

Payroll–View Payslip/Manage Elections

Audience: Employees



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

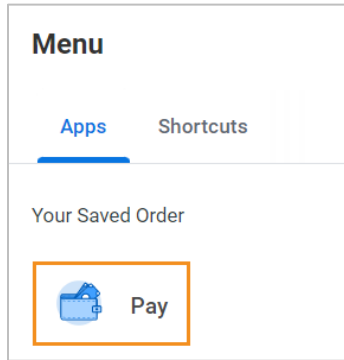
1. From the Workday homepage, click the **Global Navigation Menu** icon.



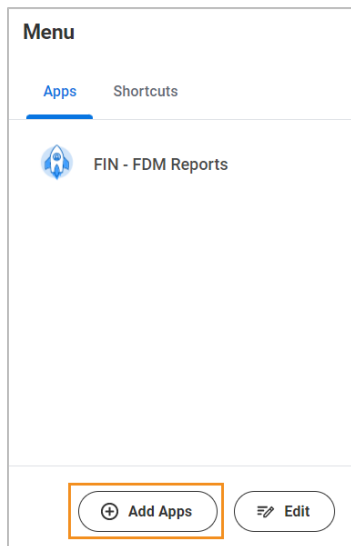
2. Click the **Pay** application.

Payroll–View Payslip/Manage Elections

Audience: Employees



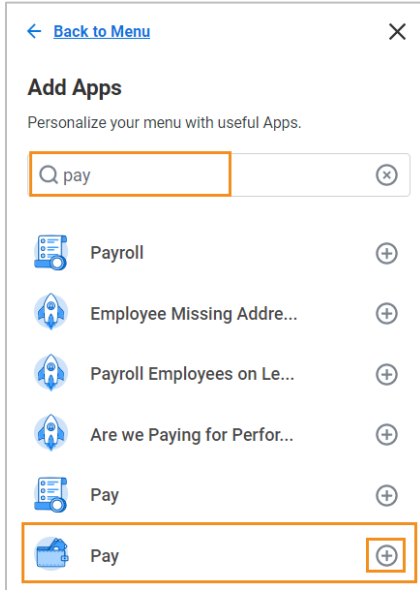
3. If you do not see the **Pay** application option in the Menu, click **Add Apps**.



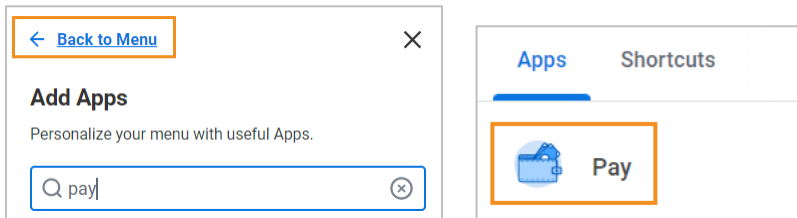
4. Type "pay" in the **Find App** field, select the **+** to the right of the **Pay** app (wallet icon).
Note: Your options will be based on your security access in Workday.

Payroll-View Payslip/Manage Elections

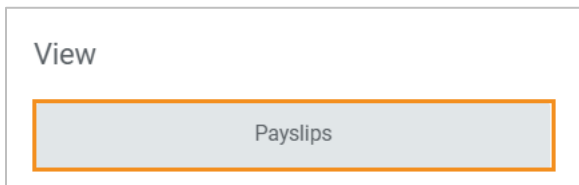
Audience: Employees



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**.

A screenshot of a table titled "Payslips 1 item". The table has columns for "Payment Date", "Period Start Date", "Period End Date", "Company", "Gross Amount", "Net Amount", "View", and "Print". The first row contains data for a payment on 01/13/2023 for Mobile County Commission. The "View" and "Print" buttons in the last column are highlighted with orange boxes.

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
01/13/2023	12/24/2022	01/06/2023	Mobile County Commission	1,165.76	844.94	View	Print

