

Reading Your Payslip

Access your Payslip

Employees access their payslips in Workday through the **Pay** Worklet and selecting the **Payslip** link



The My Payslips page displays your Payslips in chronological order with the most recent on top.

View a Payslip

To view a specific payslip, you will need to click **View** next to the payslip you would like to review.

Payslip Overview

The top portion of your payslip provides a general overview of the system member that generated the payment, your personal information, and the period for which you are being paid.

Current and Year-To-Date (YTD) Totals

This section of your payslip summarizes the current pay period as well as the accumulation of these details since the beginning of the fiscal year. This is the high level overview of what you are paid and what deductions are removed both before and after taxes in order to determine your final net pay. Your *Net Pay* refers to what you take home. This is the amount on your paycheck or the amount deposited into your bank account(s) as set up in your payment elections in Workday.

Earnings

The earnings section lists each type of earning received during this pay period, and your YTD totals. Examples include but are not limited to: *Base Pay*, *Longevity Pay*, and *Lump Sum Vacation Payouts*. If you are a salary paid employee, it displays the Base pay with the Amount of that pay period and the YTD totals. Any additional pay for the pay period will be listed here as well. If you are an hourly paid employee, it displays the Hourly Pay with the total hours you worked and the rate of pay, and the amount you earned of that pay period as well as the YTD totals.

Deductions

Pre Tax Deductions

Pre-tax reductions are deducted from your pay **before taxes are calculated**, such as life insurance, medical, dental, retirement and more. You may also see items like you Wellness credit (if applicable).

Description	Amount	YTD
Dental	29.41	117.64
Medical	30.00	120.00
Optional Retirement	1,158.77	4,635.08
Vision	7.00	28.00
Wellness Credit	(30.00)	(120.00)
Total:	1,195.18	4,780.72

Post Tax Deductions

These deductions are taken after taxes are calculated. It includes items such as Long Term Disability as shown below.

Description	Amount	YTD
Long Term Disability	21.90	87.60
Total:	21.90	87.60

Taxes

Employee Taxes

This section lists the amount deducted from your paycheck to pay employment taxes. This includes OASDI (Referred to as Social Security), Medicare and Federal Withholdings.

Description	Amount	YTD
OASDI	788.23	3,152.90
Medicare	184.34	737.37
Federal Withholding	1,806.72	7,238.46
Total:	2,779.29	11,128.73

Note: OASDI stands for Old Age, Survivor and Disability

Taxable Wages

This section lists the total amount of wages you received on which you were taxed. This explains the totals you see under Employee Taxes shown here on the left.

Description	Amount	YTD
OASDI - Taxable Wages	17,388.59	86,113.39
Medicare - Taxable Wages	17,388.59	86,113.39
Federal Withholding - Taxable Wages	16,229.82	81,478.31

Note: OASDI limits the amount of earnings subject to taxation for a given year. The limit changes each year. For information on the limit visit the social security website and search for Contribution and Benefit Base

Employer Paid Benefits

Here you will see a summary of the amount your employer paid on your behalf for various benefits you are eligible for based on your position. These include medical premiums, life insurance and retirement programs like TRS (Teacher Retirement System).

Withholding

The Withholding section identifies what you currently have documented on your W-4 at the time payroll was processed. Your Federal Tax Withholding Elections can be updated at any time in Workday. Based on the timing of your update, the change may not reflect until the next pay period.

Withholding 3 items

Description	Federal	Work State
Marital Status	Married	
Allowances	4	0
Additional Withholding	0	

Payment Information

Payment information details the Net Pay amount you received and method (check or direct deposit) of the payment. If your funds are distributed over multiple accounts, you will see one row per account with the amount of funds deposited.

Payment Information 1 item

Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
Bank	Bank *****9663	*****9663	12,521.72	USD
Total:			12,521.72	