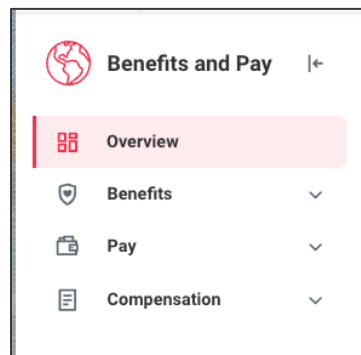


ABOUT THE BENEFITS AND PAY APPLICATION

The Benefits and Pay application contains links to payroll-related tasks and information. You may need to add this application to Workday menu by configuring your apps. The app contains the following sections

- **Overview:** Provides a summary of your most recently payslip, deductions, benefit costs, and compensation history. The Overview section also directs to common tasks such as changing Payment Elections or Retirement Savings.
- **Benefits:** For benefits-eligible employees, this section provides access to current benefit elections, dependents and beneficiaries, as well as the ability to add or change.
- **Pay:** The Pay section provides information on current and historical payslips, as well as the ability to model your Pay. There is also a Taxes area that provides tax documents and withholding elections.
- **Compensation:** Provides information on historical one-time payments, compensation information, and historical compensation and changes history.

Check out [this video on the Benefits and Pay hub](#) for more details!



PRINT PAYSLIPS

From the **Benefits and Pay** application:

1. Select the **Pay** section, then select **Payments**.
2. Your most recent payslip will display at the top. Historical payslips will display in the All Payslips section. 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 WITHHOLDING DEDUCTIONS

From the **Benefits and Pay** application:

1. Select the **Pay** section, then select **Tax**.
2. The Tax Elections section displays Federal and State elections. To make changes on any elections, click the **Update** button at the bottom of each tax section.
3. Select **Effective Date** and any other required fields, then click **OK**.
4. Make any needed adjustments, then click **OK**.

VIEW YOUR TAX DOCUMENTS

From the **Benefits and Pay** application:

1. Select the **Pay** section, then select **Tax**.
2. The Tax Forms Printing Elections section allows you to change your printing elections from print to electronic only.
3. In the **All Tax Documents** section, review the documents for the available years. Click **View/Print** to access.

Payroll: Managing My Pay Options

To add/edit direct deposit accounts or payment elections, you must be on your institution's internet network. Contact your IT support for options to VPN or HR department for assistance with making updates.

ADD/EDIT A DIRECT DEPOSIT ACCOUNT

From your Workday Profile:

1. Click the **Pay** tab, then click the **Payment Elections** subtab.
2. Click **Add** to add a new account or **Edit** to edit an existing account. *If Add or Edit are not available, you are not on a campus internet network or VPN and cannot proceed.*
3. Select the **Account Type** and enter the **Bank Name**, Routing **Transit Number**, and **Account Number**.
4. Click **OK** to save. Once the account has been added, you may use it to make a payment election.

MANAGE YOUR PAYMENT ELECTIONS

From your Workday Profile:

1. Click the **Pay** tab, then click the **Payment Elections** subtab.
2. To edit amounts distributed to each account, click the **Edit** button in the Actions column. You will want to indicate which account to receive Payroll Payments and which to receive Expense Report payments.
3. After clicking **Edit**, you can change the amount or percent that goes to the account or the account that receives the balance of payments for the pay type.
4. Continuing editing amounts for different payments as needed. Expense Payment Election Rules are for payments reimbursed for expense reports and Payroll Payments are those from wages.
5. Click **OK** to save.

Account Setup

Account Holder Name: Worker Name

Account Country: United States of America

Sample Check:

Account Information

Account Nickname (optional):

Routing Transit Number:

Bank Name:

Bank Identification Code:

Account Type: Checking Savings

Account Number:

*Balance / Amount / Percent

Balance

Amount

Percent