Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Manage Payroll Options – Payslips and Elections

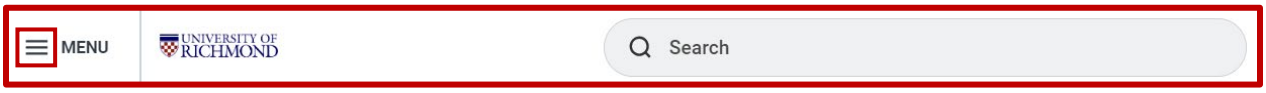
This guide provides step-by-step instruction on how to view your payslip and update payroll elections.

The Pay Application contains worklets with links to payroll related task and information. The Pay application includes:

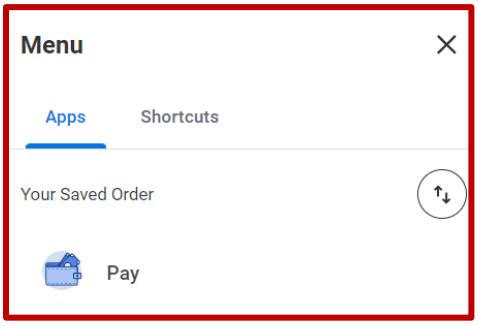
- **Withholding Elections**: Review and update withholding elections on the Federal, State, and Local Elections tabs.
- **Payment Elections**: Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct deposit.
- **Payslips**: View and print payslips or change your payslip printing election. You can view payslips for any previous period when the data is provided.
- **Historical Activity Pay:** View and print historical period activity pay assignments (if applicable).
- **Bonus & One Time Payment History**: Review payments received outside of the regularly scheduled payroll process, such as bonuses.

View Your Withholding Deductions

1. From the Workday homepage, select the navigation **Menu** at the top left corner of the toolbar.

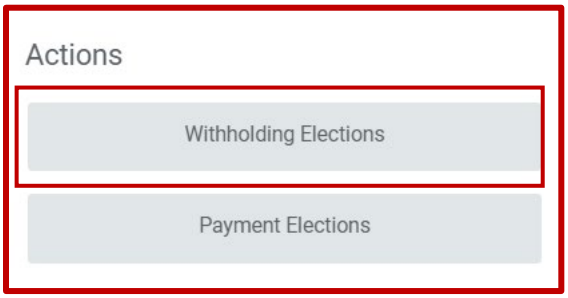


2. Select **Pay**.

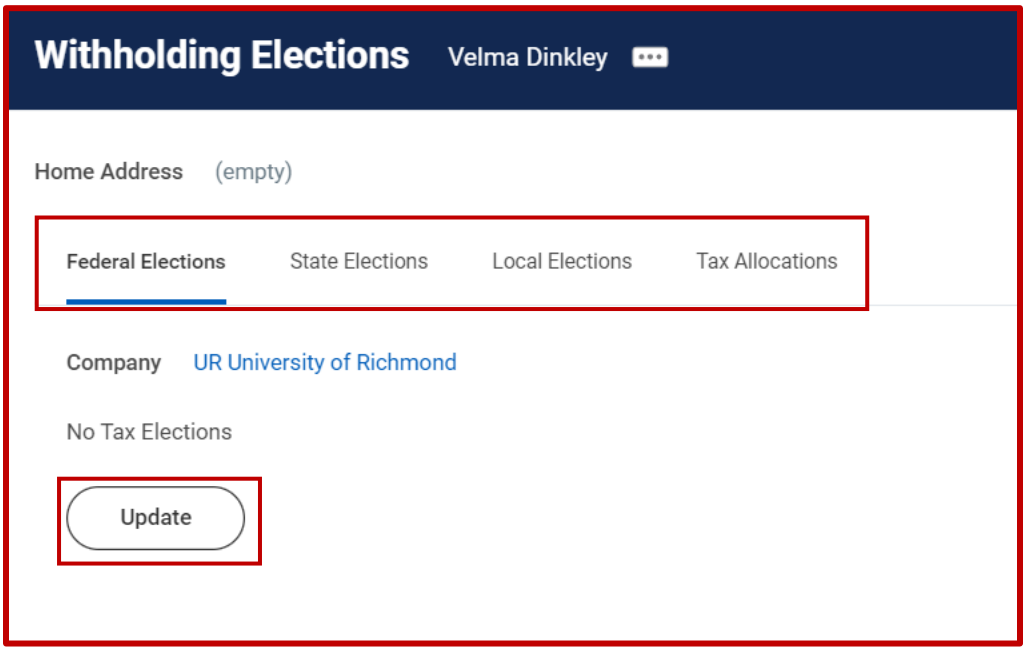


Note: *To add **Pay** in the menu App, select **Menu** > **Add Apps** > Type in **Pay** > click **+ icon** to add.*

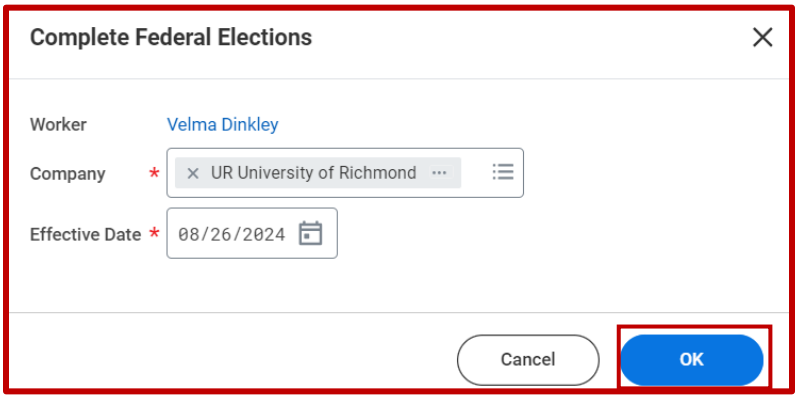
3. Under **Actions** select **Withholding Elections**.



