



FREQUENTLY ASKED QUESTIONS

EMPLOYEE SELF SERVICE: PAYROLL

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Version 19 (March 2013)

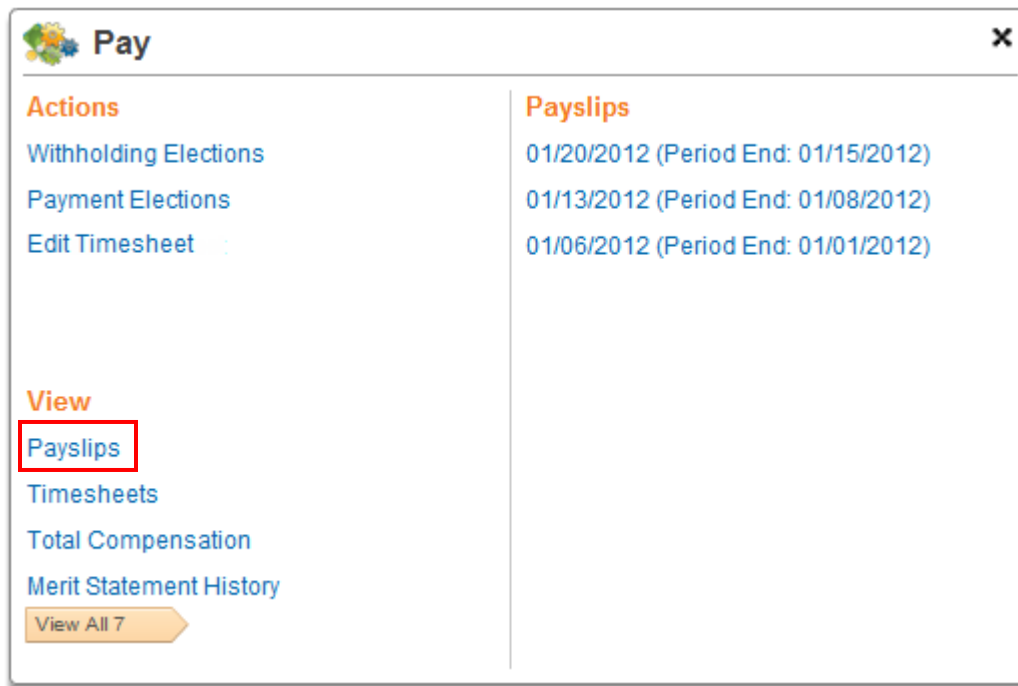
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PAYROLL

HOW CAN I PRINT COPIES OF MY PREVIOUS PAYSLIPS?

- 1 From the **Pay** worklet, select the **dates** of the individual payslips you wish to view or select the **Payslips** link.

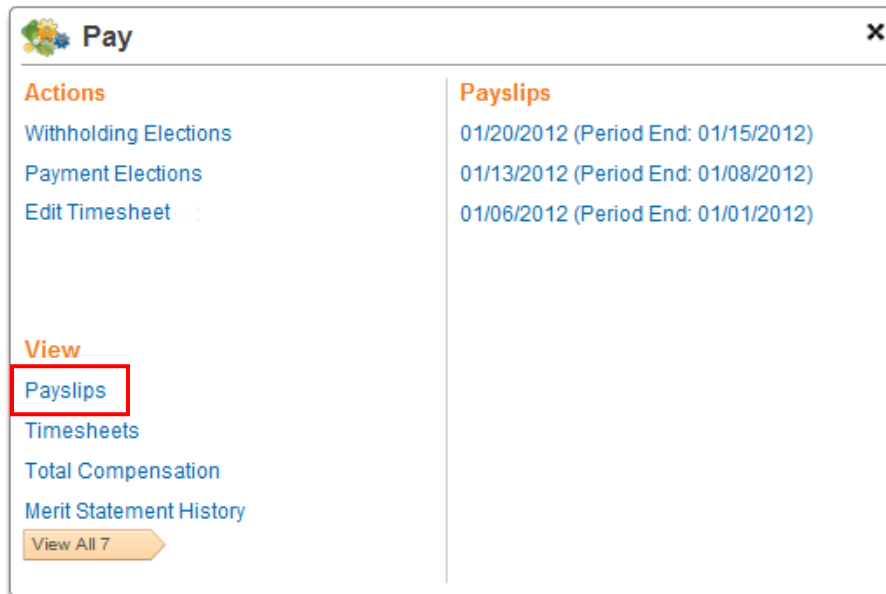


- 2 You can view or print copies of previous payslips here.

