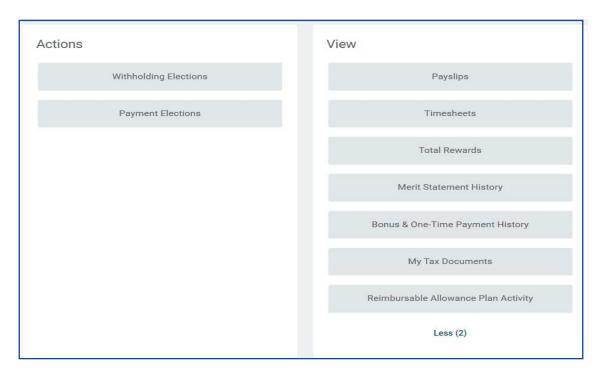## ABOUT THE PAY ICON

Pay

The Pay Icon contains applications with links to payroll-related tasks and information. The Pay application may include:

- **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.

- **Timesheets**

- **Total Rewards**

- **Merit Statement History**

- **Bonus and One-Time Payment History**: Review payments received outside of the regularly scheduled payroll process, such as bonuses.

- **My Tax Documents**: View the annual tax documents associated with your earnings.

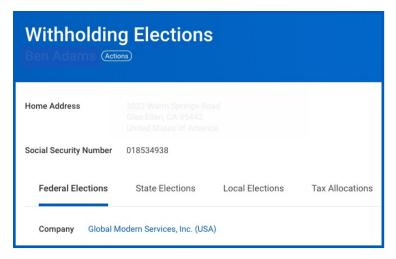- **Reimbursable Allowance Plan Activity**
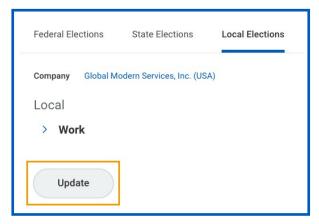
VIEW YOUR WITHHOLDING DEDUCTIONS

To review and update your withholding elections:

1. From the Pay application, click **Withholding Elections**.

2. View your Federal Elections or click the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.

3. Click the **Update** button on the bottom of each tab to make election changes.

4. Select **OK** and any **I Agree** checkboxes as indicated on the various tabs.
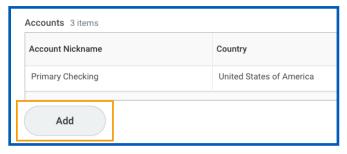
ADD A DIRECT DEPOSIT ACCOUNT

To add a direct deposit account:

1. From the Pay application, click **Payment Elections**.
2. Click **Add**.

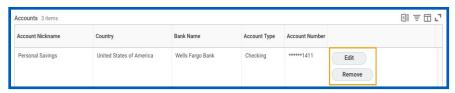| Accounts 3 items	
Account Nickname	Country
Primary Checking	United States of America
Add	

3. You can add an Account Nickname to help you identify this account.
4. Enter the Routing Transit Number, Bank Name, and Account Number.
5. Select the Account Type.
6. Additionally, you can enter a Bank Identification Code.
7. Click **OK** to save. Once the account has been added, you can use it to make payment elections.

MANAGE YOUR PAYMENT ELECTIONS

To manage your payment elections:

1. From the Pay application, click **Payment Elections**.
2. Edit or remove bank accounts using the **Edit** or **Remove** buttons. An account can only be removed if it is no longer used as a payment election.

Accounts 3 items					
Account Nickname	Country	Bank Name	Account Type	Account Number	
Personal Savings	United States of America	Wells Fargo Bank	Checking	******1411	Edit / Remove

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

4. Change the amount or percent that is deposited into the account. Or, change the account that receives the balance of payments for the pay type. The City's payment elections policy determines what changes are allowed.

5. Click **OK** to save.

PRINT PAYSLIPS

To print your payslips:

1. From the Pay application, click **Payslips**.

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**.

CHANGE PAYSLIP PRINTING ELECTION

To change your payslip printing election:

1. From the Pay application, click **Payslips**.

2. Click **Change Payslip Printing Election**.

3. Your name and organization information auto-populate. Click **OK** to continue.

4. Click the **New Payslip Printing Election** prompt to view the available options.

5. Select from the displayed options.

6. Click **OK,** then **Done** to save the changes.

7. Enter any required information indicated with a red asterisk.

8. Click **OK**, then **Done** to save the deduction

- Time sheets
- Total Rewards
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STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.