Change Payslip Printing Election

Payroll-View Payslip/Manage Elections

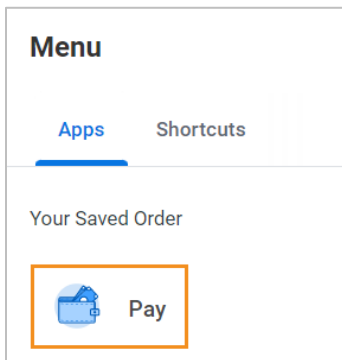
Audience: Employees



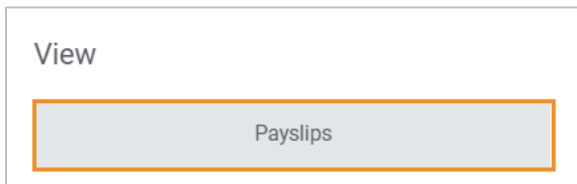
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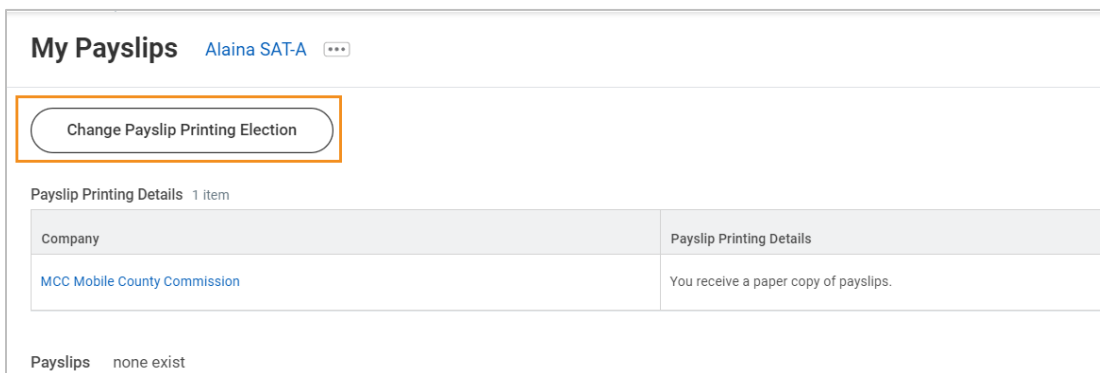
2. Click the **Pay** application.



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



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



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

Payroll-View Payslip/Manage Elections

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Change Payslip Printing Election

Worker for Payslip Printing Election [Alaina SAT-A](#)

Company * MCC Mobile County Commission

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

Change Payslip Printing Election Alaina SAT-A

Worker Alaina SAT-A

Company MCC Mobile County Commission

Last Updated

Current Payslip Printing Details

New Payslip Printing Election

Receive Electronic Copy of Payslip (Paperless)

Receive Paper Copy of Payslip

Search

7. Click **OK**.

Manage Withholding Elections

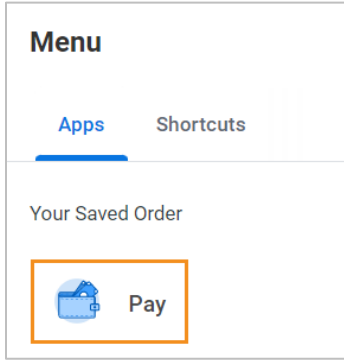
1. From the Workday homepage, click the **Global Navigation Menu** icon.



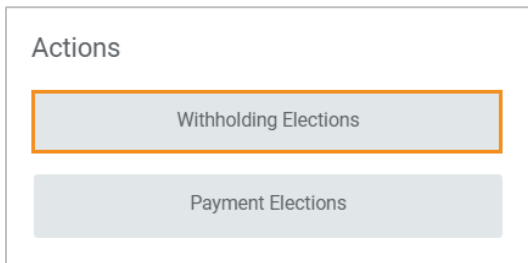
2. Click the **Pay** application.

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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**.

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Complete Federal Elections

Worker **Alaina SAT-A**

Company *

Effective Date *

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

W-4 Employee's Withholding Certificate

Company MCC Mobile County Commission

Effective Date 03/30/2023

Name Alaina SAT-A

Social Security Number XXX-XX-XXXX

Address 123 Main St
Mobile, AL 36644
United States of America

W-4 Data

Step 1:

Marital Status *

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who

Step 2:

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

Step 5:

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, I declare that this certificate, to the best of my knowledge and belief, 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, print a paper copy of the form.
The form is not valid without a signature.

I Agree

8. Click **OK**.

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A dialog box containing two buttons: a blue "OK" button and a grey "Cancel" button. The "OK" button is highlighted with an orange border.

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

A screenshot of the "State Elections" tab in a software interface. The "State Elections" tab is selected and highlighted with an orange border. Below the tabs, the following information is displayed: "Home State Alabama", "Work State Alabama", and "Company MCC Mobile County Commission". At the bottom, there is a section labeled "No Tax Elections" and an "Update" button highlighted with an orange border.

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


A screenshot of the "Complete State and Local Withholding Elections" dialog box. The "Worker" field is populated with "Alaina SAT-A". The "Company" field is a dropdown menu showing "MCC Mobile County Commission" with an orange border. The "Effective Date" field is a date picker showing "03/30/2023" with an orange border. The "State" field is a dropdown menu showing "Alabama" with an orange border. The "Withholding Form Type" field is a dropdown menu showing "A4 - Withholding" with an orange border. At the bottom, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by an orange border.

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

Payroll-View Payslip/Manage Elections

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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

Additional Amount

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**.

