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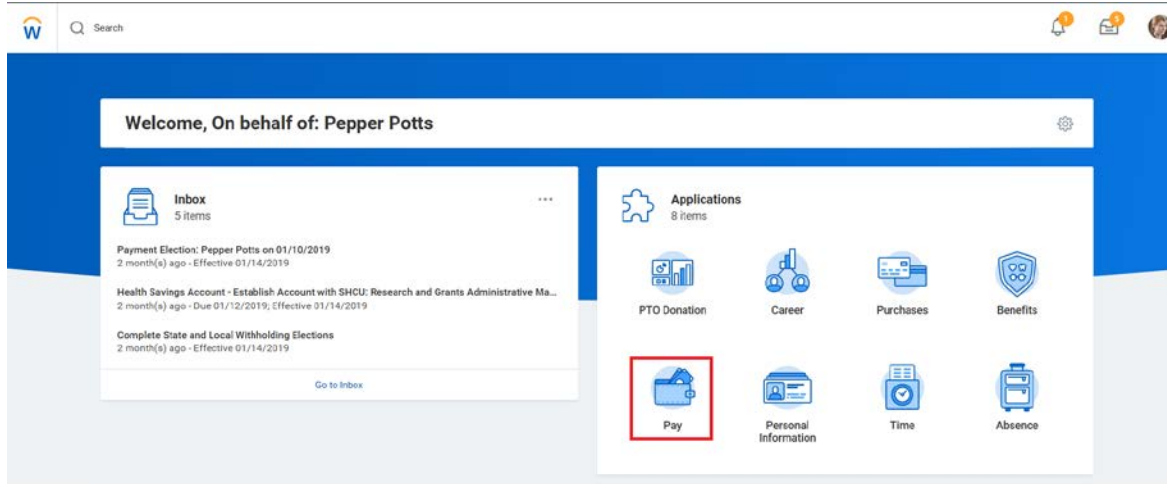
## Workday FAQ's

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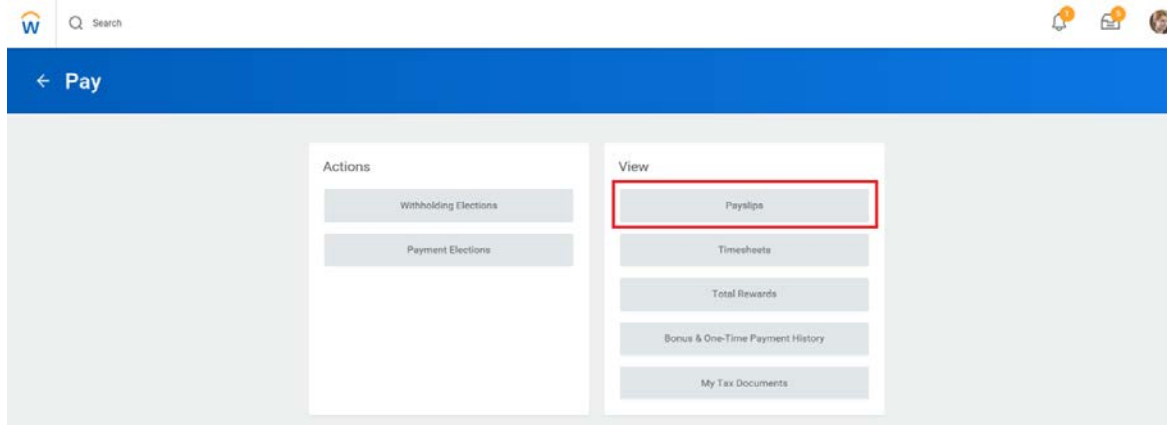
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## To View Payslips in Workday

