

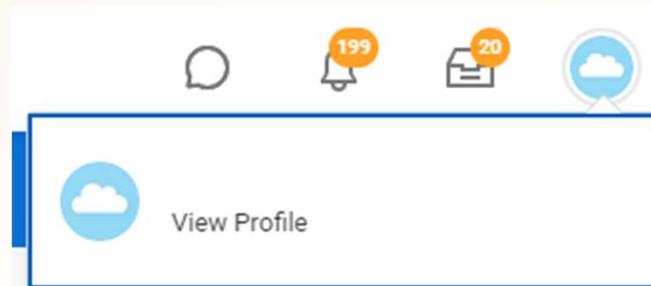
Workshare – Calculating your prior years income

Income will need to be calculated from 5/1/2018 – 4/30/2020

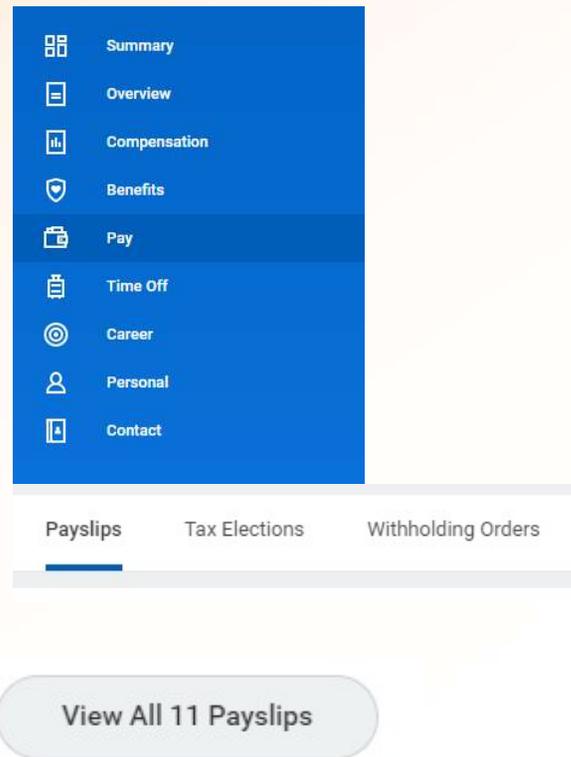


Accessing your Pay Stubs

Log into Workday. From the home screen click on the cloud icon in the upper right-hand corner and then click on view profile



Click on “Pay” on the left-hand menu and “Payslips” on the top tab in the center screen. This will display your last 10 payslips. If you have more than 10 to report, click on the “View All” button at the bottom of this page



Calculating your gross income

There are two methods to calculate your gross income. The first is to manually add all of the payslips with payment dates between 5/1/2018 – 4/30/2020

Print Multiple Payslips

Payslips 10 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
Lewis & Clark College	04/01/2020	04/30/2020	04/30/2020	00	
Lewis & Clark College	03/01/2020	03/31/2020	03/31/2020	00	
Lewis & Clark College	02/01/2020	02/29/2020	02/28/2020	00	

For those comfortable with Excel, this can also be downloaded by clicking on the “export to Excel” icon at the top of the table containing your payslips to download a spreadsheet. Make sure that you are only adding up payments with payment dates between 5/1/2018 – 4/30/2020

Payslips 10 items



Company	Period Start Date	Period End Date	Payment Date	Gross Amount
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