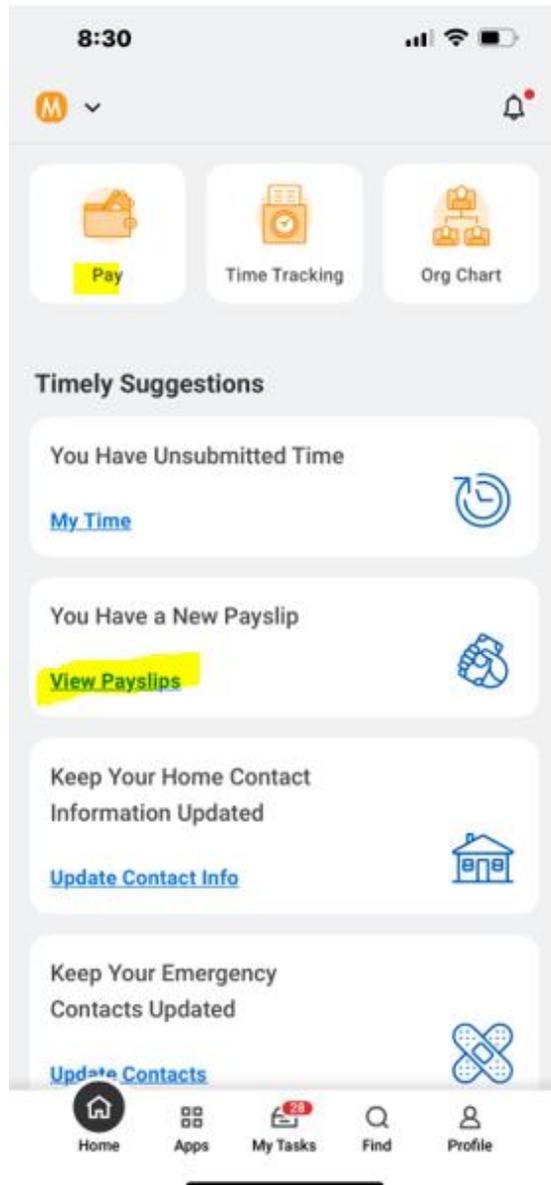
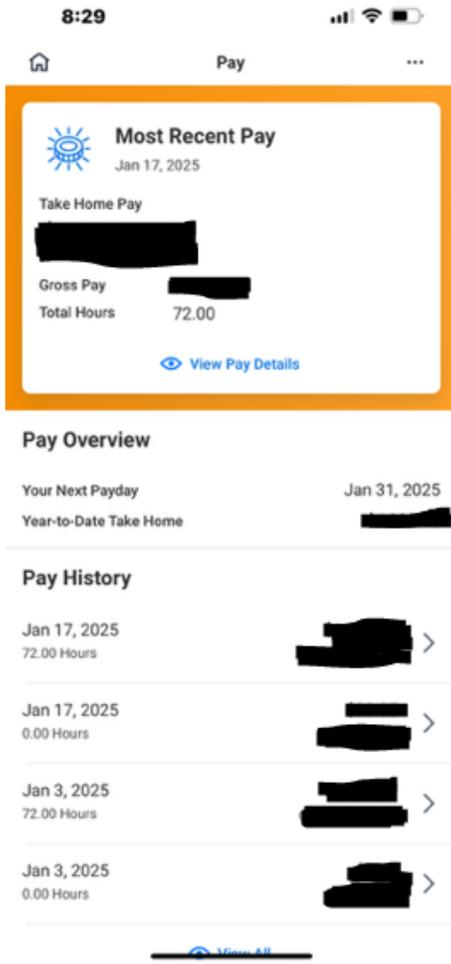


View Pay slip via Mobile App

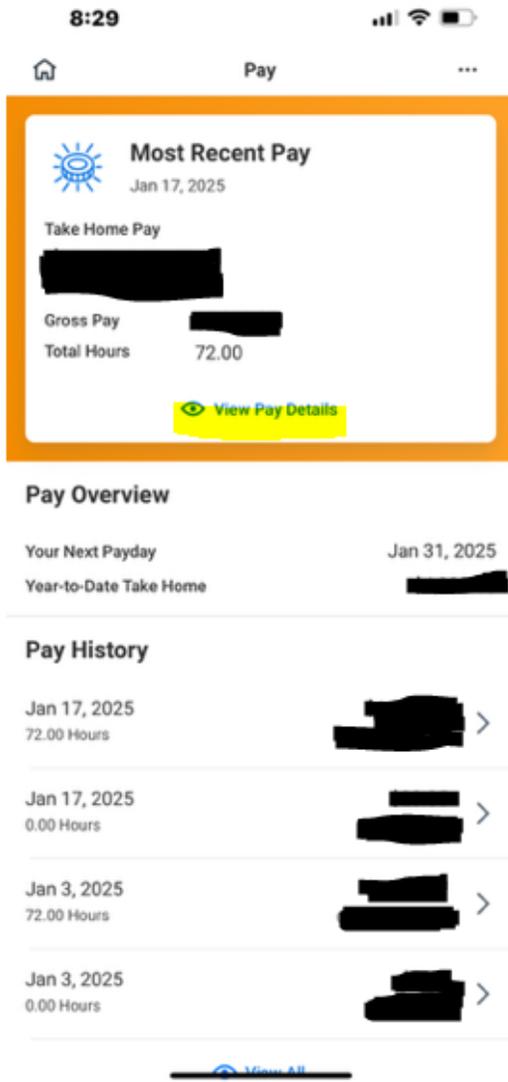
- 1- Log in on your Workday mobile application.
- 2- Click the Pay worklet on the Apps tab at the bottom of your screen.
 - a. Or you can click the View Pay slips link that should show on your home screen.
- 3- To look at the break down of the hours, click View Pay Details.



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.**



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.**

