


ABOUT THE PAY APPLICATION

The Pay application  contains links to payroll-related tasks and information. You may need to add this application to your home page by configuring your apps. Use these links and options to do the following:

- **Withholding Elections:** View withholding information on the State Elections tab and View/Modify your Federal Elections.
- **Payment Elections:** Distribute payroll and expense payments between different bank accounts (checking or savings) and specify the payment method. New hires will only have the option of direct deposit.
- **Payslips:** View and print payslips or change your payslip printing election. You may view payslips for any previous period when the data is provided.
- **Timesheets:** Record work hours for submission, approval, and eventual payment through payroll (if enabled).
- **Total Rewards:** View rewards by Base Pay, Allowances, Incentive Pay, and even Benefits, depending on your organization's configuration.
- **Historical Activity Pay:** View information about prior and in-process period activity pay. A summary of the assignment and the period dates will display in addition to the amounts.
- **Bonus & One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as one-time payments.

- **My Tax Documents:** View the annual tax documents associated with your earnings.
- **Reimbursable Allowance Plan Activity:** View the amounts, of any allowances received from your institution.

VIEW YOUR WITHHOLDING DEDUCTIONS

From the **Pay** application:

1. Click **Withholding Elections** under Actions.
2. View your Federal Elections or click the **State Elections, Local Elections, or Tax Allocations** tabs to review your status.
3. To make changes on any elections, click **Update**.
4. Select **Effective Date** and any other required fields, then click **OK**.
5. Make any needed adjustments, then click **OK**.

PRINT PAYSLIPS

From the **Pay** application:

1. Click **Payslips** under the View section.
2. Here you can view a list of all payslips. Click the **Print** button next to a payslip name. You can also View the payslip and save it to your computer as a PDF.
3. To print multiple payslips, click **Print Multiple Payslips**.

To add/edit direct deposit accounts or payment elections, you must be on your institution's internet network. Contact your IT support for options to VPN or HR department for assistance with making updates.

ADD/EDIT A DIRECT DEPOSIT ACCOUNT

From your Workday Profile:

1. Click the **Pay** tab, then click the **Payment Elections** subtab.
2. Click **Add** to add a new account or **Edit** to edit an existing account.
3. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
4. Click **OK** to save. Once the account has been added, you may use it to make a payment election.

MANAGE YOUR PAYMENT ELECTIONS

From your Workday Profile:

1. Click the **Pay** tab, then click the **Payment Elections** subtab.
2. Edit or remove bank accounts using the **Edit** or **Remove** buttons. An account can only be deleted if it is no longer used as a payment election.
3. After clicking **Edit**, you can change the amount or percent that goes to the account or the account that receives the balance of payments for the pay type.
4. Click **OK** to save.
5. Note: New hires in Workday will only have the option of direct deposit.

*Balance / Amount / Percent

Balance

Amount

Percent

VIEW HISTORICAL ACTIVITY PAY

Employees that receive period activity pay can find previous payments here. From the **Pay** application:

1. Click **Historical Activity Pay** under View.
2. Period activity pay history will display. Click the **View Assignment Details** button to view additional information about the assignment including the activity, start and end dates, and the total scheduled payment amount.
3. Click the **View with Payment Details** button to view the Paid Date. Note: the Scheduled Date field may display a date other than a regular pay date. Regardless of the Scheduled Date, the payment will be paid on the next regular pay date (either monthly, bi-monthly, or bi-weekly depending on position).

VIEW ONE-TIME PAYMENT HISTORY

From the **Pay** application:

1. Click **Bonus & One-Time Payment History** under View.
2. Review your bonus and one-time payment history.

VIEW YOUR TAX DOCUMENTS

From the **Pay** application:

1. Click **My Tax Documents** under View.
2. Review the documents Workday has on file for you.

VIEW REIMBURSABLE ALLOWANCE PLAN ACTIVITY

1. Click **Reimbursable Allowance Plan Activity** under View.
2. Review the allowed expenses you have incurred against the allowance set up as a part of your employee role.