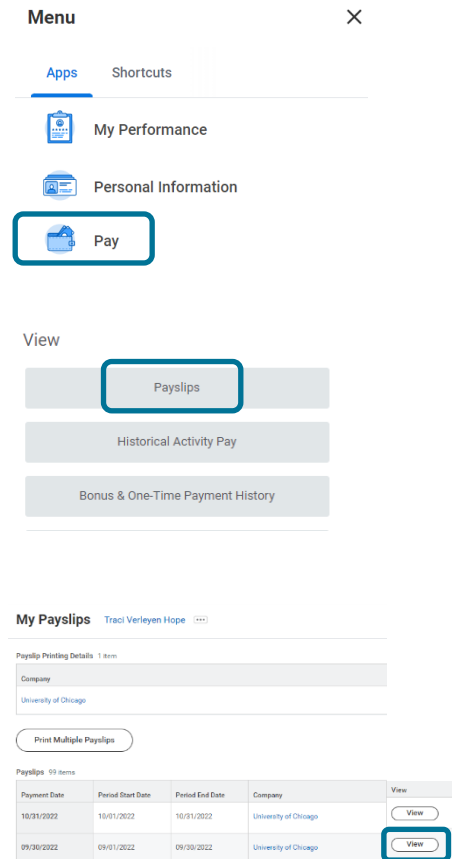# *How to Access Your Payslips in Workday*

1. *From the homepage in Workday, click the 'Pay' app.*

2. *Under the 'View' header, click the 'Payslips' option.*

3. *On the 'My Payslips' screen, find your desired payslip and click 'View'.*

4. *On the 'Payslip' screen, you will have the ability to print payslip image. Clicking this will download your payslip in a PDF file format. On the payslip you will see the following:*

Company name	*Payslip information*	*Employer paid benefits (if applicable)*
Current and YTD totals	*Withholdings*	*Pre- and post-tax deductions*
Taxable wages	*Earnings*	*Payments*