

ACCESSING YOUR W2 INFORMATION IN WORKDAY

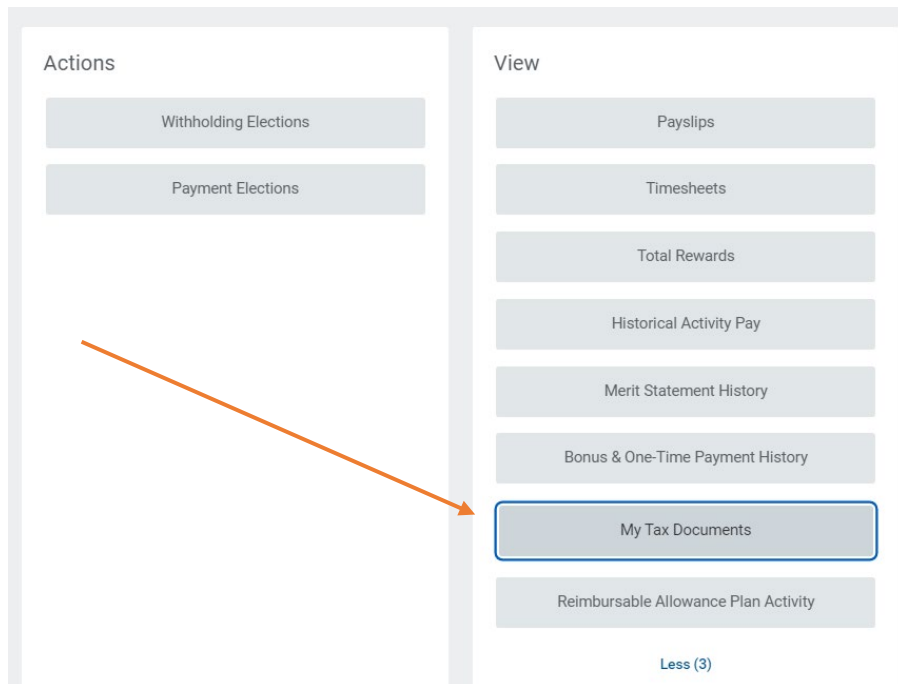
For information on how to login to Workday, please go to: workday.risd.edu

FROM THE HOME PAGE, CLICK ON THE 'PAY' ICON



Pay

THEN CHOOSE THE "MY TAX DOCUMENTS" TAB



The screenshot displays the 'Pay' page interface. It is divided into two main sections: 'Actions' on the left and 'View' on the right. The 'Actions' section contains two buttons: 'Withholding Elections' and 'Payment Elections'. The 'View' section contains a vertical list of buttons: 'Payslips', 'Timesheets', 'Total Rewards', 'Historical Activity Pay', 'Merit Statement History', 'Bonus & One-Time Payment History', 'My Tax Documents', and 'Reimbursable Allowance Plan Activity'. The 'My Tax Documents' button is highlighted with a blue border and a blue arrow points to it from the left. Below the 'View' section, there is a link labeled 'Less (3)'.

Actions	View
Withholding Elections	Payslips
Payment Elections	Timesheets
	Total Rewards
	Historical Activity Pay
	Merit Statement History
	Bonus & One-Time Payment History
	My Tax Documents
	Reimbursable Allowance Plan Activity
	Less (3)

YOU WILL BE ABLE TO VIEW YOUR W2 ELECTRONICALLY AS SOON AS IT IS AVAILABLE. CLICK ON THE VIEW/PRINT BUTTON.

My Tax Documents

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
Rhode Island School of Design	You are currently not receiving a paper copy of your Year End Tax Documents.	Edit

1 item

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy
2019	Rhode Island School of Design	W-2	01/31/2020	View/Print		