

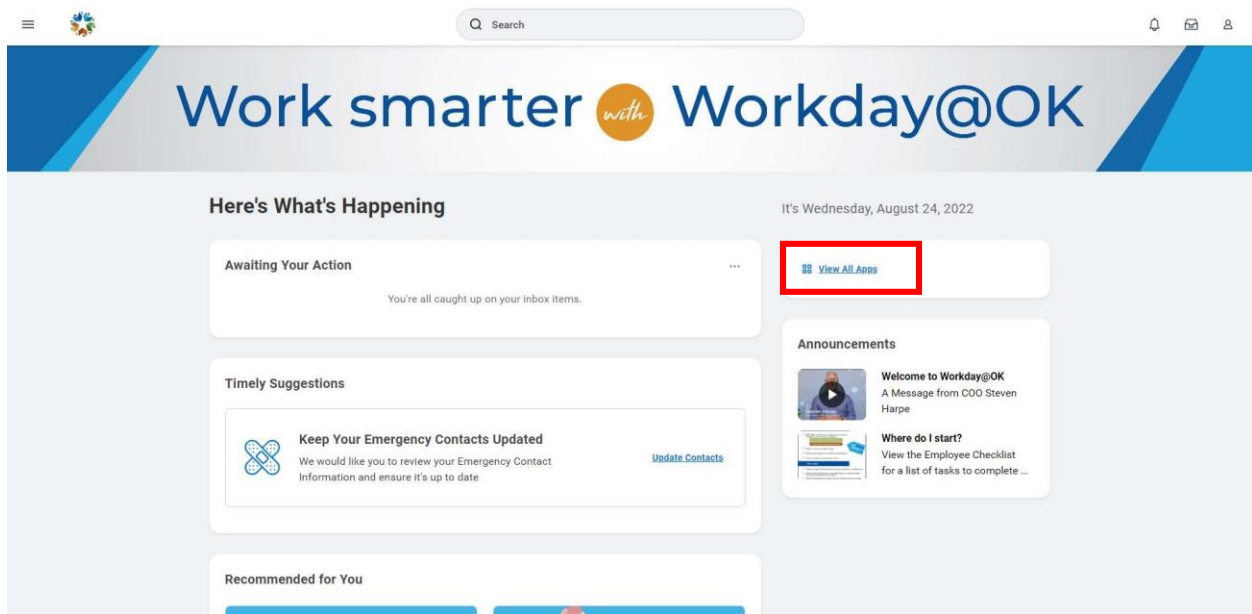


## VIEWING AND PRINTING PAYSLIPS

### THIS GUIDE IS FOR: ALL EMPLOYEES

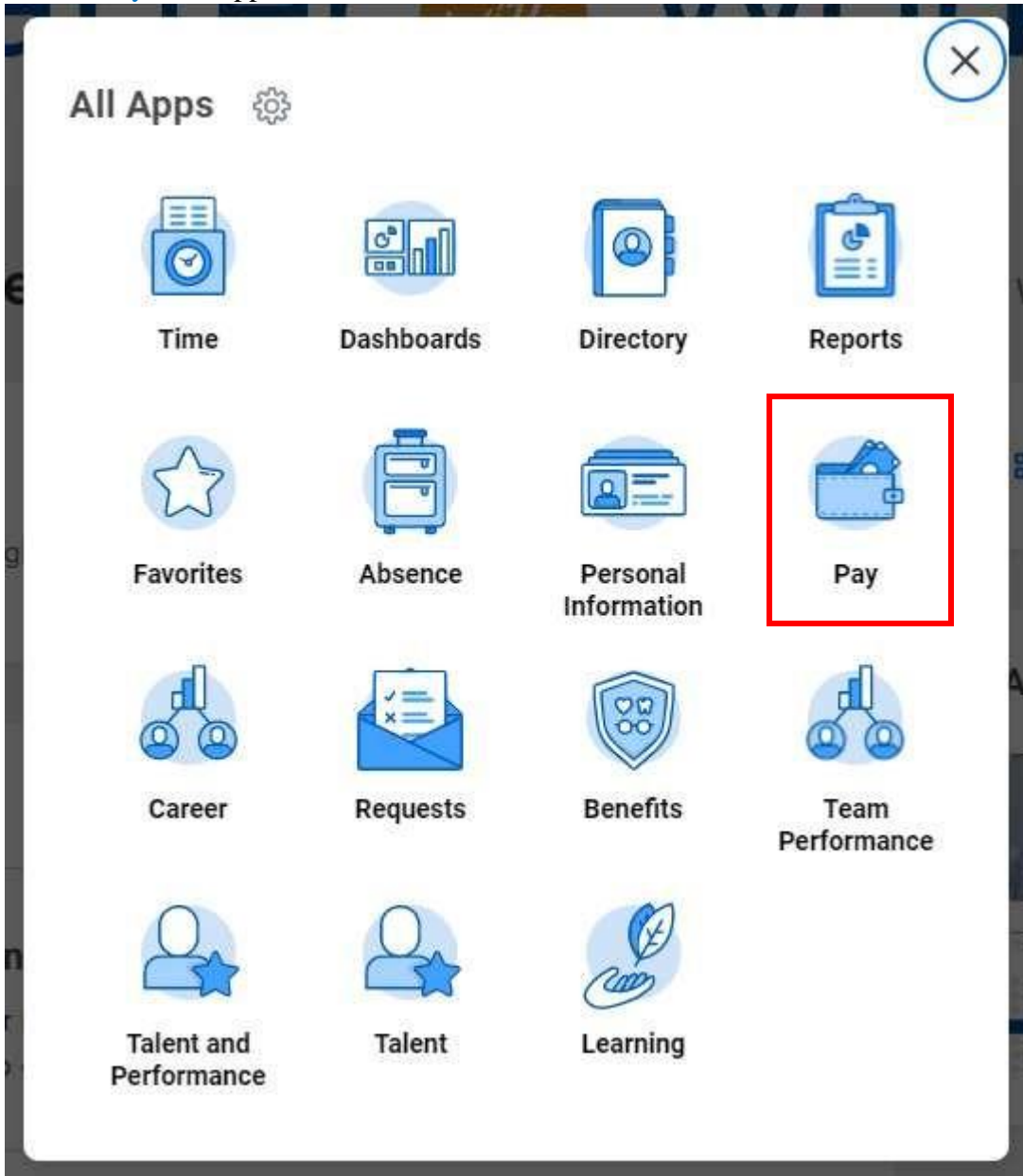
Users can view and print their own payslips directly from their [Worker Profile](#), or by selecting the [Pay](#) application from the homepage.

