



**Finance & Administration**  
*Office of Accounting Services*  
*Payroll*

## DIRECTIONS FOR ACCESSING W-2 FORMS

1. Using your Internet browser software, such as Google Chrome, Firefox or Internet Explorer, open Workday at [workday.lsu.edu](http://workday.lsu.edu)
2. Click on the applicable **campus** selection. Enter your **PAWS ID** and **Password**, then click **Login**.
3. From your Workday Home page select the **Pay** worklet.
4. Expand the View section of the Worklet located on the left of the page by clicking **More** at the bottom of the View section.
5. Select **My Tax Documents**.
6. To print or view your W-2 form, click on the **View/Print** button located in the Employee Copy column that corresponds to the tax year you are trying to view or print.
7. It may take a minute to process the request. A **"Notify Me Later"** box will appear. Click the button in the box. \*Note: If the notify me later box does not popup, check your browsers popup settings.
  - a. When the form has finished processing it will be displayed in the upper right of the screen underneath the cloud icon. Click on the **PDF link** that appears. The PDF will open in a view only screen.
  - b. In the top right of the PDF view screen, there is a **Download icon** or a **Print icon**.
8. Once the W-2 form is processed, it can be accessed from the "My Reports" section in **Workday**.
  - a. Click on the **cloud** icon in the top right corner of Workday.
  - b. Click on the **"My Reports"** option in the list.
  - c. Click on the **PDF** version of the W-2 form that was printed An example of the file name is "W-2\_Form\_2021\_LASTNAME\_Run Date". The PDF will open in a view only screen.
  - d. In the top right of the PDF view screen, there is a **Download icon** or a **Print icon**.