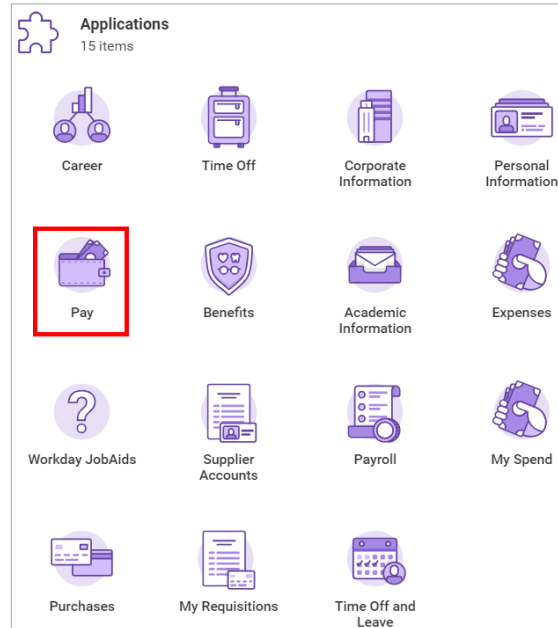


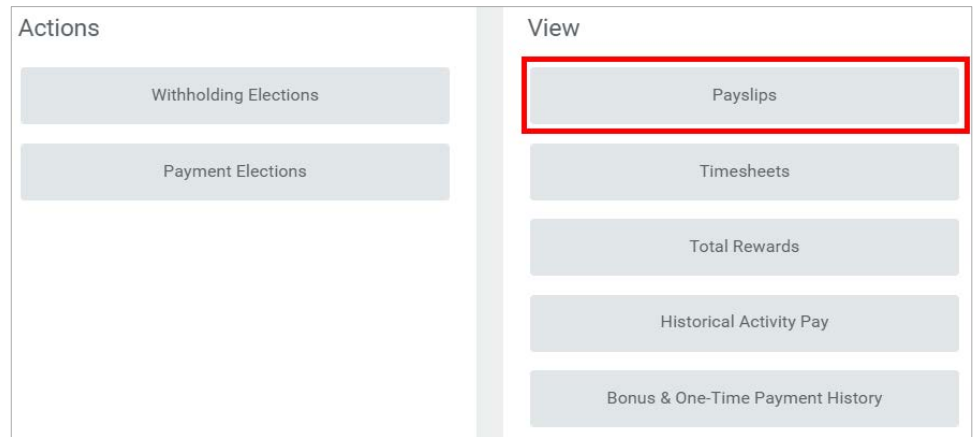
# WORKDAY QUICK REFERENCE

## VIEW PAYSリップ

(1) Access your **Workday Home Page** and select the **Pay** worklet



(2) In the **View Column**, select **Payslips**



(3) Select View for the **Payslip** dated **12/14/2018** (available on 12/14/18)

Payslips 58 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Florida Polytechnic University	12/01/2018	12/14/2018	12/14/2018			<b>View</b>	Print
Florida Polytechnic University	11/16/2018	11/30/2018	11/30/2018			View	Print
Florida Polytechnic University	11/01/2018	11/15/2018	11/15/2018			View	Print
Florida Polytechnic University	10/16/2018	10/31/2018	10/31/2018			View	Print

(4) Scroll down to view **Pre Tax Deductions & Post Tax Deductions**

Pre Tax Deductions 6 items				Post Tax Deductions 6 items			
Description	Amount	YTD	Description	Amount	YTD		
Dental Insurances - Pre Tax (Humana Select 15 #4044 - Family)			Foundation - General Support 2012 Fund				
Disability Insurances - Pre Tax (Colonial Disability Protection - EE, FML § 2320 (14/14 17-69 Age 3 Month))			FPU Foundation				
FRS - Regular Pension (HA)			Life Insurance - Child (Child Life Minnesota \$10,000)				
FRS - Regular Pension (HA) - OLD			Life Insurance - Optional Term (Optional Term Minnesota)				
Health Insurances - Pre Tax (AvMed HMO - Family)			Life Insurance - Spouse (Spouse Life Minnesota \$20,000)				
Vision Insurances - Pre Tax (Humana Vision- Exam and Materials - Family)			Parking Permit Post-Tax				
<b>Total:</b>			<b>Total:</b>				

(5) Review the **Description** and **Amount** in the **Pre Tax Deductions** for accuracy  
 Examples: Dental, Disability, Health, Vision

Pre Tax Deductions 6 items			
Description	Amount	YTD	
Dental Insurances - Pre Tax (Humana Select 15 #4044 - Family)			
Disability Insurances - Pre Tax (Colonial Disability Protection - EE, FML § 2320 (14/14 17-69 Age 3 Month))			
FRS - Regular Pension (HA)			
FRS - Regular Pension (HA) - OLD			
Health Insurances - Pre Tax (AvMed HMO - Family)			
Vision Insurances - Pre Tax (Humana Vision- Exam and Materials - Family)			
<b>Total:</b>			

(6) Review the **Description** and **Amount** in the **Post Tax Deductions** for accuracy  
 Example: Life Insurance - Optional

Post Tax Deductions 6 items			
Description	Amount	YTD	
Foundation - General Support 2012 Fund			
FPU Foundation			
Life Insurance - Child (Child Life Minnesota \$10,000)			
Life Insurance - Optional Term (Optional Term Minnesota)			
Life Insurance - Spouse (Spouse Life Minnesota \$20,000)			
Parking Permit Post-Tax			
<b>Total:</b>			