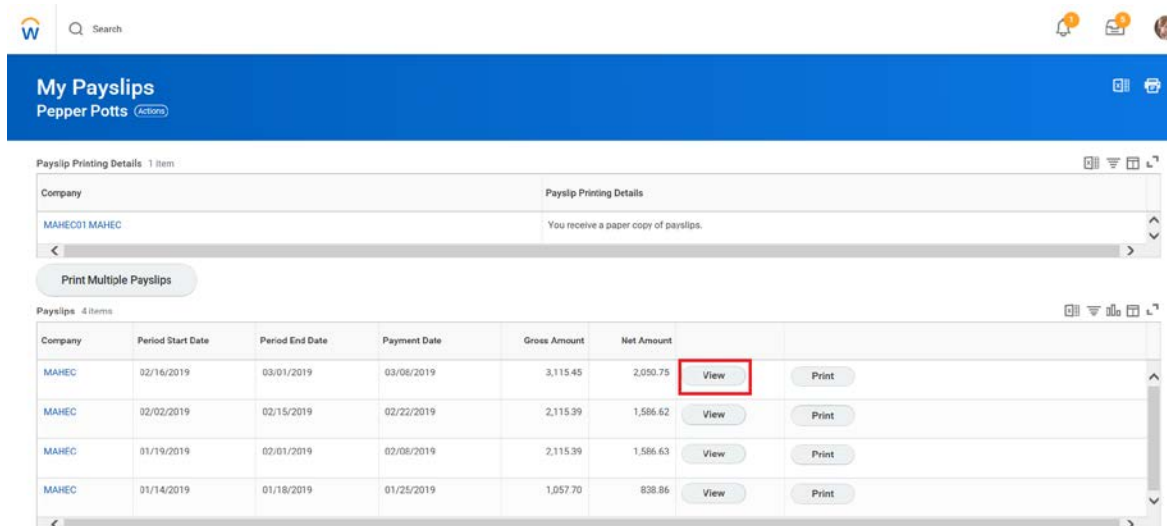
Click on the “Pay” icon from your home page



Click on the “Payslips” button



Click on the “View” button next to the payslip you would like to view



# Payslip

## Payslip

Pepper Potts: 03/01/2019 (Regular) - Complete [Actions](#)



Previous Payslip

Return to My Payslips

Print Payslip Image

Print Multiple Payslips

### Company Information 1 item



Name	Address
MAHEC	121 Hendersonville Road Asheville, NC 28803 United States of America

### Payslip Information 1 item



Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Pepper Potts	102146	02/16/2019	03/01/2019	03/08/2019	

### Current and YTD Totals 2 items



Balance Period	Gross Pay	Employee Pre Tax Deductions	Employee Taxes	Employee Post Tax Deductions	Net Pay
Current	3,115.45	229.14	810.27	25.29	2,050.75
YTD	8,403.93	229.14	2,086.64	25.29	6,062.86

### Earnings 3 items



Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Presentation Honorarium	02/16/2019 - 03/01/2019	0.00	0.00	1,000.00	0.00	1,000.00
PTO Use	02/16/2019 - 03/01/2019	8.00	26.45	211.60	8.00	211.60
Salary Earnings	02/16/2019 - 03/01/2019	72.00	0.00	1,903.85	272.00	7,192.33
Total:				3,115.45		8,403.93

### Employee Taxes 4 items



Description	Amount	YTD
Social Security	188.61	516.50
Medicare	44.11	120.79
Federal Withholding	443.55	1,093.35
State Tax - NC	134.00	356.00
Total:		810.27

### Employee Pre Tax Deductions 4 items



Description	Amount	YTD
403b Employee	155.78	155.78
Dental Pre-Tax	8.17	8.17
Health Pre-Tax	62.09	62.09
Vision Pre-Tax	3.10	3.10
Total:		229.14

### Employee Post Tax Deductions 1 item



Description	Amount	YTD
403(b) Loan (Employee Loan 1)	25.29	25.29
Total:		25.29

### Employer Paid Benefits 3 items



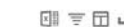
Description	Amount	YTD
+ 403b ER Match	155.78	155.78
ER Dental Prem	12.52	12.52
ER Health Prem	283.83	283.83
Total:		452.13

### Taxable Wages 4 items



Description	Amount	YTD
OASDI - Taxable Wages	3,042.09	8,330.57
Medicare - Taxable Wages	3,042.09	8,330.57
Federal Withholding - Taxable Wages	2,886.31	8,174.79
State Tax Taxable Wages - NC	2,886.31	8,174.79

