



Finance & Administration
Office of Accounting Services
Payroll

DIRECTIONS FOR ACCESSING W-2 FORMS

- 1) Using your Internet browser software, such as Google Chrome, Firefox or Internet Explorer, open Workday at workday.lsu.edu.
- 2) On the myLSU login page enter your PAWS ID and Password, then click Login.
- 3) From your Workday Home page select the Pay Worklet. Expand the View section of the Worklet located on the right by clicking More and select My Tax Documents.
- 4) To print your W-2 form, click on the View/Print button located in the Employee Copy column.
- 5) Click the "Notify Me Later" button when the processing message displays. When the form has finished printing it will be displayed in the upper right of the screen underneath your name. You can also access the printed form on your W:Drive.