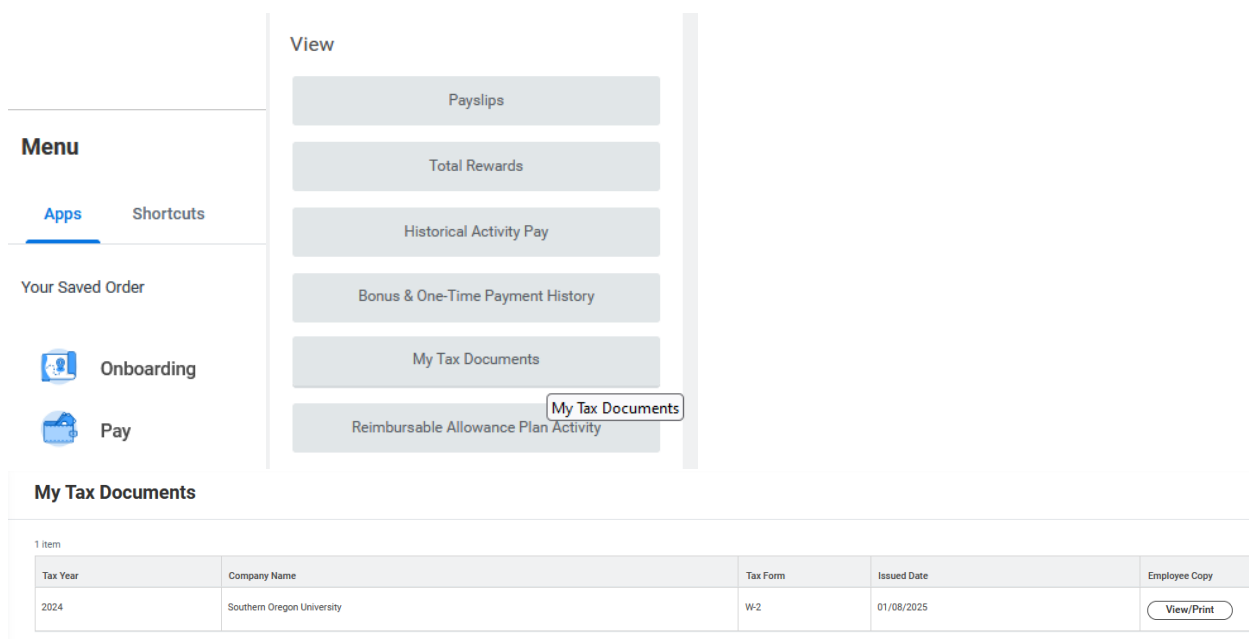


Instructions on how to access annual W-2 document.

Current SOU Employees:

Workday: Electronic Earnings Statements

Go to Workday “Menu”
Open PAY
My Tax Documents tab
W-2 current year



The screenshot shows the Workday 'Menu' interface. On the left, there is a sidebar with 'Menu' at the top, followed by 'Apps' and 'Shortcuts'. Under 'Apps', there are icons for 'Onboarding' and 'Pay'. The main content area is titled 'View' and contains a list of options: 'Payslips', 'Total Rewards', 'Historical Activity Pay', 'Bonus & One-Time Payment History', 'My Tax Documents' (which is highlighted with a tooltip), and 'Reimbursable Allowance Plan Activity'. Below this, there is a section titled 'My Tax Documents' showing a table with one item.

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2024	Southern Oregon University	W-2	01/08/2025	View/Print

Banner: Electronic Earnings Statements

For Banner 2023 or prior years, open Employee dashboard for pay slips.

Former Employees:

If an employee needs copy of W-2 from a prior year and they have exited SOU, please reach out to SOU Information Technology (IT) Help Desk at 541-6900 for log-in information. Helpdesk@sou.edu

Contact Payroll Services in Churchill Hall, or email payroll-services@sou.edu with issues.