



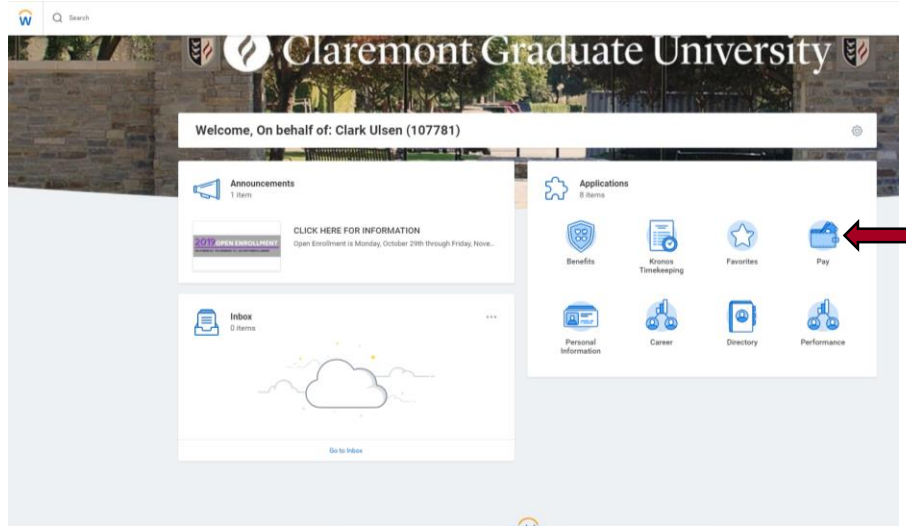
Access Payslips and Change Payslip Printing Election

1

Login to [Workday](#)

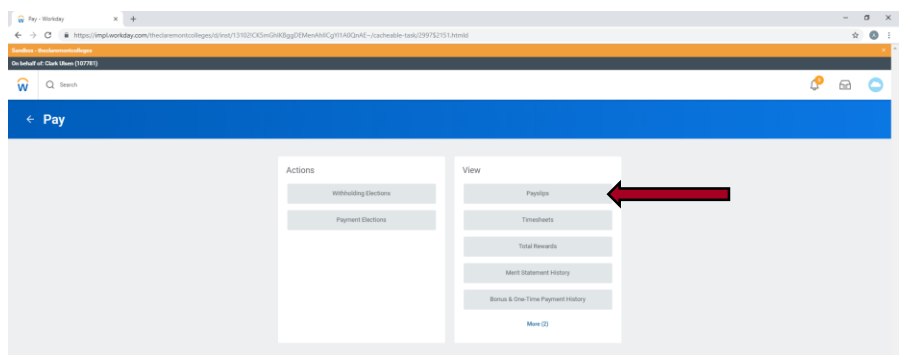
2

Select the **Pay** Application



3

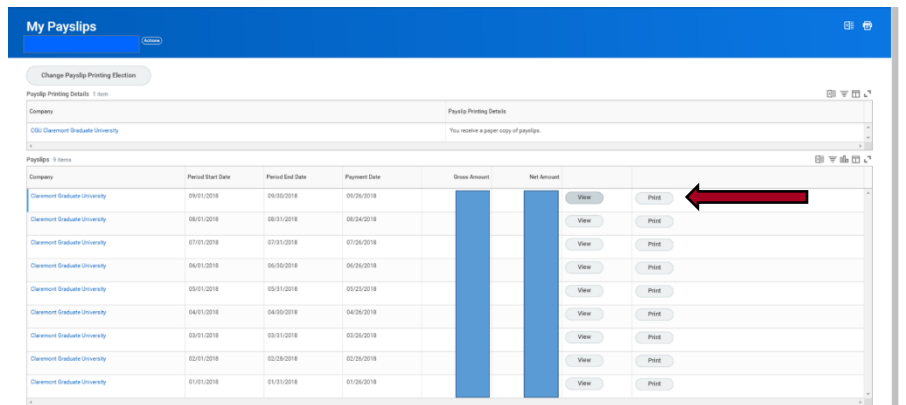
Select **Payslips**



4

On this page you will be able to see all your pay slips, select View or Print.

In the View section you will be able to save, or export the payslip to excel.

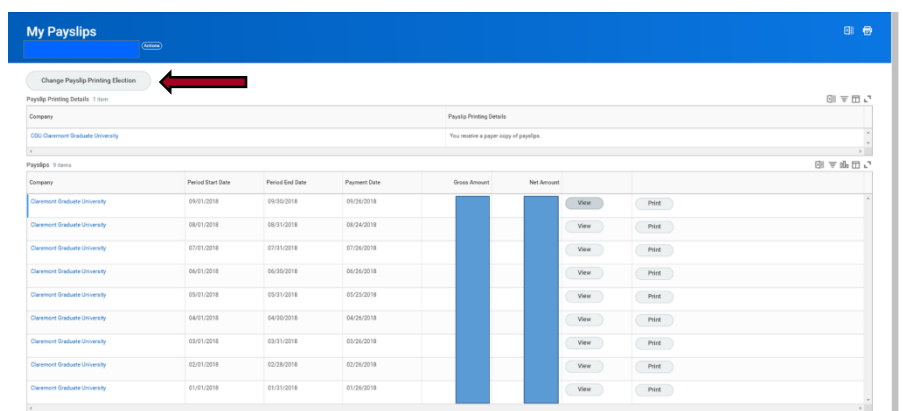


Change Payslip Printing Elections

Employees have the option to receive payslips both paper copies and electronically. To review and edit your current preferences, follow the steps below. 🌿

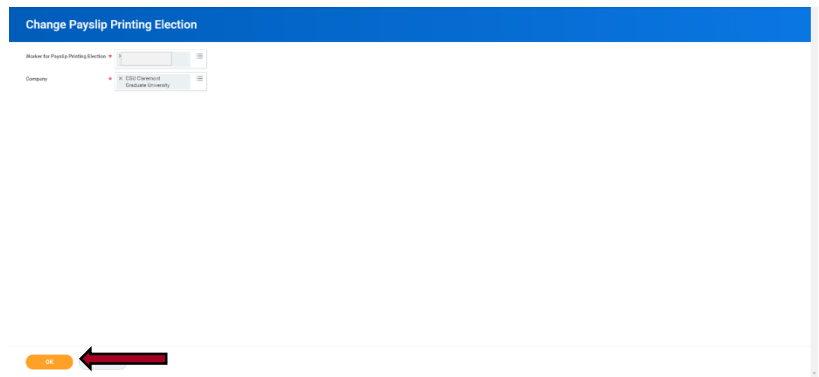
1

Once on My Payslips page you will click **Change Payslips Printing Election**



2

In the Change Paylips Printing Election page worker field and Company will default to your information. Click **OK** at the bottom of the page to proceed to the next screen .



3

Make your election in the New Payslip Printing Election field. Then Click **OK** to submit and **Done** to finish this process.

