



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.

Questions? Contact your HR department.