

# Review Pay Slip Quick Guide

Audience: All employees

## Purpose and Overview

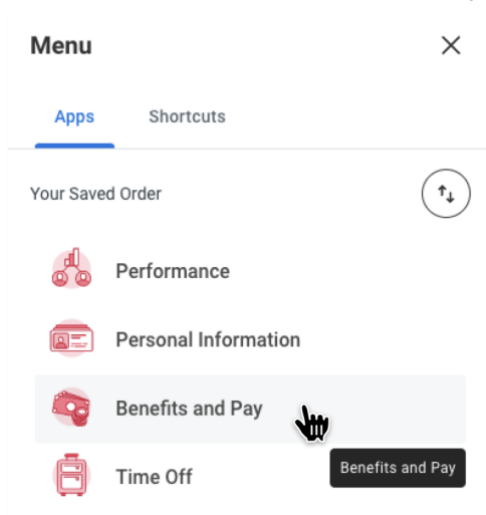
The purpose of this quick guide is to help you view your payslip in Workday.

## Pre-requisite Tasks

You must have been previously paid through Workday to view your payslip.

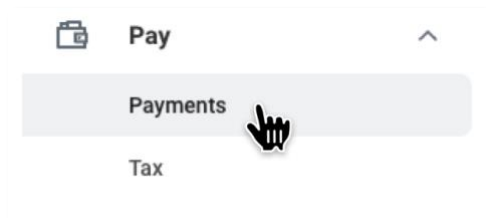
## Process Steps:

1. Log into [Workday](#) with your Andrew ID and password.
2. Click **Menu** then the **Benefits and Pay** hub.



**Note:** For international locations and student workers, click the **Pay** app, then under **View**, click **View Payslips**.

3. Under **Pay** the list, click **Payments**, then scroll down to view or print your Payslips.



4. Under **All Payslips**:

- a. Click **View** for the appropriate pay period.
- b. Click **Print** to print a copy of the payslip.

**All Payslips**

Payslips 10 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
01/31/2024	01/01/2024	01/31/2024	Carnegie Mellon University	6,568.52	5,033.02	<a href="#">View</a>	<a href="#">Print</a>
12/22/2023	12/01/2023	12/31/2023	Carnegie Mellon University	6,568.52	5,196.28	<a href="#">View</a>	<a href="#">Print</a>
11/30/2023	11/01/2023	11/30/2023	Carnegie Mellon University	6,568.52	5,196.28	<a href="#">View</a>	<a href="#">Print</a>

## Payslips

Workday payslips display the following information:

Section	Workday Payslip
Earnings	The earnings section displays the gross pay for each earnings type. Note: For exempt employees PTO, bereavement, holidays, etc. will be displayed and salary earnings are reduced by these amounts.
Employee Taxes	All taxes required by IRS and State regulations that have been withheld from the employee's paycheck are displayed.
Pre Tax Deductions	These are taken from an employee's pay before taxes are withheld. These reduce taxable wages
Post Tax Deductions	This is an after tax deduction.
Employer Paid Benefits /Other	Displays the amounts paid by CMU for employer-paid benefits and retirement contributions. This section also includes imputed income
Taxable Wages	Displays the income paid to an employee that by law must have taxes withheld.
Withholding Status	Displays the employee's tax elections based on the tax election forms they completed in Workday.
Payment Information	Contains the banking information for the net pay earned on the current paycheck.

\*Workday displays both current and YTD amounts for all of the above categories.

## Workday Payslip (for Exempt Employee) Example:

Previous Payslip

View All Payslips

Print Payslip Image

Print Multiple Payslips

Company Information 1 item

Name	Address
Carnegie Mellon University	5000 Forbes Ave. Pittsburgh, PA 15213 United States of America

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		06/01/2019	06/30/2019	06/14/2019	

Current and YTD Totals 2 items

Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current					
YTD					

## Workday Payslip (for Non-Exempt Employee) Example:

Previous Payslip

View All Payslips

Print Payslip Image

Print Multiple Payslips

Company Information 1 item

Name	Address
Carnegie Mellon University	5000 Forbes Ave. Pittsburgh, PA 15213 United States of America

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		06/01/2019	06/30/2019	06/14/2019	

Current and YTD Totals 2 items

Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current					
YTD					

### Next Steps:

Please contact [HR Services](#) if you have any questions regarding your payslip.