

Workday: View and Print Payslips and Tax Documents

Document Information

Department: Office of Human Resources | HR Training Template No.:

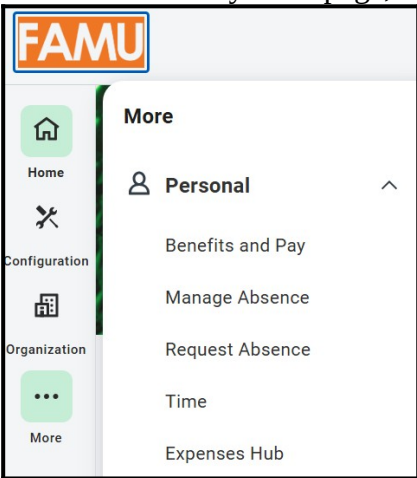
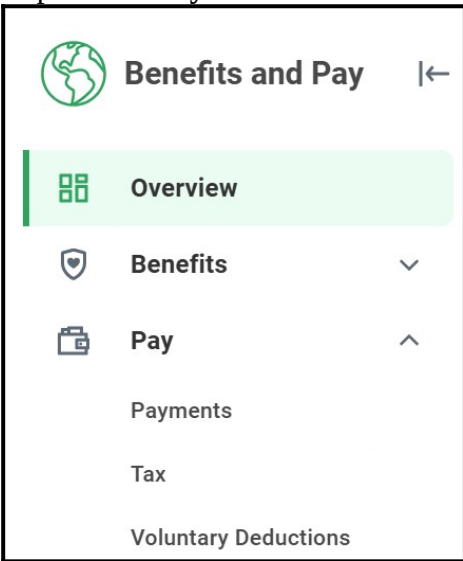
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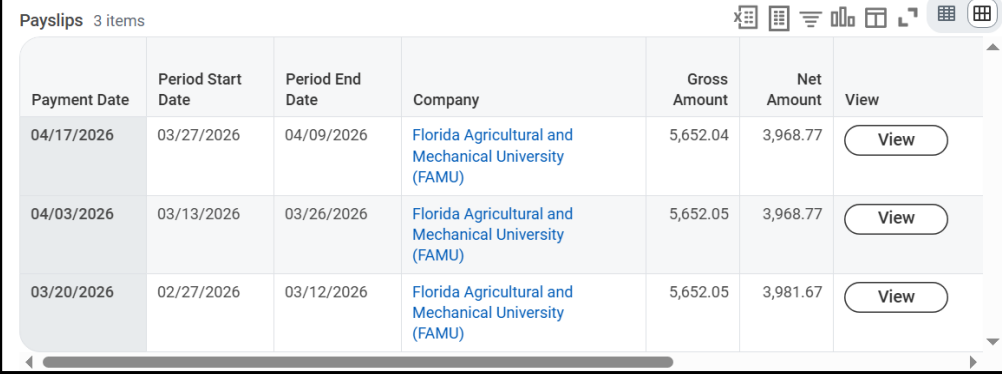
Subject: View and Print Payslips/W2s

Purpose: This guide will show users how to view and print their payslips/W2s in Workday. It is important to note that legacy payslips will not be available in Workday. You will not see payslips appear in Workday until after the first payroll run in the new system. The same applies to W2s.

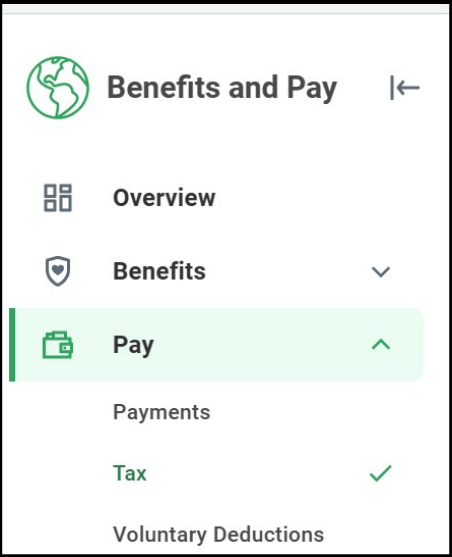
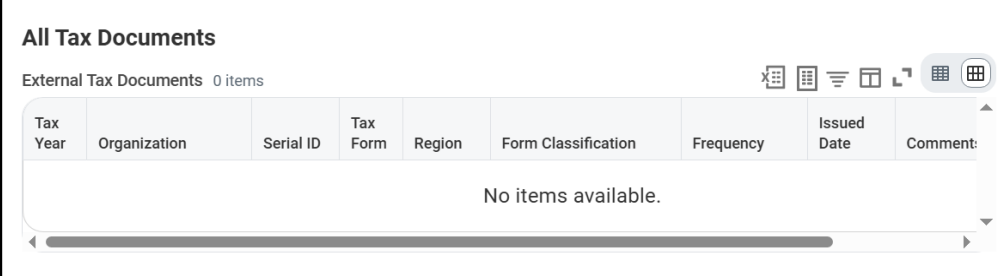
Related References:

View and Print Payslips

Step	Actions
1.	From the Workday homepage, navigate to the Benefits and Pay application. 
2.	Expand the Pay tab. 
3.	Select Payments .
4.	Scroll down to the Payslips table.

Step	Actions
	
5.	Navigate to the payslip you want to view and select View to open.

View and Print W2

Step	Actions
1.	From the Workday homepage, navigate to the Benefits and Pay application.
2.	Expand the Pay tab. 
3.	Select Tax .
4.	Scroll down to All Tax Documents . 
5.	Navigate to the W2 you want to view and click to open.

Step	Actions
	Note: You won't have any W2s available to select until after your first year-end with FAMU.

Please reach out to workday@famu.edu with additional questions.