

Pay Tab

ABOUT THE PAY TAB

Within the Pay Tab- you can *view and print payslips, review and update withholding elections for Federal & State. Add, change, and distribute payroll payments* between different bank accounts and checking or savings. *View tax documents* associated with your earnings and look at your *absence balances*.

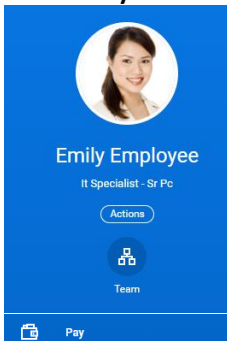
TAX ELECTIONS

Federal, State and Local Withholding Elections

The Federal Government updated the W-4 Form in 2020. For general instructions, visit the IRS website at:


<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- From your home page, click on your profile icon in the upper right of Workday and click **View Profile**.
- Choose **Pay** tab on the left.



- From the top banner, select **Tax Elections**.
- Tax Elections
Payment Elections
- On this screen you have the option of **Federal & State and Local Withholding**. To make a change to either one, click **Update**.
 - You will get a pop up to confirm the **effective date** of the change. Click **OK**.
 - Any fields with the red asterisk (*) are required.
 - You can click **View Blank Form** to see the paper W-4 form (Federal) or WT-4 (WI) form. It will take a couple of seconds to download. This will show you the first page of the forms. For general instructions, visit the IRS website at: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- All previous elections will show.** Your most recent change (on the top) is the one that will be active for payroll.
- Select your **Martial Status**.
- Enter in the information for Multiple Jobs or Spouse Works, Claim Dependents- if applicable. This does not apply to WI: WT-4.
- Step 4- Other Adjustments- please read each section and if you choose any option, fill in the boxes.
- Select Exempt or Nonresident alien, if applicable.
- Then checkmark the box **I Agree** below to electronically sign the document. Click **OK**.



Note: The last submitted tax withholding elections will take effect for payroll. If this change is done during payroll processing, it may not be updated until the next pay period. All previous elections will show.

PAYMENT ELECTION (Direct Deposit)

- From the top banner, select **Payment Elections**
- Under **Accounts**, you can Edit, Remove or View the existing account(s). There must always be an account listed before removing one.
- To add a new account, click **Add**.
- Direct Deposit** is the only option for Marathon County.
- Using a check from your bank account, enter in your **Routing Transit Number, Bank Name, choose the Account Type and Account Number**. Click **OK**.

Account Information

Account Nickname (optional)	<input type="text"/>
Routing Transit Number *	<input type="text"/>
Bank Name *	<input type="text"/>
Bank Identification Code	<input type="text"/>
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number *	<input type="text"/>

Pay Tab

PAYMENT ELECTIONS

1. If you have set up multiple accounts, you can change the distributions under **Payment Elections**. Click **Edit** to modify the distribution between accounts.

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment Election Rule	Direct Deposit	88 ****9910	*****9910	Balance	<input type="button" value="Edit"/>
Expense Payment Rule	Direct Deposit	88 ****9910	*****9910	Balance	<input type="button" value="Edit"/>

- 2.
3. You can choose **Balance, Amount or Percent**. If percent, it must come out to 100%. If using multiple accounts with Balance chosen must be last in the list.

*Balance / Amount / Percent

Balance

Amount

Percent

4. Click **OK** when complete. If this change is done right before Payroll, it may not be changed until the next pay period.



Note: You can only remove an account, if another one has been entered. For Payroll, you are allowed a maximum of 8 accounts to be added for direct deposit. Expense only allows 1 account, which is your default direct deposit account. Also, if this change is done during payroll processing, it may not be updated until the next pay period.

PAYSLIPS

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

Payslips 1 item

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
06/10/2022	05/15/2022	05/28/2022	County of Marathon	0.00	0.00	<input type="button" value="View"/>	<input type="button" value="Print"/>

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

4. 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**.

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

Payment Date Range 06/01/2022 - 09/14/2022

Exclude Net Zero Payslips No

Payslips 1 item 1 selected

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
<input checked="" type="checkbox"/> County of Marathon	05/15/2022	05/28/2022	06/10/2022	0.00	0.00

Count of Payslips Selected to Print 1

6. Print the report or download the generated PDF.

TAX DOCUMENTS

1. From the top banner, select **Tax Documents**.
2. Here you can print the prior year end's W-2.
3. You must click **Edit** to be taken to the screen to **opt-in to receive electronic W-2 forms**. The electronic copy will be housed in Workday.

Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
County of Marathon	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	<input type="button" value="Edit"/>

4. You can choose to receive just an electronic copy or choose to receive electronic and paper copy (via mail).
- 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
5. Read the **Important note and disclaimer**. Click **OK**.
 6. The screen will have you review your selection one more time. If correct, click **Done**.
 7. If you want to change your selection, you can click Edit at any time.

ABSENCE BALANCE

1. From the top banner, select **Absence Balance**.
2. Here you can view your Absence Plans and their balances.