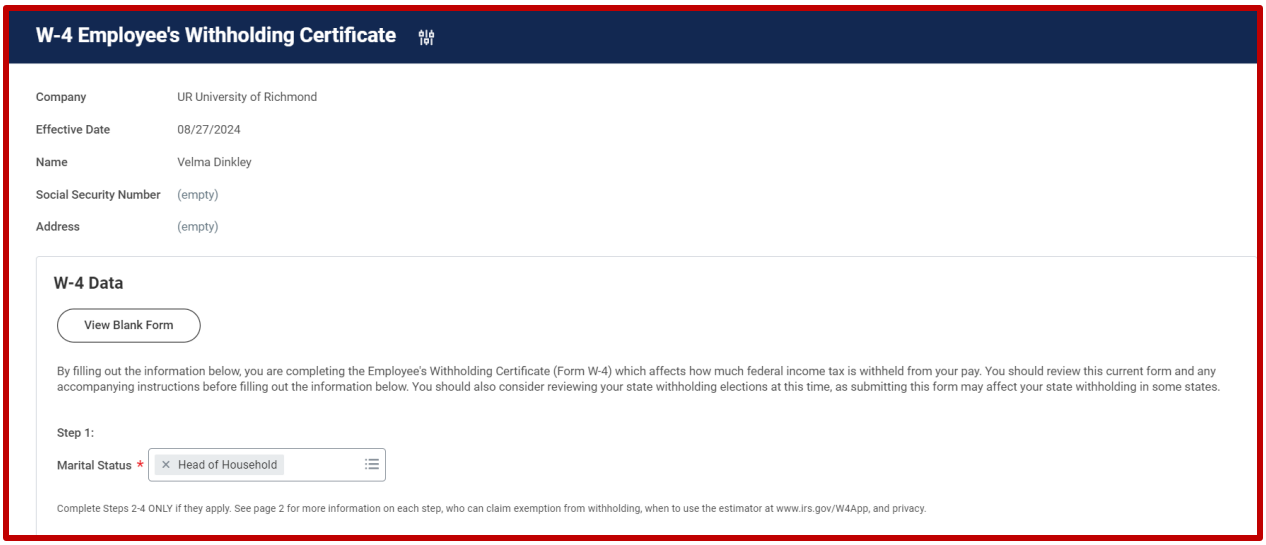
4. To view status, select the tab **Federal Elections**, **State Elections**, **Local Elections** or **Tax Allocations**.
5. Click the **Update** button on each tab to make elections changes.



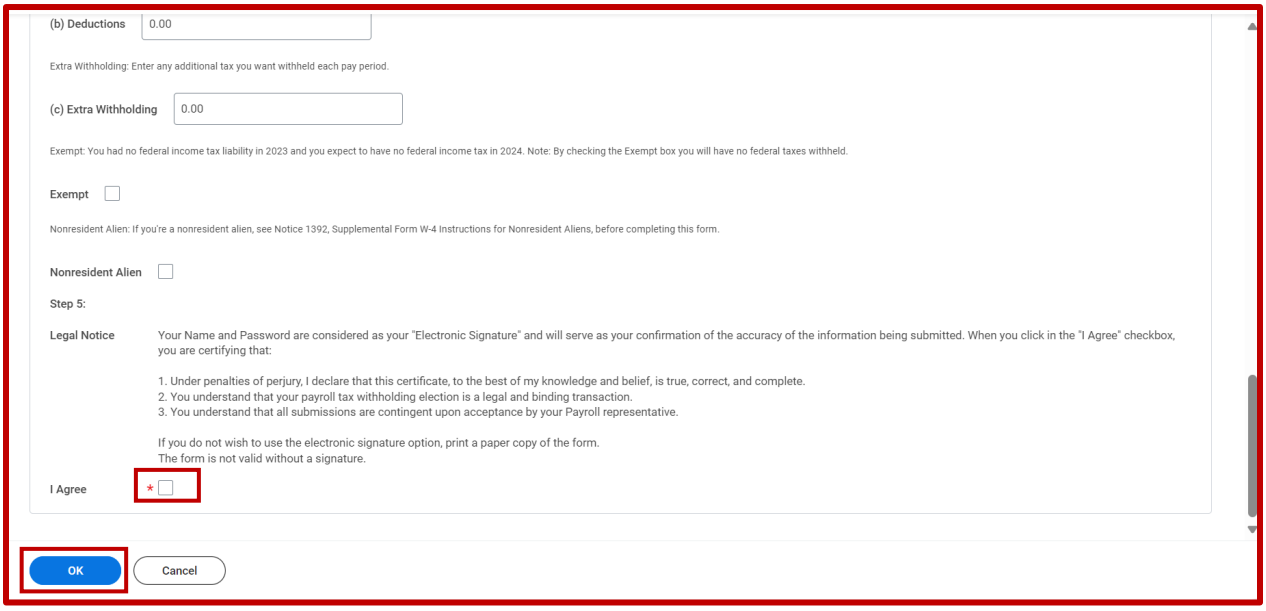
6. For this example, **Federal Elections** is selected.
   i. **Company** defaults to University of Richmond.
   ii. **Effective Date** defaults to today's date, edit only if necessary.



