ENTERPRISE SYSTEMS
FLORIDA POLYTECHNIC UNIVERSITY

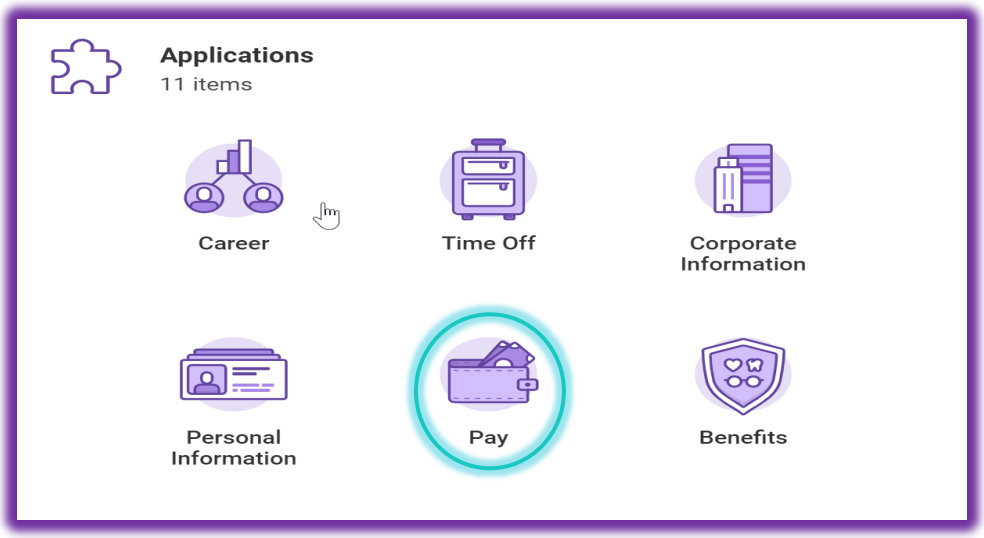
PAYROLL: HOW TO VIEW/PRINT YOUR PAYSLIPS

QUICK REFERENCE

STEP-BY-STEP GUIDE

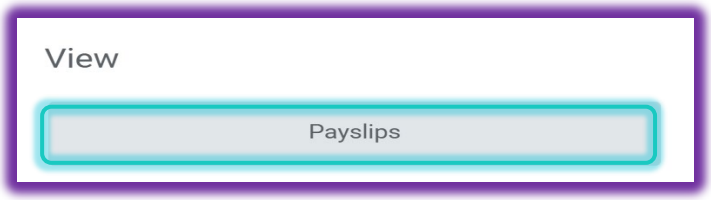
Step 1

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



Step 2

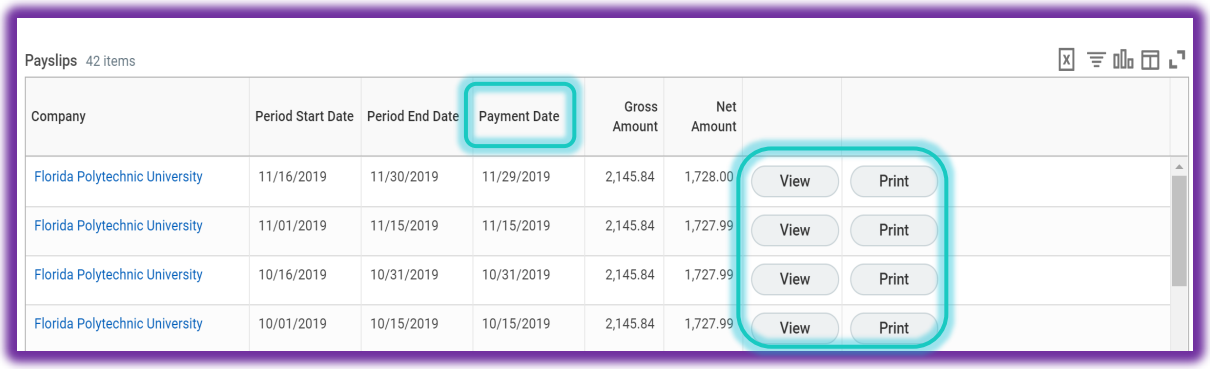
In the '**View**' column, select '**Payslips**'.



