workday.

View/Print Payslips

1. After logging into Workday, click Menu in the upper left corner of the home page. From the resulting menu, select Benefits and Pay. Click Pay in the left-hand navigation and select Payments from the menu that results.

Menu	
Apps	Shortcuts
☰ MENU	💰 Benefits and Pay
	🪪 Personal Information

📁	**Pay**	∧
	Payments	
	Tax	
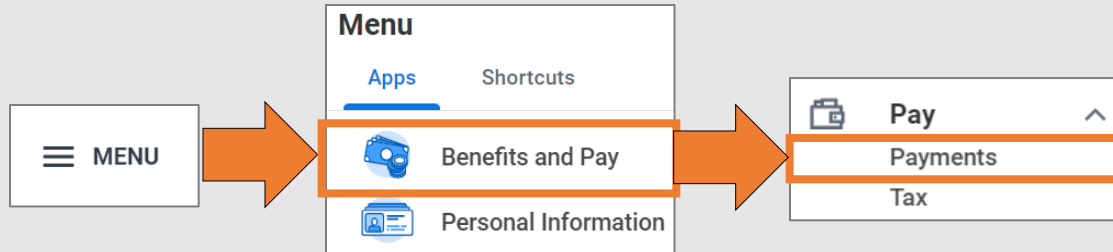
2. Summary information about your pay will display at the top of the page. Scroll down to the All Payslips section. You will see a list of your payslips. Click the **View** button to see details of the pay, taxes and deductions on the payslip. You can also print the payslip by clicking the **Print** button.

All Payslips

Payslips 10 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
02/29/2024	02/01/2024	02/29/2024	Willamette University	X,XXX.XX	X,XXX.XX	View	Print
01/31/2024	01/01/2024	01/31/2024	Willamette University	X,XXX.XX	X,XXX.XX	View	Print
12/29/2023	12/01/2023	12/31/2023	Willamette University	X,XXX.XX	X,XXX.XX	View	Print

View All 32 Payslips

To view a list of all of the payslips you have received at Willamette, click on the **View All XX Payslips** button.

3. After going to your complete list of payslips, you can choose to print more than one payslip at a time. Click the **Print Multiple Payslips** button.

You can enter a date range of the payslips you wish to print. Click **OK**.

The next page will list all the paychecks you wish to print. Click **OK** again. A PDF will be created with one payslip per page that can then be printed.

Print Multiple Payslips

Processing Worker	★ Employee Name
Payment From Date	MM/DD/YYYY 📅
Payment To Date	MM/DD/YYYY 📅
Exclude Net Zero Payslips	☐

OK   Cancel

WILLAMETTE ✦ UNIVERSITY