

Accessing Form W-2

Reference Guide

Created: 07/23/2018

Revised: 01/14/2021

Overview:

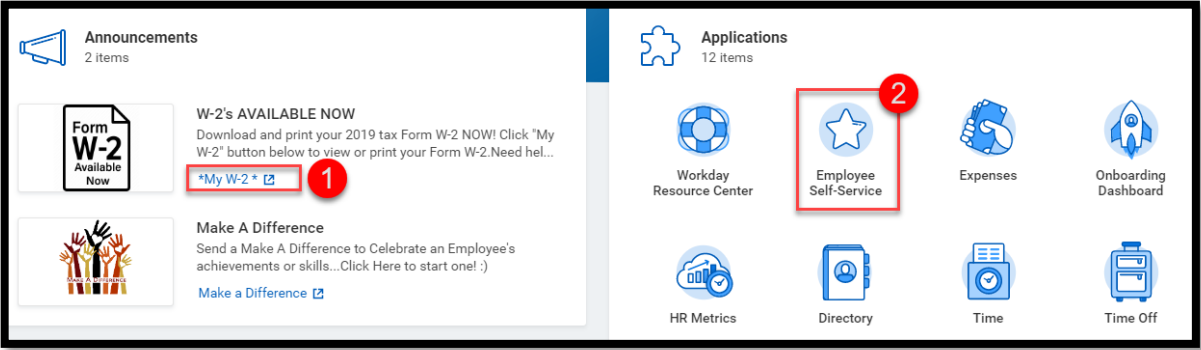

This is a guide on how to access your form W-2 information using the worklets on the Workday home page.

Click here to access Workday log in page:

<https://wd5.myworkday.com/wday/authgwy/accentcare/login.html>

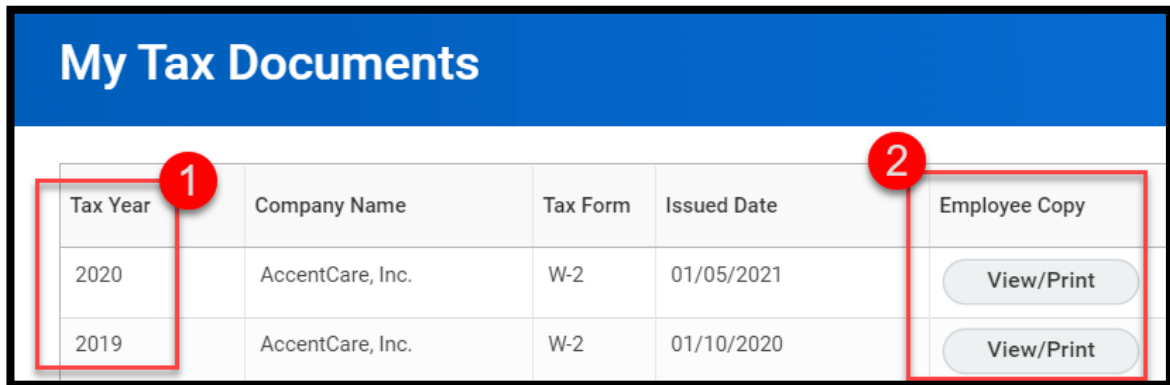
Questions?

Should you have any additional questions about this HRIS process, please email your request to our support team at HRISUPPORT@ACCENTCARE.COM

Step	Action
1.	<p>Using either the “W-2’s AVAILABLE NOW” link (1) on the Announcements section of the home page... Or the Employee Self Service worklet (2) on the Applications page. This will guide you on accessing your W-2 information.</p> 
2.	<p>The quickest method is the “W-2’s AVAILABLE NOW” link in the Announcements section. *Note this is usually available/visible during the last parts of the year for tax purposes...</p>  <p>Click the link “My W-2”</p>

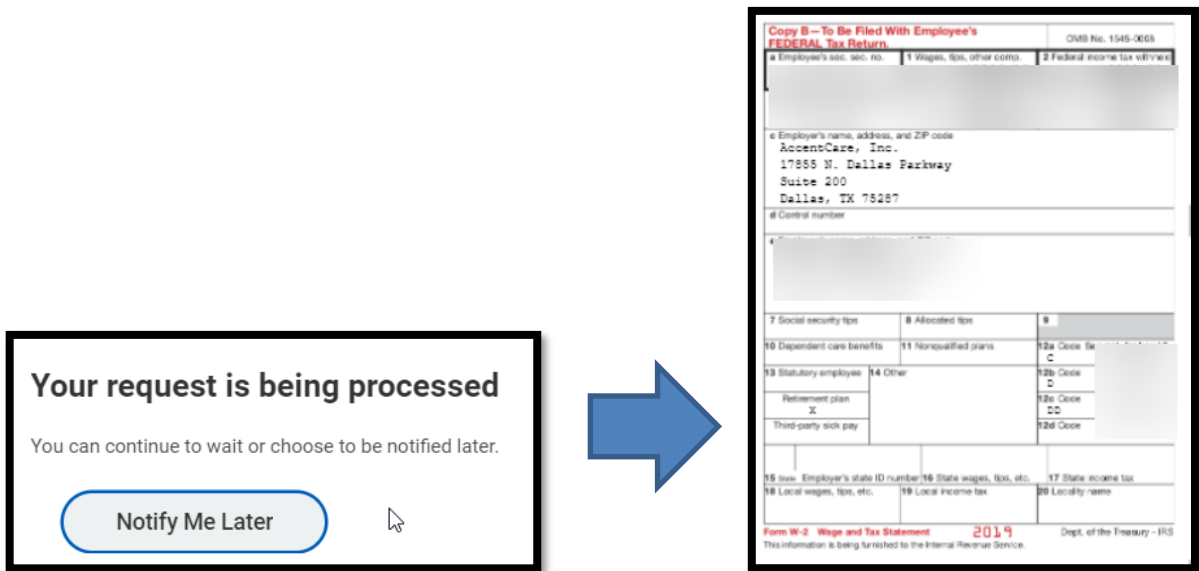
3.