Step 3

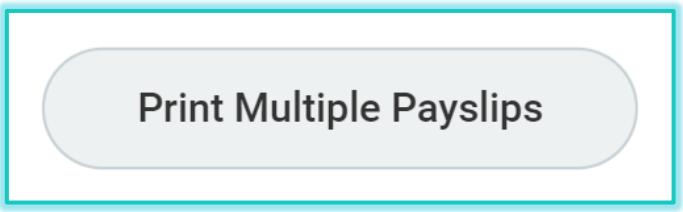
Select '**View**' or '**Print**' for the individual payslip desired.

NOTE: Payslips become available in this list on our Payment Date.



Step 4

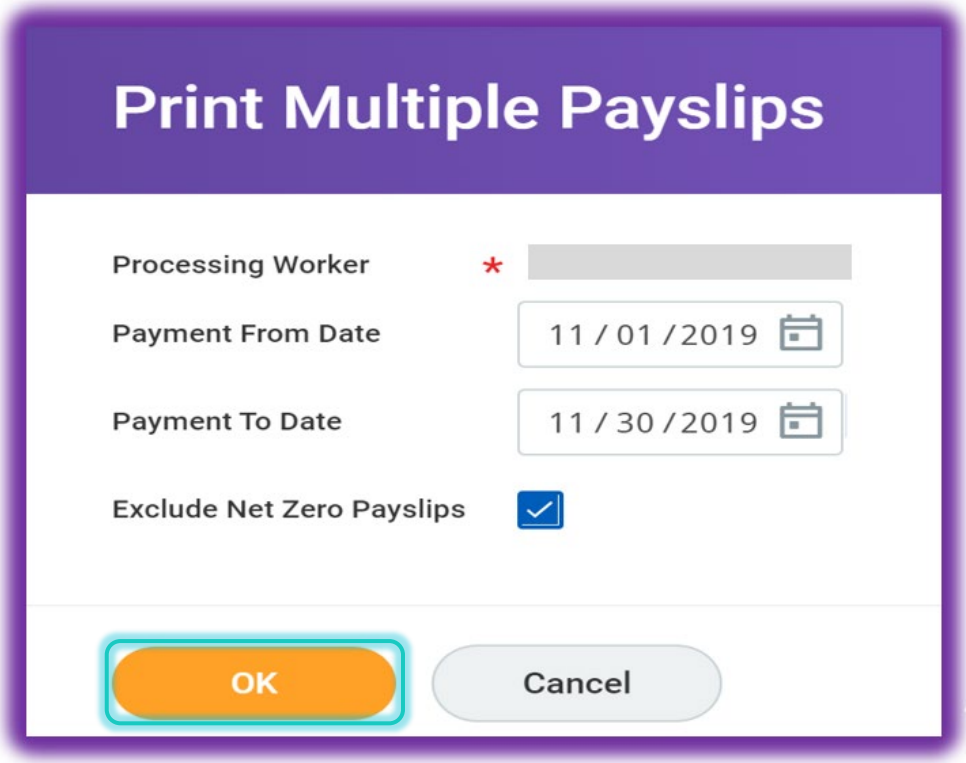
Select '**Print Multiple Payslips'** if you need to print more than one at a time.