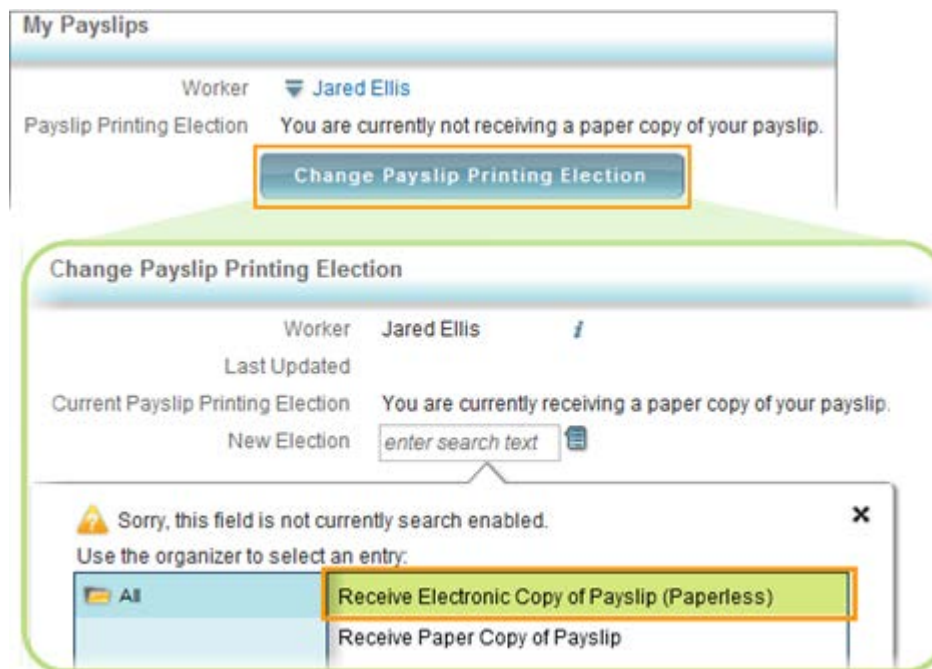
View Payslip	Print Payslip Image	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
View Payslip	Print Payslip Image	01/09/2012	01/15/2012	01/20/2012	550.00	435.06
View Payslip	Print Payslip Image	01/02/2012	01/08/2012	01/13/2012	542.00	429.14
View Payslip	Print Payslip Image	12/26/2011	01/01/2012	01/06/2012	542.00	429.14

HOW CAN I CHANGE HOW I RECEIVE PAYSLIPS FROM AN ELECTRONIC COPY TO A PAPER COPY OR VICE VERSA?

- 1 From the **Pay** worklet, select the **Payslips** link.

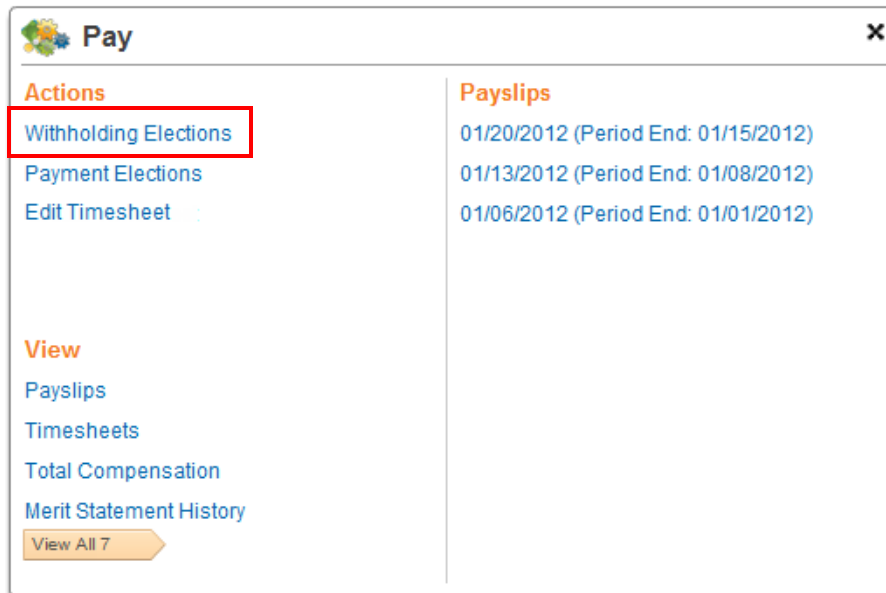


- 2 Click the **Change Payslip Printing Election** button to select a paper or electronic copy of your payslip if your organization allows you to choose one or the other of these options.