7. Select **OK**.
8. Make necessary update to W-4 Data

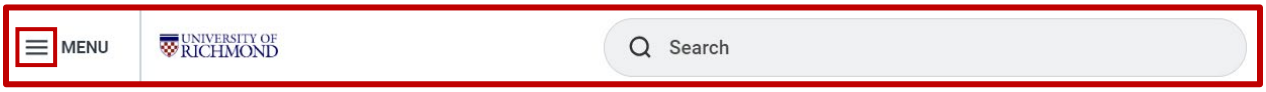


9. Scroll down select **I Agree** checkbox and select **OK**.

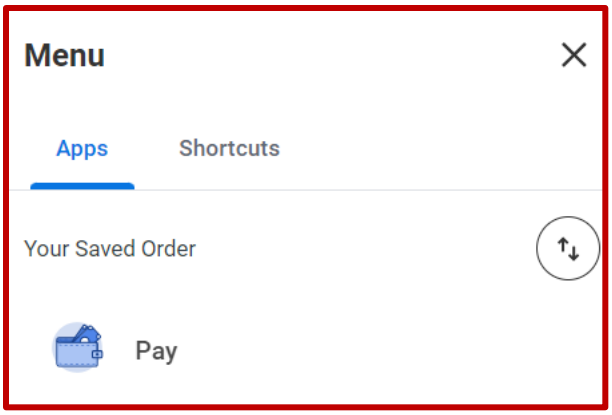


Add a Direct Deposit Account

1. From the Workday homepage, select the navigation **Menu** at the top left corner of the toolbar.

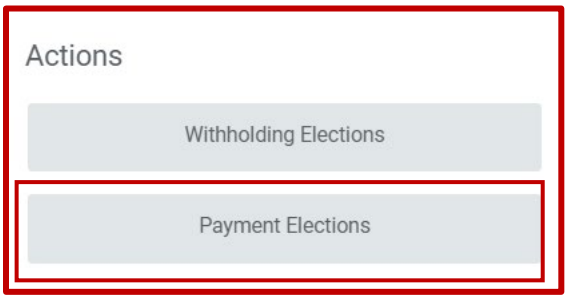


2. Select **Pay**

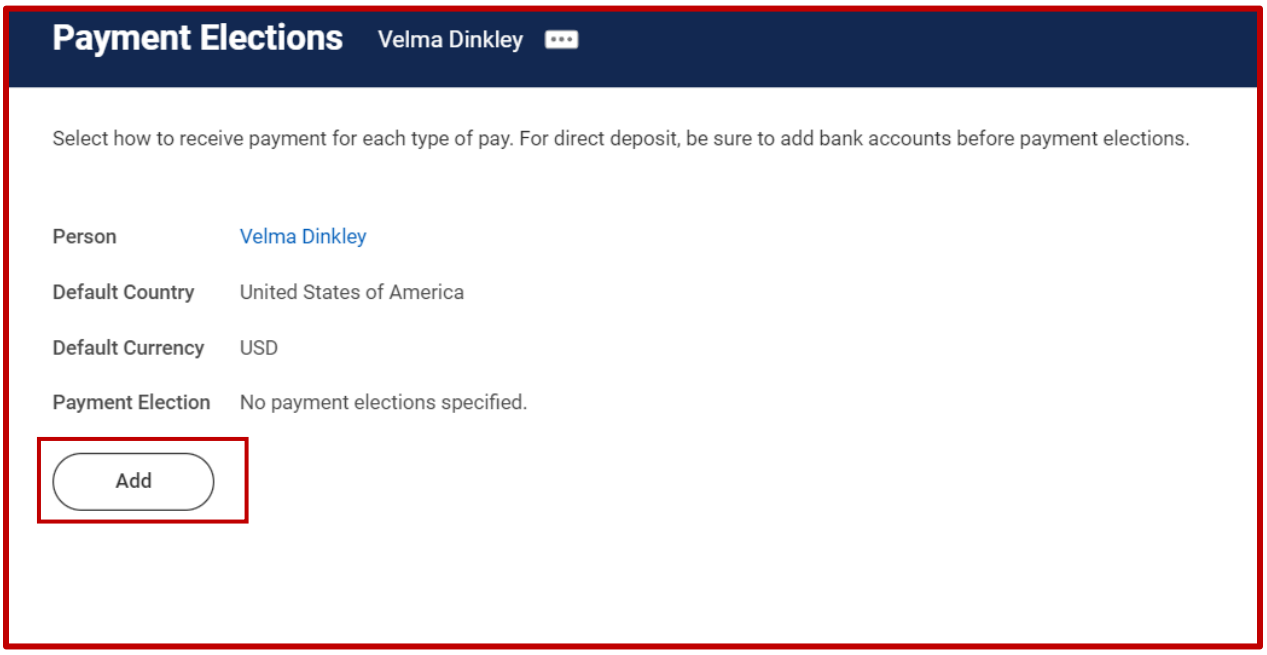


Note: *To add **Pay** in the menu App, select **Menu** > **Add Apps** > Type in **Pay** > click **+ icon** to add.*

3. Under Actions, select **Payment Elections**



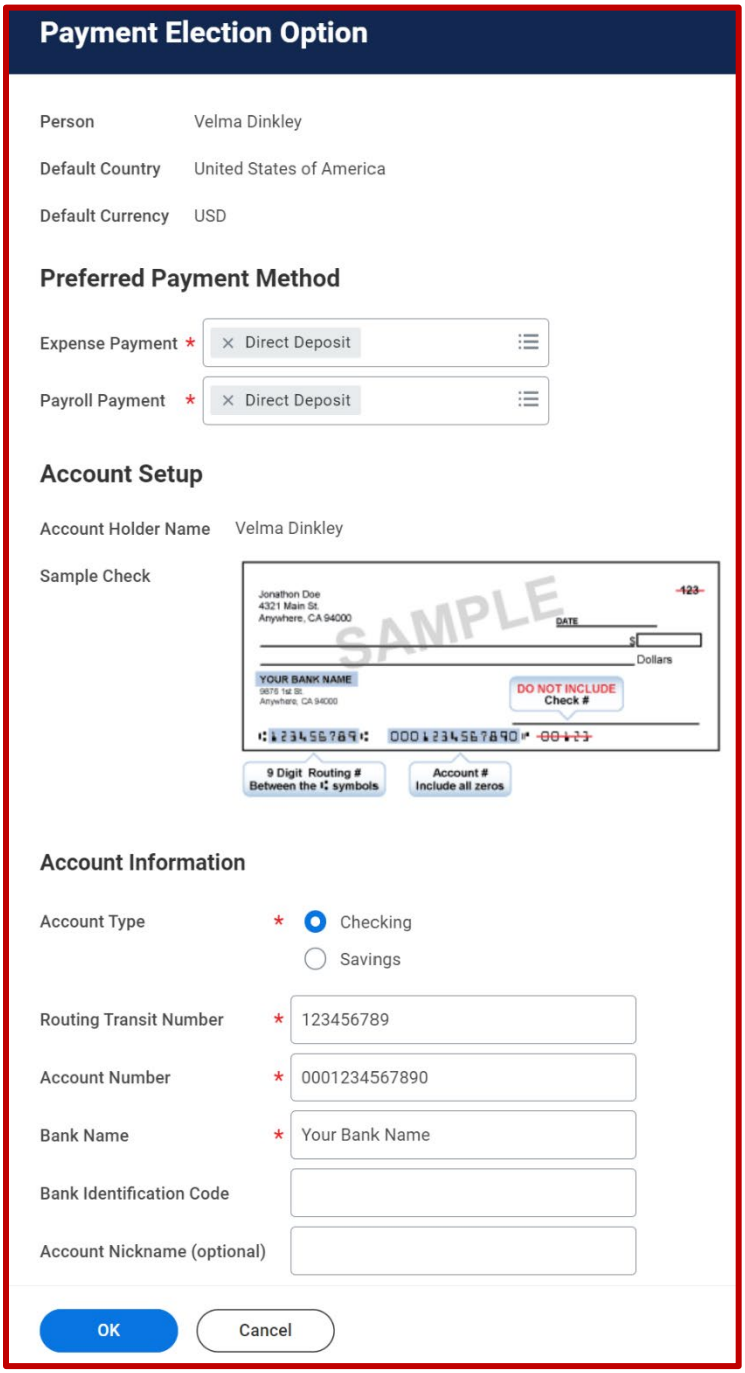
4. Click **ADD**.