Step 5

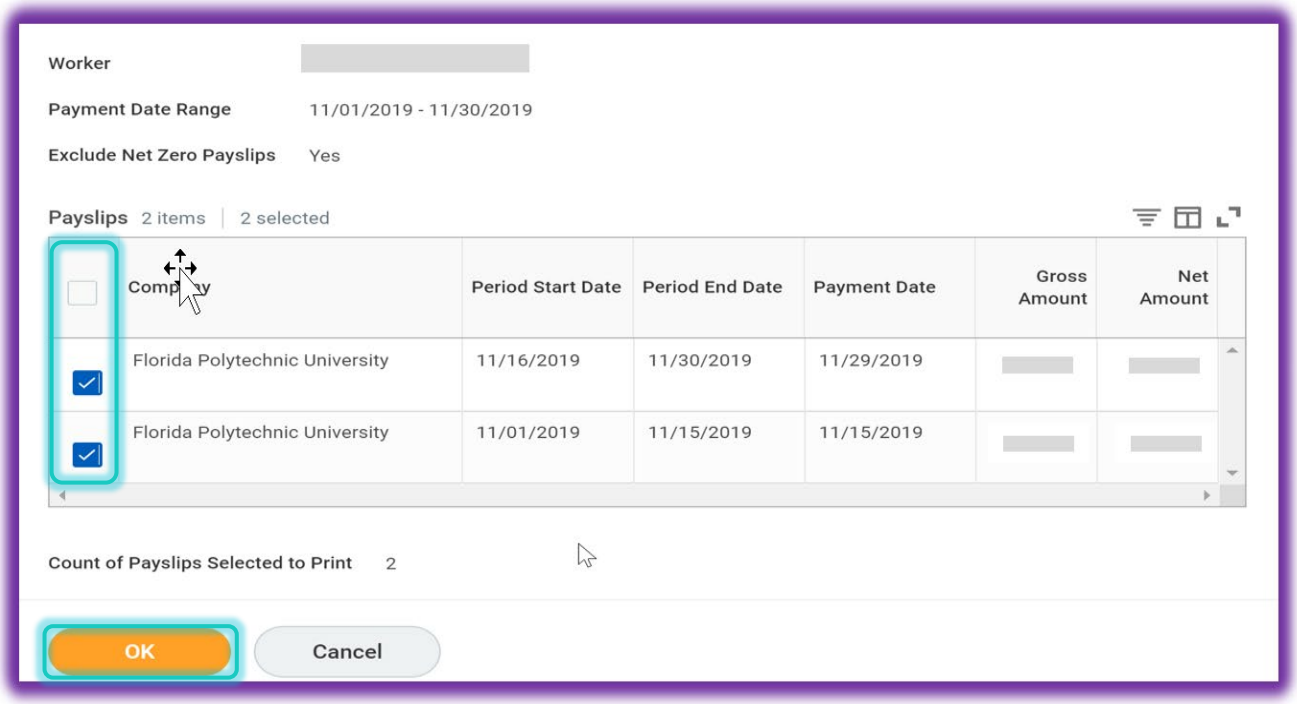
Select the payment date range '**Payment From Date**'/'**Payment To Date**' of the payslips you would like to retrieve/print.

