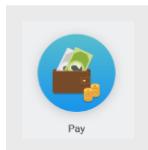


About the Pay Worklet



The Pay worklet contains links to payroll-related tasks and information. The links that display may depend on how your company has configured Workday. Use these links and options to do the following:

- Withholding Elections:** View withholding information on the State Elections tab and View/Modify your Federal Elections.
- 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 may view payslips for any previous period when the data is provided.
- Timesheets:** Record work hours for submission, approval, and eventual payment through payroll (if enabled).
- My Tax Documents:** View the annual tax documents associated with your earnings.

View Your Withholding Deductions

From the Pay worklet:

1. Click **Withholding Elections** under Actions.
2. View your Federal Elections, or click the **State Elections, Local Elections**, or **Tax Allocations** tabs to review your current status.

Withholding Elections Logan McNeil

| | |
|------------------------|---|
| Home Address | 42 Laurel Street San Francisco, CA 94118 United States of America |
| Social Security Number | 545212822 |

Federal Elections State Elections Local Elections Tax Allocations

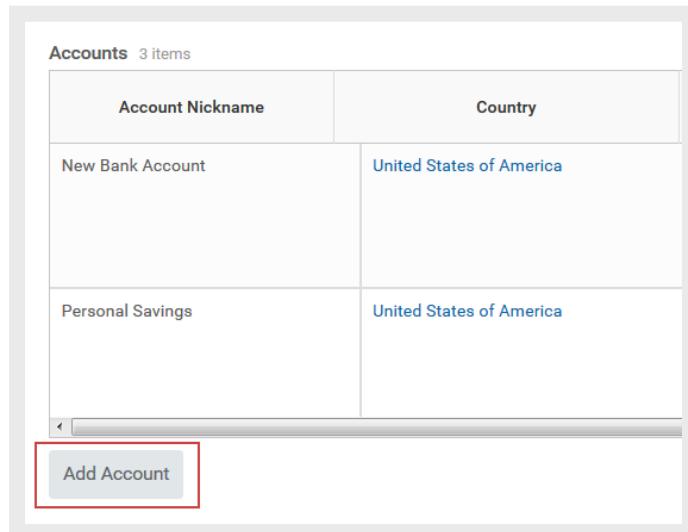
Company: Global Modern Services, Inc. (USA)

Effective Date: 01/01/2000

Add a Direct Deposit Account

From the Pay worklet:

1. Click **Payment Elections** under Actions.
2. Click **Edit**.
3. Click **Add Account**.



| Accounts 3 items | |
|------------------|--------------------------|
| Account Nickname | Country |
| New Bank Account | United States of America |
| Personal Savings | United States of America |

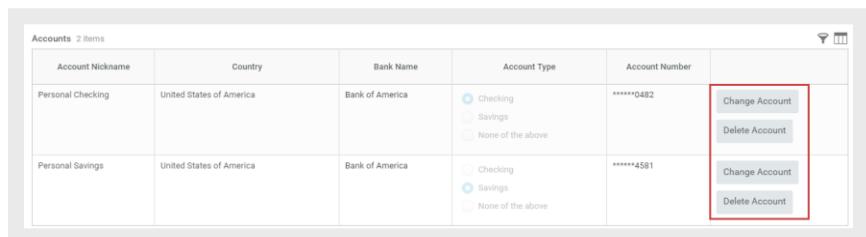
Add Account

4. Add a Nickname to help you identify this account (optional).
5. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
6. Optionally, you can enter a Bank Identification Code.
7. Click **OK** to save. Once the account has been added, you may use it to make payment elections.

Manage Your Direct Deposit

From the Pay worklet:

1. Click **Payment Elections** under Actions.
2. Click **Edit**.
3. Edit or remove bank accounts using the **Change Account** or **Delete Account** buttons. An account can only be deleted if it is no longer used as a payment election.



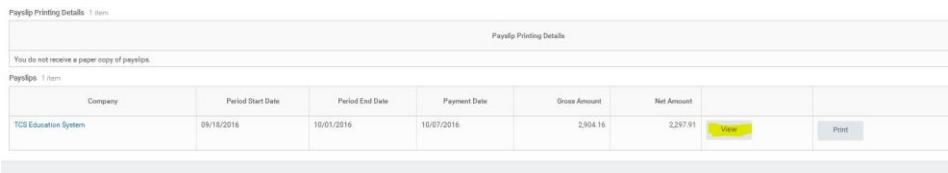
| Accounts 2 items | | | | | |
|-------------------|--------------------------|-----------------|---|----------------|--|
| Account Nickname | Country | Bank Name | Account Type | Account Number | |
| Personal Checking | United States of America | Bank of America | <input checked="" type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> None of the above | *****0482 | Change Account Delete Account |
| Personal Savings | United States of America | Bank of America | <input type="radio"/> Checking <input checked="" type="radio"/> Savings <input type="radio"/> None of the above | *****4581 | Change Account Delete Account |

4. Click **Change Election** in the Payment Elections section to modify a payment election.
5. Change the amount, the percent that goes to the account, or the account that receives the balance of payments for the pay type. Your company's payment elections policy determines what changes are allowed.
6. Click **OK** to save.

Print Prior Payslips

From the Pay worklet:

1. Click **Payslips** under the View section.
2. Here you can view a list of all payslips. Click the **Print** button next to a payslip name. You can also **View** the payslip and save it to your computer as a PDF.



| Payslip Printing Details 1 item | | | | | | |
|--|-------------------|-----------------|--------------|--------------|------------|--------------------------|
| Payslip Printing Details | | | | | | |
| You do not receive a paper copy of payslips. | | | | | | |
| Payslips 1 item | | | | | | |
| Company | Period Start Date | Period End Date | Payment Date | Gross Amount | Net Amount | |
| TCS Education System | 09/18/2016 | 10/01/2016 | 10/07/2016 | 2,904.16 | 2,287.91 | View Print |

View Your Compensation

From the Pay worklet:

1. Click **Total Compensation** under View.
2. Review your total compensation.