



# Wanda WorkSmart's Weekly Workday Tips & Tricks

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We're nearing the end of the year, and soon it will be tax time again! With Workday, employees can retrieve their W-2s directly in Workday and receive a paper copy by mail. New this year, there will not be an option to have W-2s distributed internally by department. Keep reading to learn more!

## In this edition:

- Important Notes About Your W-2
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## Important Notes About Your W-2

Unless you choose to change your W-2 election in Workday for 2021, you will receive both a paper copy and an electronic W-2. Any information updates for 2021, including address changes, must be made by **January 1, 2022**. See *Setting/Changing W-2 Preferences* below.

**W-2s for 2021 will be available by January 31, 2022.**

## Accessing Your W-2 Information

To access your W-2 information, login to **Workday**. On your **Home Page**, select the **Pay Worklet** > **View** > **My Tax Documents**.

## Setting/Changing W-2 Preferences

To change your preferences, choose **Edit** and select one of the New Election preferences:

- *Receive electronic copy of my Year End Tax Documents* or
- *Receive both electronic and paper copies of my Year End Tax Documents*

## Viewing/Printing W-2s

Once the 2021 tax document has been generated (by January 31, 2022):

- Click **View/Print** Option to view your W-2.
- Select the **Print icon** on the far right of the pop-up screen to print. You also have the option to save the document as a PDF.

Again, employees will receive both paper and electronic copies unless changed to electronic only. Any W-2s returned by mail will be sent to Human Resource Associates to deliver to employees.

Please refer to the [W-2 Smart Guide](#) for step-by-step instructions.

For more information, visit [WorkSmart.iowa.gov](http://WorkSmart.iowa.gov) or email [WorkSmartSupport@iowa.gov](mailto:WorkSmartSupport@iowa.gov) for support.