



**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](https://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 **Menu** in the top left corner.
4. Select **Pay** from the drop down menu.
5. Expand the View section of the Worklet located on the left of the page by clicking **More** at the bottom of the View section.
6. Select **My Tax Documents**.
7. 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.
8. 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 profile 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**.
9. Once the W-2 form is processed, it can also be accessed from the “My Reports” section in **Workday**.
  - a. Click on the **profile** 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\_2022\_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**.