

## 2023 W-2 FORMS ARE NOW AVAILABLE IN WORKDAY

Employees, both current and former, can now access their W-2 online in Single Sign On as follows:

### For 2018-2023 tax years W-2:

#### Access via the Pay App in Workday

1. Log into Single Sign On at <https://sso.tamu.edu/> using your UIN and password.
2. Click the Workday option.
3. Click the “Pay” App on the employee dashboard.
4. In the “View” box click on My Tax Documents.
5. Your W-2 will be listed on the next page for you to view and print as needed.

#### Access via the Employee Profile in Workday

1. Select the Pay category in the blue sidebar of the employee profile
2. Select the Tax Documents tab to view the W-2 for the current and past tax years.

### SSO Log in Issues

If you experience difficulty logging into SSO, follow the on-screen help or email Payroll Services at [payroll@tamu.edu](mailto:payroll@tamu.edu) to have your password reset. Please provide your name, the last four digits of your Social Security Number, your date of birth and your current email address for verification. An automated email will be sent to you with the new password. At that time, you can log in and retrieve your W-2 using the instructions above.

### Paper W-2s

If you are not signed up to receive your W-2 electronically, you will receive a paper W-2 in the mail. All paper forms will be mailed by January 31 each year. They will also be accessible in Workday.

### Information on W-2s

The W-2 reports data on a calendar year basis; therefore, if you did not receive a payment with a pay date in 2023, you will not have a 2023 W-2.

Further information on the W-2 can be found on the Tax Compliance & Reporting webpage at <https://uas.tamu.edu/tax/faq/w-2.html>.

### Questions

Email Tax Compliance & Reporting at [tax@tamu.edu](mailto:tax@tamu.edu) for questions about your wages or taxes reported on the W-2.