

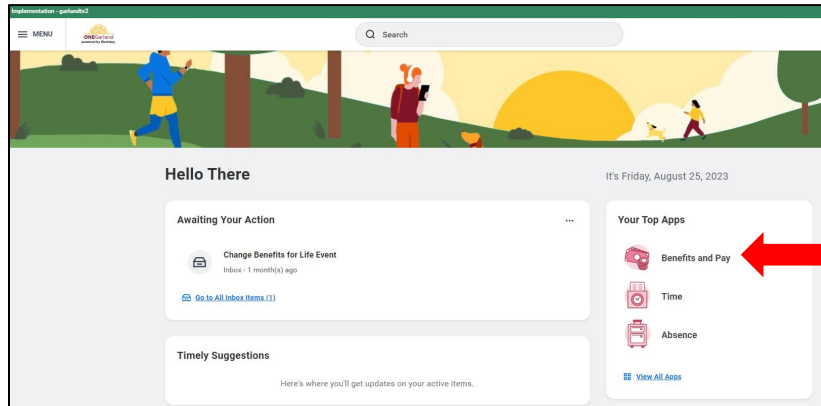
PRINTING PAYSLIPS


THERE ARE TWO METHODS TO CHOOSE FROM WHEN PRINTING OUT YOUR PAYSLIPS

METHOD 1

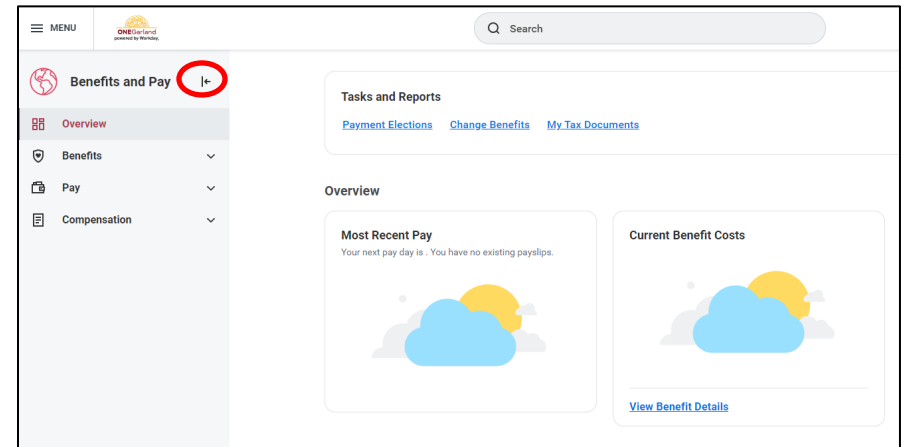
From the Workday Dashboard:

- Once logged into your Workday Dashboard locate the Your Top Apps, click on the **Benefits & Pay** shortcut.

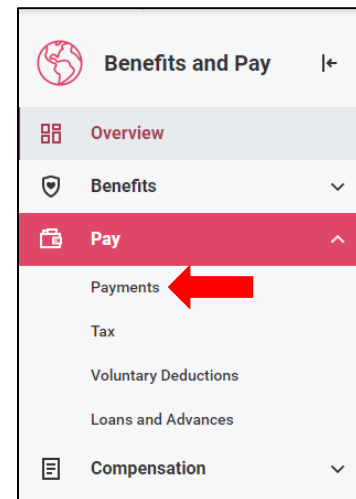


Note: If you do not see the shortcut, you can add it by selecting **Menu** in the top left corner and clicking on **BLUE +ADD APPS** button. Use the search bar to type in **Benefits & Pay**, to add the app click on the plus sign (+) on the right. Next click on the **Back to Menu** link and close the box. Once back on the dashboard click on the **Refresh** button  or **F5** to see the updated change.

