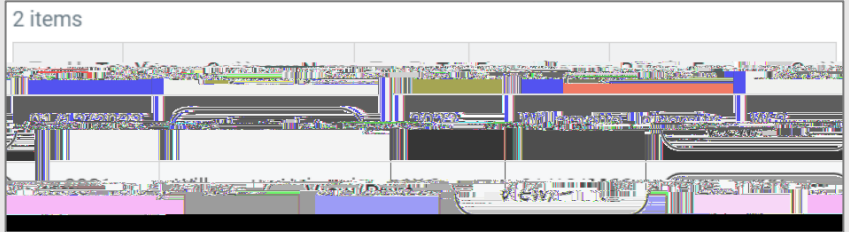


View/Print W-2s

1. 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. 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.

