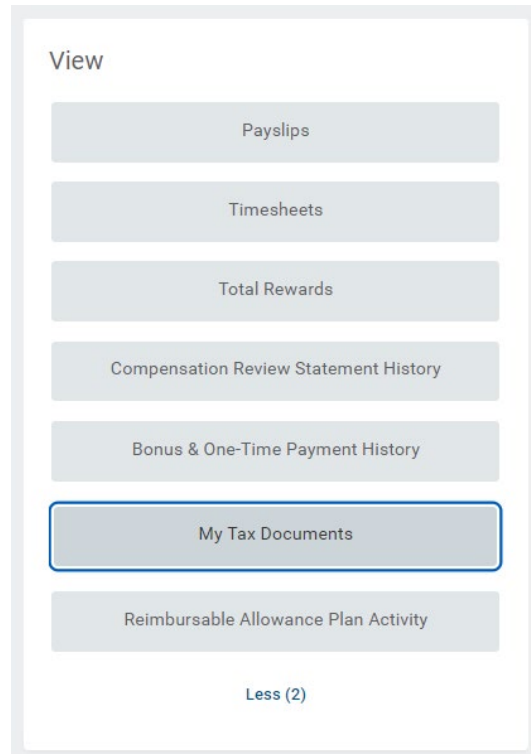
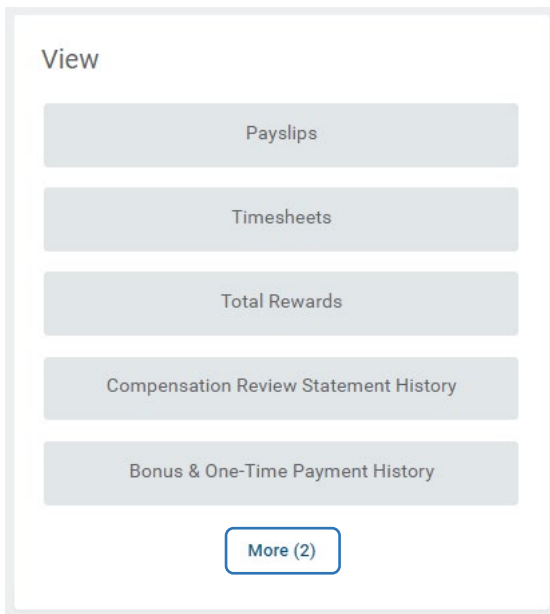
How to Look Up Your W-2 and W-2C

This visual guide demonstrates how to look up your W-2 or W-2C tax documents in Workday.

1. Log in to Workday and click on the **Pay** icon from the Applications section of the main dashboard.
2. In the **View** section, you will need to click **More** to expand the menu of options. After you click **More**, click **My Tax Documents**.



Pay



3. On the My Tax Documents screen you will see all of your available tax documents (W-2, W-2C, etc.). Click **View/Print** to view, download and print your tax document.

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2021	RHA Health Services, LLC	W-2	01/19/2022	View/Print

4. If you have a W-2C form available, you will need to print *all forms* that have the **View/Print** button available. (You will only have a W-2C if a correction is needed on your original W-2.)

2 items

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Employee Copy	Federal Copy	State/Local Copy
2017	RHA Health Services, LLC	W-2C	01/25/2018		View/Print		View/Print
2017	RHA Health Services, LLC	W-2	01/11/2018	View/Print			

REMEMBER: Be sure to log out of Workday when you finish with your task to protect your privacy. If you have questions or issues with Workday, please email solutions@rhanet.org with the subject line Workday.