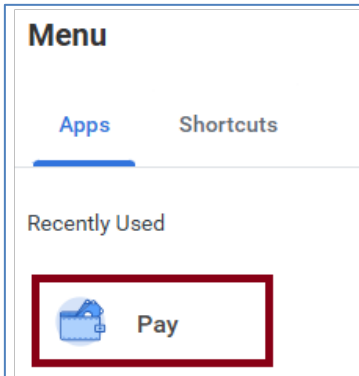**Florida Tech Workday Job Aid**
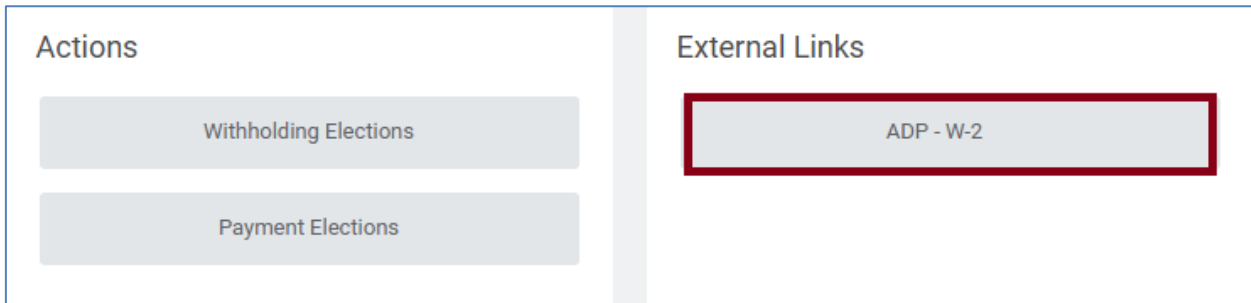## Accessing W-2s in Workday

Overview

The steps below will aid employees with accessing their W-2s in Workday. In order to access W-2s, employees must be connected to the university's Wi-Fi, Eduroam.

Steps

1. Navigate Menu in the top left corner
2. Select the **Apps** tab
3. Select **Pay**

4. Click on **ADP − W-2**, which requires TRACKS access.

5. After logging into TRACKS, employees will be directed to ADP's portal
6. Select the appropriate tax year from the drop-down menu under Tax Statements. Select View statement. From here, you will have the option to print.