

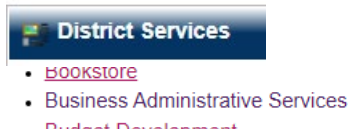
Quick Reference Guide – Payroll

There are 2 places to find payroll information, Cougarweb and Workday

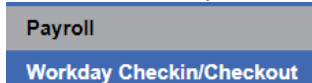
Go to Cougarweb\My Workplace



For Payroll detail information click on District Services on the right side and click on Business Admin Services



You will see a Payroll and Workday Checkin/Checkout tab



Under Payroll you will find the Time Sheet cut off dates and DD pay dates link

[TS Cut-Off and Direct Deposit Dates FY 2021-2022](#)

Also how to add more than one bank link

[Update or Add a Bank Account](#)

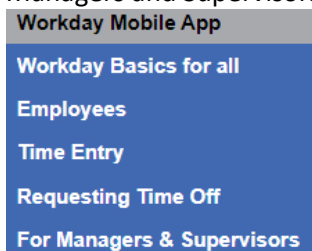
Under Workday Checkin/Checkout you will find a resources link to click on

[Workday Checkin/Checkout](#)

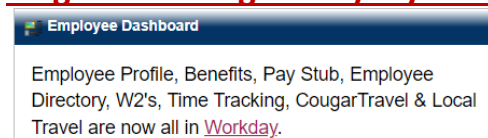
Workday Checkin/checkout will begin on September 12, 2021.

[Workday Checkin/Checkout](#) resources can be found here.

On this link you will find job aids for mobile app, time entry, requesting time off and instructions for Managers and Supervisors



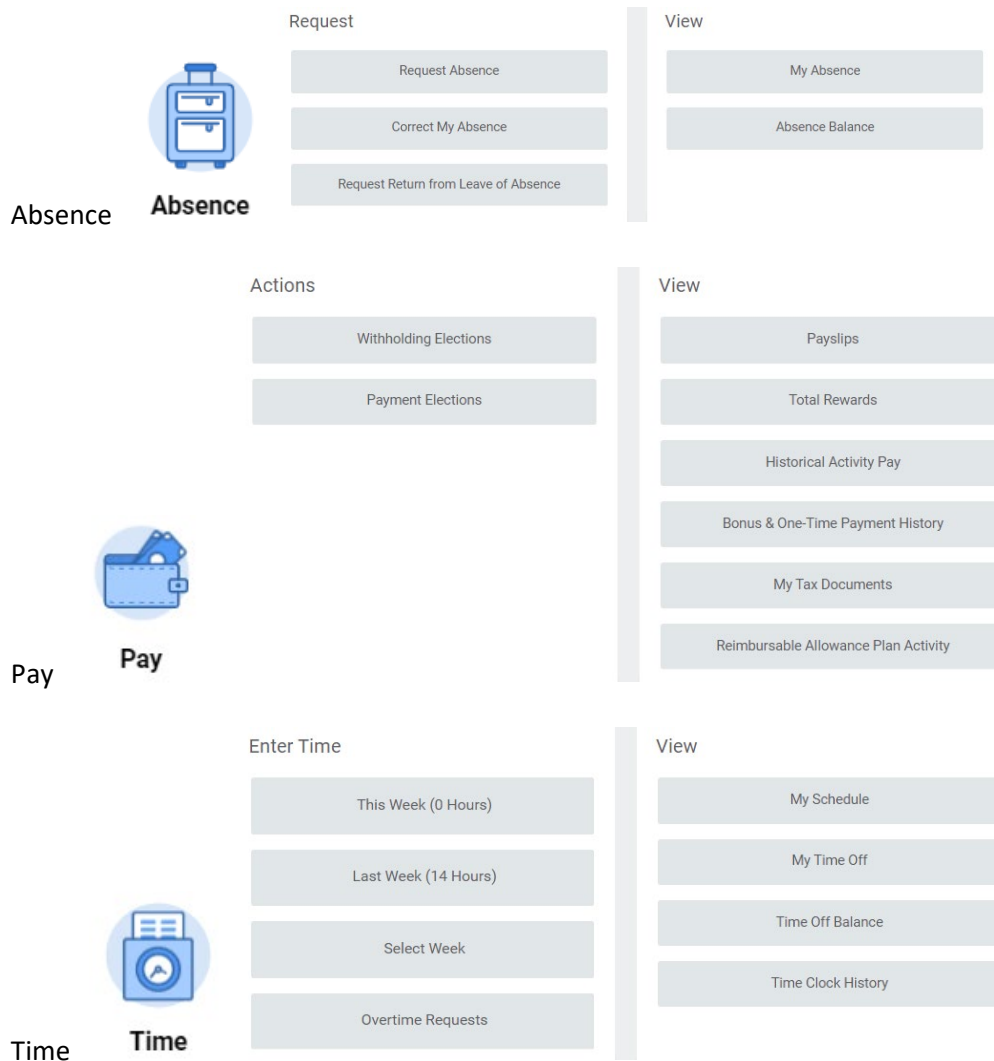
Or go here Cougarweb/My Workplace/Employee Dashboard



Click on Workday Link to take you to Workday

Once you are logged in to Workday you can click on view all Apps

 [View All Apps](#)



The screenshot displays three main categories of Workday apps:

- Absence:** Includes a 'Request' section with 'Request Absence', 'Correct My Absence', and 'Request Return from Leave of Absence'; and a 'View' section with 'My Absence' and 'Absence Balance'.
- Pay:** Includes an 'Actions' section with 'Withholding Elections' and 'Payment Elections'; and a 'View' section with 'Payslips', 'Total Rewards', 'Historical Activity Pay', 'Bonus & One-Time Payment History', 'My Tax Documents', and 'Reimbursable Allowance Plan Activity'.
- Time:** Includes an 'Enter Time' section with 'This Week (0 Hours)', 'Last Week (14 Hours)', 'Select Week', and 'Overtime Requests'; and a 'View' section with 'My Schedule', 'My Time Off', 'Time Off Balance', and 'Time Clock History'.

When will I get paid?

All Employees get paid the day before the last working day of the month.

If your start date is on or before the 18th of the month and you have your Direct Deposit information inside Workday your pay will be Direct Deposit. If not it will be a paper check.

If your start date is after the 18th of the month, that months pay will be prorated and added to the next months paycheck along with the regular monthly.

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