Overview:

This job aid provides step-by-step guidance on the following:

- View and print your Payslips in Workday.

- Change Payslip printing election.

- View your tax withholding elections. You are responsible for verifying and monitoring your tax elections.

- View and manage your payment elections in Workday.

Direct Deposit is the preferred methods of payment. If you currently have a bank account, please choose Direct Deposit, and enter your banking information.

If you wish to receive a paper check, choose the Check option. Please note that checks are sent in Intercompany Mail or picked up by a designated representative from each department and will be distributed by that representative.

This job aid covers the following:
- View and Print Payslip
- Change Payslip Printing Election
- Manage Withholding Elections
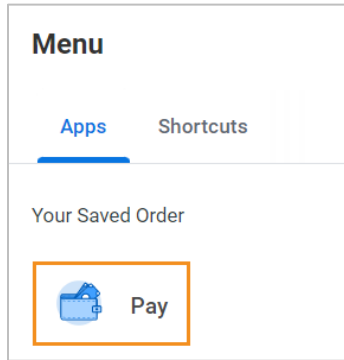- Manage Payment Elections (Direct Deposit)

View and Print Payslip

1. From the Workday homepage, click the **Global Navigation Menu** icon.

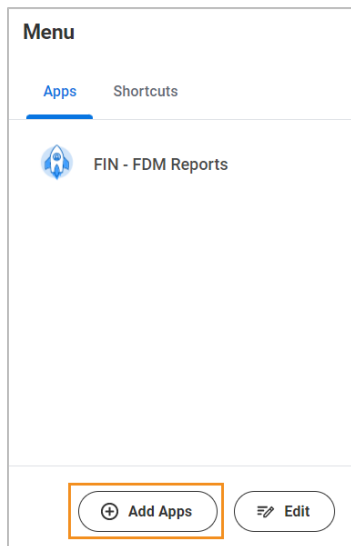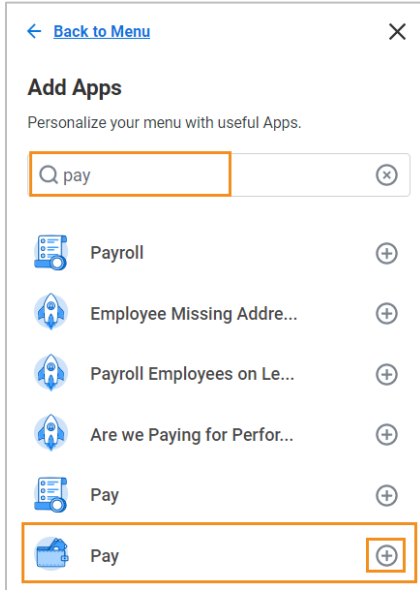2. Click the **Pay** application.

3. If you do not see the **Pay** application option in the Menu, click **Add Apps**.
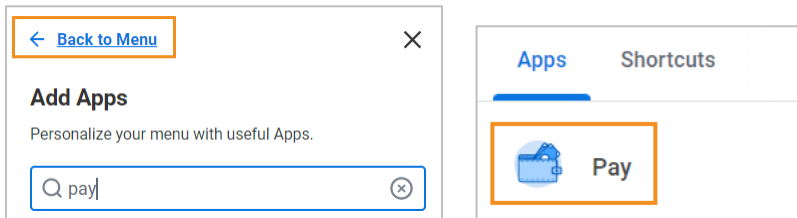

4. Type "pay" in the **Find App** field, select the **+** to the right of the **Pay** app (wallet icon).
   Note: Your options will be based on your security access in Workday.
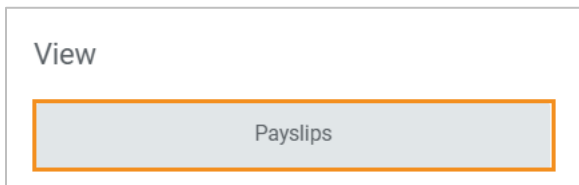
5. Click the **Back to Menu** link, in the upper-left corner. Select the **Pay** app from the Menu.

