

Job Aid | Access Payslip



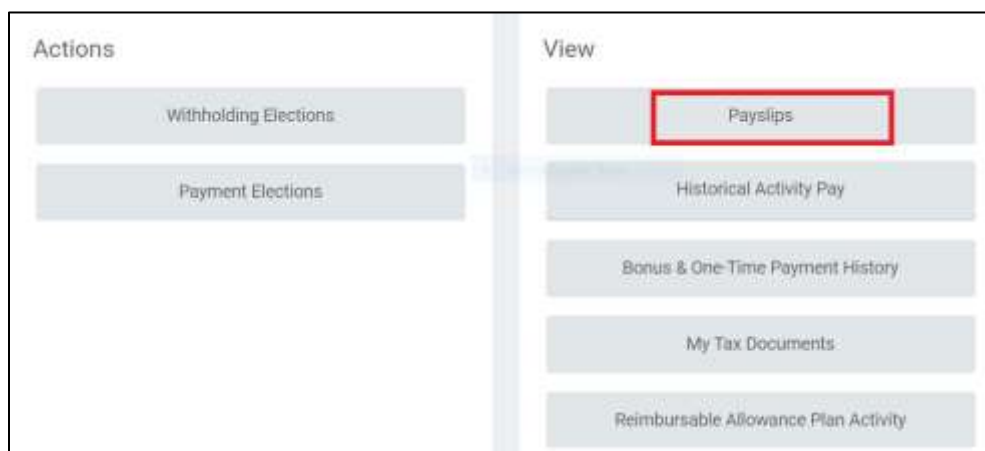
Purpose: This job aid describes the steps to access your payslips in Workday.

Steps to access your payslips:

1. Log in to Workday.
2. Goto **View All Apps**
3. Navigate to your **Pay application**.



4. Click **Payslips** under the View menu.



5. Click **View** to open a specific payslip. You also have the option to print your payslip if needed.

Payslip Printing Details 1 item

Company: Northeastern University
You do not receive a paper copy of payslips.

Print Multiple Payslips

Turn on the new table view

Payslips: 4 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	
05/14/2021	05/01/2021	05/15/2021	Northeastern University			View Print
04/30/2021	04/16/2021	04/30/2021	Northeastern University			View Print
04/15/2021	04/01/2021	04/15/2021	Northeastern University			View Print
03/31/2021	03/16/2021	03/31/2021	Northeastern University			View Print

Result: You have accessed your payslip in Workday.