Payroll: Manage Payroll Options

Employee

GET PAYSLIP (MOBILE) - IPHONE

To print payslips:

- 1. Tap your Worker Profile image.
- 2. Tap View Profile.
- 3. Tap Pay. You may have to tap More to view additional options.
- 4. Tap Payslips.
- 5. Tap the magnifying glass icon next to a payslip date.

÷		Payslips		
c	hange Pays	slip Printing Election		
	Pa	ayslip Printing Details		
You d	Global Modern Services, Inc. (USA) You do not receive a paper copy of payslips.			
Paysi	ips 2 Items	S		
0	02/2	8/2019		
0	Q 01/3	1/2019		

6. Tap the **Print** button. Workday will send a notification to your Inbox once the process is complete. You can then view and print the payslip, or save the payslip as a PDF on your mobile phone.



IPHONE – CHANGE PAYSLIP PRINTING ELECTION

To change your payslip printing details:

- 1. Tap your Worker Profile image.
- 2. Tap View Profile.
- 3. Tap Pay. You may have to tap More to view additional options.
- 4. Tap Payslips.
- 5. Tap Change Payslip Printing Election.



- 6. Your organization name auto-populates. Tap **Next** to continue.
- 7. Tap the **New Payslip Printing Election** prompt to view the available options.
- 8. Select from the displayed options.
- 9. Tap **Done** to save the changes.
- 10. Tap Done again to go back to Payslips page.