### Withholding 3 items



Description	Federal	Work State
Marital Status	Single	Single
Allowances	0	0
Additional Withholding	0	

### Absence Balances 2 items



Description	Accrued	Reduced	Available
Floater Holidays Time Off Plan	0.00	0.00	8.00
PTO	0.62	8.00	(7.38)

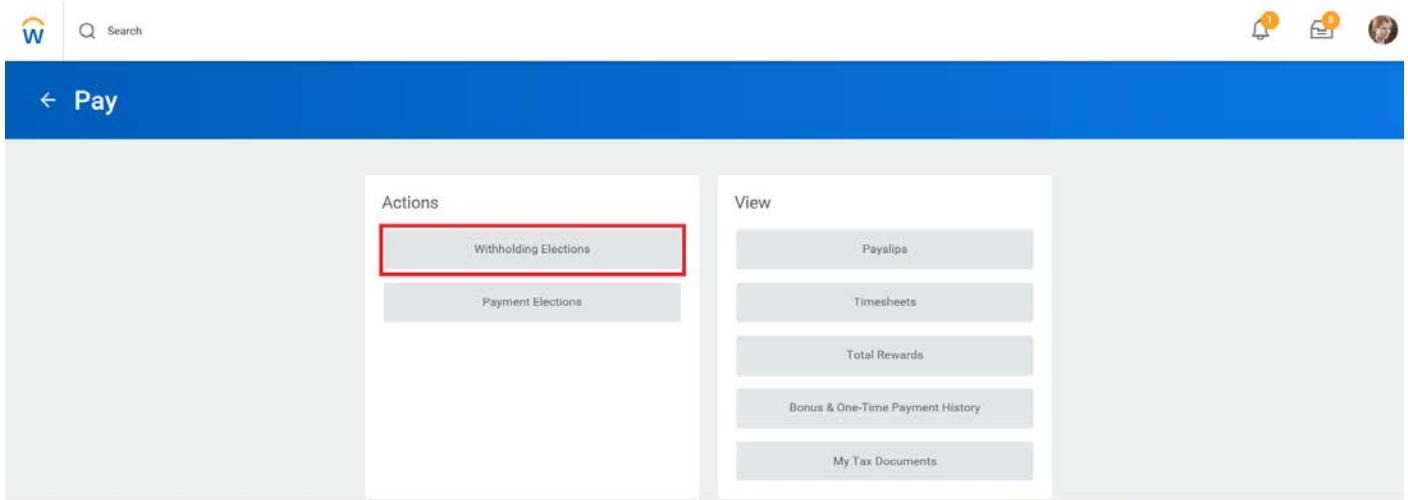
### Payment Information 1 item



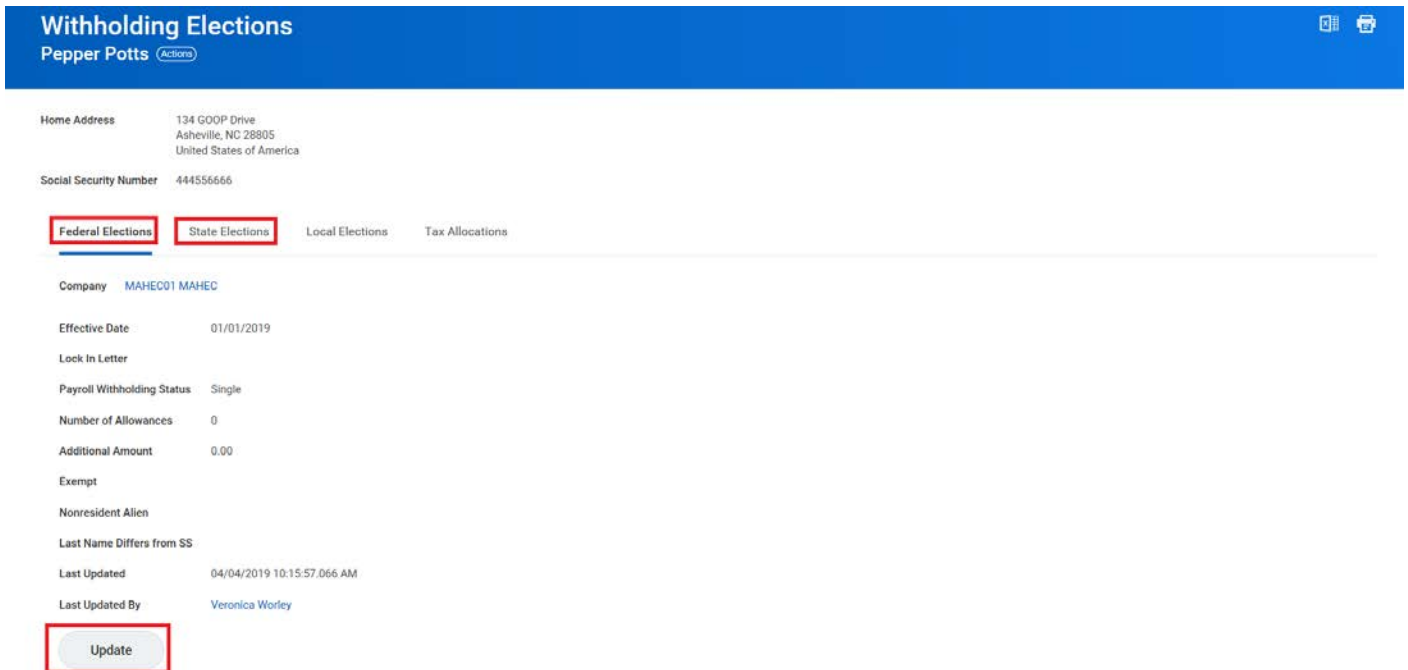