6. From the **View** column, click **Payslips**.

7. Select **View** or **Print**.

Change Payslip Printing Election
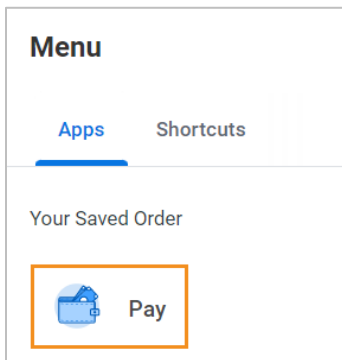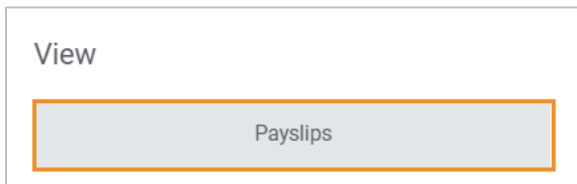
1. From the Workday homepage, click the **Global Navigation Menu** icon.
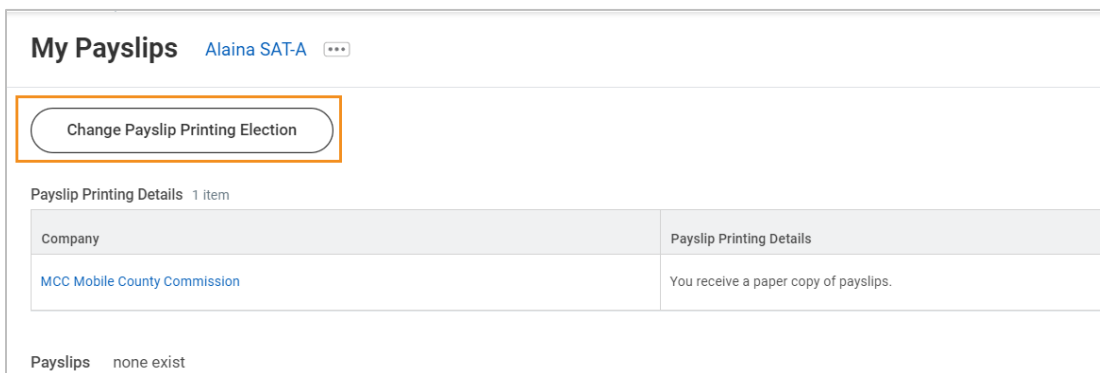

2. Click the **Pay** application.

3. Locate the **View** column and click **Payslip**.

4. Select **Change Payslip Printing Election**.

5. Confirm **Company** and select **OK**.

6. Select the **New Payslip Printing Election**.
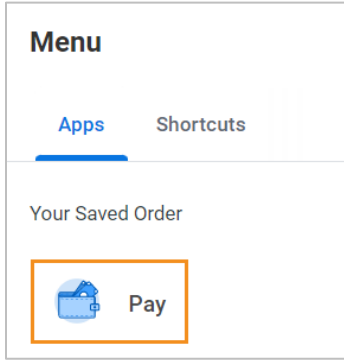

7. Click **OK**.

Manage Withholding Elections

1. From the Workday homepage, click the **Global Navigation Menu** icon.

2. Click the **Pay** application.
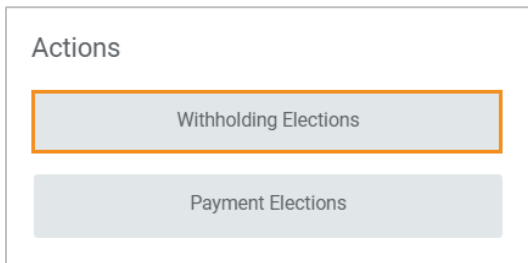
3. Locate the **Actions** column and click **Withholding Elections**.

4. On the **Federal Elections** tab, click **Update** to add Tax Elections.

5. Select the **Effective Date** and click **OK**.

6. Complete the **W-4 Employee's Withholding Certificate** in the **W-4 Data** section.

7. Review the **Legal Notice** at the bottom of the form and if you agree, click the **I Agree** box.

8. Click **OK**.

OK   Cancel

9. Select the **State Elections** tab and click **Update** to add Tax Elections.

| Federal Elections | State Elections | Local Elections | Tax Allocations |

Home State   Alabama

Work State   Alabama

Company   MCC Mobile County Commission

No Tax Elections

Update

10. Confirm required information and update as needed. Click **OK**.

Complete State and Local Withholding Elections

Worker   Alaina SAT-A

Company   *   × MCC Mobile County
                      Commission

Effective Date *   03/30/2023

State   *   × Alabama

Withholding Form Type * × A4 - Withholding

OK   Cancel

11. Complete State and Local Withholding Elections in the **Alabama A4 Data** section.

Complete State and Local Withholding Elections

Company	MCC Mobile County Commission
Effective Date	03/30/2023
Name	Alaina SAT-A
State	Alabama
Social Security Number	XXX-XX-XXXX
Address	123 Main St
	Mobile, AL 36644
	United States of America

Alabama A4 Data

View Blank Form

Personal Exemptions	*	☰
Number of Dependents	0	
Additional Amount	0.00	

12. Review the Legal Notice at the bottom of the form and if you agree, click the **I Agree** box.

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:
1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.
If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form.
The form is not valid without a signature.

