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.
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 *(available beginning January 2017)*
Historical payslips through December 23, 2016 for bi-weekly Paygroup B, and December 30, 2016 for bi-weekly Paygroup A, and W-2s for prior years will be available through employee self-service via Lawson (Fort. Lauderdale) and PeopleSoft until April 30, 2017. **NOTE:** For System Offices, historical payslips prior to June 30, 2016 will be available in PeopleSoft until April 30, 2017.

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

### Earnings
- **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)

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

### Employer Paid Benefits
- **Amounts Trinity Health pays toward your benefits**

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

### Net Pay
- **Amount of pay after taxes and deductions**

### Taxes
- **Amount of taxes deducted for the pay period**

### Taxable Wages
- **Amount of wages considered taxable for different taxing agencies**

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

Updated as of December 29, 2016
Add Payment Elections

1. Click Add Elections

2. Click prompt icon to choose Payment Type
   - 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.

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

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
Change Payment Elections

6. Review Payment Elections. If changes are needed, click **Edit**

SCREEN INSTRUCTIONS CONTINUE ON NEXT PAGE
Change Payment Elections

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

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

8. 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

1. Select Check or Direct Deposit
2. Select the Account
3. Select the Country
4. Choose Balance, Amount, or Percent to apply to each account
5. 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.