



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
2. Click on the applicable **campus** selection. Enter your **PAWS ID** and **Password**, then click **Login**.
3. From your Workday Home page hover over **Personal** on left side bar or (if you have the side bar hidden) select the **Menu** in the top left corner.
4. Select **Benefits and Pay** from the menu.
5. Select **My Tax Documents** under Tasks and Reports at the top of the Overview page.
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 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**.
8. 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**.