



WILLIAM PATERSON UNIVERSITY

Department of Payroll

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2024 W2 Year-End Earnings Statement Availability

Dear Colleague,

Please be advised that your 2024 W2 Year-End Earnings Statement is now available in Workday and can be accessed online. For your convenience, the link below provides instructions on how to view and print your W2 Form:

[Instructions to View/Print 2024 Year End Tax Document \(W-2\) in Workday](#)

If you did not consent to receive your W2 Form electronically, a paper copy will be mailed to the address we have on file. The paper W2 Form will be postmarked no later than January 31, 2024, in accordance with IRS regulations.

Additionally, we encourage you to consider consenting to electronic delivery of your W2 Form next year. This supports William Paterson University's commitment to sustainability and our goal of becoming a fully green campus. Instructions to opt-in for electronic delivery are available here:

[Instructions to submit the election of electronic delivery method of Form W-2](#)

Should you have any questions or need assistance, please contact Payroll at payroll@wpunj.edu