Workday Job Aid: View Paycheck/Payslip

11 Steps <u>View most recent version</u>

Created by

Alex Drabik

Creation Date Nov 26, 2024

Last Updated Nov 26, 2024

Navigate to the Workday home page.



Click your Profile icon.

Implementation - maryfreebed2 On behalf of: Angel Hair		x Purite do behalf af. Angel Mar
Mary Free Bed	Q Search	
	Let's Get Started	It's Tuesday, November 26, 2024
	Awaiting Your Action	Announcements 1 of 1 < >
	Change Benefits for Life Event My Tasks - 1 month(s) ago D0E 16/26/2024	Welcome to PulayTecht If you have questions regard.
	Se to My Tasks (1)	
	Timely Suggestions Here's where you'll get updates on your active items.	Your Top Apps Time Custom Reports
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STEP 3

Click "View Profile".



Click the Pay icon.

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STEP 5

Click the "Payslips" tab.

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Click "View" or "Print" to access your payslip's information.

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STEP 7

Review your payslip information.

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Click the PDF icon to view the payslip as a PDF.

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STEP 9

Click Download to export your payslip PDF document.

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STEP 11

View your PDF payslip.

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