workday.

Accessing, Viewing, and Printing Payslips

This document contains instructions in the following areas for accessing and printing payslips:

- Overview
- Accessing Payslips
- Viewing Payslips
- Printing Payslips

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Overview

With Workday all employees that elect to receive their wages via direct deposit will no longer be given a printed payslip.

There are many ways to access, view, and/or print your payslip(s). This documentation will show two ways: using the Workday Landing Page and using the Workday Profile Screen.

Workday Landing Page
Click the Pay Worklet -> View-> Payslips
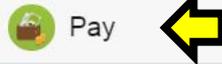
👜 Pay ⬅

Actions	View
Withholding Elections	➡ Payslips
Payment Elections	Timesheets
Create Timesheet	Total Compensation
Edit Timesheet	Merit Statement History
	Bonus & One-Time Payment History
	More (2)

Workday Profile Screen
Select the Pay tab then select the Payslips section.

Overview		Benefits	➡ Pay

Payslips | Tax Election | lance

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Accessing Payslips

1. The My Payslips screen will appear. You will see a list of payslips in the Payslips section. Locate the payslip you wish to view or print. Click View or Print. See the next sections of this document for further instructions on viewing and printing your payslips.

My Payslips John Worker ⋯

Overview	Compensation	Benefits	**Pay**	Time Off

Payslips | Tax Elections | Time Off Balance |

Payslip Printing Election

Elected not to receive a paper copy of payslips.

Payslips

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
C01 Masonic Villages of the Grand Lodge of Pennsylvania	06/13/2014	06/26/2014	07/03/2014	1,598.67	1,254.88	View	Print

Viewing Payslips

1. The Payslip screen will appear. This view is similar to what your payslip will look like when you print it. When viewing your payslip within Workday make sure to scroll down the page to see all available information relative to the pay period for the payslip you are viewing as well as year-to-date information for earnings, deductions, and taxes.

To return to the listing of payslips click Return to My Payslips. To generate a printable format of the payslip click Print Payslip Image (see instructions on the next page for printing your payslip).

Payslip John Worker : 06/26/2014 (Regular) - Complete ···

| Return to My Payslips | Print Payslip Image |

Company Information

Name	Address	Phone
Masonic Villages of the Grand Lodge of Pennsylvania	One Masonic Drive Elizabethtown, PA 17022-2199 United States of America	+1 (717) 367-1121 x33319

Payslip Information

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
John Worker	12345	06/13/2014	06/26/2014	07/03/2014	

Current and YTD Totals 2 items

Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	2,887.91	349.66	516.60	7.94	2,328.76

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Printing Payslips

1. When you select to print your payslip a PDF will be generated. If you do not already have a PDF reader program installed on your computer you will need to download one (visit www.adobe.com/reader for a free download).

After selecting Print Payslip Image the PDF of the payslip will open. Use the print option within your PDF reader program to print the payslip image to a printer.

Payslips prior to the go-live of Workday are not available in the system, please contact the payroll office if you need payslip information prior to the go-live date of Workday.

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