This loads the page for you to download / view your W-2 information.



4.

After clicking View/Print a notification pop up shows... then in a short time the W-2 appears on your screen...



At the top locate the down pointing arrow and select it to start the download of your W-2.



5.

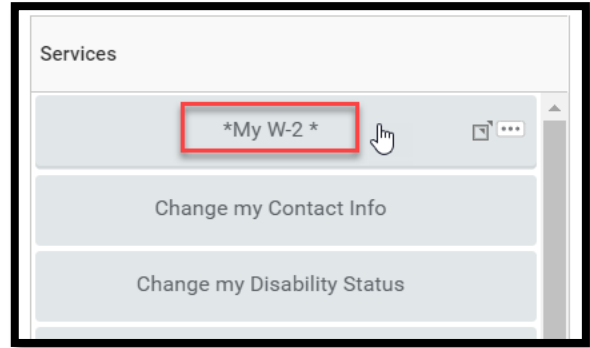
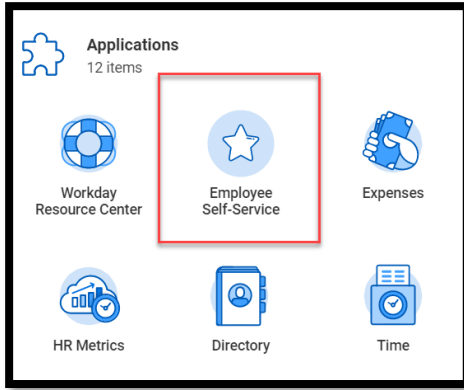
URLs

Click Here to access Workday Tax Documents:

[https://wd5.myworkday.com/accentcare/d/task/2997\\$3073.html](https://wd5.myworkday.com/accentcare/d/task/2997$3073.html)

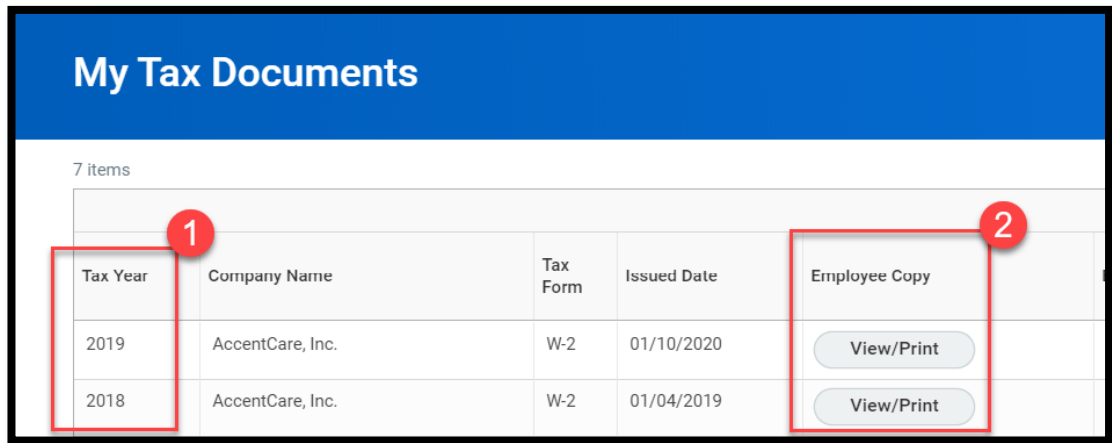
5.

The other option is to use Employee Self Service (ESS). Click on the Star worklet icon labeled Employee Self Service...then "My W-2"



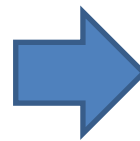
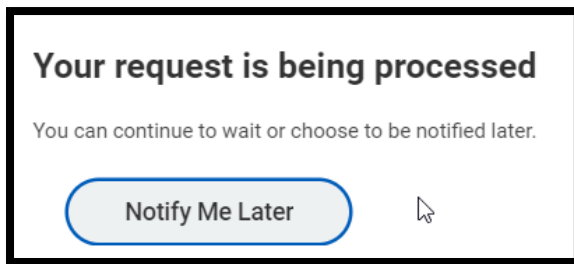
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