HOW CAN I VIEW OR MODIFY MY FEDERAL WITHHOLDING ELECTIONS?

- 1 From the **Pay** worklet, select the **Withholding Elections** link.



- 2 You can review your existing Federal withholding elections or use the **Complete Federal Withholding Elections** button to change your allowances and other information.

A screenshot of the 'Withholding Elections' form for Jared Ellis. The form is titled 'Withholding Elections: Jared Ellis' and has a 'Actions' dropdown. Below the title, there is a section for 'Home Address' (3535 Gillespie Street Apt. 201, Dallas, TX 75219, United States of America) and 'Social Security Number' (451021101). There are four tabs: 'Federal Elections' (selected), 'State Elections', 'Local Elections', and 'Tax Allocations'. Under the 'Federal Elections' tab, there is a 'Company' dropdown set to 'Global Modern Services, Inc. (USA)'. Below this, there are several fields: 'Effective Date' (01/01/2000), 'Lock In Letter', 'Payroll Withholding Status' (Married), 'Number of Allowances' (2), 'Additional Amount' (0.00), 'Exempt', 'Nonresident Alien', 'Last Name Differs from SS', 'Last Updated' (04/14/2008 12:06:48.630 AM), and 'Last Updated By'. At the bottom of the form, there is a blue button labeled 'Complete Federal Withholding Elections for Global Modern Services, Inc. (USA)'.

- 3 You will need to specify the effective date of any changes you make; you can specify a future effective date, but cannot select an effective date in the past.

Complete Federal Elections

Worker: Jared Ellis

Company: * Global Modern Services, Inc. (USA)

Effective Date: * 01/01/2013

Calendar: January 2013

Buttons: OK, Cancel

- 4 Fill out the electronic **W-4** withholding allowance certificate completely. Mandatory fields are marked with an asterisk. You must provide an electronic signature for this form by checking **I Agree**. When finished, click **OK** to save.

W-4 Employee's Withholding Allowance Certificate [Change]

Company: Global Modern Services, Inc. (USA)

Effective Date: 04/01/2013

Name: Jared Ellis

Social Security Number: 451021101

Address: 3535 Gillespie Street Apt. 201
Dallas, TX 75219
United States of America

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

W-4 Data

Last Name Differs from SS: ☐

Nonresident Alien: ☐

Marital Status: * Married

Number of Allowances: 2

Additional Amount: 0.00

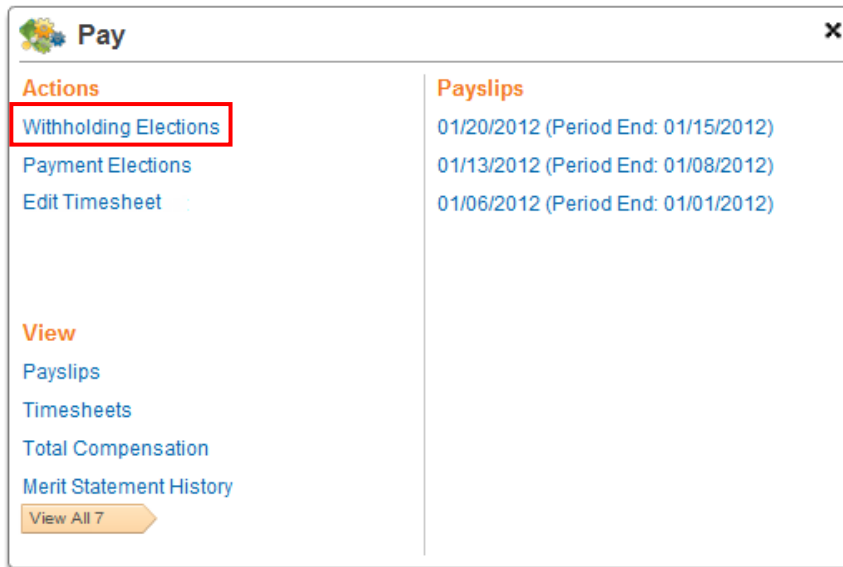
Exempt: ☐

LEGAL NOTICE

I Agree * ☐

HOW CAN I VIEW MY STATE OR LOCAL WITHHOLDING ALLOWANCES OR EXEMPTIONS?

