

## ABOUT THE PAY APPLICATION

The Pay application  contains links to payroll-related tasks and information. You may need to add this application to your home page by configuring your apps. Use these links and options to do the following:

- **Withholding Elections:** View withholding information on the State Elections tab and View/Modify your Federal Elections.
- **Payslips:** View and print payslips or change your payslip printing election. You may view payslips for any previous period when the data is provided.
- **Timesheets:** Record work hours for submission, approval, and eventual payment through payroll (if enabled). **Total Rewards:** View rewards by Base Pay, Allowances, Incentive Pay, and even Benefits, depending on your organization's configuration.
- **Historical Activity Pay:** View information about prior and in-process period activity pay. A summary of the assignment and the period dates will display in addition to the amounts.
- **Bonus & One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as one-time payments.

- **My Tax Documents:** View the annual tax documents associated with your earnings.
- **Reimbursable Allowance Plan Activity:** View the amounts, of any allowances received from your institution.

## VIEW YOUR WITHHOLDING DEDUCTIONS

From the **Pay** application:

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 status.
3. To make changes on any elections, click **Update**.
4. Select **Effective Date** and any other required fields, then click **OK**.
5. Make any needed adjustments, then click **OK**.

## PRINT PAYSLIPS

From the **Pay** application:

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.
3. To print multiple payslips, click **Print Multiple Payslips**.