

## ABOUT THE PAY APPLICATION

Within your system, you may notice multiple pay applications, such as the Pay application shown below.



Workday enables the Pay application for dashboards and contains worklets with links to payroll-related tasks and information. The displayed information depends on your organization's configuration.

The Pay application may include:

- **Withholding Elections:** Review and update withholding elections on the Federal, State, and Local Elections tabs.
- **Payment Elections:** Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct deposit.
- **Payslips:** View and print payslips or change your payslip printing election. You can view payslips for any previous period with available data.
- **Total Rewards:** View rewards by Base Pay, Allowances, Incentive Pay, Stock, and even Benefits, depending on your organization's configuration.
- **Bonus and One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as bonuses.
- **Tax Documents:** View the annual tax documents associated with your earnings.
- **Voluntary Deductions:** Enter voluntary deduction elections.
- **Reimbursable Allowance Plan Activity:** View allowance plan expense and reimbursement activity.

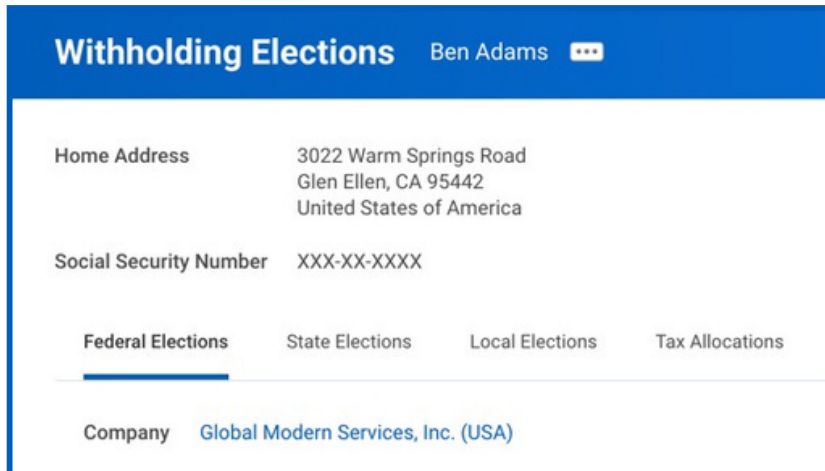
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## VIEW YOUR WITHHOLDING DEDUCTIONS

To review and update your withholding elections:

1. From the Pay application, select **Withholding Elections**.
2. View your Federal Elections or choose the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.



**Withholding Elections** Ben Adams

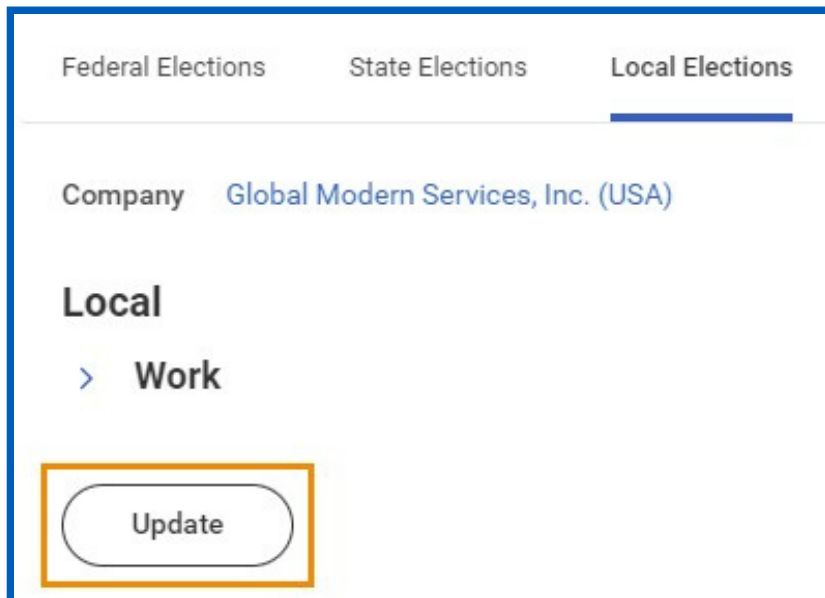
Home Address 3022 Warm Springs Road  
Glen Ellen, CA 95442  
United States of America

Social Security Number XXX-XX-XXXX

Federal Elections State Elections Local Elections Tax Allocations

Company Global Modern Services, Inc. (USA)

3. On the bottom of each tab, select the **Update** button to make election changes.



Federal Elections State Elections Local Elections

Company Global Modern Services, Inc. (USA)

