

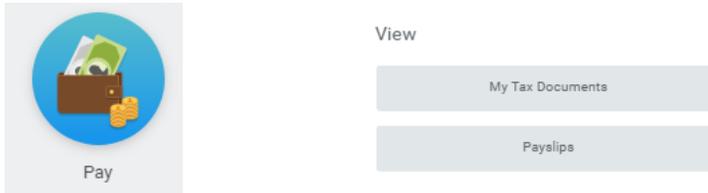
Hello!

I am happy to announce that W-2s are available to view and print in Workday! Also, a printed copy will be mailed to everyone by the end of the month.

To print your copy from Workday, please follow the instructions below:



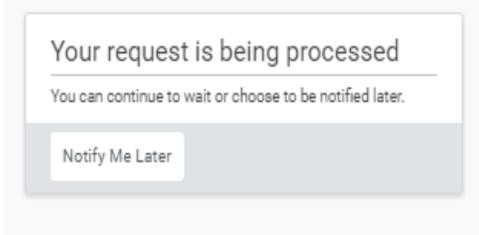
1. Using your network ID, log into OKTA and select the Workday icon
2. Select the Pay worklet. Under the View menu, choose My Tax Documents



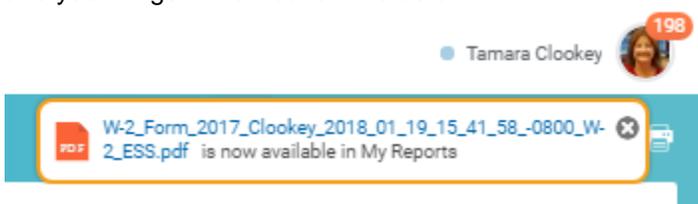
3. Click on the View/Print button on the line that reads 2017 as the Tax Year

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2017	SMC Corporation of America	W-2	01/19/2018	View/Print

4. You may see a pop-up box like the one below



5. If you do nothing, your W-2 may appear after a few moments. You can click the “Notify Me Later” and you will get a notification like below.



6. If your W-2 doesn't appear automatically or you don't receive your notification, you can check your W: Drive by clicking on your name in the upper right corner and then scroll down to W:Drive. You may need to wait several minutes or more to retrieve your W-2 due to the volume of users at the time.