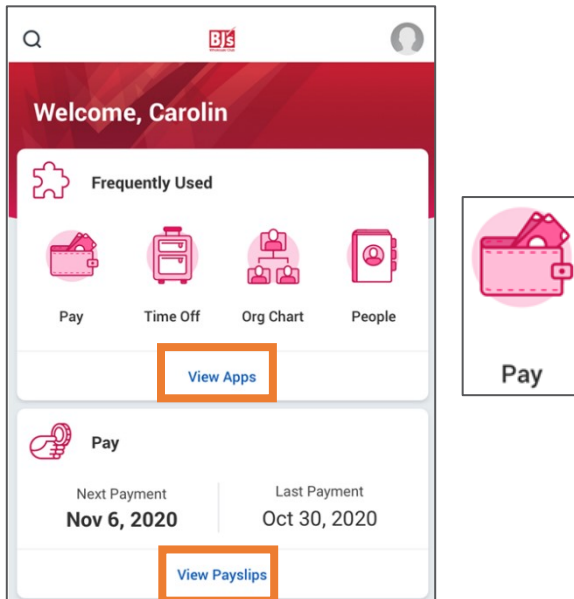


Use this job aid to view payslips in the Workday mobile application.

## View Payslips - iOS

From your mobile application home screen:

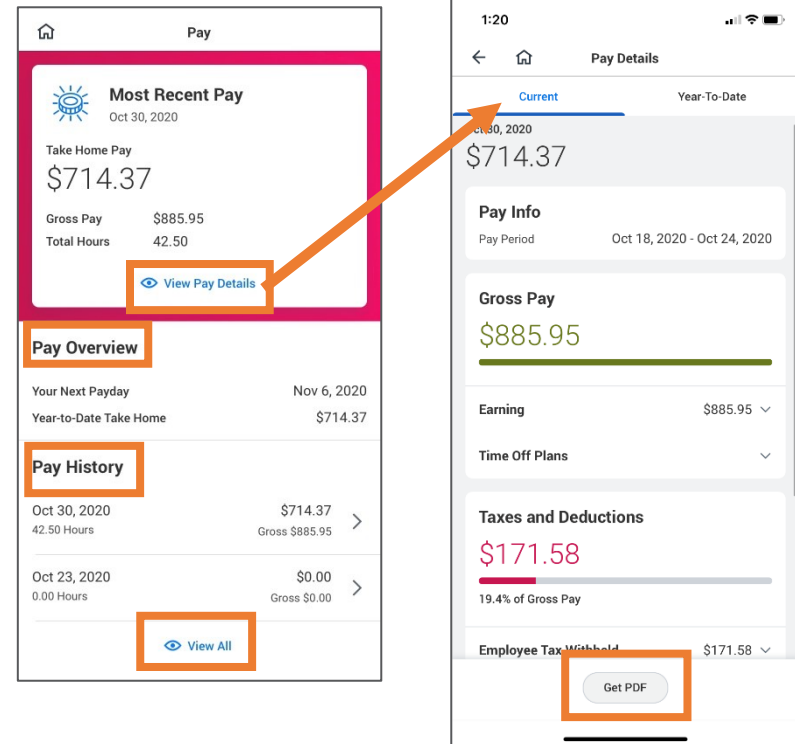
1. Select View Apps > Click the **Pay** application.



NOTE: From your home screen, you may also have access to click View Payslips directly from your mobile application home screen.

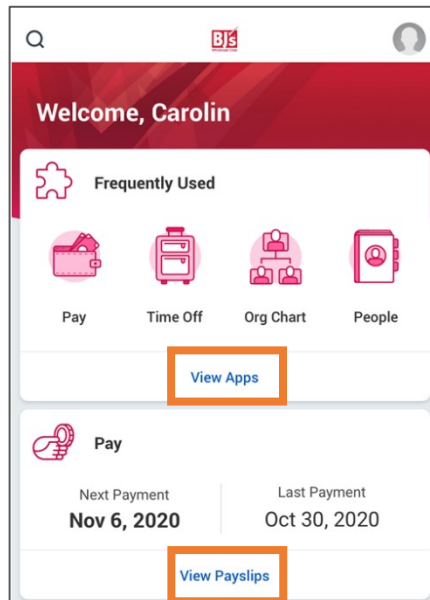
2. Your most recent pay details appear. Click **View Pay Details** to expand pay period information, gross pay, taxes and deductions and take-home pay details. Click **Get PDF** to view a PDF version of a payslip.

3. In the **Pay Overview** section, view details of your next pay day, and year-to-date take home pay.
4. In the **Pay History** section, view previous payslip details.
5. Click **View All** to expand section to include additional previous payslips.



## View Payslips – Android

1. Select View Apps > Click the **Pay** application or click **View Payslips** in the **Pay** section.



NOTE: From your home screen, you may also have access to click View Payslips directly from your mobile application home screen.

2. Your most recent pay details appear. Click **View Pay Details** to expand pay period information, gross pay, taxes and deductions and take-home pay details. Click **Get PDF** to view a PDF version of a payslip.
3. In the **Pay Overview** section, view details of your next pay day, and year-to-date take home pay.
4. In the **Pay History** section, view previous payslip details.

5. Scroll and click **View All** to expand section to include additional previous payslips.

