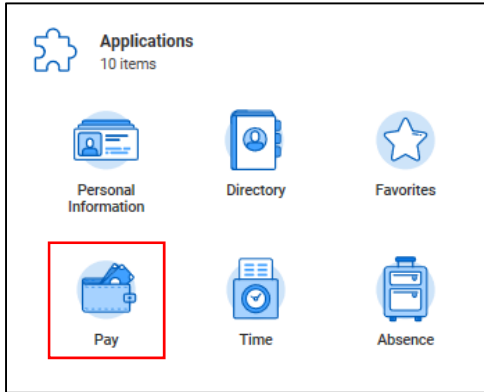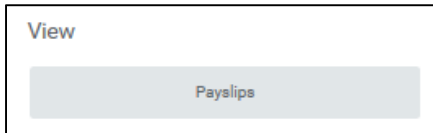## View Payslips

You can view detailed records of your payslips (pay advice) through Workday. To obtain pay advice prior to Workday, please contact WilliamsWay2Answers@Williams.com.

1. From the Workday homepage, click the **Pay** application.

2. In the **View** column, click **Payslips**.

3. Scroll down to see a listing of your Payslips in Workday. Next to each payslip record, you can see details about that particular payslip, like **Period Start Date**, **Period End Date**, **Payment Date**, **Gross Amount**, and **Net Amount**.

   You can also **View** or **Print** each payslip.

4. By clicking **View**, you can review additional details about that particular payslip record, as well as your year-to-date totals (as of that record's date). You can also see your:

   - **Earnings**

   - **Employee Taxes**

   - **Deductions**

   - **Employer Paid Benefits** (e.g. 401(k) Match, if applicable),

   - **Taxable Wages**

   - **Withholding Elections**

   - **Payment information** (e.g. Bank name and Account name).

5. From the Payslip page, you may navigate to **Previous Payslip** or **Next Payslip** (if applicable), **Print Payslip Image**, or **Print Multiple Payslips**. You may also choose to **Return to My Payslips** to navigate back to the main page.

6. If you click **Print Multiple Payslips**, you can click a date range of payslips to print. You can also choose to **Exclude Net Zero Payslips** (which refers to a payslip that results in zero dollars remitted).

    Click **OK** to review the list of the payslips within the date range you chose, then click **OK** again to continue to print.

    You also have the same options to print a single payslip or print multiple payslips from the main **My Payslips Page**, as mentioned above.

Payment From Date	MM / DD / YYYY 📅
Payment To Date	MM / DD / YYYY 📅
Exclude Net Zero Payslips	☐

7. The payslip generates in .pdf format. Select the download icon in the upper right-hand corner and print using your browser's print function.

8. Using the Workday mobile functionality, you can able to download or email the .pdf for your personal records.