



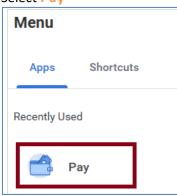
Florida Tech Workday Job Aid Accessing W-2s in Workday

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.

Actions	External Links
Withholding Elections	ADP - W-2
Payment Elections	

- 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.

Pay	
Tax Statements Tax year 2024 (1) W2 FLORIDA INSTITUTE OF TEC View statement	Go paperless Save time, trees and clutter! • View your electronic documents online • Access them securely at your convenience • Get notified by email when they become available Go paperless
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