Overview

This job aid explains how employees can view and print payslips for pervious pay periods. Montgomery College encourages environmentally friendly practices, such as saving paper by reducing printing. To save paper, payslips can also be accessed from your mobile device when not at work

My Payslips

1. From the Workday home page, select **View All Apps** then select the **Pay** application. Alternatively, click **Menu** on left hand corner and select **Pay** application from the list.
2. Click **Payslips** from the View column.
3. Select one of the following actions:
   - **View Payslip**: Click **View** next to the applicable Payslip.
   - **Print Payslip**: Click **Print** next to the applicable Payslip
4. In the Payslips grid, view the following information for each pay period:
   - Pay Period Begin Date
   - Pay Period End Date
   - Check Date
   - Check Number (will be blank if employee has active payment elections, i.e., direct deposit)
   - Summary of **Current and Year-to-Date (YTD) Totals** for the applicable pay period, including:
     i. Gross Pay
     ii. Pre-Tax Deductions
     iii. Employee Taxes
     iv. Post-Tax Deductions
     v. Net Pay
   - **Taxable Earnings/Tax Free Reimbursement**:

summary of employee gross pay before applicable deductions, including hours worked, shift pay, holidays and leave, TSI, Special Project Pay, etc., if applicable
   - **Employee Taxes**: all applicable taxes
   - **Pre-Tax Deductions**: all applicable deductions not subject to Federal or State taxes, such as medical, dental, vision, pension, 403b/457b
   - **Post-Tax Deductions**: all applicable deductions on your taxed income, such as life insurance, disability, union dues
   - **Employer Paid Benefits/ Memo**: summary of the amounts paid on your behalf by Montgomery College for benefits
   - **Taxable Wages**: summary of taxable wages by tax type
   - **Withholding Details**: listing of Federal and State withholding status, total allowances, and additional withholding, if applicable
   - **Payment Information**: listing of all banks, account numbers, and amounts of deposits, if applicable (will be blank if employee has no active payment elections).