

Instructions for Viewing or Printing Your 2016 Form W-2

1. Go to the It's Your Yale website: <https://your.yale.edu/>



2. Click on “Workday” at the top of the page (circled in red above) and log in the CAS page (shown below).



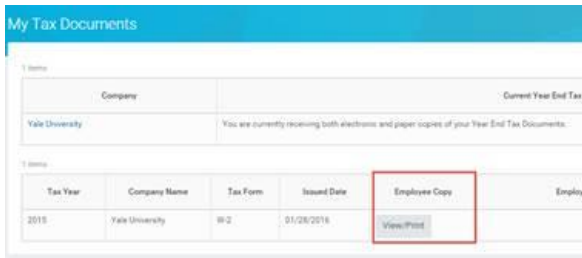
3. On the Workday home page, click on the **Pay** icon.



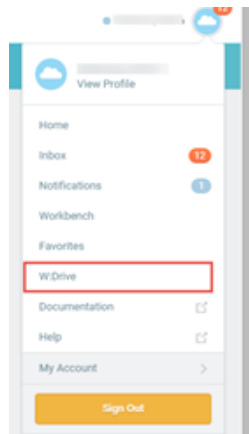
4. In the View section, click **My Tax Documents**.



5. Click **View/Print**. The request may take a minute to process. *Note: You need to allow pop-ups to view your W-2.*



- For some browsers, a new tab will open and display your W-2.
- For others, you will be asked to allow pop-ups. If nothing happens when you click **View/Print**, look for a message in or around the browser address bar asking if you want to allow pop-ups. Once you have allowed pop-ups, click **View/Print** again. For help with pop-ups, contact the ITS Help Desk at (203) 432-5552.
- Once you have clicked **View/Print**, you can also access your W-2 as a Workday report.
 - a. From the Workday home page, click the **Cloud** icon next to your name in the upper right corner. You may see a notification appear saying that your W-2 is available in **My Reports**.
 - b. Select **W: Drive** to open **My Reports**.



- c. Click the file: **W-2 Form 2016.pdf**. A new tab will open and display your W-2.
- To print your Form W-2, hover over the gray bar at the bottom of the page until the printer icon appears.

6. Right-click the W-2 form and select **Print**, or **Save As** (to save to your computer).