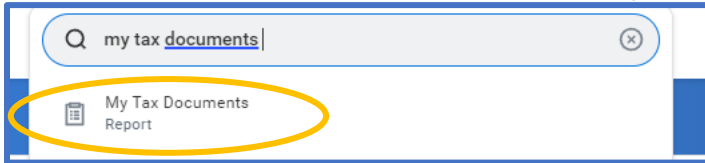


# Payroll:

# Your W-2 in Workday

## ACCESS MY TAX DOCUMENTS

1. Access to year-end tax documents can be found via the Benefits and Pay Hub or enter **My Tax Documents** in the search bar in Workday and select the **My Tax Documents Report**.



2. Here you will see all available year-end documents. Click the View/Print button.

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2021	Geisinger System Services	W-2	01/17/2022	<input type="button" value="View/Print"/>

Note: If you choose to email your tax documents enter “e-secure” in the subject line to protect sensitive information.



### Viewing your tax documents is available via mobile device

Click on Benefits and Pay Hub> My Tax Documents. Select the View/Print button for a specific document. A pop up will appear that your request has been submitted. Return to the home page and select the Notifications (bell) icon. You can then open the .pdf document through the notification.

[See 'Installing Workday Mobile' for information on accessing Workday from your mobile device.](#)

## MY TAX DOCUMENTS PRINTING ELECTION



[Viewing and Updating your Printing Elections is available via mobile device](#)

1. Your current election is shown at the top of the page.

**My Tax Documents**

**Tax Forms Printing Elections**

Turn on the new tables view

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
1000 Geisinger Health Plan	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<input type="button" value="Edit"/>

No Current Documents Available

2. To change it, click Edit.
3. Select the appropriate radial button.

**Change Year End Tax Documents Printing Elections**

Worker: Jayne Bartlett (5393)

Company: 5400 Geisinger System Services

Last Updated: 10/30/2020

Current Year End Form Printing Election: You are currently not receiving a paper copy of your Year End Tax Documents.

New Election:

- Receive electronic copy of my Year End Tax Documents
- Receive both electronic and paper copies of my Year End Tax Documents

**Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :**

**Disclaimer Text** Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

4. Click OK, then Done to save the changes.

**Note:** The mailed paper copy of Form W-2 is formatted differently than the electronic version available in Workday. The version mailed includes a breakdown of all the different totals into separate areas. The electronic version in Workday condenses the information into one page.