Note: *If you are working remotely to access Direct Deposit election and changes, you need to connect to UR VPN.*

5. Under **Preferred Payment Method**:
    i. **Expense Payment** field defaults to Direct Deposit, edit only if necessary.
    ii. **Payroll Payment** field defaults to Direct Deposit, edit only if necessary.

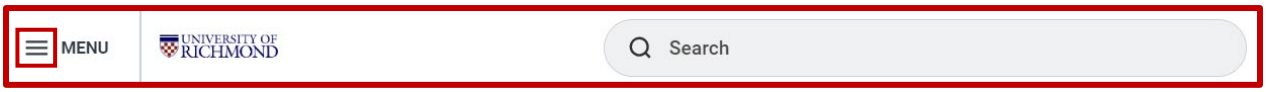
6. Under **Account Information** fill in the following:
    i. Select **Account Type**, for this example Checking is selected.
    ii. Type in **Routing Transit Number**.
    iii. Type in **Account Number**.
    iv. Type in **Account Name**.



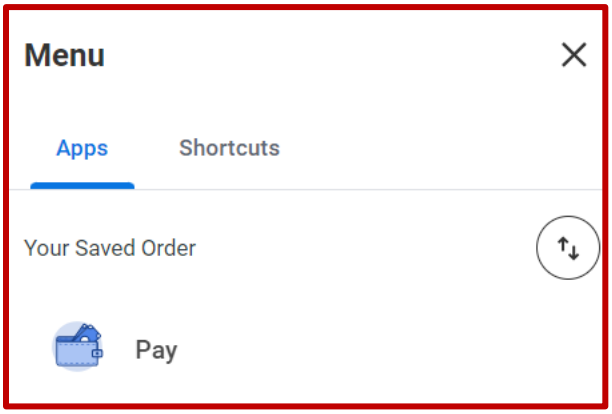
7. Select **OK** to save. Once the account has been added, you can use it to make payment elections.

Manage Your Payment Elections

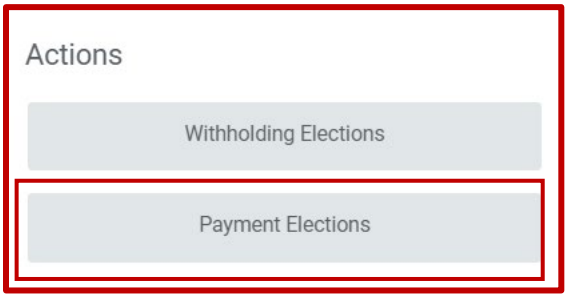
1. From the Workday homepage, select the navigation **Menu** at the top left corner of the toolbar.



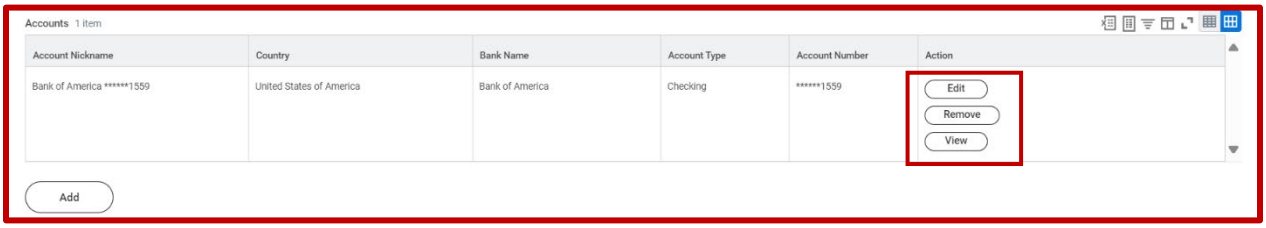
2. Select **Pay**.



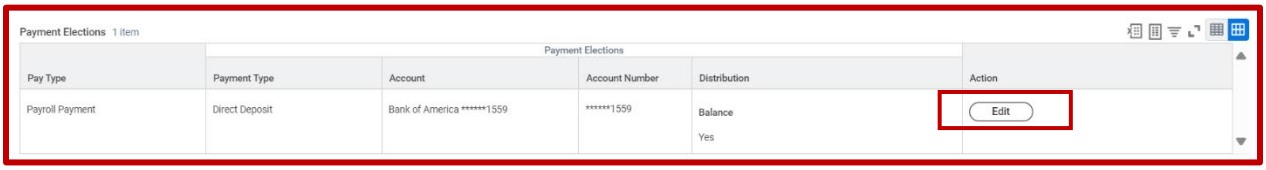
3. Select **Payment Elections**.