**Local**

> Work

Update

4. Select **OK**.
5. After making election updates, select the **I Agree** checkbox and select **OK**.

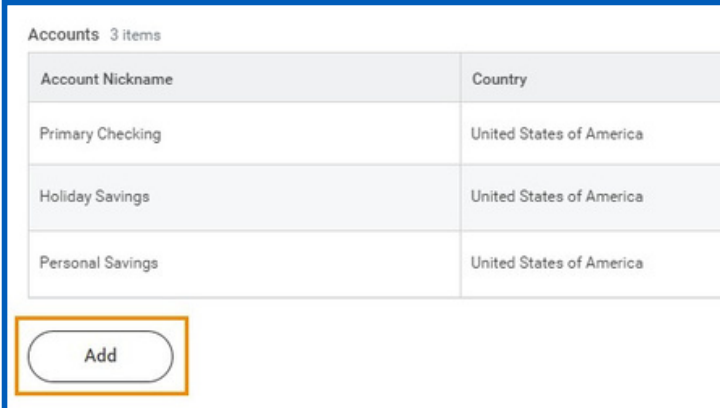
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## ADD A DIRECT DEPOSIT ACCOUNT

To add a direct deposit account:

1. From the Pay application, select **Payment Elections**.
2. Under Accounts, select **Add**.



Account Nickname	Country
Primary Checking	United States of America
Holiday Savings	United States of America
Personal Savings	United States of America

**Add**

3. Optionally, you can add an Account Nickname to help you identify this account.
4. Enter the Routing Transit Number, Bank Name, and Account Number.
5. Select the Account Type.
6. Additionally, you can enter a Bank Identification Code.
7. Select **OK** to save. Once you have added the account, you can use it to make payment elections.

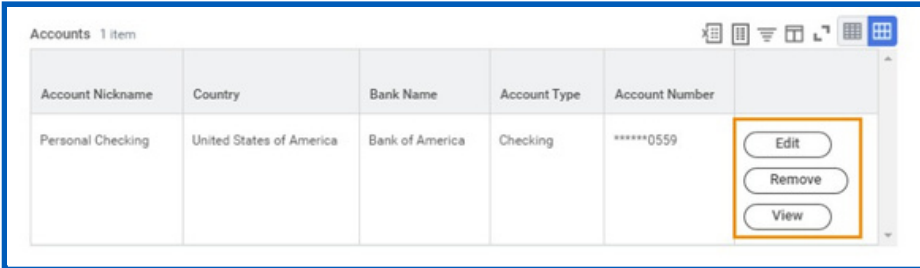
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## MANAGE YOUR PAYMENT ELECTIONS

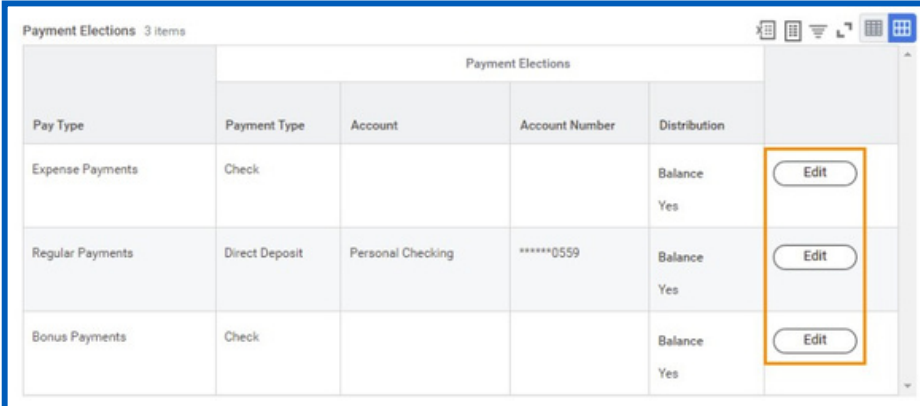
To manage your payment elections:

1. From the Pay application, select **Payment Elections**.
2. Use the **Edit**, **Remove**, or **View** buttons to edit, remove, or view bank accounts. You can only remove an account if you no longer use it as a payment election.



Account Nickname	Country	Bank Name	Account Type	Account Number	
Personal Checking	United States of America	Bank of America	Checking	*****0559	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>


3. In the Payment Elections section, select **Edit** to modify a payment election.



Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payments	Check			Balance Yes	<input type="button" value="Edit"/>
Regular Payments	Direct Deposit	Personal Checking	*****0559	Balance Yes	<input type="button" value="Edit"/>
Bonus Payments	Check			Balance Yes	<input type="button" value="Edit"/>

4. Change the amount or percent to deposit into the account. You can also change the account that receives the balance of payments for the pay type. Your organization's payment elections policy determines the allowed changes.
5. Select **OK** to save.

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## PRINT PAYSLIPS

To print your payslips:

1. From the Pay application, select **Payslips**.
2. Here you can view a list of all payslips. In the Payslips table, select the **View** or **Print** buttons. You can also view a printable version and download it as a PDF or export the document to Excel and then download the file.
3. To print multiple payslips, select **Print Multiple Payslips**.



