

View Pay Information

THIS JOB AID IS FOR: All Teammates

VIEW PAY INFORMATION- WEB VERSION

- 1. From the Workday home page, navigate to the upper right menu to select your **Profile**, and select **View Profile**.
- 2. Once on your **Profile**, select **Pay** on the left side menu.
- 3. See menu options on the top menu bar to view and print Payslips, Tax Elections, Payment Elections, Voluntary Deductions, and Tax Documents.
- 4. Under the **Payslips** menu, select **Print** on the right side of the screen for the desired pay period.
- 5. Alternatively, from the Workday home page, you can also navigate to the **Benefits and Pay** app to view further pay details. On the **Benefits and Pay** app, on the left side menu select **Pay**, then select **Payments** to view further pay details and history.

VIEW PAY INFORMATION- MOBILE VERSION

- 1. On the Workday Mobile App, navigate to the bottom right of the screen to select Profile.
- 2. Scroll down under the Job, Contact, Compensation section and select More.
- 3. Select Pay.
- 4. Select desired menu to view Payslips, Tax Elections, Payment Elections, Voluntary Deductions, Tax Documents.
- 5. Alternatively, from the Workday home page, you can also navigate to the **Benefits and Pay** app to view further pay details. On the **Benefits and Pay** app, select the **upper right menu**.
- 6. Select **Pay**, then select **Payments** to view further pay details and history.

UPDATING PAYMENT AND TAX ELECTION

1. On the worker profile (mobile or web version), under Pay, select Payment Elections or Tax Elections to update, add or edit payment or tax election information.