

Communication Topic: **2024 W-2 Information and Resources**

Audience: **All Employees**

Target Date to post in Workday: **01/17/2025**

Method of Communication: **Workday Announcement**

Workday Announcement Title: **2024 Form W-2**

This notice contains information and resources regarding 2024 Form W-2 and Workday Tax Withholding Elections.

When to Expect the 2024 Form W-2:

2024 form W-2 will be available for employees in Workday on January 17, 2025. Hard copies will be printed at the DAS Print Plant and addressed to the home mailing address listed in Workday as of Jan. 9, 2025. Hard copies will be mailed to employees no later than January 31, 2025.

All state of Oregon employees will see the employer's name in box c of Form W-2 entered as, "Oregon Dept of Admin Services-OSPS, 155 Cottage Street, NE, Salem OR 97301-3962". The name was changed to comply with Federal tax filing requirements.

Form W-2 Resources:

- Help Article - How to View and Read your W-2
 - [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)
- 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)
- IRS Estimator – Calculator for estimating your tax withholding elections -
 - <https://apps.irs.gov/app/tax-withholding-estimator/income-and-withholding/>
- Oregon Tax Withholding Calculator tool on the Oregon Department of Revenue's website
 - [Oregon Withholding Calculator](#)
- 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

Entering and Updating Federal and State Withholding Elections (W-4):

- If you need assistance with entering and updating your withholding elections in Workday, please follow the Help Article link
 - [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)

For Questions Related to 2024 Form W-2:

- 2024 Form W-2 Frequently Asked Questions –
 - [https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$34702/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$34702/rel-task/2998$33471.html)

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>