Printing multiple payslips is an organization-specific setting, so your organization may not enable it.

4. Enter the payment date range, then select **OK**.

Worker	Ben Adams					
Payment Date Range	11/01/2019 - 07/31/2021					
Exclude Net Zero Payslips	No					
Payslips	3 items   3 selected					
<input type="checkbox"/>	Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	Global Modern Services, Inc. (USA)	01/13/2020	01/19/2020	01/24/2020	692.92	559.68
<input checked="" type="checkbox"/>	Global Modern Services, Inc. (USA)	01/06/2020	01/12/2020	01/17/2020	692.92	559.68
<input checked="" type="checkbox"/>	Global Modern Services, Inc. (USA)	12/30/2019	01/05/2020	01/10/2020	632.48	514.38
Count of Payslips Selected to Print 3						

5. In the Payslips table, select or clear the checkboxes and select **OK**.
6. Print the report or download the generated PDF.

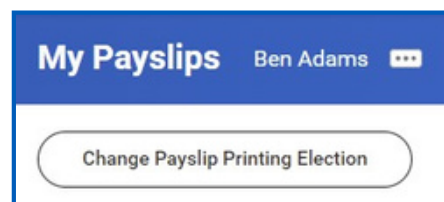
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## CHANGE PAYSLIP PRINTING ELECTION

To change your payslip printing election:

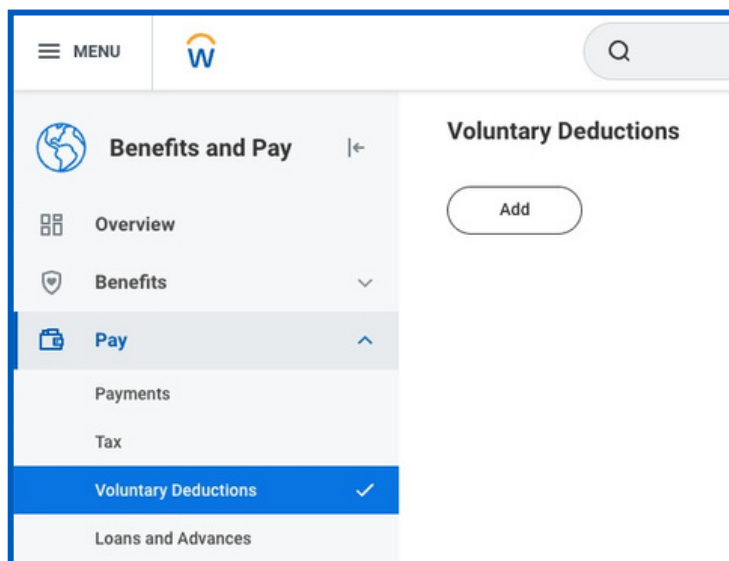
1. From the Pay application, select **Payslips**.
2. Select **Change Payslip Printing Election**.
3. Your name and organization information auto-populate. Select **OK** to continue.
4. Select the **New Payslip Printing Election** prompt to view the available options.
5. Choose from the displayed options.
6. Select **OK** to save the changes.



## VOLUNTARY DEDUCTIONS

To add or update your voluntary deductions:

1. From the Pay application, or Benefits and Pay Hub, select **Pay**, then **Voluntary Deductions**.
2. Here you can add, edit, or delete deductions configured by your organization.



3. Select the **Add** button to add your own deductions.
4. From the Deduction field, select the deduction from the prompt.
5. Enter any required information indicated by an asterisk.
6. Select **OK** to save the deduction.

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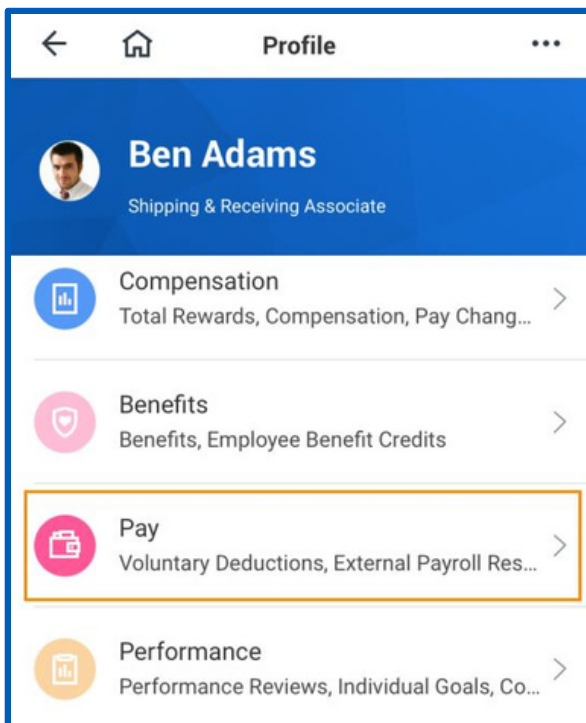


