

Iowa Department of Human Services
Setting Up a W-2 in Workday

For W-2s Generated Prior to January 1st

Subject: 202X W-2 Information and Instructions

Health and Human Services Tidbit

202X W-2 Information and Instructions

The new year is approaching and, with that, tax season. Please review the frequently asked questions and answers regarding how and when tax documents will be dispersed.

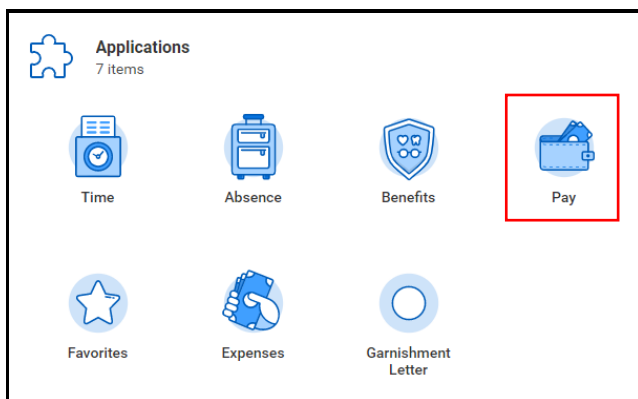
- ◆ **When will tax documents be available to me?** W-2s for 202X will be available by January 31, 202X.
- ◆ **How will I receive my W-2?** You may receive a paper copy by mail, or you may retrieve a copy through Workday.
- ◆ **How do I retrieve my W-2 in Workday?** Login to **Workday**. On your **Home Page**, select the **Pay** worklet. Under **View** heading, select **My Tax Documents**. You can download and print a copy of your W-2 by clicking on the PDF link. See below for a visual guide.
- ◆ **I only want to receive an electronic copy of my tax documents. How do I change my preferences?** If you haven't selected a preference on how to receive your tax documents, a paper copy will be mailed to you and an electronic copy will be available in Workday. To change your preferences, login to **Workday**. On your **Home Page**, select the **Pay** worklet. Under **View** heading, select **My tax Documents**. Choose **Edit** and select your preference. Click **Ok** to save the change.

Any W-2s returned by mail will be sent to Human Resource Associates to deliver to employees.

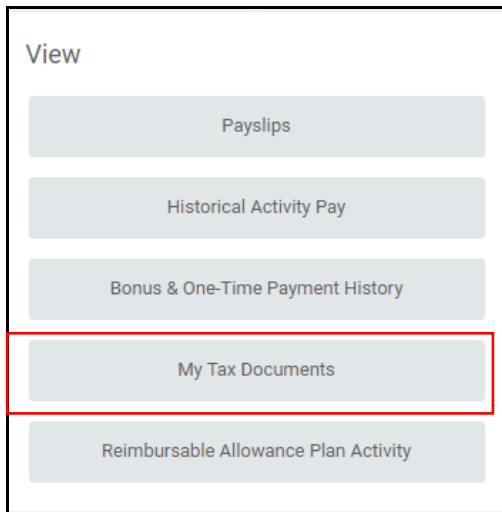
Please refer to the [W-2 Smart Guide](#) for step-by-step instructions.

To retrieve your W-2 in Workday:

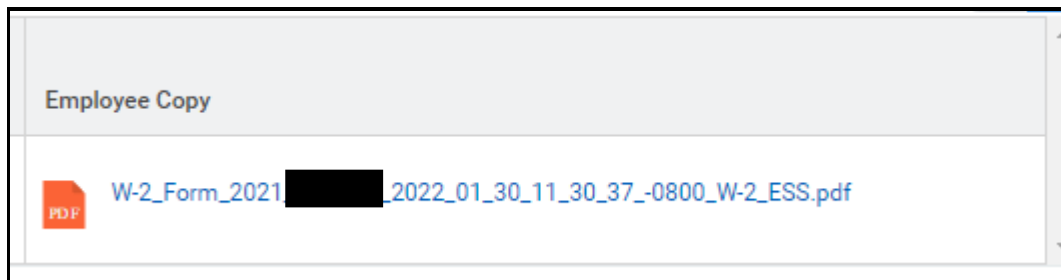
1. Login to **Workday**.
2. On your **Home Page**, select the **Pay** worklet.



3. Under **View** heading, select **My Tax Documents**.



4. You can download and print a copy of your W-2 by clicking on the PDF link



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

W-2 after January 1

Subject: 202X W-2 Information and Instructions

Health and Human Services Tidbit

202X W-2 Information and Instructions

Please review these frequently asked questions for information on your W-2 tax document.

- ◆ **When will tax documents be available to me?** W-2s for 202X will be available by January 31, 202X.
- ◆ **How will I receive my W-2?** You may receive a paper copy by mail, or you may retrieve a copy through Workday.
- ◆ **How do I retrieve my W-2 in Workday?** Login to **Workday**. On your **Home Page**, select the **Pay** worklet. Under **View** heading, select **My Tax Documents**. You can download and print a copy of your W-2 by clicking on the PDF link.
- ◆ **My W-2 was mailed to the wrong address. What should I do?** Any W-2s returned by mail will be sent to Human Resource Associates to deliver to employees. You may also print a copy of your W-2 in Workday.

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