

Manage Payroll Options

Guidelines for updating payment elections, updating banking information, mobile view, and more.

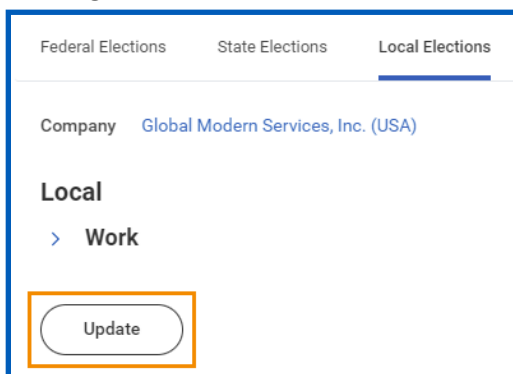
About the Pay Application

Workday enables the Pay application for dashboards and contains worklets with links to payroll-related tasks and information. The Pay application includes:

- **Withholding Elections:** Review and update withholding elections on the Federal, State, and Local Elections tabs.
- **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 or change your payslip printing election. You can view payslips for any previous period with available data.
- **Total Rewards:** View rewards including Base Pay, Allowances, Bonus Pay, 401(k) Company match, Portable Retirement Contribution (PRC), and Benefits.
- **Bonus and One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as bonuses.
- **Tax Documents:** View the annual tax documents associated with your earnings.

View Your Withholding Deductions

1. Search and select **Withholding Elections**.
2. View your **Federal Elections** or choose the **State Elections, Local Elections,** or **Tax Allocations tabs** to review your status.
3. On the bottom of each tab, select the **Update** button to make election changes.



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4. Select **OK**.
5. After making election updates, select the **I Agree** checkbox and select **OK**.

Add a Direct Deposit Account

1. Search and select **Payment Elections**.
2. Under Accounts, select **Add**.

Accounts 3 items

Account Nickname	Country
Primary Checking	United States of America
Holiday Savings	United States of America
Personal Savings	United States of America

Add

3. Optionally, you can add an Account Nickname to help you identify this account.
4. Enter the Routing Transit Number, Bank Name, and Account Number.
5. Select the Account Type.
6. Additionally, you can enter a Bank Identification Code.
7. Select **OK** to save. Once you have added the account, you can use it to make payment elections.

Manage Your Payment Elections

1. Search and select **Payment Elections**.
2. Use the **Edit**, **Remove**, or **View** buttons to edit, remove, or view bank accounts. You can only remove an account if you no longer use it as a payment election.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number
Personal Checking	United States of America	Bank of America	Checking	*****0559

Edit
Remove
View

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3. In the Payment Elections section, select **Edit** to modify a payment election.
4. Change the amount or percent to deposit into the account. Or change the account that receives the balance of payments for the pay type. Your organization's payment elections policy determines the allowed changes.
5. Select **OK** to save.

Voluntary Deductions

1. Search and select Voluntary Deductions.
2. Here you can add, edit, or delete deductions configured by your organization.

Voluntary Deductions						
1 item						
Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date
United Way	01/06/2020		Ongoing	Amount	50	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

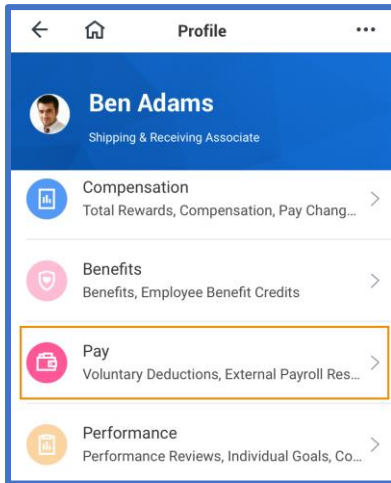
3. Select the **Add** button to add your own deductions.
4. From the Deduction field, select the deduction from the prompt.
5. Enter any required information indicated by an asterisk.
6. Select **OK** to save the deduction.

Mobile – New Pay Deduction

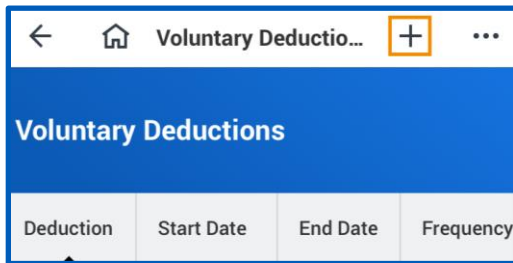
1. Tap your **Worker Profile** image.
2. Tap **View Profile**.
3. Tap **Pay**. You may have to tap **More** to view additional options.

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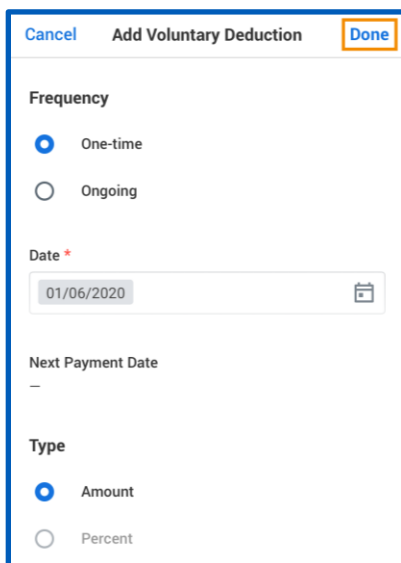
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4. Tap **Voluntary Deductions**.
5. Tap the **Add** icon to add a new deduction.



6. Select the type of Deduction.
7. Enter the required information indicated by asterisks.
8. Tap **Done** to save.



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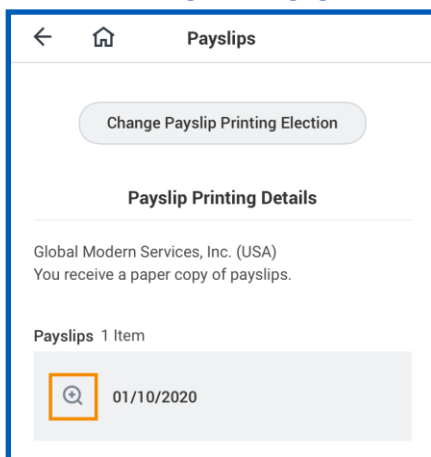
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Mobile – Edit Deduction

1. Tap your **Worker Profile** image.
2. Tap **View Profile**.
3. Tap **Pay**. You may have to tap More to view additional options.
4. Tap **Voluntary Deductions**.
5. Tap the deduction you wish to edit.
6. Tap the **Edit** button.
7. Make changes as necessary and tap **Done** to complete.

Mobile – Print Payslips

1. Tap your **Worker Profile** image.
2. Tap **View Profile**.
3. Tap **Pay**. You may have to tap **More** to view additional options.
4. Tap **Payslips**.
5. Tap the **magnifying glass** icon next to a payslip date.



6. Tap the **Print** button. Workday will send a notification to your Inbox once the process is complete. You can then view and print the payslip or save the payslip as a PDF on your mobile phone.