

# View & Print Payslips

Payroll Workstream Job Aid



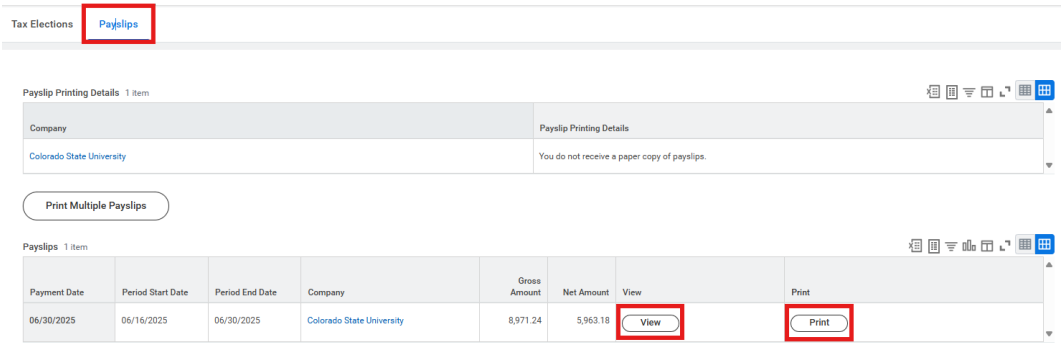
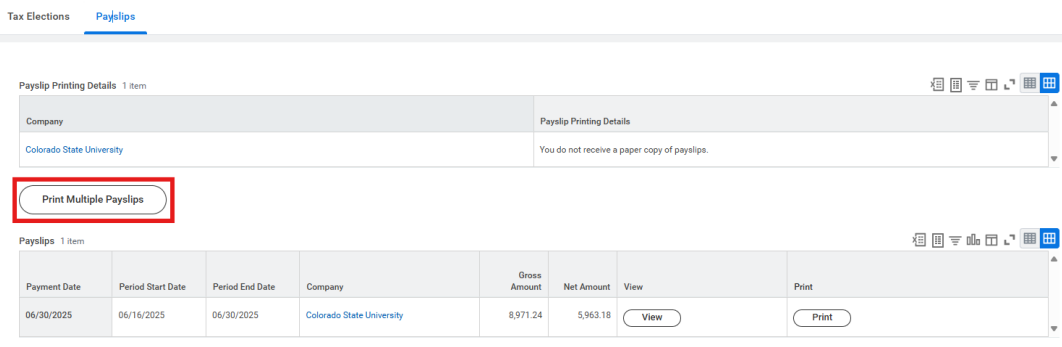
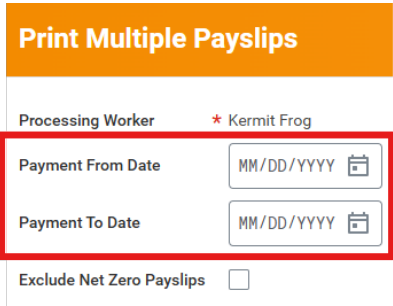
Use this job aid for instructions on how to view and print your payslips.

Step	Action
1.	<p>From the Workday Homepage, select your <b>Profile</b> icon, and then <b>View Profile</b> to access your Profile page.</p>  <p>The screenshot shows the Workday homepage navigation menu. At the top right, there are three icons: a notification bell with a red '16', an envelope with a red '2', and a profile icon of Kermit Frog. The profile icon is highlighted with a red box. Below the menu, a profile card for 'Kermit Frog' is shown. It features a circular profile picture of Kermit Frog, the text 'On behalf of: Kermit Frog', and a 'View Profile' button which is also highlighted with a red box. At the bottom of the menu, there are options for 'Home' and 'My Account'.</p>
2.	<p>Select <b>Pay</b>.</p>  <p>The screenshot shows the 'View Profile' page for Kermit Frog. The page has an orange background. At the top is a circular profile picture of Kermit Frog. Below it, the name 'Kermit Frog' is displayed, followed by the employee ID 'KER-MITT', the pronouns 'He/Him', and the job code 'FC-E2E_001'. There is an 'Actions' button and a 'Team' icon. A vertical menu on the left side contains several options: 'Summary', 'Job', 'Compensation', 'Benefits', 'Absence', and 'Pay'. The 'Pay' option at the bottom of the menu is highlighted with a red box.</p>

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<p>3.</p>	<p>Select the <b>Payslips</b> tab.</p> <p>Here you can view a list of all pay slips. In the Pay slips table, select the <b>View</b> or <b>Print</b> buttons. You can also view a printable version and download it as a PDF or export the document to Excel and then download the file.</p> 
<p>4.</p>	<p>To print multiple pay slips, select <b>Print Multiple Pay slips</b>.</p> <p><b>Note:</b> Printing multiple pay slips is an organization-specific setting, so your organization may not enable it.</p> 
<p>5.</p>	<p>Enter the payment date range, then select <b>OK</b>.</p> 
<p>6.</p>	<p>In the <b>Payslips</b> table, select or clear the checkboxes and select <b>OK</b>.</p>
<p>7.</p>	<p><b>Print</b> the report or <b>download</b> the generated <b>PDF</b>.</p>