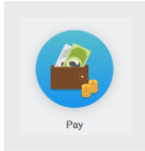


### About the Pay Worklet



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	<div>Change Account Delete Account</div>
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	<div>Change Account Delete Account</div>

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.							
<small>Payslips 1 item</small>							
Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
TCS Education System	09/16/2016	10/01/2016	10/07/2016	2,904.16	2,297.91	<a href="#">View</a>	<a href="#">Print</a>

### View Your Compensation

From the Pay worklet:

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