## MOBILE

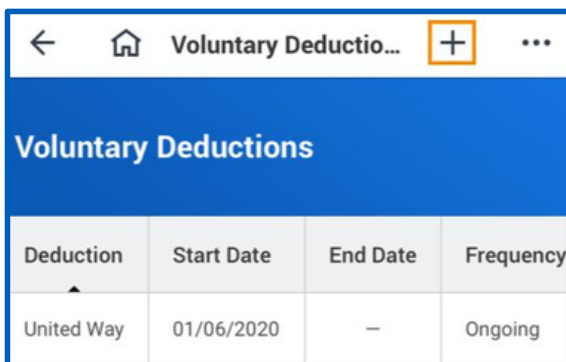
### NEW DEDUCTION

From the Worker Profile, use the Pay section to add voluntary deductions.

1. Select your **Worker Profile** photo.
2. Select **View Profile**.
3. Select **Pay**. You may have to select **More** to view additional options.



4. Select **Voluntary Deductions**.
5. Select the **Add Row** icon to add a new deduction.



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6. Select the type of deduction.
7. Enter the required information indicated by asterisks.
8. Select **Done** to save.

Cancel Add Voluntary Deduction Done

**Frequency**

One-time

Ongoing

**Date \***

01/06/2020

**Next Payment Date**

—

**Type**

Amount

Percent

## EDIT DEDUCTION

From the Worker Profile, use the Pay section to update your voluntary deductions.

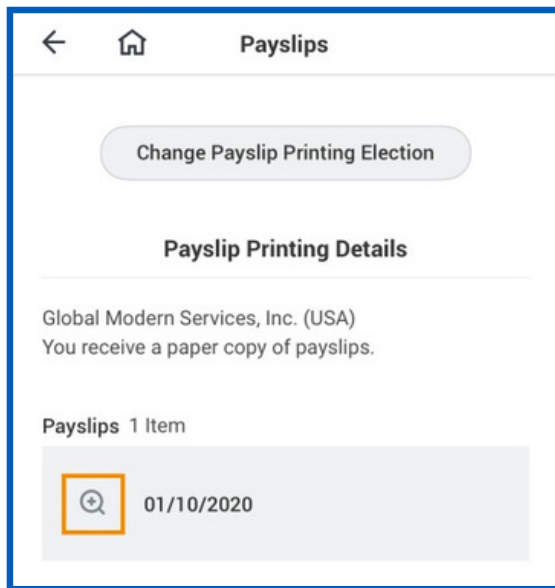
1. Select your **Worker Profile** photo.
2. Select **View Profile**.
3. Select **Pay**. You may have to select **More** to view additional options.
4. Select **Voluntary Deductions**.
5. Select the deduction you wish to edit.
6. Select the **Edit** button.
7. Make changes as necessary and select **Done** to complete.

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## PRINT PAYSLIPS

To print payslips:

1. Select your **Worker Profile** photo.
2. Select **View Profile**.
3. Select **Pay**. You may have to select **More** to view additional options.
4. Select **Payslips**.
5. Select the **magnifying glass** icon next to a payslip date.



6. Select the **Print** button. Workday will send a notification to your Inbox once the process is complete. You can then view and print the payslip or save the payslip as a PDF on your mobile phone.

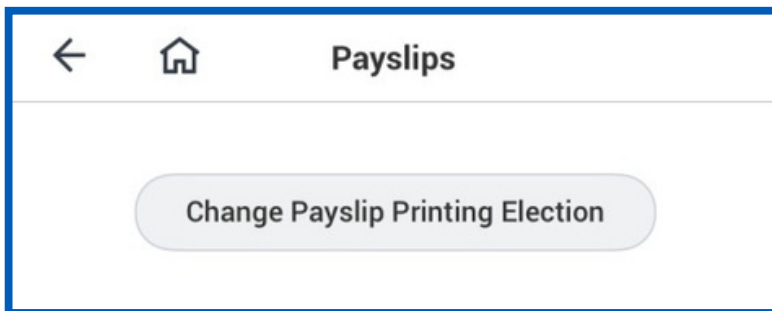
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## CHANGE PAYSLIP PRINTING ELECTION

To change your payslip printing details:

1. Select your **Worker Profile** photo.
2. Select **View Profile**.
3. Select **Pay**. You may have to select **More** to view additional options.
4. Select **Payslips**.
5. Select **Change Payslip Printing Election**.



6. Your organization name auto-populates. Select **Next** to continue.
7. Select the **New Payslip Printing Election** prompt to view the available options.
8. Choose from the displayed options.
9. Select **Done** to save the changes.
10. Select **Done** again to go back to the Payslips page.