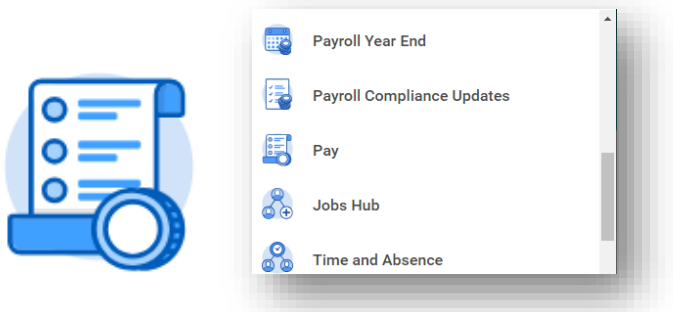# Payroll: Manage Payroll Options

ABOUT THE PAY APPLICATION

Within your system, you may notice multiple pay applications, such as the Pay application shown below.


Workday enables the Pay application for dashboards and contains worklets with links to payroll-related tasks and information. The displayed information depends on your organization's configuration. The Pay application may include:

- **Withholding Elections**: Review and update withholding elections on the Federal, State, and Local Elections tabs.
- **Payment Elections**: Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct deposit.
- **Payslips**: View and print payslips or change your payslip printing election. You can view payslips for any previous period with available data.
- **Total Rewards:** View rewards by Base Pay, Allowances, Incentive Pay, Stock, and even Benefits, depending on your organization's configuration.
- **Bonus and One-Time Payment History**: Review payments received outside of the regularly scheduled payroll process, such as bonuses.
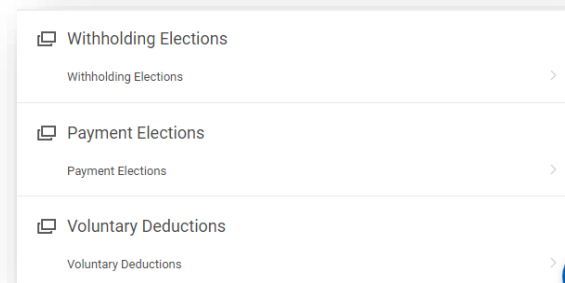
- **Tax Documents**: View the annual tax documents associated with your earnings.
- **Voluntary Deductions:** Enter voluntary deduction elections.

VIEW YOUR WITHHOLDING DEDUCTIONS

To review and update your withholding elections:
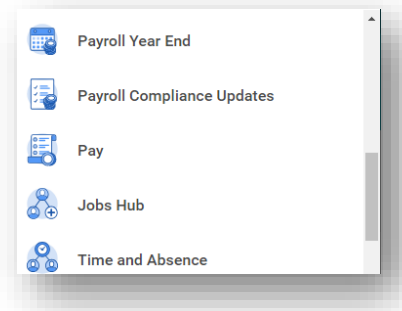
1. From the Pay application, select **Withholding Elections**.

2. View your Federal Elections or choose the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.

3. On the bottom of each tab, select the **Update** button to make election changes.

4. Select **OK**.

5. After making election updates, select the **I Agree** checkbox and select **OK**.

ADD A DIRECT DEPOSIT ACCOUNT

To add a direct deposit account:

1. From the Pay application, select **Payment Elections**.

2. Under Accounts, select **Add**.

3. Optionally, you can add an Account Nickname to help you identify this account.

4. Enter the Routing Transit Number, Bank Name, and Account Number.

5. Select the Account Type.

Your screens and processes may vary from this document. Confidential ©2022 Workday, Inc.
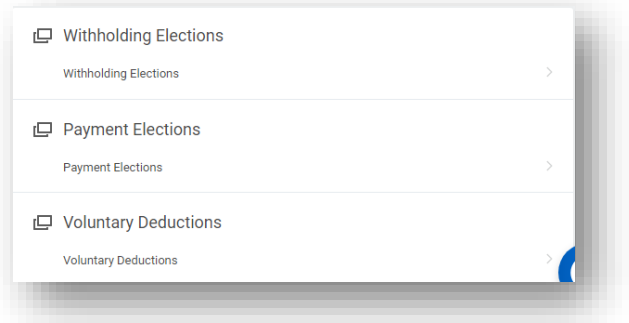

2

6. Additionally, you can enter a Bank Identification Code.

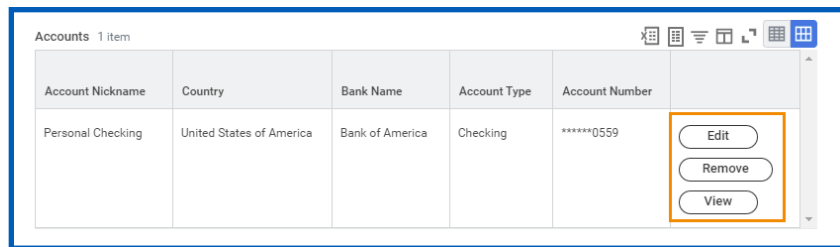7. Select **OK** to save. Once you have added the account, you can use it to make payment elections.