Under penalties of perjury, I certify that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete.
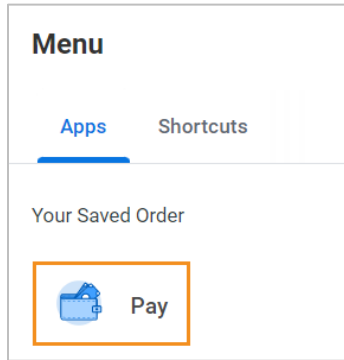
I Agree   * ☐

13. Click **OK**.

OK   Cancel

Manage Payment Elections

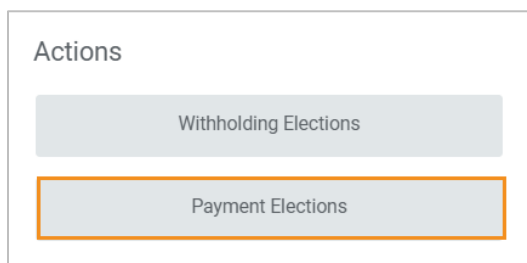1. From the Workday homepage, click the **Global Navigation Menu** icon.

☰ MENU

2. Click the **Pay** application.

Menu

Apps   Shortcuts

Your Saved Order

Pay

3. Locate the **Actions** column and select **Payment Elections**.

Actions

Withholding Elections

Payment Elections

4. Select **Add** if no Payment Elections have been entered.

Payment Elections   Molli Manager   ⋯

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person	Molli Manager
Default Country	United States of America
Default Currency	USD
Payment Election	No payment elections specified.

Add
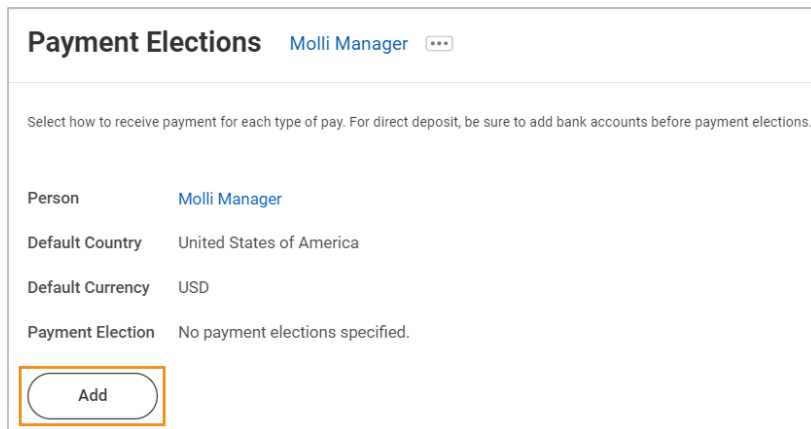
5. Select Preferred Payment Method for **Payroll & Expense Payroll,** if applicable. The options include Check or Direct Deposit for each pay type. Direct Deposit will default in, update as applicable.

Preferred Payment Method

Expenses	*	✕ Direct Deposit
Payroll	*	✕ Direct Deposit
Expense Payroll	*	✕ Direct Deposit

6. If **Direct Deposit** is selected, using the Sample Check shown, update your **Account Information**. Click **OK**.

7. The Account has been added and the Payment Elections have been updated. Use the options to **Edit, Remove** or **View** account, as needed.
   To add an additional account, click the **Add** button.

8. Follow Step 6 above, to add any additional account's information and click **OK**. There will now multiple accounts listed.

9. Update your elections by selecting **Edit**.

Payment Elections 3 items					
Pay Type	Payment Type	Account	Account Number	Distribution	
Expenses	Direct Deposit	Example Bank ******7890	******7890	Balance Yes	Edit
Payroll	Direct Deposit	Example Bank ******7890	******7890	Balance Yes	Edit
Expense Payroll	Direct Deposit	Example Bank ******7890	******7890	Balance Yes	Edit

10. In this example, the **Payroll** Payment Election will be updated. Select the **+** sign to add a row.

Payment Election

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type	Payroll
Person	
Default Country	United States of America
Default Currency	USD
Number of Elections Allowed	8

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
⊕⊖ ⯆⯆		× United States of America	× USD	× Direct Deposit	× Example Bank ******7890	● Balance ○ Amount 0.00 ○ Percent 0

11. Select **Country**, the **Currency** will default to **USD**, and add the **Payment Type** and **Account**.

Payment Elections 2 items				
	Order	*Country	*Currency	*Payment Type	Account
⊕⊖ ▲▲		× United States of America	× USD	× Direct Deposit	× Example2 Bank ******7890

12. Next, add how to split the total, by **Amount** or **Percent**.
    For this example, $100 will go to *Example Bank* account and the balance will go to *Example2 Bank* account.

13. Click **OK**.