

Payroll: View and Print Payslips

View Your Payslip

From your home page:

1. Navigate to your **Pay** worklet.
2. Click **Payslips** under the View menu or select a recent payslip by date.



3. Click **View** to open a specific payslip.

Print Your Payslip

To print a specific payslip you are viewing:

1. Select **Print Payslip Image**.

To print a multiple payslips:

1. Select **Print Multiple Payslips**.
2. Enter dates you would like to view. Click **OK** to continue.
3. Confirm which payslips you want to print. You can uncheck any to exclude. Click **OK** to continue.

You will be notified when the payslip PDF is ready to download via a pop-up in Workday. The PDF can be downloaded from your W:Drive in Workday.

Change Your Payslip Printing Election

From your Pay worklet:

1. Click **View > Payslips > Change Payslip Printing Election**.
2. The Worker for Payslip Printing Election and Company default in. Click **OK**.
3. Click the **prompt** in the New Payslip Printing Election field to select an available printing option.
4. Click **OK**.
5. Click **Done** to complete the process.