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



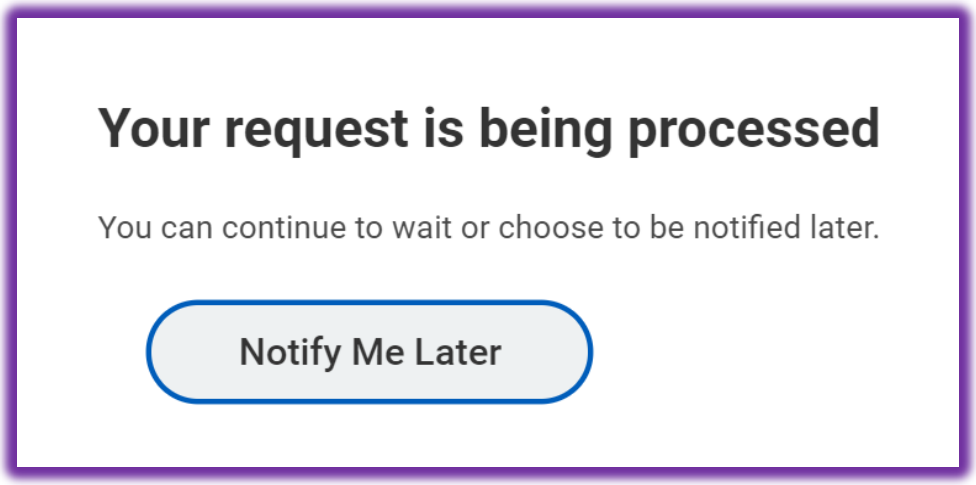
Step 6a

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



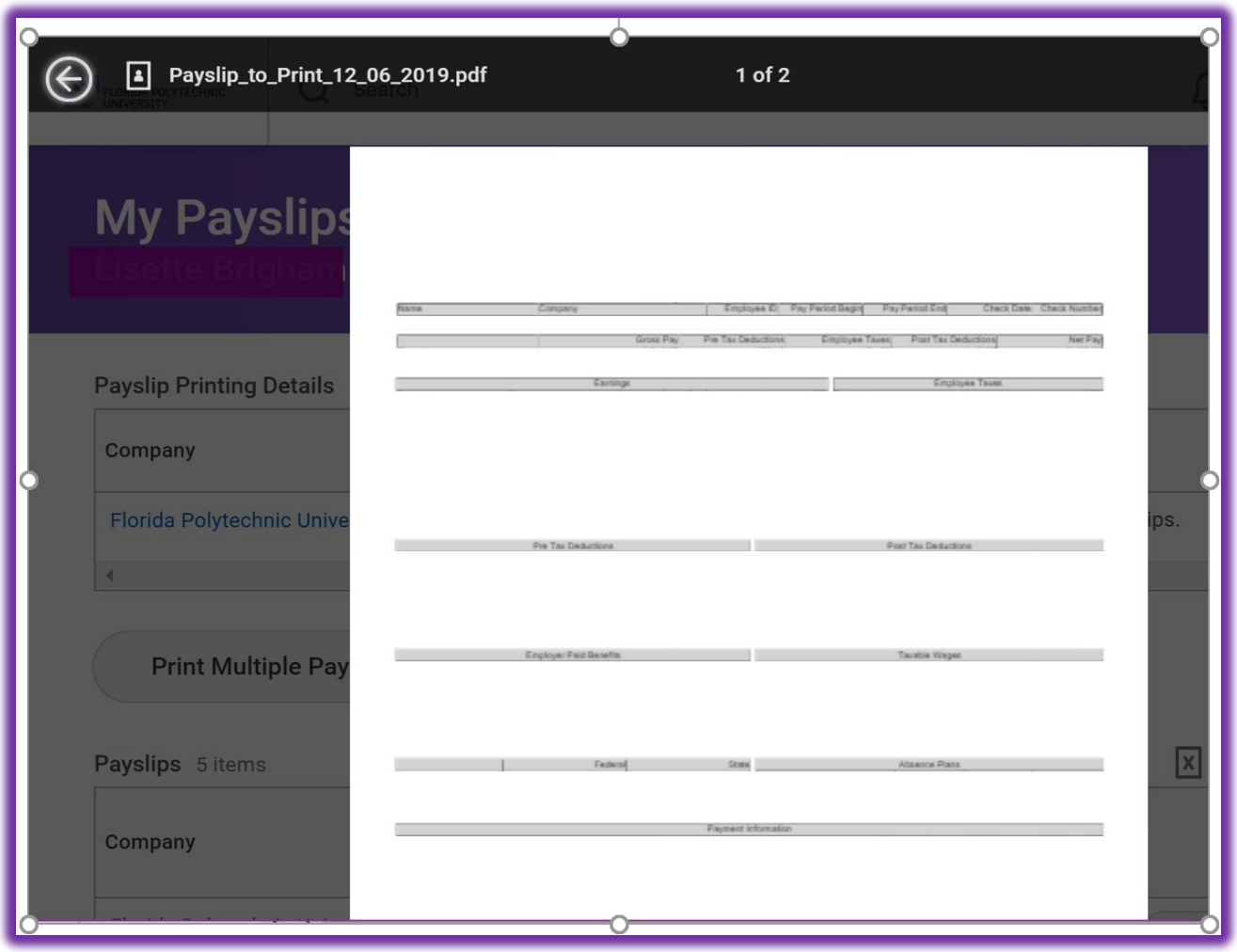
Step 6b

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.

