



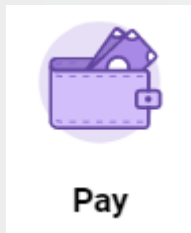
# Your Pay in Workday

A Guide to Understanding Your  
Pay, Taxes, and Deductions

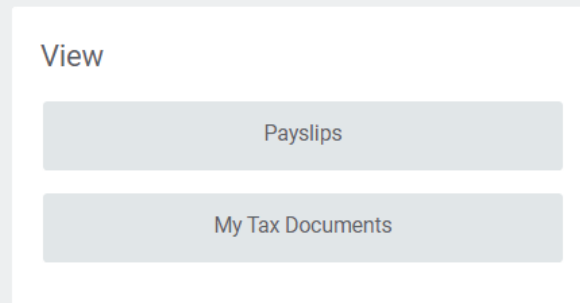
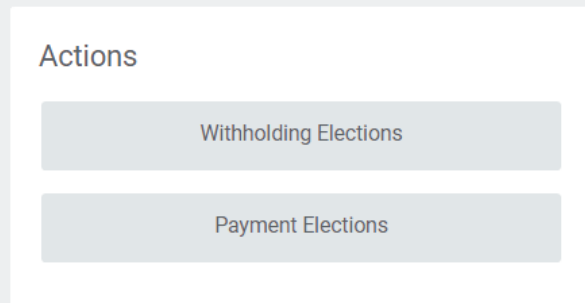
HRSTM  
January 2022

# Access the Pay App

- Go to **View All Apps** to access the **Pay** app



- Under **Pay**, you have the following **Action** and **View** options



## Actions: Withholding Elections

- View your tax withholding elections for Federal, State, and Local taxes
- Update this information, if needed
- If you don't live in MD, and reside in DC, VA, WV, PA, or MA, you must have your state of residence set up as well as MD as a non-resident. You will be taxed in BOTH states if you do not do this.
- If you do not reside in MD or any of the reciprocal states listed above, you should have MD set up as a non-resident.

## Actions: Payment Elections

- View your payment elections for payroll payments and expense payments (reimbursements), which will require 2FA while logged into Workday
- Update this information, if needed, which is only available when logged into an MC network (on campus or through VPN)

# View: My Tax Documents

- View your printing election for your annual W2 (beginning with 2022)
- Edit this information, if needed, which has defaulted to receiving a paper and electronic copy

Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents.

New Election

Receive electronic copy of my Year End Tax Documents  
 Receive both electronic and paper copies of my Year End Tax Documents

**Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :**

**Disclaimer Text** Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

OK Cancel

# View: Payslips

- View your Payslips by payment date (most recent on top)
- Select **View** or **Print**

Results
Input
Payslips
Payment Elections
Tax Elections
Costing Allocations
Withholding Orders
Tax Documents
Pay Group

Turn on the new tables view

Payslip Printing Details 1 item 🔍 📄 🖨️ 🗑️

<b>Company</b>	<b>Payslip Printing Details</b>
<a href="#">Montgomery College</a>	Worker does not receive a paper copy of payslips.

Print Multiple Payslips

Turn on the new tables view

Payslips 3 items 🔍 📄 🖨️ 🗑️

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	
06/18/2021	05/29/2021	06/11/2021	<a href="#">Montgomery College</a>	\$\$\$	\$\$\$	<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="border: 2px solid #0070c0; padding: 2px 10px; border-radius: 5px;">View</div> <div style="padding: 2px 10px; border-radius: 5px;">Print</div> </div>
06/04/2021	05/15/2021	05/28/2021	<a href="#">Montgomery College</a>	\$\$\$	\$\$\$	<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="padding: 2px 10px; border-radius: 5px;">View</div> <div style="padding: 2px 10px; border-radius: 5px;">Print</div> </div>
05/21/2021	05/01/2021	05/14/2021	<a href="#">Montgomery College</a>	\$\$\$	\$\$\$	<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="padding: 2px 10px; border-radius: 5px;">View</div> <div style="padding: 2px 10px; border-radius: 5px;">Print</div> </div>

# Payslips: View

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		05/29/2021	06/11/2021	06/18/2021	

Turn on the new tables view

**Current and YTD Totals** 2 items

Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	1,808.40	132.28	374.45	7.42	1,294.25
YTD	21,684.30	2,455.08	3,928.49	88.18	15,212.55

