Receiving an Electronic Copy of Your W-2

This tip sheet provides guidance regarding receiving an electronic copy of your W-2 instead of a paper copy.

1. Login to Workday with your NetID and password. Workday is available on the homepage of It's Your Yale.

2. When Workday opens, click the ‘Menu’ button on the top left side of your screen. This will open a pulldown menu on the left. Select ‘Pay.’

3. In the Pay dashboard, under ‘View’, select ‘My Tax Documents.’ This will open a window where you can select Printing Elections.
4. Click ‘Edit’ on the right:

5. Select the radio button to receive an electronic copy of tax documents:

6. Click ‘OK’ in lower left corner.
7. Click ‘Done’ in lower left corner.
8. Close your browser and exit Workday.