

2024 Form W-2 Payroll and HR Talking Points

Please see the information and resources below regarding Form W-2. This information can assist with answering questions employees may have regarding their Form W-2.

How will employees be notified about 2024 Form W-2:

2024 form W-2 communication will be posted to Workday Announcements January 17, 2025

When to expect 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](#)
- 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
- 2024 Form W-2 Frequently Asked Questions (FAQ)
 - [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)

How to Enter and Update Tax Withholding Elections:

- Entering and Updating Withholding Elections Help Article -
[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)