



The Payroll 101 tip sheet is for all employees.

Payment Election Overview

It is important for employees to keep their payment elections up to date for payroll purposes. Users can view and update their own payslips, withholding elections and payment elections directly from their **Worker Profile**, or by selecting the **Pay** application from the home landing page. **My Payslips** may also appear as a Quick Task on the home page. The below instructions are for navigating through the **Pay** application.

Viewing and Printing Payslips

1. Beginning on the Workday home page, select **View All Apps > Pay**.

NOTE: To add an app, select **Add Apps**, search for the app by typing its name, and select the plus sign.

2. Under the **View** section, select **Payslips**.
3. Scroll through the **Payslips** section. Any payslip listed will have a button to **View** or **Print**.

Changing W-4 State and Federal Withholding Elections

1. Beginning on the Workday home page, select **View All Apps > Pay**.
2. Under the **Actions** section, select **Withholding Elections**.
3. On each of the tabs, scroll to the bottom and select **Update** to make changes to state and federal elections. If updates to withholding need to be made for federal and state, both tabs need to be selected and updated.

NOTE: W-4 effective dates for changes to withholding elections must be current or future-dated.

Updating Payment Elections

In the Payment Elections area, workers can update their elections, which is how workers receive pay.

1. Beginning on the Workday home page, select **View All Apps > Pay**.
2. Under the **Actions** section, select **Payment Elections**.
3. You may **Edit**, **Remove** or **View** existing elections, or **Add** new accounts.

NOTE: There is a maximum of 3 accounts that can be added.

Workers also can view how elections are received for expense/reimbursement payments and payroll payments.

Viewing Tax Documents

1. Beginning on the Workday home page, select **View All Apps > Pay**.
2. Under the **View** section, select **My Tax Documents** to view tax documents once available.
3. Under **Printing Election**, select **Edit** to elect to receive an electronic copy of Year End Tax Documents.