

## IMPORTANT INFORMATION TO KNOW

1. Paychecks are referred to as Payslips in Workday.
2. Payslips will no longer be mailed to employees.
3. Payslips will be available for viewing or printing 1 day prior to employees' pay date.
4. Employees will no longer need to visit Central Payroll to request a copy of payslips or changes (i.e., address changes, direct deposit, federal and state withholdings). These are all actions an employee can manage on their own in Workday.
5. Longevity is separated from base pay and you will see these earnings separated as Regular Pay and Longevity in the earnings section of your payslip.

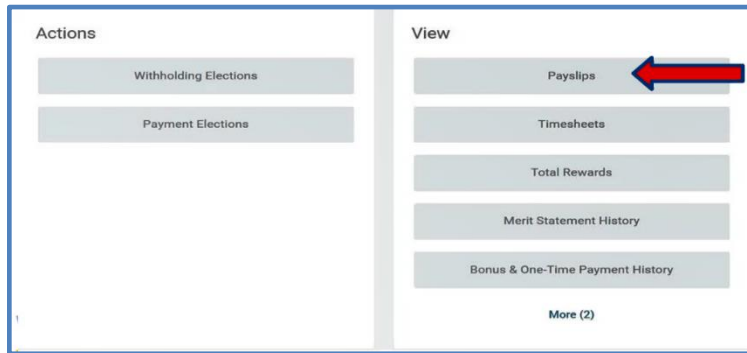
## HOW TO READ & PRINT YOUR PAYSリップ

1. From your home page, select the PAY Application icon.



Pay

2. Click on Payslips.



3. The Payslip Details page displays. Click the View button to display your payslip on your computer or click print to print your payslip.
4. There are many ways to display your paycheck. Hover over the icons on the far right for further actions:
  - a. Export to Excel
  - b. Export to Worksheet
  - c. Select to Filter Grid

- d. Expand/Collapse Chart
- e. Click to View/Edit Preferences
- f. Full Screen View

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Mayor and City Council of Baltimore	04/18/2020	05/01/2020	05/08/2020	4,632.16	2,701.07	View	Print
Mayor and City Council of Baltimore	04/04/2020	04/17/2020	04/24/2020	4,746.08	2,772.60	View	Print
Mayor and City Council of Baltimore	03/21/2020	04/03/2020	04/10/2020	4,746.08	3,137.24	View	Print
Mayor and City Council of Baltimore	03/07/2020	03/20/2020	03/27/2020	4,746.08	3,137.25	View	Print

6. If you select the option to print your payslip, you will see the below message.

**Your request is being processed**

You can continue to wait or choose to be notified later.

[Notify Me Later](#)

7. When your payslip is ready to print the document will be available to review and print from notifications. Your document is ready to print when you see receive the notice in the top-right. Click on the bell icon and the Notification Page displays. Here you will be able to print your payslip.

Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

**Document Available**  
1 minute(s) ago  
Payslip\_to\_Print\_-\_Report\_Design\_07\_28\_2020.pdf is now available in My Reports

[Details](#) [Payslip\\_to\\_Print\\_-\\_Report\\_Design\\_07\\_28\\_2020.pdf](#)

8. Click on the link of the payslip that you want to print. The below payslip displays.

Mayor and City Council of Baltimore 401 E. Fayette Street 8th Floor Baltimore, MD 21202							
Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number	
	Mayor and City Council of Baltimore		12/06/2020	12/19/2020	12/24/2020		
		Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay	
Current		3,117.59	89.56	317.49	0.00	2,710.54	
YTD		3,117.59	89.56	317.49	0.00	2,710.54	
Earnings				Employee Taxes			
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount	
BTL Over \$50K	12/06/2020 - 12/19/2020	0	0	13.10	0	13.10	
Police OOT \$14	12/06/2020 - 12/19/2020	3	14	42.00	3	42.00	
Regular Pay - Hour	12/06/2020 - 12/19/2020	67	45.8982	3,075.19	67	3,075.19	
Shift Diff FOP 2pm	12/06/2020 - 12/19/2020	1	0.4	0.40	1	0.40	
Earnings				3,130.69	3,130.69		
Pre Tax Deductions				Employee Taxes			
Description			Amount	YTD			
BlueChoice PPO (HO) Pre Tax (208)			75.18	75.18			
CareFirst CVS (HO) Rx Pre Tax (319)			7.95	7.95			
Dental PPO Pre - Tax (212)			6.43	6.43			
Pre Tax Deductions			89.56	89.56			
Employer Paid Benefits				Taxable Wages			
Description			Amount	YTD	Description	Amount	YTD
ER Basic Life / AD&D			7.25	7.25	Medicare - Taxable Wages	3,040.73	3,040.73
ER Dental PPO			5.93	5.93	Federal Withholding - Taxable Wages	3,041.13	3,041.13
ER Drug - CF CVA (HO)			26.29	26.29			
ER Medical - BlueChoice Adv			211.76	211.76			
ER Vision - NVA			1.79	1.79			
Employer Paid Benefits			253.02	253.02			
		Federal	State	Absence Plans			
Marital Status	Married	Married (surviving spouse or unmarried Head of Household)		Description	Accrued	Reduced	Available
Allowances	1	0		1 - Sick & Safe Leave	0	0	40
Additional Withholding	0	0		2 - Vacation	0	0	160.32
				3 - Sick	0	0	80.08
				5 - Compensatory Time	0	0	2.27
				Bereavement Leave	0	0	0
				Holidays 2020 - Police	-8	0	32
				Jury Duty	0	0	0
				Leave without Pay	0	0	0
				Military Paid Leave	0	0	120
				Permission Leave	0	0	0
				Suspension with Pay	0	0	0
				Suspension without Pay	0	0	0
Payment Information							
Bank	Account Name	Account Number	USD Amount	Amount			
Bank Name	Checking			2,710.54	USD		

**Section 1:** Includes Employee Information, Pay Period Begin/ End Dates, Check Date

**Section 2:** Includes Current and Year to Date (YTD) Pay, Pre & Post Tax Deductions, Employee Taxes and Net Pay.

**Section 3:** Includes a breakdown of earnings, hours, pay rate for the pay period, longevity, regular pay and YTD earnings totals.

**Section 4:** Includes Employee taxes per pay period and YTD.

**Section 5:** Includes Pre-Tax Deductions per pay period and YTD.

**Section 6:** Includes Employer Paid Benefits per pay period and YTD.

**Section 7:** Includes Taxable Wages per pay period and YTD.

**Section 8:** Includes Federal and State tax withholdings, allowances, and any additional withholdings.

**Section 9:** Includes available absence balances.

**Section 10:** Includes Payment Information or direct deposit accounts.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at [Workday.Baltimorecity.gov](http://Workday.Baltimorecity.gov).

