



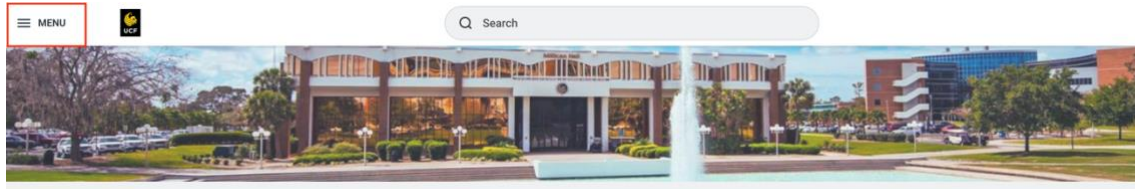
## How to Access W-2 and W-2C Tax Forms in Workday

On July 1, 2022, UCF launched Workday, a new Enterprise Resource Planning (ERP) system that replaced PeopleSoft. Employee records and documents following July 1, 2022, are now stored in Workday.

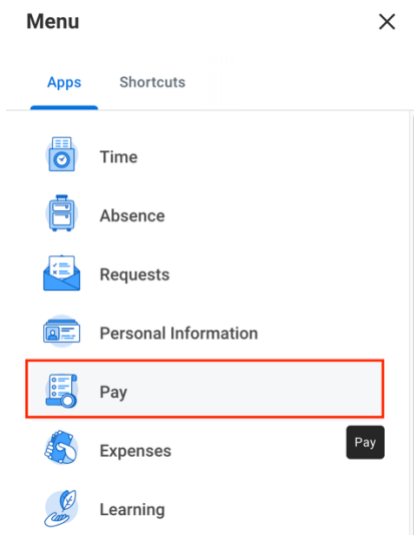
**All current employees and employees who separated from UCF in 2022 or 2023 must login to Workday to access the electronic W-2 and W-2C tax forms for the 2022 tax year.** For those who did not elect the electronic format, paper W-2 forms will be postmarked no later than January 31. If you elected an electronic form and would like a paper form, you may view and print your W-2 form in Workday by following the instructions below.

### How to Login to Workday to Access the W-2 and W-2C Tax Forms:

1. Visit <https://workday.ucf.edu/> using a web browser
2. Login using your NID and NID Password
  - a. If you have issues or need assistance with logging in, please [contact UCF IT](#).
3. Once you have successfully logged in, navigate to the **Menu** option located on the top left side of your screen:



4. Click on the **Pay** application (**NOTE:** Your menu items may look different than what is pictured below; however, you should see the option for the Pay application):





5. Navigate to **View Tax Documents** and click on the **Tax Documents** option:

A screenshot of a web application menu. The menu items are: 'Add/Change Payment Elections' (with sub-item 'Payment Elections'), 'Add/Change Tax Elections' (with sub-item 'Withholding Elections'), 'View Payslip' (with sub-item 'Payslips'), and 'View Tax Documents' (with sub-item 'Tax Documents'). The 'Tax Documents' sub-item is highlighted with a red rectangular box.

6. View/Print your W-2 and W-2C (if applicable) tax forms by selecting the **View/Print option (for W-2)** or the **Employee Copy option (for W-2C)**:

A screenshot of the 'My Tax Documents' page. It features a blue header and two tables. The first table, 'Tax Forms Printing Elections', shows a single row for 'The University of Central Florida Board of Trustees' with a 'Printing Election' column containing the text 'You are currently not receiving a paper copy of your Year End Tax Documents.' and an 'Edit' button. The second table, 'Tax Forms', has columns for 'Tax Year', 'Company Name', 'Tax Form', 'Issued Date', 'Employee Copy', 'Employee Copy', and 'Federal Copy'. It contains two rows: one for 2022 W-2C (issued 01/24/2023) with 'Employee Copy' and 'Federal Copy' buttons, and one for 2022 W-2 (issued 01/19/2023) with a 'View/Print' button.

Questions concerning information shown on Forms W-2 and/or W-2C can be referred to UCF Payroll Services via email at [payroll@ucf.edu](mailto:payroll@ucf.edu).