We are excited to announce a new feature in Workday that will allow you to opt-out of receiving a paper copy of your W-2. Help us support our sustainability goals of saving energy, saving water, reducing waste and shrinking our carbon footprint associated with the paper process. Last year we printed over 50,000 W-2s and our goal this year is to reduce that by 70%.

Use this link: https://wd5.myworkday.com/oregon/d/task/2997$3073.htmld to go directly to "Tax Forms Printing Elections" then select, "Edit" as shown in Figure 1.

Figure 1

Figure 2 shows where to choose "Receive electronic copy of my Year End Tax Documents". Click "OK" to complete your electronic copy elections.

Figure 2

Employees can also see the option to elect to receive an electronic copy of W-2, under "Tax Document" in the "Payroll" app in Workday. Follow the Help Article, "Elect to Receive Electronic Copy of W-2" for step-by-step instructions or watch a video tutorial on how to "Elect to Receive Electronic Copy of W-2" in Workday.

Please note all terminated employees and employees on leave will default to receiving both electronic and paper copy of W-2.

With your help, we can reduce our paper use and be good stewards of our planet by electing to receive electronic copies of W-2. Learn more about our sustainability goals, visit the Office of Sustainability webpage.

Sincerely,

Oregon Department of Administrative Services Workday Team