PAYROLL: HOW TO VIEW/PRINT YOUR PAYSLIPS
QUICK REFERENCE

STEP-BY-STEP GUIDE
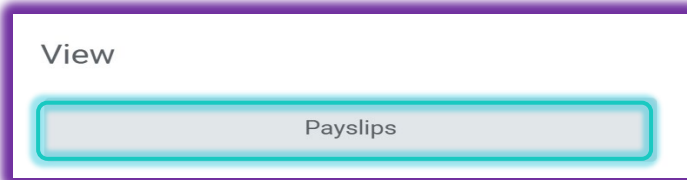
Step 1

Access your **Workday Home Page** and select the '**Pay**' worklet.

Step 2
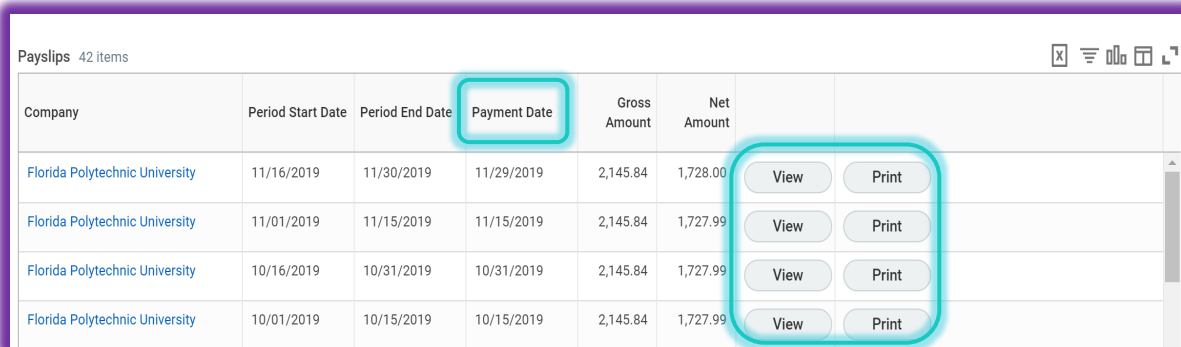
In the '**View**' column, select '**Payslips**'.

Step 3

Select '**View**' or '**Print**' for the individual payslip desired.
*NOTE: Payslips become available in this list on our Payment Date.*

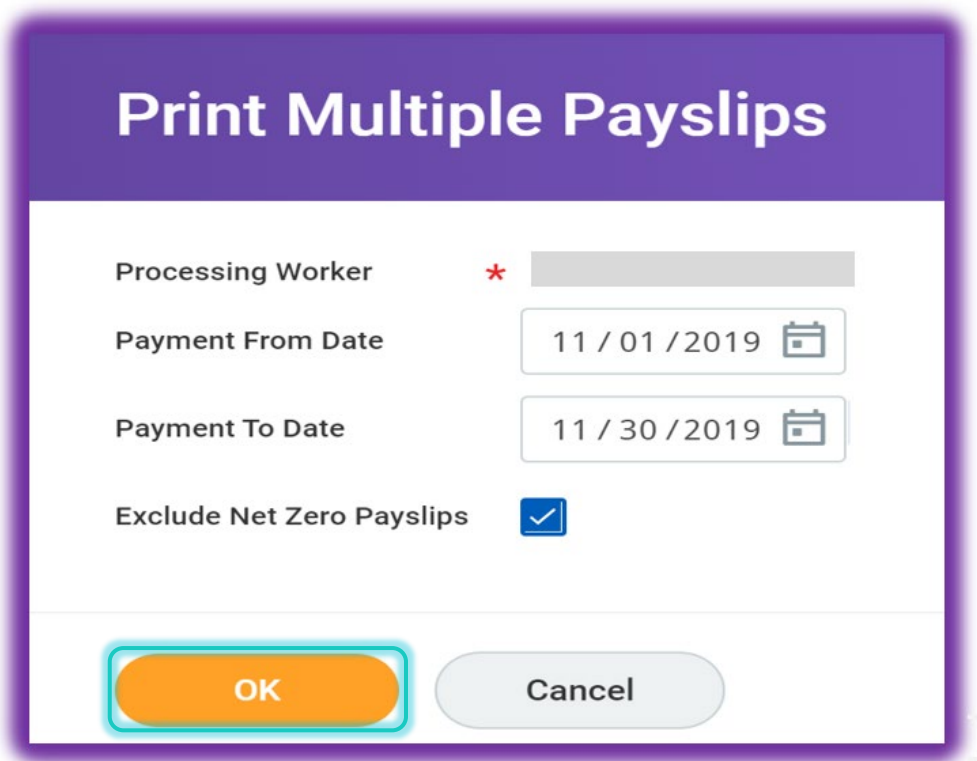| Payslips 42 items							
Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Florida Polytechnic University	11/16/2019	11/30/2019	11/29/2019	2,145.84	1,728.00	View	Print
Florida Polytechnic University	11/01/2019	11/15/2019	11/15/2019	2,145.84	1,727.99	View	Print
Florida Polytechnic University	10/16/2019	10/31/2019	10/31/2019	2,145.84	1,727.99	View	Print
Florida Polytechnic University	10/01/2019	10/15/2019	10/15/2019	2,145.84	1,727.99	View	Print