Turn on the new tables view

Turn on the new tables view

**Taxable Earnings/Tax Free Reimbursement** 7 items

Description	Dates	Hours	Rate	Amount	YTD
Administrative Hours - College Closed	05/29/2021 - 06/11/2021	40.00	22.55	902.00	7,035.60
Annual Leave					180.40
Bereavement Leave					902.00
Holiday Pay	05/29/2021 - 06/11/2021	8.00	22.55	180.40	1,443.20
Imputed Income - Group Term Life Insurance	05/29/2021 - 06/11/2021	0.00	0.00	1.08	3.24
Regular Pay	05/29/2021 - 06/11/2021	32.00	22.55	721.60	12,086.80
Shift Pay	06/05/2021 - 06/11/2021	4.00	1.10	4.40	36.30
<b>Total:</b>				<b>1,809.48</b>	<b>21,687.54</b>

**Employee Taxes** 4 items

Description	Amount	YTD
OASDI	111.81	1,231.56
Medicare	26.15	288.03
Federal Withholding	129.65	1,310.70
State Tax - MD	106.84	1,098.20
<b>Total:</b>		<b>3,928.49</b>

# Payslips: Print

Results   Input   **Payslips**   Payment Elections   Tax Elections   Costing Allocations   Withholding Orders   Tax Documents   Pay Group

Turn on the new tables view

Payslip Printing Details 1 item



<b>Company</b>	<b>Payslip Printing Details</b>
Montgomery College	Worker does not receive a paper copy of payslips.

Print Multiple Payslips

Turn on the new tables view

Payslips 3 items



Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount		
06/18/2021	05/29/2021	06/11/2021	Montgomery College	\$\$\$	\$\$\$	View	Print
06/04/2021	05/15/2021	05/28/2021	Montgomery College	\$\$\$	\$\$\$	View	Print
05/21/2021	05/01/2021	05/14/2021	Montgomery College	\$\$\$	\$\$\$	View	Print



# Payslips: Print

Description of each section, top to bottom, left to right

- **Table 1:** Name, M#, pay period begin and end dates, check date, check number (blank if processed as Direct Deposit)
- **Table 2:** Pay summary with gross pay (includes all gross pay before taxes and deductions plus imputed income if applicable), deductions, taxes, and net pay (amount of paycheck)
- **Taxable Earnings/Tax Free Reimbursement:** summary of your gross pay before applicable deductions, including hours worked, shift pay, holidays and leave, TSI, Special Project Pay, etc.

# Payslips: Print

Description of each section, top to bottom, left to right

- **Employee Taxes:** all applicable taxes
- **Pre Tax Deductions:** all applicable deductions not subject to Federal or State taxes, such as medical, dental, 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

# Payslips: Print

Description of each section, top to bottom, left to right

- **Taxable Wages:** summary of taxable wages by tax type
- **Tax Withholdings (no section header):** 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

# Payslips: Print

Description of each section, top to bottom, left to right

- **Note that if there are no applicable items in a particular section, it will not populate on the Payslip**

# Payslip Sample: Hourly (non-shift)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Holiday Pay	12/25/2021 - 01/07/2022	40	35.13	1,405.20	1,405.20	OASDI	153.27	153.27
Imputed Income - Group Term Li	12/25/2021 - 01/07/2022	0	0	12.58	12.58	Medicare	35.85	35.85
Regular Pay	01/01/2022 - 01/07/2022	39.5	35.13	1,387.64	1,387.64	Federal Withholding	327.21	327.21
Sick Leave	12/25/2021 - 01/07/2022	0.5	35.13	17.57	17.57	State Tax - MD	169.47	169.47
Taxable Earnings/Tax Free Reimbursement				2,822.99	2,822.99	Employee Taxes	685.80	685.80

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
403(b) - TIAA	100.00	100.00	Basic Life Insurance	2.65	2.65
403(b) - Valic/AIG	150.00	150.00	Dependent Life	0.44	0.44
Alternate Cont. Pension	255.75	255.75	Long Term Disability	1.60	1.60
Dental	17.84	17.84	Optional Life Insurance	43.22	43.22
FSA Health Care	90.00	90.00	Spouse Life Insurance	4.90	4.90
Medical	236.49	236.49			
Vision	6.55	6.55			
Pre Tax Deductions	856.63	856.63	Post Tax Deductions	52.81	52.81

