Topic: Payroll

How to Read & Print Your Pay slip

Employee

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 PAYSILP

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

[Image of Pay icon]

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

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.