Bank	Amount in Pay Group Currency	Pay Group Currency
(Check)	2,050.75	USD
Total:		2,050.75

## To View or Update Tax Elections

Click on “Pay” icon from your home page, then click on “Withholding Elections” button

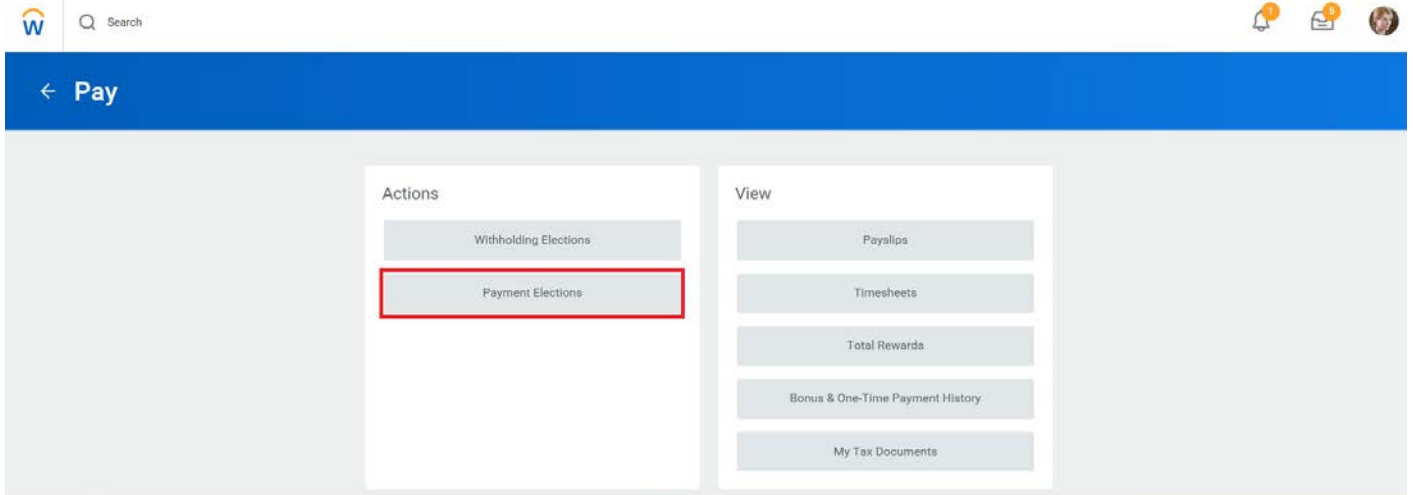


To make any changes, click on the “Update” button



## To View Payment Elections

Click on the “Pay” icon from your home page, then click on “Payment Elections” button



Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Worker [Pepper Potts](#)  
Default Country United States of America  
Default Currency USD  
Status In Progress  
Last Updated 01/10/2019 10:23 AM

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank of America *****543	United States of America	Bank of America	Checking	*****543	<a href="#">Edit</a> <a href="#">Remove</a>

[Add](#)

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Bank of America *****543	*****543	Balance Yes	<a href="#">Edit</a>

## To Add a Payment Election

Click on the “Add” button

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Worker **Pepper Potts**  
Default Country **United States of America**  
Default Currency **USD**  
Status **In Progress**  
Last Updated **01/10/2019 10:23 AM**

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank of America *****6543	United States of America	Bank of America	Checking	*****6543	<button>Edit</button> <button>Remove</button>

**Add**

Payment Elections 1 item

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Bank of America *****6543	*****6543	Balance Yes	<button>Edit</button>

Key in fields marked with a red asterisk, then click the “OK” button

Worker **Pepper Potts**  
Account Country **United States of America**

Sample Check

Jonathan Doe  
4321 Main St  
Anywhere, CA 94300

DATE \_\_\_\_\_ Dollars

YOUR BANK NAME  
3075 1st St  
Anywhere, CA 94300

DO NOT INCLUDE  
Check #

⑉ 23456789⑈ 0001234567890⑈ 00⑈

⑉ Digit Routing #  
Between the ⑈ symbols

Account #  
Include all zeros

### Account Information

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*  Checking  
 Savings

Account Number \*

**OK**

Cancel

The new Wells Fargo account has been added to your account list in the top section, but not tied to your payment elections in the bottom section just yet. You will need to click on the “Edit” button in the bottom section.

Worker [Pepper Potts](#)  
Default Country United States of America  
Default Currency USD  
Status In Progress  
Last Updated 01/10/2019 10:23 AM

Accounts 2 Items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank of America *****543	United States of America	Bank of America	Checking	*****543	<a href="#">Edit</a> <a href="#">Remove</a>
WELLS FARGO *****7890	United States of America	WELLS FARGO	Checking	*****7890	<a href="#">Edit</a> <a href="#">Remove</a>

Payment Elections 1 Item

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	Bank of America *****543	*****543	Balance Yes	<a href="#">Edit</a>

Click on the “+” button to add a row

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type [Regular](#)  
Worker [Pepper Potts](#)  
Default Country [United States of America](#)  
Default Currency [USD](#)  
Number of Elections Allowed 3

Payment Elections 1 Item

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<a href="#">+</a> Add Row	<a href="#">United States of America</a>	<a href="#">USD</a>	<a href="#">Direct Deposit</a>	<a href="#">Bank of America *****543</a>	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

Click in the “Country” drop down option and select “United States of America”

Payment Elections 2 Items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<a href="#">+</a> <a href="#">-</a>	<a href="#">United States of America</a>	<a href="#">USD</a>			<input type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>
<a href="#">+</a> <a href="#">-</a>	<a href="#">United States of America</a>	<a href="#">USD</a>	<a href="#">Direct Deposit</a>	<a href="#">Bank of America *****543</a>	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

Click in the “Payment Type” drop down box to select “Direct Deposit”

Click in the “Account” drop down box to select the account you just added. Wells Fargo in this example.

Select if you would like a flat amount or percent and designate the appropriate amounts. Click on the “OK” button.

Both accounts are now tied to future direct deposits. Click on the “Edit” button in the bottom section to make any changes to the amounts or percentages.

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank of America ****543	United States of America	Bank of America	Checking	****543	Edit Remove
WELLS FARGO ****7890	United States of America	WELLS FARGO	Checking	****7890	Edit Remove

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular	Direct Deposit	WELLS FARGO ****7890	****7890	Amount 125.00	Edit
	Direct Deposit	Bank of America ****543	****543	Balance Yes	