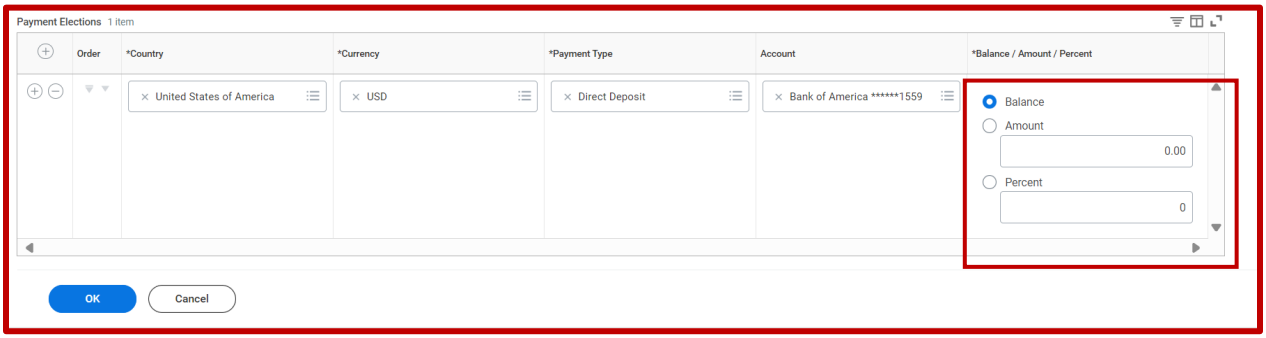
4. Edit or Remove bank accounts using **Edit** or **Remove** buttons. An account can only be removed if it is no longer as payment election. Click **View** button to view all the details of your account information



5. Click **Edit** in the Payment Elections section to modify a payment election.



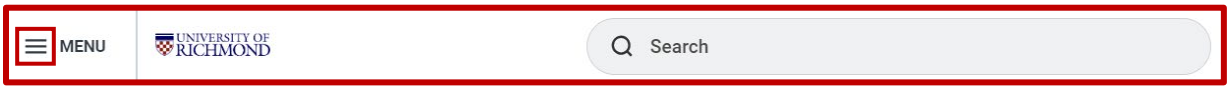
6. Change the **Amount** or **Percent** that is deposited into the account; or change the account that receives the balance of the payment for the type. Your organization's payment elections policy determines what changes are allowed.



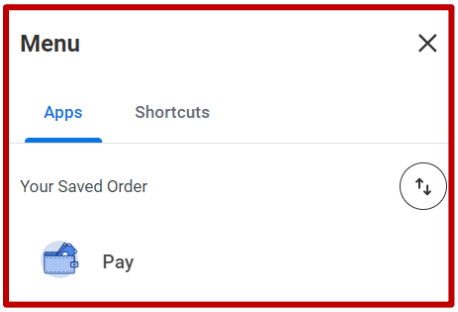
7. Select **OK** to save.

View and Print Payslips

1. From the Workday homepage, select the navigation **Menu** at the top left corner of the toolbar.

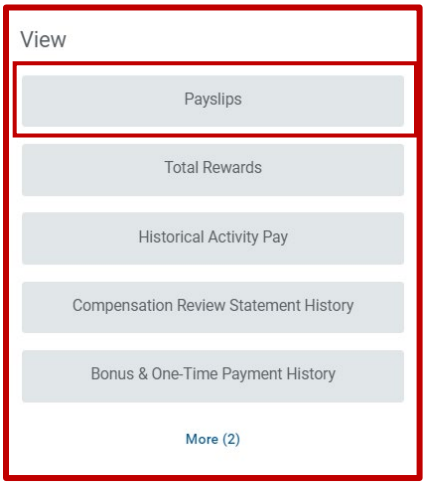


2. Select **Pay**

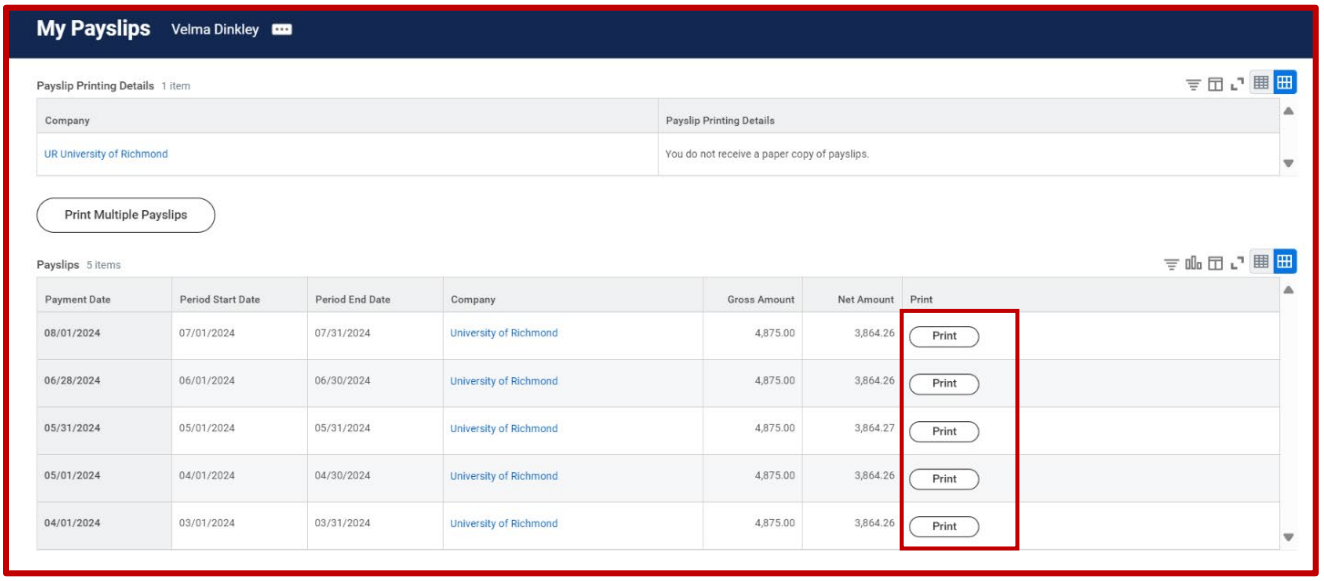


Note: *To add **Pay** in the menu App, select **Menu** > **Add Apps** > Type in **Pay** > click **+ icon** to add.*