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	7.96	7.96	OASDI - Taxable Wages	2,472.11	2,472.11
Dental ER	53.53	53.53	Medicare - Taxable Wages	2,472.11	2,472.11
LTD College Contribution	4.81	4.81	Federal Withholding - Taxable Wages	1,966.36	1,966.36
Medical College Contribution	709.48	709.48	State Tax Taxable Wages - MD	2,222.11	2,222.11
Employer Paid Benefits / Memo	775.78	775.78			

Taxable Earnings include examples of **regular pay hours, sick leave hours, holiday pay hours, imputed income earning amount**

# Payslip Sample: Hourly (shift)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Essential Pay Overtime	01/01/2022 - 01/07/2022	9	30.085	270.77	270.77	OASDI	112.85	112.85
Holiday Pay	12/25/2021 - 01/07/2022	48	20.04	961.92	961.92	Medicare	26.39	26.39
Imputed Income - Group Term Li	12/25/2021 - 01/07/2022	0	0	17.70	17.70	Federal Withholding	157.13	157.13
Regular Pay	01/01/2022 - 01/07/2022	32	20.04	641.28	641.28	State Tax - MD	127.74	127.74
Shift Pay	01/01/2022 - 01/07/2022	2	1.1	2.20	2.20			
<b>Taxable Earnings/Tax Free Reimbursement</b>				<b>1,893.87</b>	<b>1,893.87</b>	<b>Employee Taxes</b>	<b>424.11</b>	<b>424.11</b>

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
Dental	6.26	6.26	AFSCME Union Dues	19.64	19.64
Employees Cont. Pension	112.23	112.23	Basic Life Insurance	2.23	2.23
Medical	67.38	67.38	Long Term Disability	0.92	0.92
<b>Pre Tax Deductions</b>	<b>185.87</b>	<b>185.87</b>	<b>Post Tax Deductions</b>	<b>22.79</b>	<b>22.79</b>

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	6.69	6.69	OASDI - Taxable Wages	1,820.23	1,820.23
Dental ER	18.78	18.78	Medicare - Taxable Wages	1,820.23	1,820.23
LTD College Contribution	2.75	2.75	Federal Withholding - Taxable Wages	1,708.00	1,708.00
Medical College Contribution	202.13	202.13	State Tax Taxable Wages - MD	1,820.23	1,820.23
<b>Employer Paid Benefits / Memo</b>	<b>230.35</b>	<b>230.35</b>			

Taxable Earnings include examples of **regular pay hours, essential pay hours, shift pay hours, holiday pay hours, imputed income earning amount (no hourly rate)**

# Payslip Sample: Salary (Staff/Administrator)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Holiday Pay	12/25/2021 - 01/07/2022	40	29.73	1,189.20	1,189.20	OASDI	132.82	132.82
Imputed Income - Group Term Li	12/25/2021 - 01/07/2022	0	0	7.27	7.27	Medicare	31.06	31.06
Regular Pay	12/25/2021 - 01/07/2022	40	0	1,189.20	1,189.20	Federal Withholding	218.29	218.29
						State Tax - MD	213.12	213.12
Taxable Earnings/Tax Free Reimbursement				2,385.67	2,385.67	Employee Taxes	595.29	595.29

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
Dental	6.26	6.26	Basic Life Insurance	2.65	2.65
Health Savings Acct	150.00	150.00	Group Legal	8.31	8.31
Medical	78.64	78.64	Long Term Disability	1.36	1.36
Parking	6.00	6.00	MC Foundation Contribution (Pledge #1)	25.00	25.00
Teachers' Reformed Cont. Pension	216.44	216.44	Optional Life Insurance	20.94	20.94
Vision	2.54	2.54			
Pre Tax Deductions	459.88	459.88	Post Tax Deductions	58.26	58.26

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	7.96	7.96	OASDI - Taxable Wages	2,142.23	2,142.23
Dental ER	18.78	18.78	Medicare - Taxable Wages	2,142.23	2,142.23
HSA ER Contrib	500.00	500.00	Federal Withholding - Taxable Wages	1,925.79	1,925.79
LTD College Contribution	4.08	4.08	State Tax Taxable Wages - MD	2,142.23	2,142.23
Medical College Contribution	235.92	235.92			
Employer Paid Benefits / Memo	766.74	766.74			

Taxable Earnings include examples of **regular pay hours (no hourly rate)**, **holiday pay hours (with hourly rate)**, **imputed income earning amount (no hourly rate)**