Step 4
Select '**Print Multiple Payslips'** if you need to print more than one at a time.
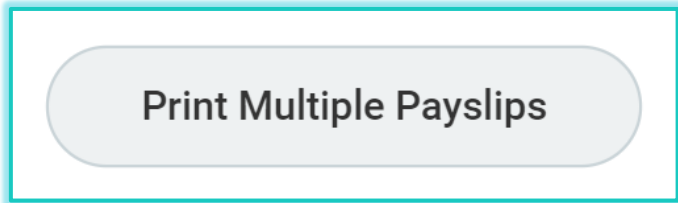
Step 5
Select the payment date range '**Payment From Date**'/'**Payment To Date**' of the payslips you would like to retrieve/print.

Check the box '**Exclude Net Zero Payslips**' if you would like to exclude those payslips from the search results and select '**OK**'.

Step 6a

Lastly, ensure the box for the payslips you want to print and select '**OK**'.

	Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
☑	Florida Polytechnic University	11/16/2019	11/30/2019	11/29/2019		
☑	Florida Polytechnic University	11/01/2019	11/15/2019	11/15/2019		

Worker

Payment Date Range   11/01/2019 - 11/30/2019

Exclude Net Zero Payslips   Yes

Payslips   2 items | 2 selected

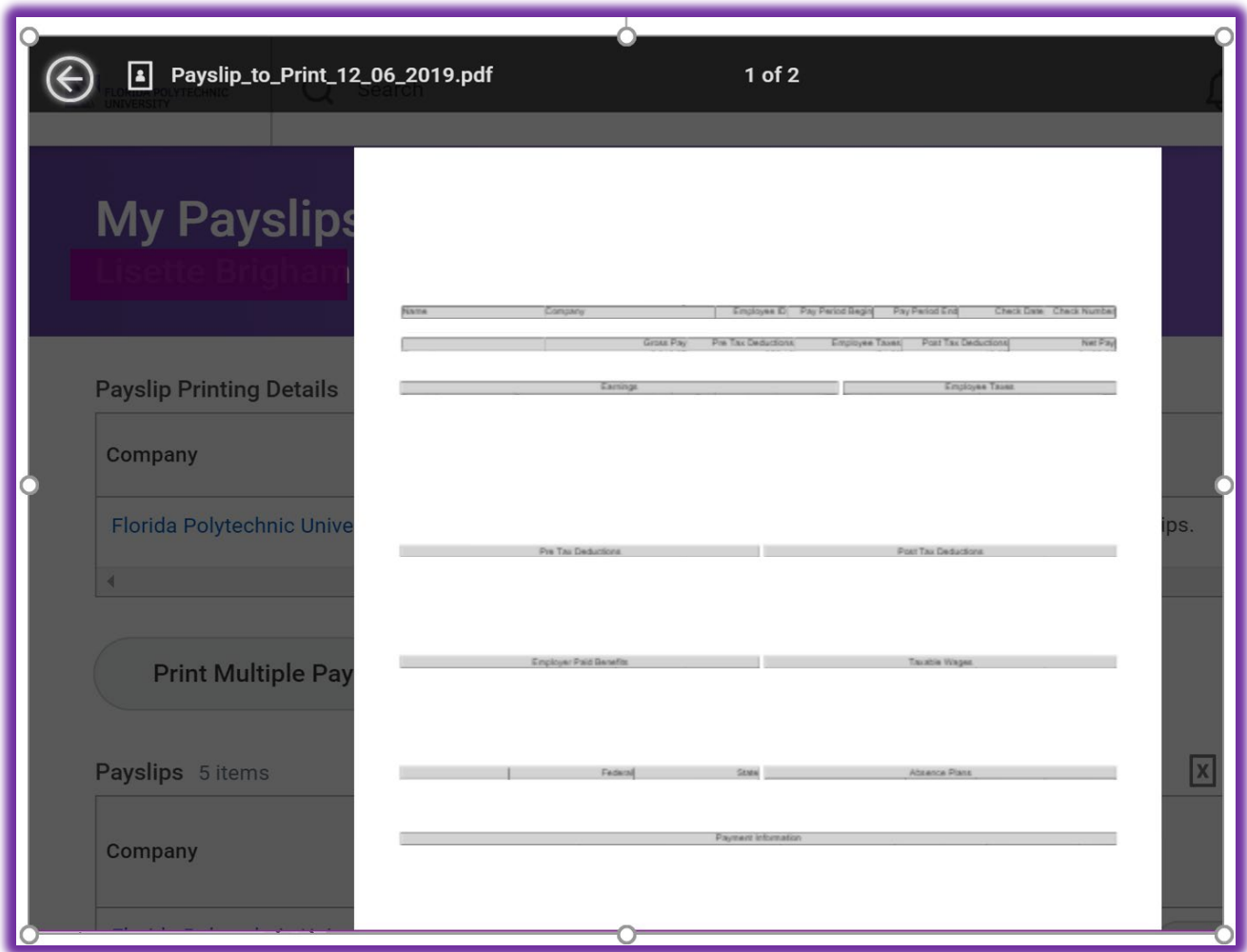Count of Payslips Selected to Print   2

OK   Cancel

Step 6b

You will receive a pop-up message that "**Your request is being processed**", with an option for Workday to notify you once the payslips/PDF document is ready for printing.

Your request is being processed

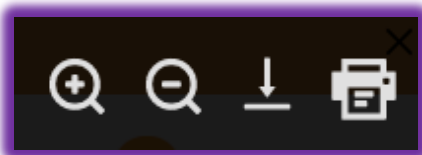You can continue to wait or choose to be notified later.

Notify Me Later

Step 6c

If you do not select the "**Notify Me Later**" button your payslips will populate on the screen.

Note: The download and print button will appear in the top right corner.

workday.

Step 6d

If you do select the "**Notify Me Later**" button, a message will display for you to select and open a PDF document containing the payslips selected for printing or you can access the payslips/PDF document in your archived messages.

PDF Payslip_to_Print_12_06_2019.pdf
is now available in My Reports ✖

Actions (2)	Archive

Sort By: **Newest** ⌄ ⌄

From Last 30 Days

Integration:
PrintServiceRetrieveReportAndParmsAndGenerate
PDF - 12/06/2019 15:15:44.472

1 minute(s) ago - Successfully Completed

workday.