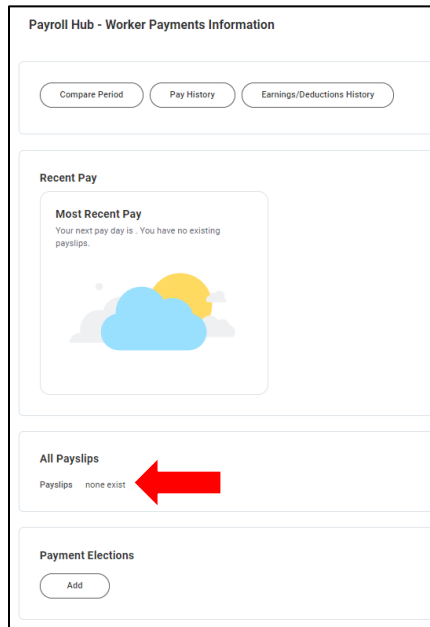
- A new page will open and on the far left-hand side of the screen you should see a menu of options. If you do not see the menu, click on the arrow to expand the navigation pane.



- Next click on **Pay** and select **payments**.



- The Payroll Hub- Worker Payments Information screen will appear, scroll down to All Payslips. There you will see all disbursed payslips listed by payment date.

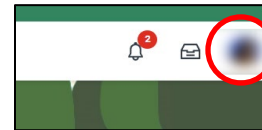


- Find the payment date you would like to review or print.
- Payslips can be viewed or printed by clicking on the appropriate button. With **PRINT a PDF** document will be generated that is printable. The document appears in a message labeled Payslip to Print.

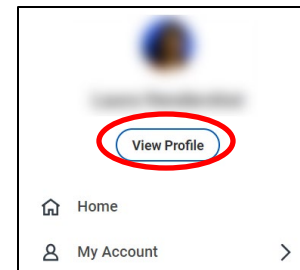
METHOD 2

From the Workday Dashboard:

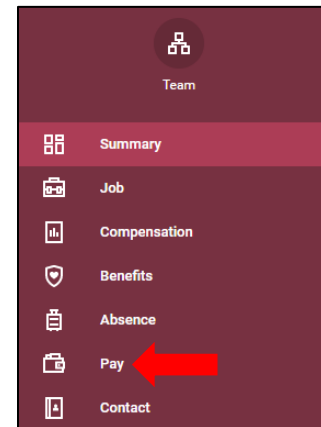
- Once logged in you will be on the Workday dashboard. Click on the **Profile Icon** (Your Picture) in the upper right-hand corner.



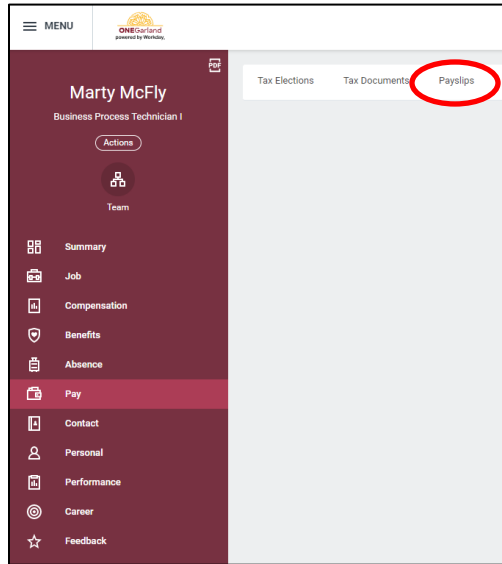
- Next select **View Profile**.



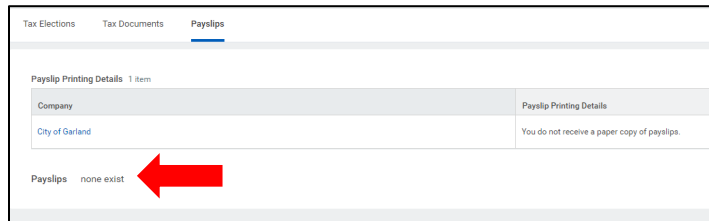
- On the far-left side of the page select **PAY**.



4. Under this section select the **Payslips** tab in the top right-hand corner of the screen.



5. Scroll down to the payment date and find the date you would like to review or print.



6. Payslips can be viewed or printed by clicking on the appropriate button. With PRINT a PDF document will be generated that is printable. The document appears in a message labeled Payslip to Print.