# Payslip Sample: Full-Time Faculty (10-Month)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Academic Pay - Amount Earned	12/25/2021 - 01/07/2022	0	0	2,961.15	2,961.15	OASDI	353.22	353.22
Holiday Pay	12/25/2021 - 01/07/2022	40	74.03	2,961.20	2,961.20	Medicare	82.61	82.61
Imputed Income - Group Term Li	12/25/2021 - 01/07/2022	0	0	16.35	16.35	Federal Withholding	1,032.07	1,032.07
						State Tax - MD	424.68	424.68
Taxable Earnings/Tax Free Reimbursement				5,938.70	5,938.70	Employee Taxes	1,892.58	1,892.58

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
403(b) - TIAA	325.00	325.00	AAUP Union Dues	25.70	25.70
Dental	15.87	15.87	Basic Life Insurance	3.45	3.45
Medical	210.36	210.36	Long Term Disability	2.85	2.85
Parking	10.00	10.00			
Vision	5.30	5.30			
Pre Tax Deductions	566.53	566.53	Post Tax Deductions	32.00	32.00

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	10.35	10.35	OASDI - Taxable Wages	5,697.17	5,697.17
Dental ER	47.61	47.61	Medicare - Taxable Wages	5,697.17	5,697.17
LTD College Contribution	8.55	8.55	Federal Withholding - Taxable Wages	5,372.17	5,372.17
Medical College Contribution	631.07	631.07	State Tax Taxable Wages - MD	5,372.17	5,372.17
TIAA ORP	429.37	429.37			
Employer Paid Benefits / Memo	1,126.95	1,126.95			

Taxable Earnings include examples of **academic pay EARNED** amount (no hourly rate), holiday pay hours (at rate), imputed income earning amount (no hourly rate)



# Payslip Sample: Full-Time Faculty (12-Month with Deferred Pay)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Academic Pay - Amount Deferred	12/25/2021 - 01/07/2022	0	0	-871.67	-871.67	OASDI	158.56	158.56
Academic Pay - Amount Earned	12/25/2021 - 01/07/2022	0	0	1,888.41	1,888.41	Medicare	37.08	37.08
Holiday Pay	12/25/2021 - 01/07/2022	40	47.22	1,888.80	1,888.80	Federal Withholding	211.24	211.24
Imputed Income - Group Term Life	12/25/2021 - 01/07/2022	0	0	1.05	1.05	State Tax - MD	186.35	186.35
<b>Taxable Earnings/Tax Free Reimbursement</b>				<b>2,906.59</b>	<b>2,906.59</b>	<b>Employee Taxes</b>	<b>593.23</b>	<b>593.23</b>

Taxable Earnings include examples of **academic pay DEFERRED** amount as a negative (no hourly rate), **academic pay EARNED** amount (no hourly rate), **holiday pay hours** (at rate), **imputed income earning amount** (no hourly rate)

# Payslip Sample: Part-Time Faculty

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Part Time Faculty Pay	12/25/2021 - 01/07/2022	43.66	0	1,203.69	1,203.69	OASDI	74.63	74.63
						Medicare	17.45	17.45
						Federal Withholding	76.77	76.77
						State Tax - MD	78.72	78.72
Taxable Earnings/Tax Free Reimbursement				1,203.69	1,203.69	Employee Taxes	247.57	247.57

Taxable Wages		
Description	Amount	YTD
OASDI - Taxable Wages	1,203.69	1,203.69
Medicare - Taxable Wages	1,203.69	1,203.69
Federal Withholding - Taxable Wages	1,203.69	1,203.69
State Tax Taxable Wages - MD	1,203.69	1,203.69

Taxable Earnings include examples of **Period Activity Pay**  
amount (no hourly rate)

# Guidance for Reviewing Your Payslip

- Understand the difference between *what* we are paid for and *how* we are paid:
  - *what* we are paid for includes credits including our rate of pay, whether hourly or salary, other gross earnings that we may be eligible for, as well as debits for what we may have signed up for in terms of benefits, retirement, parking, union dues, etc.
  - *how* we are paid includes our tax withholdings and payment elections
- **All questions regarding Workday, including specific concerns about what you see on your Payslip, should continue to be directed to the [IT Service Desk](#)**

# Workday Support Resources

- IT Service Desk
  - 240-567-7222
  - [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu)
  
- HR Help Desk
  - 240-567-5353
  - [hrstm@montgomerycollege.edu](mailto:hrstm@montgomerycollege.edu)
  
- OBS Finance
  - 240-567-5292
  - [procure@montgomerycollege.edu](mailto:procure@montgomerycollege.edu)
  - [finance.obs@montgomerycollege.edu](mailto:finance.obs@montgomerycollege.edu)