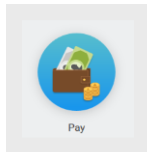


About the Pay Worklet



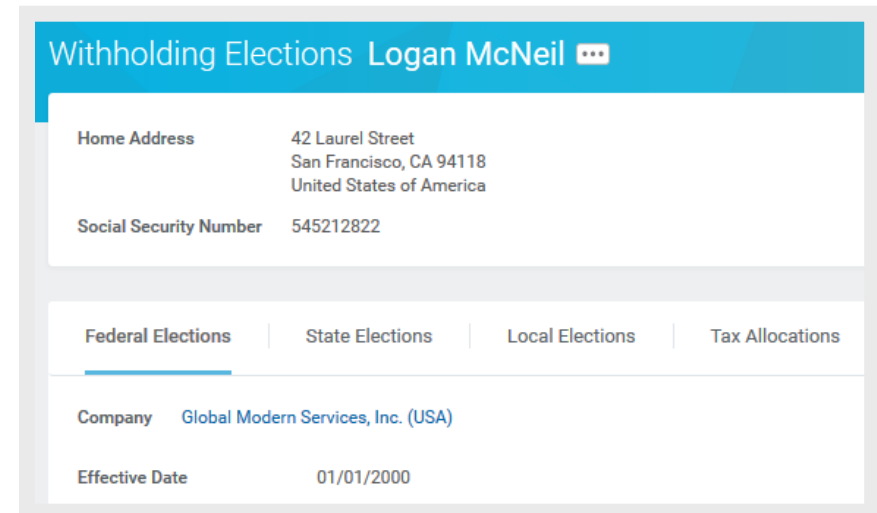
The Pay worklet contains links to payroll-related tasks and information. The links that display may depend on how your company has configured Workday. Use these links and options to do the following:

- **Withholding Elections:** View withholding information on the State Elections tab and to View/Modify your Federal Elections.
- **Payment Elections:** Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct deposit.
- **Payslips:** View and print payslips. You may view payslips for any previous period when the data is provided. ***Note: Payslips will no longer be mailed to employees.**
- **Timesheets:** Record work hours for submission, approval, and eventual payment through payroll (if enabled).
- **Total Compensation:** View compensation by Base Pay, Allowances, Incentive Pay, Stock, and even Benefits, depending on your company's configuration.
- **Bonus and One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as bonuses.
- **My Tax Documents:** View the annual tax documents associated with your earnings.
- **Reimbursable Allowance Plan Activity:** View the amount, percentage, currency, and any allowances received from your company.

View Your Withholding Deductions

From the Pay worklet:

1. Click **Withholding Elections** under Actions.
2. View your Federal Elections, or click the **State Elections, Local Elections, or Tax Allocations** tabs to review your current status.



The screenshot shows the 'Withholding Elections' page for Logan McNeil. The page has a blue header with the title and a user icon. Below the header, there are two rows of information: 'Home Address' (42 Laurel Street, San Francisco, CA 94118, United States of America) and 'Social Security Number' (545212822). Below this is a navigation bar with four tabs: 'Federal Elections' (selected), 'State Elections', 'Local Elections', and 'Tax Allocations'. Under the 'Federal Elections' tab, there are two rows: 'Company' (Global Modern Services, Inc. (USA)) and 'Effective Date' (01/01/2000).

Add an Account to Your Direct Deposit

From the Pay worklet:

1. Click **Payment Elections** under Actions.
2. Click **Add Account**.

Account Nickname	Country
New Bank Account	United States of America
Personal Savings	United States of America

Add Account

3. Add a Nickname to help you identify this account (optional).
4. Select the **Account Type** and enter the **Bank Name, Routing Transit Number, and Account Number**.
5. Optionally, you can enter a Bank Identification Code.
6. Click **OK** to save. Once the account has been added, you may use it to make payment elections.

NOTE: When you have multiple accounts listed, there can only be one "Balance" election. The "Balance" election must always be listed last, after any percentage or fixed amount elections.

Manage Your Direct Deposit

From the Pay worklet:

1. Click **Payment Elections** under Actions.
2. Edit or remove bank accounts using the **Change Account** or **Delete Account** buttons. An account can only be deleted if it is no longer used as a payment election.

Payment Elections Logan McNeil

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker Logan McNeil
Default Country United States of America
Default Currency USD
Status Successfully Completed

Account Nickname	Country	Bank Name	Account Type	Account Number
New Bank Account	United States of America	First Bank	Checking	*****5678

Change Account
Delete Account

3. Click **Change Election** in the Payment Elections section to modify a payment election.
4. Change the amount, the percent that goes to the account, or the account that receives the balance of payments for the pay type. Allowable changes are determined by your company's payment elections policy.
5. Click **OK** to save.

NOTE: When you have multiple accounts listed, there can only be one "Balance" election. The "Balance" election must always be listed last, after any percentage or fixed amount elections.

Print Prior Payslips

Payslips are no longer mailed to employees. Follow these directions to print your payslip.

From the Pay worklet:

1. Click **Payslips** under the View section.
2. Here you can view a list of all payslips. Click the **Print** button next to a payslip name. You can also **View** the payslip and save it to your computer as a PDF.

View Your Compensation

From the Pay worklet:

1. Click **Total Compensation** under View.
2. Review your total compensation.

View One-Time Payment History

From the Pay worklet:

1. Click **Bonus and One-Time Payment History** under View.
2. Review your bonus and one-time payment history.

View Your Tax Documents

From the Pay worklet:

1. Click **My Tax Documents** under View.
2. Review the documents Workday has on file for you.



Workday does not directly provide a self-service option for state or local withholding changes. Use the CIC + Tax Elections external link, if configured, or contact your company's HR department to obtain these forms.

View Reimbursable Allowance Plan Activity

This option is available only to select employees with Allowance Plans.

From the Pay worklet:

1. Click **Reimbursable Allowance Plan Activity** under View.
2. Review the allowed expenses you have incurred against the allowance setup as a part of your employee role.