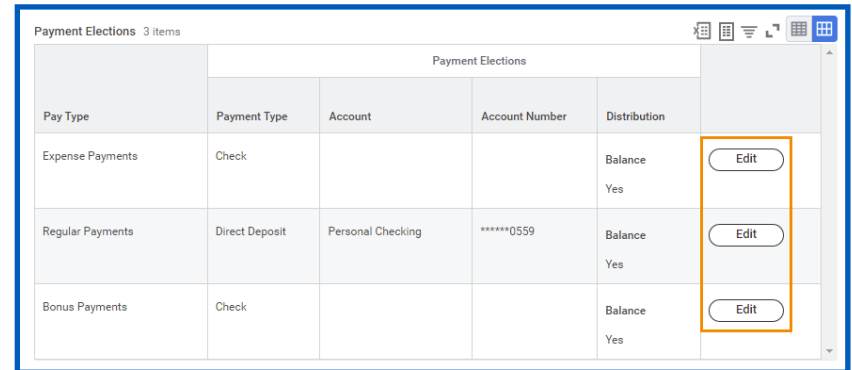## MANAGE YOUR PAYMENT ELECTIONS

To manage your payment elections:

1. From the Pay application, select **Payment Elections**.

2. Use the **Edit**, **Remove**, or **View** buttons to edit, remove, or view bank accounts. You can only remove an account if you no longer use it as a payment election.

3. In the Payment Elections section, select **Edit** to modify a payment election.

4. Change the amount or percent to deposit into the account. Or change the account that receives the balance of payments for the pay type. Your organization's payment elections policy determines the allowed changes.

5. Select **OK** to save.

PRINT PAYSLIPS

To print your payslips:

1. From the Pay application, select **Payslips**.

2. Here you can view a list of all payslips. In the Payslips table, select the **View** or **Print** buttons. You can also view a printable version and download it as a PDF or export the document to Excel and then download the file.

3. To print multiple payslips, select **Print Multiple Payslips**.

 Note: Printing multiple payslips is an organization-specific setting, so your organization may not enable it.

4. Enter the payment date range, then select **OK**.

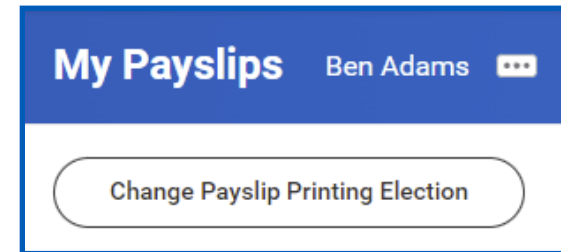**5.** In the Payslips table, select or clear the checkboxes and select

OK.

6. Print the report or download the generated PDF.

CHANGE PAYSLIP PRINTING ELECTION

To change your payslip printing election:

1. From the Pay application, select **Payslips**.

**2.** Select **Change Payslip Printing Election**.

3. Your name and organization information auto-populate. Select **OK** to continue.

4. Select the **New Payslip Printing Election** prompt to view the available options.

5. Select from the displayed options.

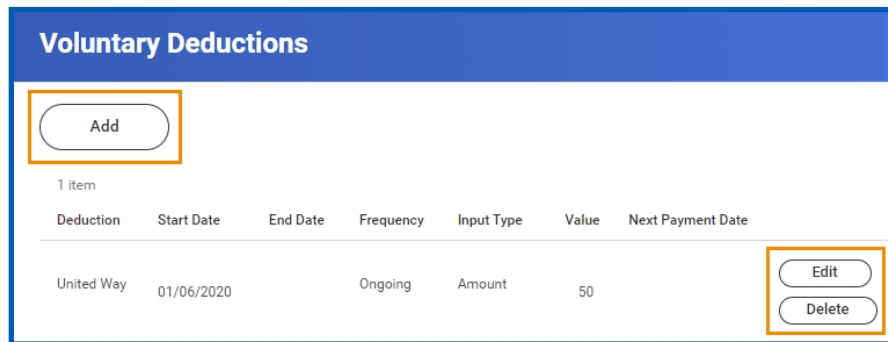**6.** Select **OK** to save the changes.

VOLUNTARY DEDUCTIONS

To add or update your voluntary deductions:

1. From the Pay application, select **Voluntary Deductions**.
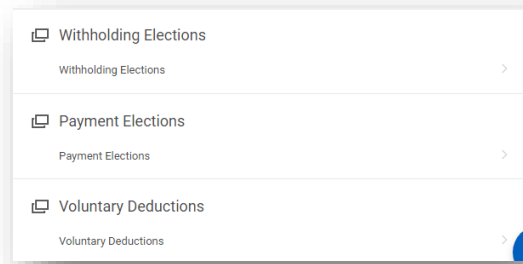
2. Here you can add, edit, or delete deductions configured by your organization.

3. Select the **Add** button to add your own deductions.

4. From the Deduction field, select the deduction from the prompt.

5. Enter any required information indicated by an asterisk.

6. Select **OK** to save the deduction.