

View Payslips

Overview

View pay stubs for prior pay.

Who Does This: Employee

Things to Know:

- You can only see pay stubs for payments occurring January, 2018 and later.



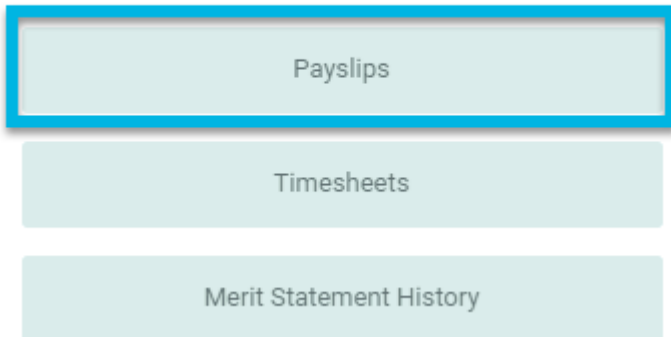
Pay

Or screen shot if worklet is not an option.

Step 1

Choose the Pay worklet.

View



Step 2

Under View, choose **Payslips**.

Payslips 3 items

Company	Period Start Date	Period End Date	Payment Date
CoorsTek Inc	09/18/20	10/01/201	10/05/201
CoorsTek Inc	09/04/20	09/17/201	09/21/20
CoorsTek Inc	08/21/20	09/03/20	09/07/20...

Step 3

Under Payslips, find the previous payment you wish to review.

View



Print



Step 4

Select **View** to see your pay stub information within Workday.

Alternatively, you can select **Print** to create a PDF duplicate of your pay stub to save or print.

FAQ's

What if I see something wrong on my pay stub? In the rare event of an error in pay, contact your local HR Business Partner. For issues with your direct deposit or tax elections, you can change these in Workday under the **Pay** worklet.

When should I view my payslip? It is recommended to view your payslip on each pay date to verify accuracy.