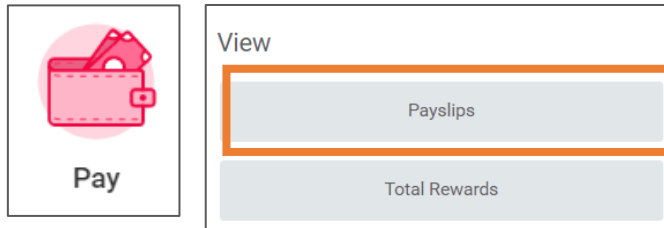


Use this job aid to view payslips in Workday.

View Payslips

From your home screen:

1. Navigate to the **Pay** application.
2. In the **View** section, select **Payslips**.



NOTE: Your most recent payslips also appear at the bottom of the screen in the **Payslips** section.

3. In the **Payslips** section, click **View** for the payslips you want to view. In this section, you can also view the payment date, period begin date, period end date, company, gross amount, and net amount. If you need to print a payslip, click **Print**.



4. Payslip Details

- **Company Information:** BJ's name address, and phone number
- **Payslip Information:** Name, employee ID, pay period begin and end dates, check date
- **Current and YTD Totals:** Current and year-to-date totals for hours, gross pay, pre-tax deductions, employee tax withheld, post-tax deductions, and net pay

- **Earning:** Pay period dates, hours, rate, amount, YTD hours and YTD amount
- **Employee Tax Withheld:** Federal, state, and local taxes withheld for current pay period and YTD
- **Taxable Wages:** Federal withholding – taxable wages amount for current pay period and YTD
- **Pre-Tax Deductions:** Cost of benefits, retirement plans, etc. cost for current pay period and YTD
- **Withholding:** Marital status, allowances and additional withholdings
- **Time Off Plans:** Accrued and available time off balances
- **Payment Information:** Bank name, account type, account number, amount and currency. There is no check number listed in Workday. If you need the check number for any reason you will need to log into MyADP.

5. From the top of the screen, there are options available to navigate previous payslips and print payslips.
 - **Previous Payslip:** Click to navigate to previous payslips
 - **Return to My Payslips:** Returns to screen to view all payslips
 - **Print Payslip Image:** Click to print payslip currently being viewed
 - **Print Multiple Payslips:** Click to print multiple payslips. You can select payment date ranges to print for.