3. Under View, select **Payslips**. Please note that no historical payslip data will be available in this section

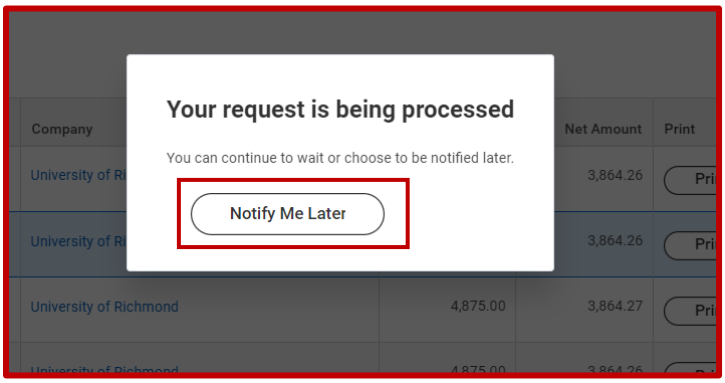


4. Here you can view a list of all payslips. To print, click the **Print** button.

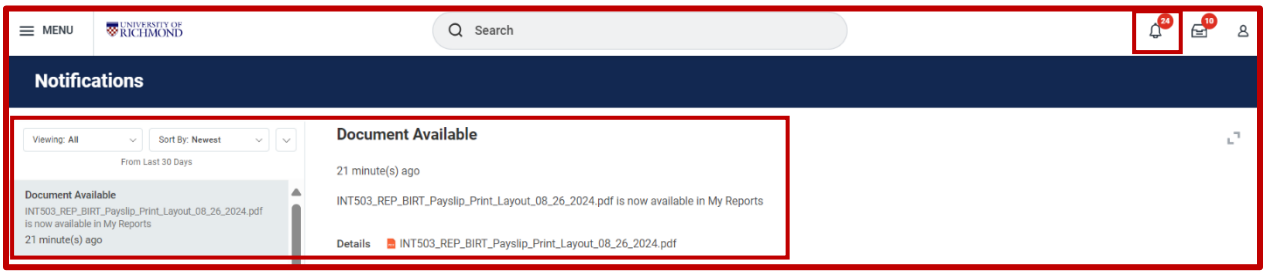


Note: *To print multiple payslips, click the **Print Multiple Payslips** button.*

5. A pop-up message will appear, then click **Notify Me Later**



6. You will a notification that your document is already available to view, click the notification bell icon.

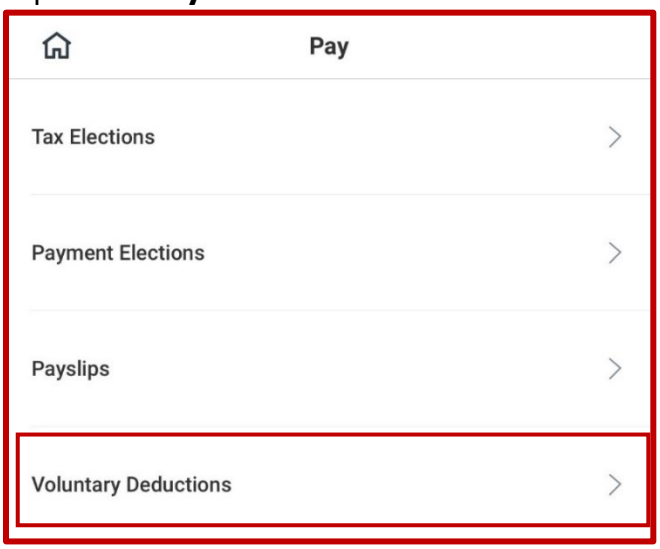


Mobile

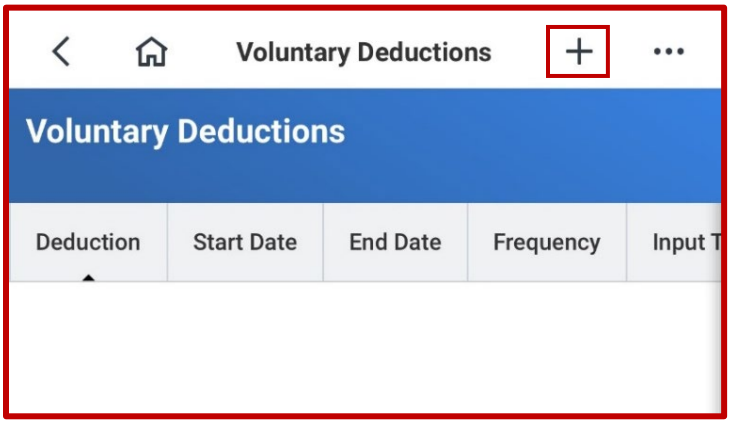
New Deduction

Use the Pay section of the Worker Profile to add voluntary deductions.

