# 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.

- Payslips are available each month on payday in Workday.

## Self Service: Understand Your Payslip

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