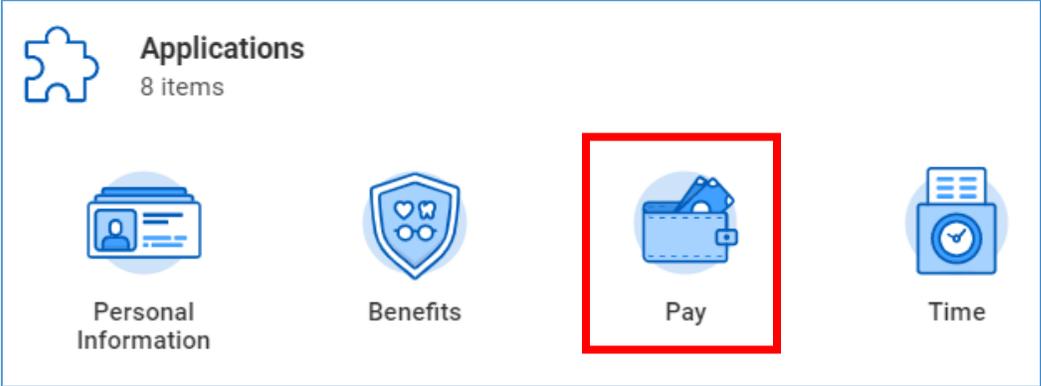




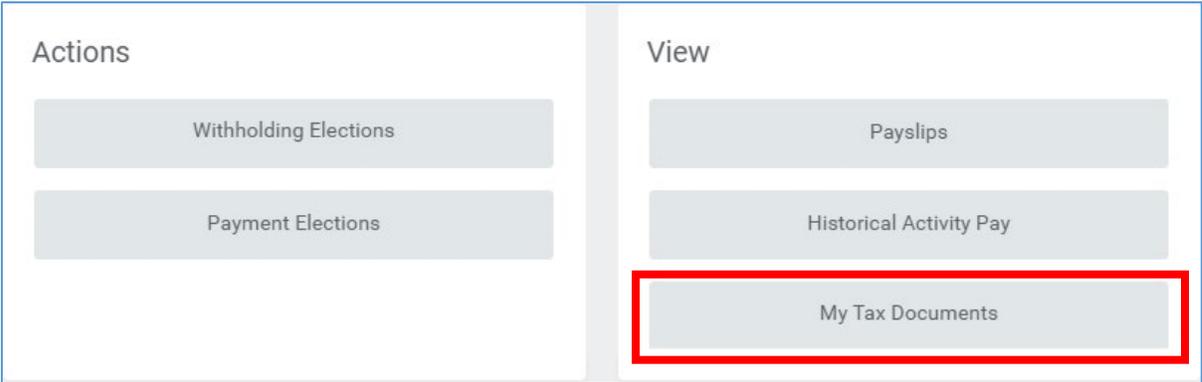
W-2 Printing Elections

The following describes the process to change your W-2 printing elections if you are an active employee.

- 1) Login to Workday.
- 2) Click the Pay dashboard on your Workday homepage.



- 3) Click on My Tax Documents.



4) Click on Edit.

My Tax Documents		
1 item		
Company	Current Year End Tax Document Printing Election	Printing Election
Montclair State University	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<input type="button" value="Edit"/>

5) Select one of the two options displayed.

1. Receive electronic copy of my Year End Tax Documents
OR
2. Receive both electronic and paper copies of my Year End Tax Documents

New Election

* Receive electronic copy of my Year End Tax Documents

Receive both electronic and paper copies of my Year End Tax Documents

6) Click the OK button.

7) Click the Done button. The process is now complete. You will be returned to your My Tax Documents page where your new elections will be displayed.