

# Viewing your Payslip

- ▶ It is important that you view your payslip every month, before reaching out with any questions regarding your stipend, please view your payslip.
- ▶ Payslip are available each month on payday in Workday.

## Self Service: Understand Your Payslip

### How to view your payslip in Workday

1. From the Workday homepage select the **Pay** application.
2. Under **Recent Payslips** you can either *View* or *Print* your recent payslips.

03/18/2019	\$0.00	\$0.00	View	Print
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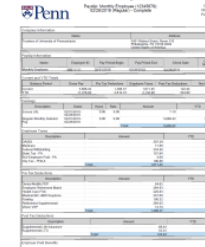
3. If you select **View**, Workday will deliver a payslip that includes all deductions/earnings. This will be more than one page and is labeled *Complete*.

Previous Payslip	Return to My Payslips	Print Payslip Image
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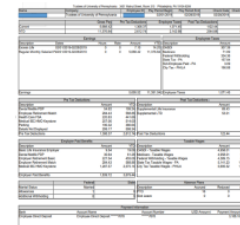
4. If you select **Print**, Workday will deliver a shortened version of the payslip, and only list 5 detailed deductions, all others will be merged into a single line noted in the payslip with "Details Not Displayed".
5. If you are interested in detailed deduction and earnings information refer to Step 3. If not, select *Print* immediately.

The images show the differences in output:

Select **View First**: Complete Payslip



Select **Print First**: Payslip



Welcome, Tiffany Brooks (75692911) [Settings]

**Announcements**  
1 item

**Search Before Creating a Pre-Hire and Enter Home ...**  
Please search to see if a Pre-Hire or Employee record exists prio...

**Inbox**  
0 items

[Go to Inbox](#)

**Applications**  
16 items

- Team Time
- Pay**
- Personal Information
- Career
- Recruiting
- Reports
- My Team
- Management Reporting Dashboard
- Team Time Off
- Monitoring Organization
- Compensation and Benefits
- Benefits

**Pay**

- Payment Elections >
- Withholding Elections >
- Tax Documents >
- Payslips** >
- BSI Tax Withholding Form Employee Link [External]
- Less (2)