Manage Payment Elections

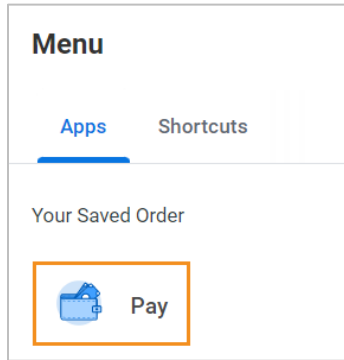
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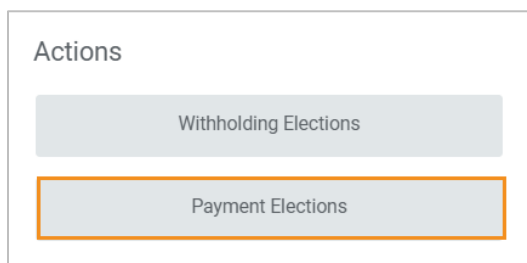
2. Click the **Pay** application.

Payroll-View Payslip/Manage Elections

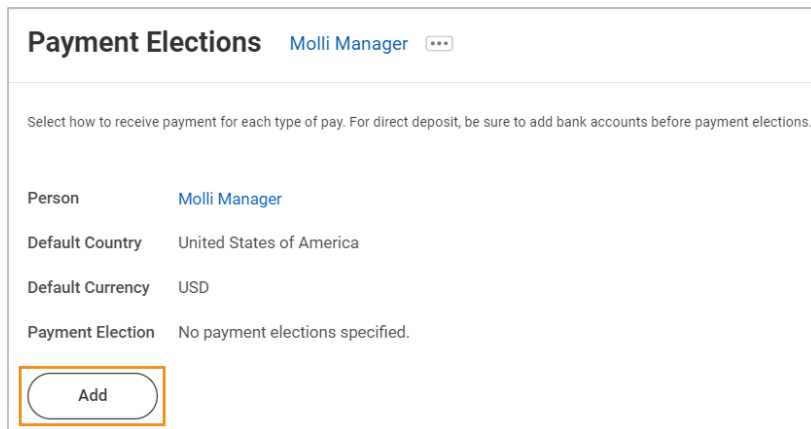
Audience: Employees



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



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



Payroll-View Payslip/Manage Elections

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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 *	<input type="text" value="X Direct Deposit"/>	<input type="text" value="⋮"/>
Payroll *	<input type="text" value="X Direct Deposit"/>	<input type="text" value="⋮"/>
Expense Payroll *	<input type="text" value="X Direct Deposit"/>	<input type="text" value="⋮"/>

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

Sample Check

The sample check is from Jonathon Doe, 4321 Main St, Anywhere, CA 94000. It features a large "SAMPLE" watermark. The check number is 123. The routing number is 234567890 and the account number is 0001234567890. A callout box highlights the routing and account numbers with instructions: "9 Digit Routing # Between the !: symbols" and "Account # Include all zeros". Another callout box says "DO NOT INCLUDE Check #".

Account Information

Account Nickname (optional)	<input type="text"/>
Routing Transit Number *	<input type="text"/>
Bank Name *	<input type="text"/>
Bank Identification Code	<input type="text"/>
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number *	<input type="text"/>

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Audience: Employees



- 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.

Payment Elections

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

Person

Default Country: United States of America

Default Currency: USD

Status: Successfully Completed

Last Updated: 04/13/2023 12:04 PM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Example Bank *****7890	United States of America	Example Bank	Checking	*****7890	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Payment Elections 3 items

Pay Type	Payment Type	Account	Account Number	Distribution	
Expenses	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	<input type="button" value="Edit"/>
Payroll	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	<input type="button" value="Edit"/>
Expense Payroll	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	<input type="button" value="Edit"/>

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

Account Nickname	Country	Bank Name	Account Type	Account Number	
Example Bank *****7890	United States of America	Example Bank	Checking	*****7890	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>
Example2 Bank *****7890	United States of America	Example2 Bank	Savings	*****7890	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Payroll-View Payslip/Manage Elections

Audience: Employees



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

Payment Elections 3 items

Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
Expenses	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	<input type="button" value="Edit"/>
Payroll	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	<input type="button" value="Edit"/>
Expense Payroll	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	<input type="button" value="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

Person

Default Country

Default Currency

Number of Elections Allowed

Payment Elections 1 item

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<input type="button" value="+"/>		<input type="text" value="x United States of America"/>	<input type="text" value="x USD"/>	<input type="text" value="x Direct Deposit"/>	<input type="text" value="x Example Bank *****7890"/>	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="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
<input type="button" value="+"/>		<input type="text" value="x United States of America"/>	<input type="text" value="x USD"/>	<input type="text" value="x Direct Deposit"/>	<input type="text" value="x Example2 Bank *****7890"/>

Payroll-View Payslip/Manage Elections

Audience: Employees



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.

Account	*Balance / Amount / Percent
<input type="checkbox"/> Example Bank *****7890	<input type="radio"/> Balance <input checked="" type="radio"/> Amount <input type="text" value="100.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
<input checked="" type="checkbox"/> Example2 Bank *****7890	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

13. Click **OK**.

<input checked="" type="button" value="OK"/>	<input type="button" value="Cancel"/>
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