

Quick Reference Guide: *View Payslip***Keep in mind**

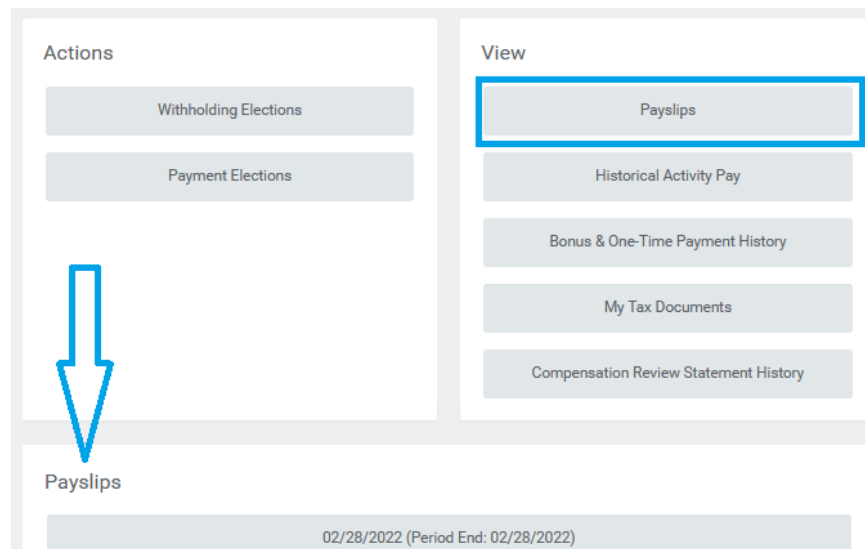
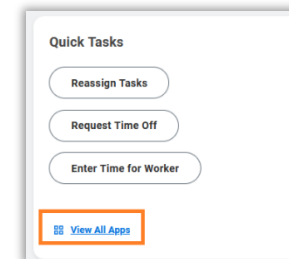
- To access a payslip issued prior to Jan. 5th, 2015, please [Ask a Payroll Question](#) through the Shared Services office.
- If you are currently a contingent worker, you will not be able to view payslips through Workday. Contingent workers who were previously employees should [Ask a Payroll Question](#) for copies of past payslips.

Information Needed

- Date of payslip to view

Steps:

1. From the **Home Page**, click on the **View All Apps** link (in the Quick Tasks section.) Click on the **Pay** app.
2. Under the View header, click **Payslips**. You can also scroll down; the app links your five most recent payslips under the Payslips header.



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3. On the **My Payslips** screen, find your desired payslip and click **View** to view the payslip in detail, or **Print** to download a PDF of the selected payslip.

| Payment Date | Period Start Date | Period End Date | Company | Gross Amount | Net Amount | View | Print |
|--------------|-------------------|-----------------|-----------------------|--------------|------------|------|-------|
| 02/28/2022 | 02/01/2022 | 02/28/2022 | University of Chicago | [Redacted] | [Redacted] | View | Print |
| 01/31/2022 | 01/01/2022 | 01/31/2022 | University of Chicago | [Redacted] | [Redacted] | View | Print |
| 01/14/2022 | 12/26/2021 | 01/08/2022 | University of Chicago | [Redacted] | [Redacted] | View | Print |
| 12/30/2021 | 01/01/2021 | 12/31/2021 | University of Chicago | [Redacted] | [Redacted] | View | Print |

4. On the Payslip screen, you will have the ability to **Print Payslip Image**. Clicking this will download your payslip in a PDF file format. You can view, save and print this PDF file. On the payslip you will see the following:

- Company Information
- Payslip Information
- Current and YTD Totals
- Earnings
- Pre and Post-Tax Deductions
- Employer Paid Benefits (if applicable)
- Taxable Wages
- Withholding
- Payment Information

If you have any questions about the information on your payslip, or if it seems inaccurate, please contact the [Shared Services office](#) via the [Ask a Payroll Question](#) form.