

Form W-2 Frequently Asked Questions

1. When will I receive my 2024 W-2?

- Form W-2 will be available online in Workday on January 17, 2025. For employees that elected to receive paper form W-2, those will be printed at the DAS Print Plant and mailed to employees' home mailing address listed in Workday as of Jan. 9, 2025. Hard copies will be mailed to employees no later than Jan. 31, 2025.

2. It's past January 31, 2025, and I did not receive my W-2 in the mail. How can I get a copy?

- You can access your electronic W-2 in Workday by following the steps below:
 - Click on the "Menu" at the top left
 - Click on the "Pay" app
 - Locate the "View" section and click on "My Tax Documents"
- Once you are logged into Workday you can also use the link below to directly access your electronic W-2 - [https://wd5.myworkday.com/oregon/d/task/2997\\$3073.html](https://wd5.myworkday.com/oregon/d/task/2997$3073.html)

3. Did you elect to receive electronic copy of W-2?

- If you completed the election to receive electronic form W-2 you will be able to view and print your W-2 in Workday at anytime on or after January 17, 2025. This election will remain in place until you change the election.
- Help Article: Elect to Receive Electronic Copy of W-2
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1816/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1816/rel-task/2998$40834.html)

4. Can I access my W-2 in Workday?

- **Yes, access to form W-2 will be available in Workday by January 17, 2025.**
- Log in to Workday and follow the steps below to access your online W-2 copy:
 - Click on the "Menu" bottom at the top left
 - Click on the "Pay" app
 - Locate the "View" section and click on "My Tax Documents"
- You can also use this link to directly access your electronic W-2 - [https://wd5.myworkday.com/oregon/d/task/2997\\$3073.html](https://wd5.myworkday.com/oregon/d/task/2997$3073.html)

Please note: If you are seeing "No Current Documents Available" on your screen that means the online copy of your w-2 is not yet available.

5. What do all the boxes in form W-2 mean?

- Please refer to the "How to Read Your W-2" Help Article:
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1589/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1589/rel-task/2998$40834.html)

6. How do I setup Tax Withholding Elections in Workday?

- The initial setup of Tax Withholding Elections is part of the new hire process, but you may update those elections at any time. Please refer to the Help Article in Workday for step-by-step instructions for Tax Withholding Elections.
- [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$451/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$451/rel-task/2998$40834.html)

7. How can I update my Tax Withholding Elections in Workday?

- To make changes to your current Tax Withholding Elections in Workday follow the steps in the Help Article in Workday: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$451/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$451/rel-task/2998$40834.html)

8. What resources are available for financial coaching assistance?

- Reach out to the Canopy Employee Assistance Program (EAP) for financial coaching:
 - Summary of Services - https://www.oregon.gov/oha/PEBB/Documents/PEBB_Canopy%20Summary.pdf
 - You may contact Canopy with any questions or requests - phone: 800-433-2320; text line: 503-850-7721; e-mail: info@canopywell.com

Contact your agency payroll office with any other questions related to 2024 Form W-2:

<https://www.oregon.gov/das/HR/Pages/WD-Payroll-Contacts.aspx>