- 1 From the **Pay** worklet, select the **Withholding Elections** link.



Pay

Actions

- Withholding Elections**
- Payment Elections
- Edit Timesheet

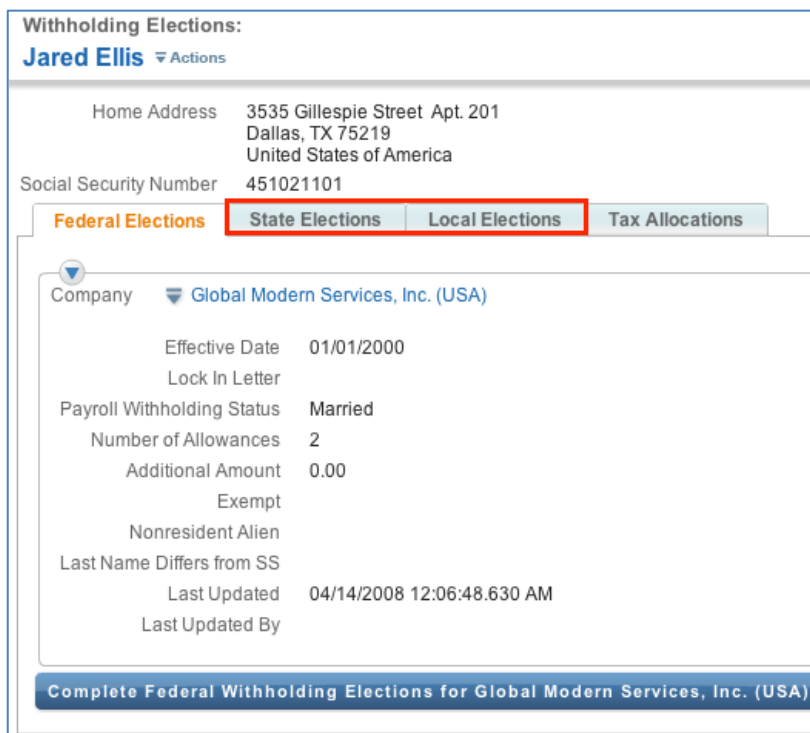
View

- Payslips
- Timesheets
- Total Compensation
- Merit Statement History

[View All 7](#)

Payslips

- 01/20/2012 (Period End: 01/15/2012)
- 01/13/2012 (Period End: 01/08/2012)
- 01/06/2012 (Period End: 01/01/2012)



Withholding Elections:
Jared Ellis ▾ Actions

Home Address 3535 Gillespie Street Apt. 201
Dallas, TX 75219
United States of America

Social Security Number 451021101

Federal Elections **State Elections** Local Elections Tax Allocations

Company ▾ Global Modern Services, Inc. (USA)

Effective Date 01/01/2000

Lock In Letter

Payroll Withholding Status Married

Number of Allowances 2

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated 04/14/2008 12:06:48.630 AM

Last Updated By

Complete Federal Withholding Elections for Global Modern Services, Inc. (USA)

- 2 Select the Sate Withholding or Local tab to review your current status.

Worker View

Withholding Elections:
Jared Ellis ▾ Actions

Home Address 3535 Gillespie Street Apt. 201
Dallas, TX 75219
United States of America

Social Security Number 451021101

Federal Elections **State Elections** Local Elections Tax Allocations

Home State ▾ Texas
Work State ▾ Texas

Company ▾ Global Modern Services, Inc. (USA)
No Tax Elections

Federal Elections State Elections **Local Elections** Tax Allocations

Company ▾ Global Modern Services, Inc. (USA)
No Tax Elections

Workday provides employees the ability to complete the **Federal** withholding elections. Workday does not provide a self-service option for **State** or **Local** withholding changes. Please contact your HR or Payroll Department to submit modifications to state withholding allowances or exemptions.