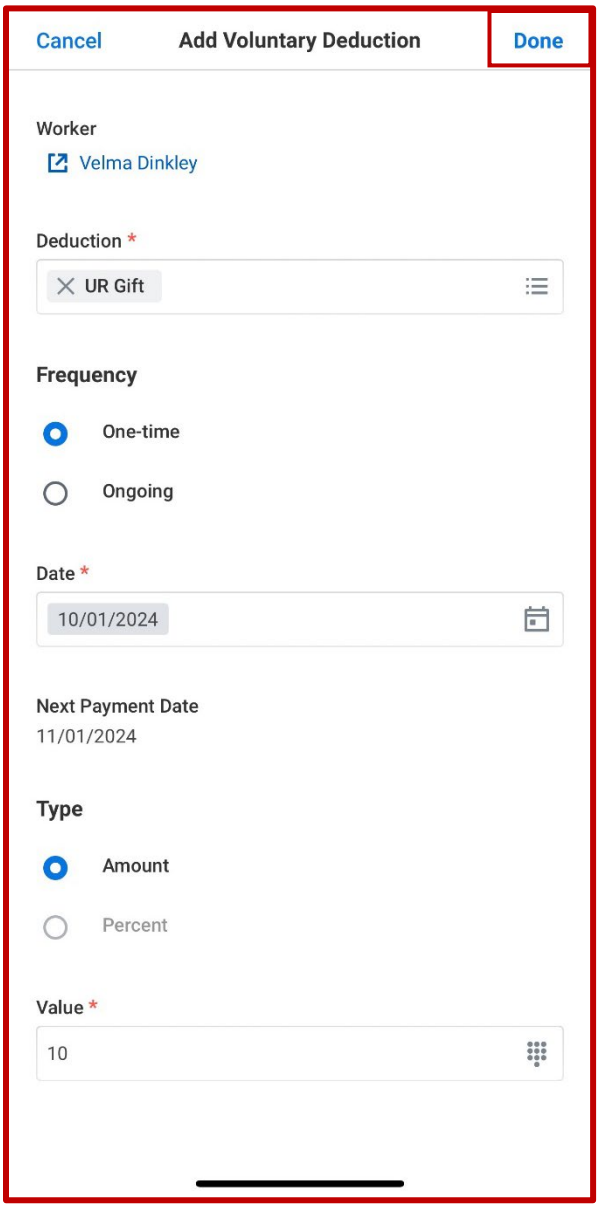
1. Tap your **Worker Profile** image.
2. Tap **Pay**. You may have to tap **More** to view additional options.
3. Tap **Voluntary Deductions.**



4. Tap the **+ Add** icon to add a new deduction.



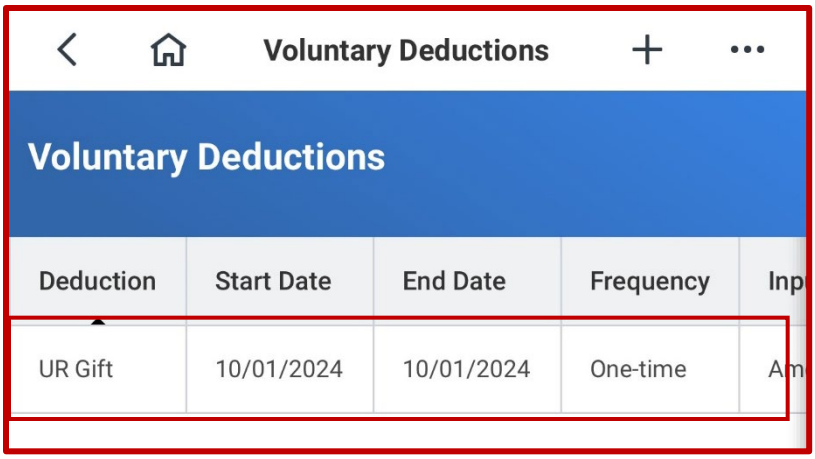
5. Select the type of **Deduction**. For this example, UR Gift is selected.
6. Enter the required information indicated in red asterisk.
7. Tap **Done** to save.



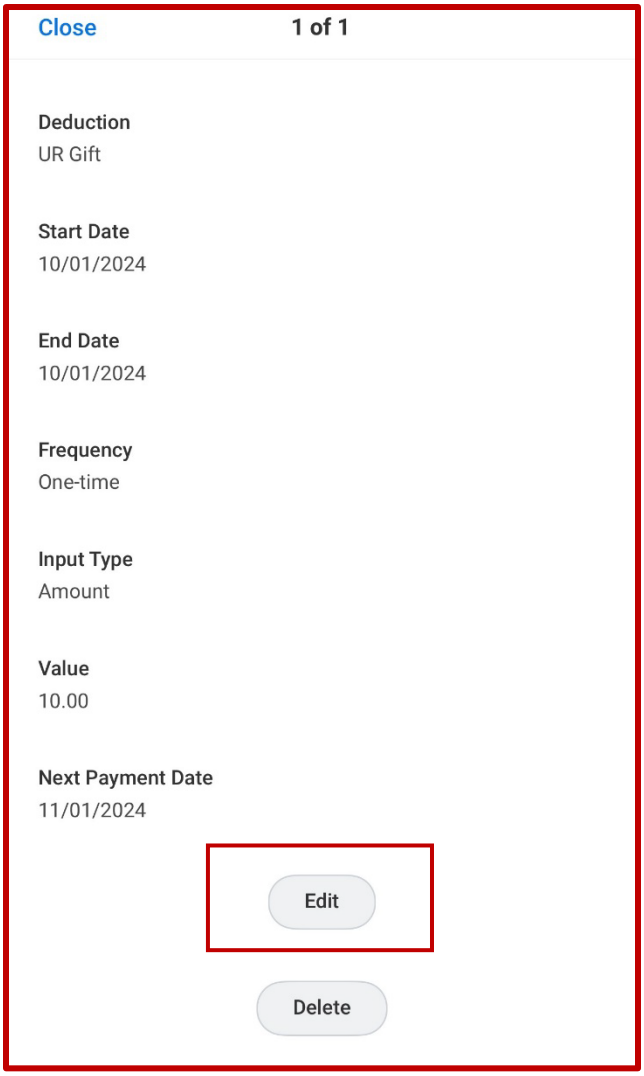
Edit Deduction

Use the Pay section of the Worker Profile to update voluntary deductions.

1. Tap your **Worker Profile** image.
2. Tap **Pay**. You may have to tap **More** to view additional options.
3. Tap **Voluntary Deductions.**
4. Tap the deduction you wish to edit.



