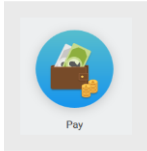


About the Pay Worklet



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:

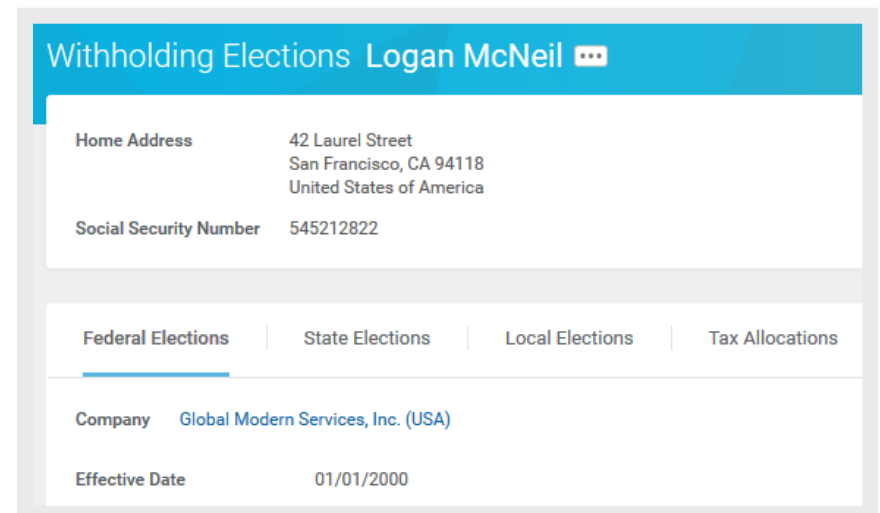
- **Withholding Elections:** View withholding information on the State Elections tab and View/Modify your Federal Elections.
- **Payment Elections:** Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct 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).
- **Total Compensation:** View compensation by Base Pay, Allowances, Incentive Pay, Stock, and even Benefits, depending on your company's configuration.
- **Merit Statement History:** View and print your merit statement history. This view includes the effective date of the review, the type of review, and the position for which you were reviewed.
- **Bonus and One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as bonuses.

- **My Tax Documents:** View the annual tax documents associated with your earnings.
- **Reimbursable Allowance Plan Activity:** View the amount, percentage, currency, and any allowances received from your company.
- **CIC + Tax Election Forms:** Use this portal (if configured) to view state and local tax withholding information.

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**.

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.

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

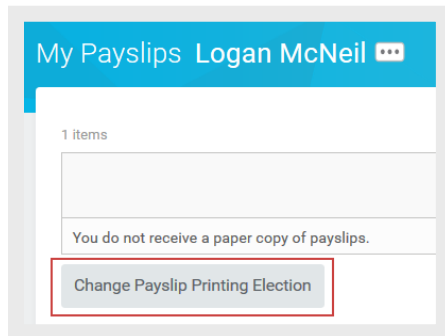
From the Pay worklet:

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.

Change Payslip Printing Election

From the Pay worklet:

1. Click **Payslips**.
2. Click **Change Payslip Printing Election**. Your name and company information auto-populates.



3. Click **OK** to continue.
4. Click the New Payslip Printing Election **prompt** to view the available options.
5. Click **OK > Done** to complete the process.

View Your Compensation

From the Pay worklet:

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

View Merit Statement History

From the Pay worklet:

1. Click **Merit Statement History** under View.
2. Review your merit history.
3. Click **Create New Statement** to create a merit report.

View Bonus and One-Time Payment History

From the Pay worklet:

1. Click **Bonus & One-Time Payment History** under View.
2. Review your bonus and one-time payment history.

View Your Tax Documents

From the Pay worklet:

1. Click **My Tax Documents** under View.
2. Review the documents Workday has on file for you.

View Reimbursable Allowance Plan Activity

From the Pay worklet:

1. Click **Reimbursable Allowance Plan Activity** under View.
2. Review the allowed expenses you have incurred against the allowance setup as a part of your employee role.