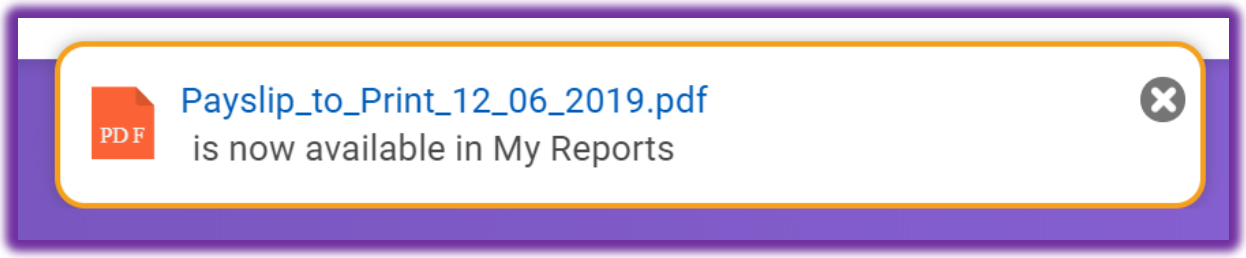
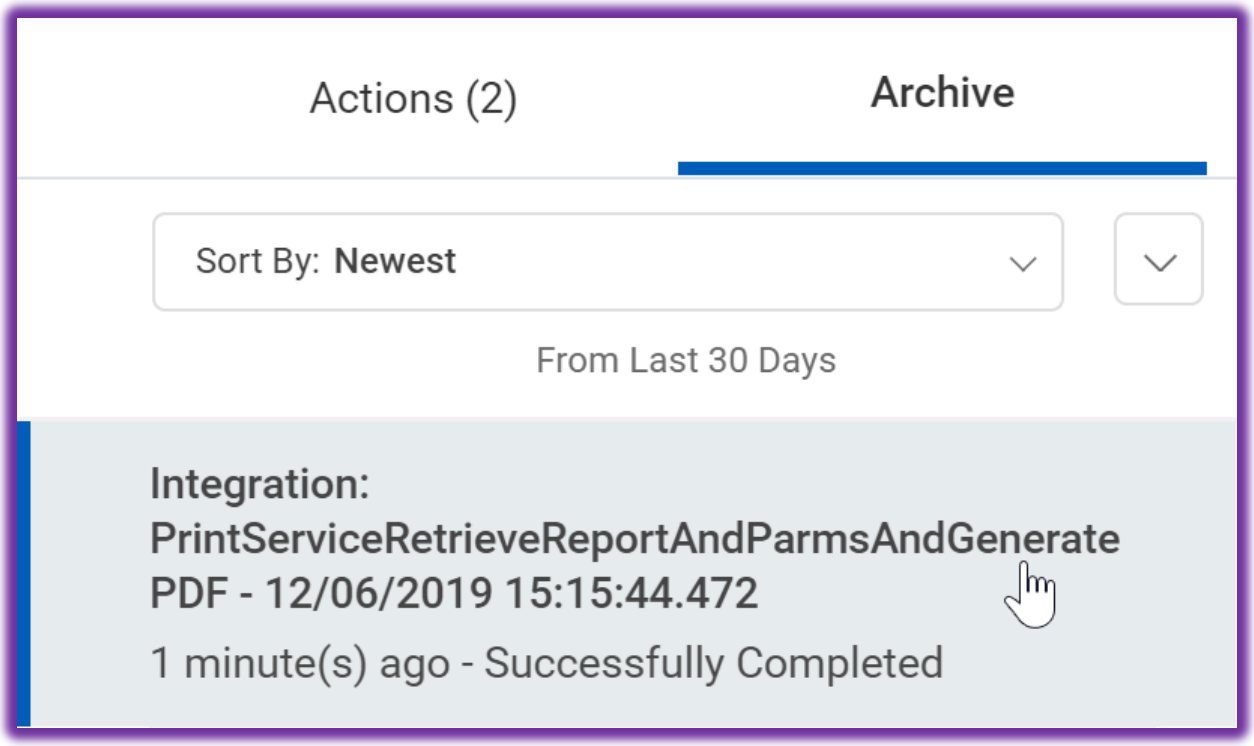


Step 6c

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.

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.