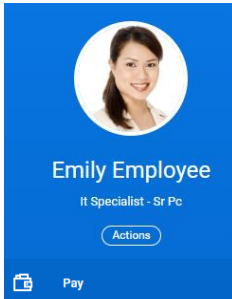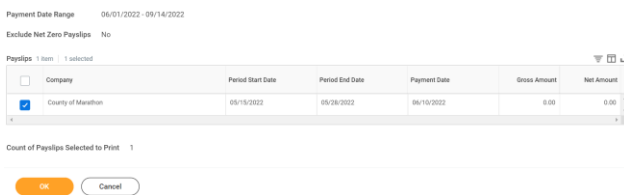# USER GUIDE

VIEW AND PRINT PAYSLIPS

1. From your home page, click on your profile icon in the upper right of Workday and click **View Profile**.

2. On the left side, select **Pay**.

3. From the top banner, select **Payslips**. Here you can view a list of all payslips. In the Payslips table, select the **View** or **Print buttons**.

4. You can also view a printable version and download it as a PDF or export the document to Excel by clicking the Excel icon and then download the file.

5. You can print a date range of payslips by clicking **Print Multiple Payslips.** A screen will pop up for you to enter in the **timeframe of pay dates**. Click **OK.**

6. In the Payslips table, select or clear the checkboxes and select **OK**. It will show the number of Payslips scheduled to print.
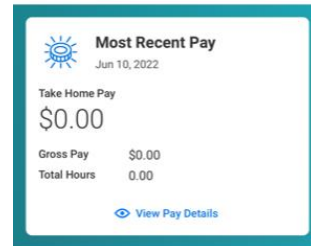

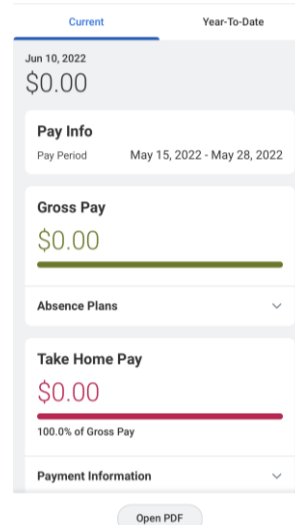7. Print the report or download the generated PDF.

>
> **Note**: If you have questions, please check with your department Timekeeper first. If further questions, email payrollquestions@co.marathon.wi.us

VIEW AND PRINT PAYSLIPS FROM MOBILE

1. Log into **Workday Mobile**. (If not installed, refer to the "Installing Workday Mobile" job aid)

2. From the **Apps** on the main screen**, select Pay**.

3. In here, you will see a snapshot of your most recent pay along with a snapshot of your total pay history. If you hit **View All**, you can see every pay and can filter down.

4. When clicking on **Pay History**, you have the option to view your **Current or Year-To-Date** Payslips as PDF. Click **Get PDF**.

5. The Payslips you selected to print will show as a Notification on the App. Depending on your phone options you may be able to save, email or print (from your home printer).

PAYSLIP EXAMPLE

County of Marathon   (715) 261-1170
Emily Employee 1234 Hi Lane Wausau, WI 54403 United States of America

Name	Company		Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Emily Employee	County of Marathon		xxxxx	06/26/2022	07/09/2022	07/22/2022	

	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	56.00	2,481.44	230.14	578.26	103.92	1,569.12
YTD	56.00	2,481.44	230.14	578.26	103.92	1,569.12

Earnings

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Holiday Pay	07/03/2022 - 07/09/2022	16	23.86	381.76	16	381.76
PTO	07/03/2022 - 07/09/2022	32	23.86	763.52	32	763.52
Regular Pay	07/03/2022 - 07/09/2022	56	23.86	1,336.16	56	1,336.16
Earnings				2,481.44		2,481.44

Employee Taxes

Description	Amount	YTD
OASDI	149.58	149.58
Medicare	34.98	34.98
Federal Withholding	289.90	289.90
State Tax - WI	103.80	103.80
Employee Taxes	578.26	578.26

Pre Tax Deductions

Description	Amount	YTD
Dental	8.79	8.79
Health	60.06	60.06
WRS Retirement EE	161.29	161.29
Pre Tax Deductions	230.14	230.14

Post Tax Deductions

Description	Amount	YTD
CO Credit Union	50.00	50.00
Life Insurance WI ETF	3.92	3.92
Post-Tax Nationwide (Roth)	50.00	50.00
Post Tax Deductions	103.92	103.92

Other Benefits & Information

Description	Amount	YTD
Dental ER	17.58	17.58
Health ER	680.72	680.72
Life Insurance ER	0.78	0.78
PEHP ER Contribution	21.00	21.00
WRS Retirement ER	161.30	161.30
ER - Workers Compensation	4.22	4.22
Other Benefits & Information	885.60	885.60

Taxable Wages

Description	Amount	YTD
OASDI - Taxable Wages	2,412.59	2,412.59
Medicare - Taxable Wages	2,412.59	2,412.59
Federal Withholding - Taxable Wages	2,251.30	2,251.30
State Tax Taxable Wages - WI	2,251.30	2,251.30

	Federal	State
Marital Status	Single	Single
Allowances	0	0
Additional Withholding	0	0

Absence Plans

Description	Accrued	Reduced	Available
Marathon County Compensatory Non Ex	0	0	0
Marathon County Grandfathered Sick Ti	0	0	73
Marathon County Grandfathered Vacatic	0	0	41
Marathon County Reward Time Off Plan	0	0	0
PTO	0	16	102

Payment Information

Bank	Account Name	Account Number	USD Amount	Amount	
Checking	Checking	******1234		1,569.12	USD

REVIEWING YOUR PAYSLIP

- **Pre-Tax and Post Tax Deductions**- These are the Employee's costs for Benefits. (EE- Employee)
- **Other Benefits and Information**- These are Marathon County's costs to cover your Benefits. (ER- Employer)
- **OASDI**- Old Age, Survivors, and Disability Insurance (also known as Social Security Tax)

- **Wellness Credit**- Employees that participated in the wellness program and qualified for the health premium reduction for the 2023 benefit plan year will see the full health premium on their payslips under Pre-Tax Deductions. Under Earnings, you will see the Wellness Credit.

Earnings

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Wellness Credit	12/11/2022 - 12/24/2022	0	0	48.05	0	48.05