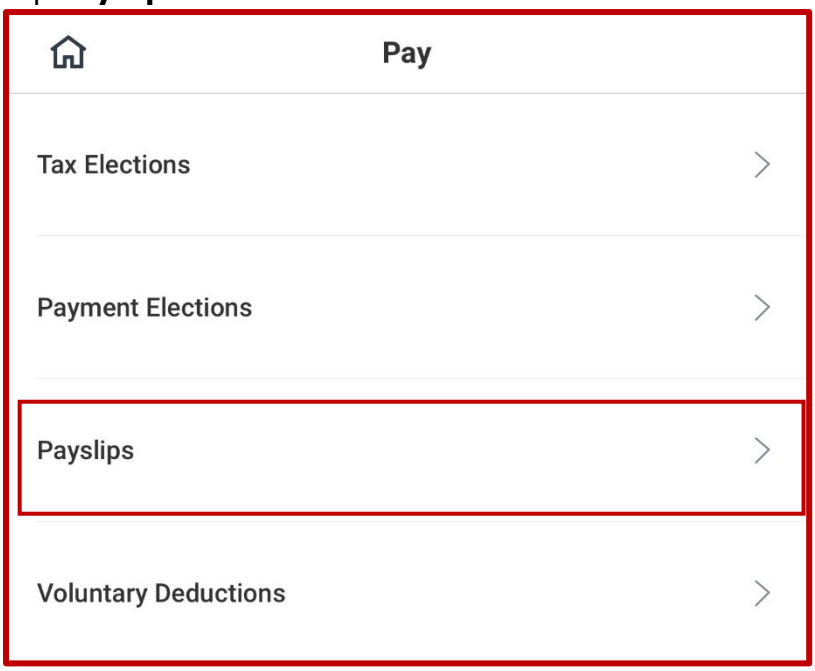
5. Tap **Edit**.



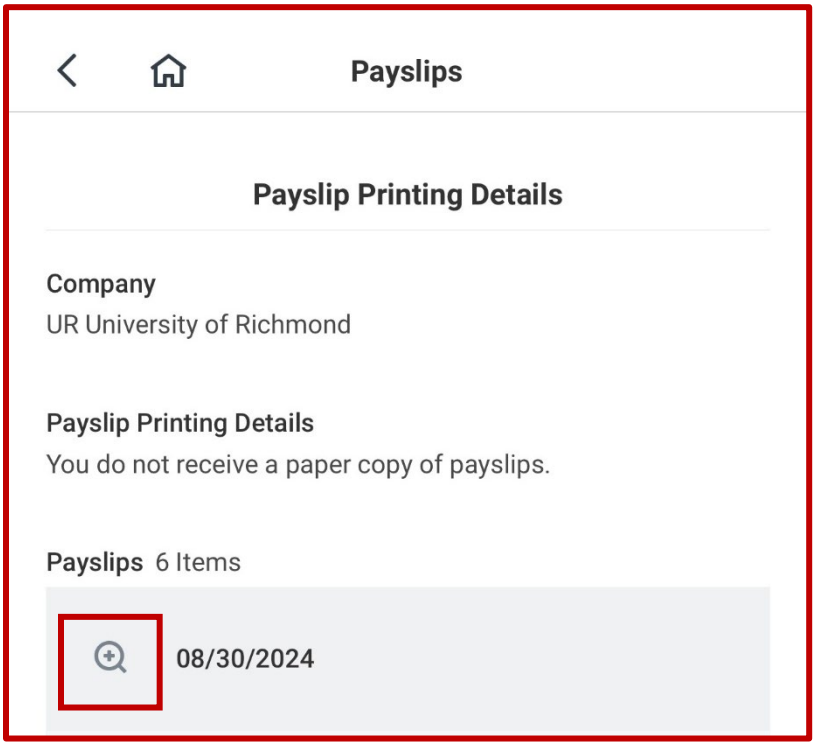
6. Make changes as necessary and tap **Done** to complete.

View and Print Payslips
To print payslips:

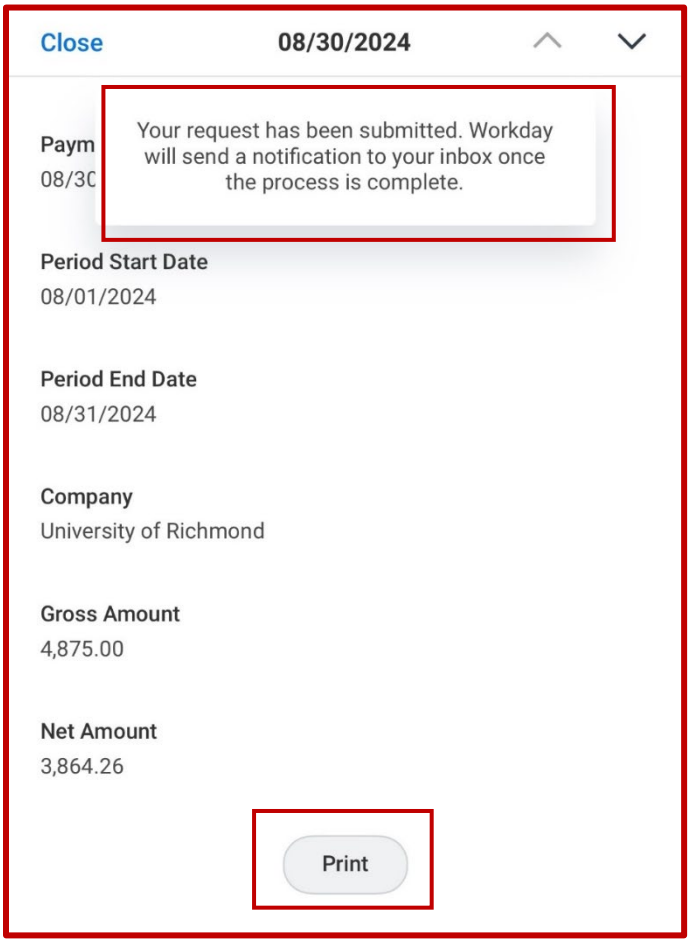
1. Tap your **Worker Profile** image.
2. Tap **Pay**. You may have to tap **More** to view additional options.
3. Tap **Payslips.**



4. Tap magnifying glass icon next to a payslip date.



5. Tap the **Print** button and a pop-up message will appear that your request has submitted.



6. 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 device.

