## View Pay slip via Mobile App

- 1- Log in on your Workday mobile application.
- 2- Click the Pay worklet on the Apps tab at the bottom of your screen.
  - a. Or you can click the View Pay slips link that should how on your home screen.
- 3- To look at the break down of the hours, click View Pay Details.



4 The initial totals of the current paycheck will appear, **but right now, the Total hours shown on** the initial view is not accurate. It is not including Holiday benefit, PTO, etc. Please do not refer to this when it comes to your hours worked. You MUST go into the following steps to view each bucket of hours and for accuracy. We are working to remedy this for future payrolls.

8:29		.d 🗢 🗈
ଜ	Pay	
Gross Pay Total Hours	Recent Pay 1025	
٩	View Pay Detail	s
Pay Overview		
Your Next Payday		Jan 31, 2025
Year-to-Date Take Hom	ie .	
Pay History		
Jan 17, 2025		
72.00 Hours		
Jan 17, 2025		·····
0.00 Hours		
Jan 3, 2025		
72.00 Hours		
Jan 3, 2025		
0.00 Hours		>

5 Click the 'View Pay Details' button on your most recent pay.



6 Under Gross Pay, you will click the 'Earnings' tab and arrow (left screenshot below), and this will show the individual break down of hours that is being paid out on that pay slip (right screenshot below). Below is what your paystub will look like within that Earnings tab:

\*\* Depending on the position and/or department this may look different. If you qualify for shift differentials, it will break down the shift differentials you receive.

8:29	ull 📚 ■)	8:29	al S
ជ	Pay Details	< 命 •	Pay Details
Current	Year-To-Date	Current	Veer To Dete
2025		Current	Year-To-Date
		Earnings	
		Holiday Benefit	
Info		9.9% of Gross Pay	
Period	Dec 29, 2024 - Jan 11, 2025	Dates	Dec 29, 2024 - Jan 11, 2
		Hours	
ss Pav		Rate	1
		Amount	
		Mary and Me Premium	Discount
		0.8% of Gross Pay	
nings		Dates	Dec 29, 2024 - Jan 11, 2
		Hours	
es and D	eductions	Rate	Ś
		Amount	\$2
% of Gross P	ay	Regular Salary	
		89.3% of Gross Pay	
Tax Deduct	tions	Dates	Dec 29, 2024 - Jan 11, 2
		Hours	7
Tax Deduc	ctions	Rate	
lavra Tavra		Amount	
	Get PDF		
		Taxes and Deduc	tions