Use this job aid to:
• View your payslips and other pay related information
• Update your payment elections
• View your withholding elections

To learn more about Workday, find job aids and videos at workday.trinity-health.org.

For additional assistance, contact your Tier 1 resource, as noted on the Workday website at workday.trinity-health.org.
Pay Worklet

Log in to Workday and click the Pay worklet

Click the item you wish to change/view — see the following pages for further instructions on:

Page 3: View Payslips
Page 6: Add Payment Elections
Page 8: Change Payment Elections
Page 11: Delete Payment Elections
Page 14: View Withholding Elections (Tax Elections)

MY TAX DOCUMENTS
View your tax documents, including future W-2s
View Payslips

Click View or Print for the pay period you wish to view.

NOTE: Legacy payroll system—Lawson users:
To access historical pay information, including W-2s from prior years, and payslips for pay periods prior to July 2017, log into Lawson Employee Self-Service (documents will be available until August 31, 2017).

NOTE: See sample Print screen on page 4 and sample physical paycheck on page 5.

Sample View Screens

Click the Excel icon at the top of the payslip screen to view in Excel.

Scroll down for info on:
- Earnings
- Taxes
- Deductions
- Benefits
- Taxable Wages
- Withholdings

Updated as of July 11, 2017
Sample Payslip: Print Screen in Workday

Click **Print** from the View Payslips screen. This describes the different sections of the payslip as shown via the Print option in Workday.

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Amount of pre-tax pay for the pay period and year-to-date totals (refer to the appendix on page 13 for detailed earnings information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Tax Deductions</td>
<td>Benefit deductions made on a pre-tax basis</td>
</tr>
<tr>
<td>Employer Paid Benefits</td>
<td>Amounts Trinity Health pays toward your benefits</td>
</tr>
<tr>
<td>Withholding Elections</td>
<td>Your withholding elections for taxes (see page 9 to learn how to change)</td>
</tr>
</tbody>
</table>

### Earnings

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Employee ID</th>
<th>Pay Period Begin</th>
<th>Pay Period End</th>
<th>Check Date</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dina Director</td>
<td>Trinity Health Corporation</td>
<td>12345678</td>
<td>05/05/2016</td>
<td>05/10/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross Pay</th>
<th>Pre Tax Deductions</th>
<th>Employee Taxes</th>
<th>Post Tax Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td></td>
<td></td>
<td></td>
<td>2,516.24</td>
</tr>
<tr>
<td>YTD</td>
<td></td>
<td></td>
<td></td>
<td>0.85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre Tax Deductions</th>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Tax- 401k Contribution - Transamex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before Tax- Dental- Delta</td>
<td>15.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before Tax - FSA Health Care - WageWorks</td>
<td>220.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before Tax - Long Term Disability - The Hartford</td>
<td>34.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before Tax - Medical - RCS Michigan</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre Tax Deductions</td>
<td></td>
<td>1,127.26</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Tax Deductions</th>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Tax - Hospital Plan</td>
<td>258.52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Tax Deductions</td>
<td></td>
<td>76.78</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>254.76</td>
<td>2,735.44</td>
</tr>
</tbody>
</table>

### Absence Plans

<table>
<thead>
<tr>
<th>Absence Plan</th>
<th>Description</th>
<th>TOT Std C(Transamex)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO Standard</td>
<td>12,250</td>
<td></td>
</tr>
</tbody>
</table>

### Taxes

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>DASDI - Taxable Wages</td>
<td>0.17</td>
<td></td>
</tr>
<tr>
<td>Medicare - Taxable Wages</td>
<td>0.17</td>
<td></td>
</tr>
<tr>
<td>Federal Withholding - Taxable Wages</td>
<td>2,677.57</td>
<td></td>
</tr>
</tbody>
</table>

### Net Pay

Amount of pay after taxes and deductions

### Taxable Wages

Amount of wages considered taxable for different taxing agencies

### Absence Plans

Balance of absence plans (e.g., PTO)

Updated as of July 11, 2017
Sample Payslip: Physical check (if applicable)

This describes the different sections at the top of the physical payslip mailed to your home (if applicable). The bottom of the payslip is your check — or check copy if you are enrolled in direct deposit.

NOTE: Physical checks are mailed by ADP Corp and may take longer for you to receive.

Withholding Elections
Your withholding elections for taxes (see page 9 to learn how to change)

Earnings
Amount of pre-tax pay for the pay period and year-to-date totals

Pre-Tax Deductions
Benefit deductions made on a pre-tax basis

Personal Information
Update through the Personal Information worklet

Taxes
Amount of taxes deducted for the pay period

Employer Paid Benefits
Amounts Trinity Health pays toward your benefits

Net Pay
Amount of pay after taxes and deductions

Absence Plans
Balance of absence plans (e.g., PTO)

Pay Distribution Summary
Where net pay for pay period is distributed
Add Payment Elections

1. Click Add Elections

NOTE: If you already have payment elections in the system, your screens will be different. Skip to step 6.

2. Click prompt icon to choose Payment Type

PENDING TYPES
- Biweekly Check
- Direct Deposit

3. Confirm Pay Type (check for Yes; uncheck for No)

NOTE: Changes to payment elections will be effective with the next pay cycle.

IMPORTANT: You will be able to add and change direct deposit information ONLY when inside the Trinity Health network (at a work location or when logged into the Virtual Private Network (VPN) from a remote location.)

You will NOT be able to make changes to your direct deposit account when you are at a location outside of the Trinity Health Network or the VPN (such as using Wi-Fi at your local coffee shop.)

SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE
Add Payment Elections

4. Type your Account Information
   (* indicates required information; see sample above for assistance)

5. Click OK

WHAT IS THIS?
Bank Identification Code
Not a required field.

SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE

Workday Job Aid: Pay Worklet
Change Payment Elections

NOTE: When using direct deposit, you must add your accounts before changing your elections.

6. Click **Add Account** to add a new savings or checking account (See Step 4)

7. Click **Change Election** to set the amount of pay deposited into each of your accounts or paid by check

SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE
Change Payment Elections

8. Select the Country
9. Select Check or Direct Deposit
10. Select the Account
11. Choose Balance, Amount, or Percent to apply to each account
12. Click OK. If there are no errors, Submit your selections on the next screen

Hint: Any account using “Balance” must appear in the last row. Use the arrows to change the order.

Hint: If using percentages, they must total 100%.
Delete Payment Elections or Accounts

NOTE: You must remove your elections before deleting your account.

1. Click Change Election

SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE
Delete Payment Elections or Accounts

2. Click the – sign to delete the election. Make any necessary adjustments to the remaining elections.

3. Click OK.

SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE
Delete Payment Elections or Accounts

4. Click **Delete Account**

5. Click **OK**
View Withholding Elections (Tax Elections)


**HINT:** To view State and Local elections, click the appropriate tab.
Appendix

Workday Job Aid: Pay Worklet
Earnings

You may see a difference in how your earnings are reported on your payslip. In Workday:

- The payslip summarizes Fair Labor Standards Act (FLSA) wage by Pay Component, Hours, Rate, Amount, and YTD (year-to-date).

- For a pay period:
  - If the rates are different, Workday displays separate rows for each week.
  - If the rates are the same, Workday combines them for the pay period.

- ALL hours worked will be reported as either Regular or Overtime on the payslip detail.

- If eligible per the policy, a colleague who works the holiday (or is called back to work while on-call) will be paid a premium equivalent to half of their hourly base rate in addition to Regular and Overtime earnings. This will be reflected on the payslip detail as a separate line item.