

Workday Fact Sheet

How to Read Your Payslip



You can view detailed records of your payslips through Workday. Use the following tips to help you read your payslip.

If you have any questions, contact WilliamsWay2Answers@williams.com.

1. Company Information	
Name	Address
Williams WPC-I, LLC.	PO Box 2400 Payroll Tulsa, OK 74102

1. Identifies Williams as your employer.

2. Payslip Information					
Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Jane Doe	123456	10/13/2018	10/26/2018	10/26/2018	

2. Summary of employee name, ID, pay period dates and the check date. Check number will only appear if you receive a paper check.

3. Current and YTD Totals					
Balance Period	Gross Pay	Pre-Tax Deductions	Employee Taxes	Post-Tax Deductions	Net Pay
Current					
YTD					

3. Summary totals including current pay period & year to date (YTD) for the current calendar year.

- **Gross Pay:** Also known as Federal Taxable Earnings (not including Group Life Imputed Income, Expense Reimbursement, etc.)
- **Net Pay:** Total pay after taxes and deductions accounted for.

4. Earnings						
Description	Dates	Hours	Rate	Amount	YTD	
Annual Incentive or X% of Base Pay	10/13/2018 - 10/26/2018	XXX	XX	X.XX	XXX.XX	
Expense Reimbursement	10/13/2018 - 10/26/2018	XXX	XX	X.XX	XXX.XX	
Floating Holiday Pay					XXX.XX	
Group Life Imputed Income	10/13/2018 - 10/26/2018	XXX	XX	X.XX	XXX.XX	
Holiday Pay					XXX.XX	
Overtime 1.5x	10/13/2018 - 10/26/2018	XXX	XX	X.XX	XXX.XX	
Paid Time Off					XXX.XX	
Per Diem - Taxable - Lodging					XXX.XX	
Regular Pay	10/13/2018 - 10/26/2018	XXX	XX	X.XX	XXX.XX	
Upgrade Overtime Pay 15%					XXX.XX	
Upgrade Pay 10%					XXX.XX	
				Total: XX.X	XXX.XX	

4. Details each type of earnings you have received during this pay period and year to date in alphabetical order.

Dates of the current pay period unless you have retroactive payment calculations from prior periods.

- **Hours:** Number of hours for each earning code within the dates specified. Any retro pay calculations will also include the number of hours that were recalculated.
- **Amount:** Shows earnings for the dates specified. Not all earnings types will have an amount each pay period but all show YTD totals.



WE MAKE ENERGY HAPPEN

Workday Fact Sheet

How to Read Your Payslip



5. Employee Taxes		
Description	Amount	YTD
OASDI		
Medicare		
Federal Withholding		
State Tax		
City Tax		
	Total:	

5. Shows how much was withheld from your paycheck for payroll taxes. This includes:

- OASDI (social security)
- Medicare
- Federal Withholding
- State, city and other local taxes depending on your work and home address

6. Pre-Tax Deductions		
Description	Amount	YTD
401(k) Pre-tax		
Dental		
FSA Health Care Reimbursement or Health Savings Account		
Long Term Disability		
Medical		
Supplemental AD&D		
Supplement Life Insurance		
Vision		
	Total:	

6. Pre-tax deductions include deductions you have elected to have withheld from your earnings such as medical, dental, vision and other pre-tax benefit types.

7. Post-Tax Deductions		
Description	Amount	YTD
401(k) Catch-up - Roth		
Child AD&D		
Child Life Insurance		
ESPP Contributions		
Spouse AD&D		
Spouse Life Insurance		
	Total:	

7. Post-tax deductions are made after your payroll tax obligation for the current pay is calculated.

8. Employer-Paid Benefits		
Description	Amount	YTD
401(k) Match		
	Total:	

8. Benefits that Williams contributes on your behalf such as 401(k) match and Health Savings Account. These are not deductions from your pay.

9. Taxable Wages		
Description	Amount	YTD
OASDI - Taxable Wages		
Medicare - Taxable Wages		
Federal Withholding - Taxable Wages		
	Total:	

9. Details the portion of your earnings that are taxable for each type of withholding: Federal, OASDI (social security) and Medicare. Note that amounts may be different as each withholding type has certain qualifications to determine whether wages are taxable.



Workday Fact Sheet

How to Read Your Payslip



10. Withholding		
Description	Federal	Work State
Marital Status	Married/Single	
Allowances	X	X
Additional Withholding	X	X

10. Includes your Federal and State Tax Elections at the time payroll was processed. You can update your elections from the **Pay** application on the Workday home screen. Based on the timing of your update, the change may not be reflected until the next pay period. Employees who make no elections will receive a default of Single Status and 0 Allowances.

11. Absence Plans			
Description	Accrued	Reduced	Available
Floating Holiday			
Paid Time Off (PTO)			
STD 100%			
STD 60%			

11. A snapshot of accrued, used and available time off balances as of the end of the pay period. This does not include requested or approved future-dated absence requests. Note, balances for STD are not updated until the external provider (Cigna) has approved and processed the absence.

12. Payment Information					
Payment	Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
Payroll Payment: Jane Doe – 10/26/2018	MONEY BANK	CHECKING *****123	*****123	1234.12	USD
Payroll Payment: Jane Doe – 10/26/2018	MONEY BANK	VACATION SAVINGS *****321	*****321	123.12	USD
				Total:	

12. Shows how you elected to distribute your net pay. For employees who don't elect direct deposit, this shows check information, without Bank and Account details.

If you are bonus-eligible, Workday allows you to select a separate direct deposit allocation for your bonus. While regular pay can be split across multiple accounts, bonus pay cannot.

You can update your elections from the **Pay** application on the Workday home screen. Based on the timing of your update, the change may not be reflected until the next pay period.