1. To get started, select  [View All Apps](#) from the homepage.



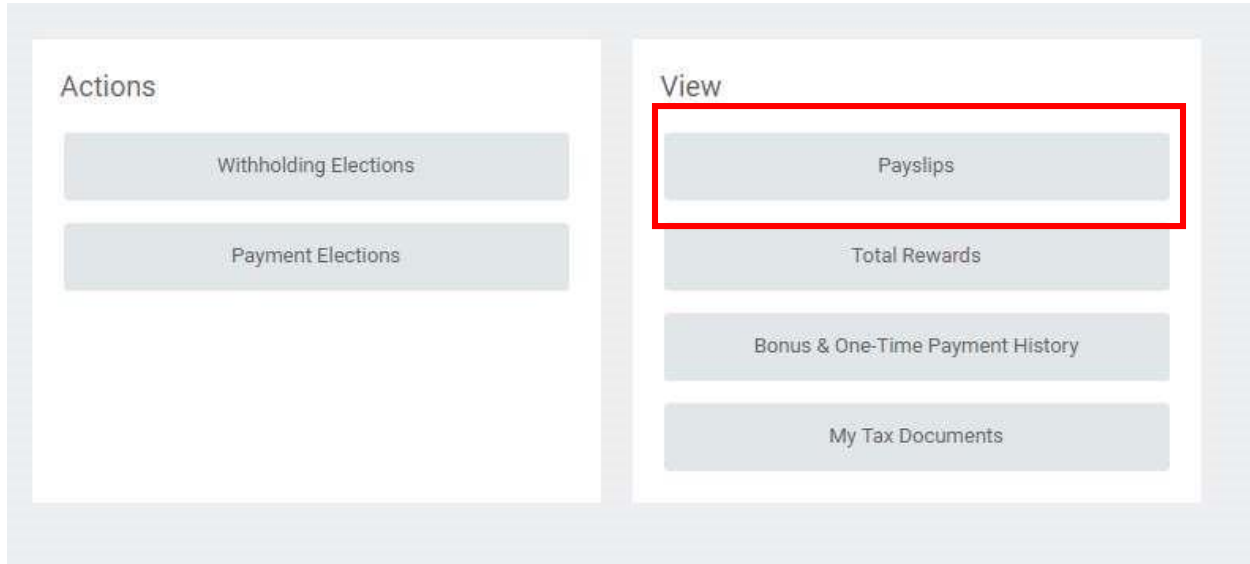


2. Select [Pay](#) from app menu.





3. Under the [View](#) section, select [Payslips](#).



4. Scroll through the [Payslips](#) section. You may [View](#) or [Print](#) any payslip listed.



## My Payslips

Payslip Printing Details 1 item

Company

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Print Multiple Payslips

**Note:** You can also navigate to the [Pay](#) app by selecting [Global Navigation](#)  on the top left of the homepage  [Pay](#), or by selecting the [Profile](#) icon  in the top right  [View Profile](#)  [Pay](#).



Beginning Aug. 15, Workday@OK will be the system of record for all agency payroll processes. **Employees should be aware of the potential for differences between current and future payroll information while viewing their pay slips in Workday@OK.**

- **Employees may see slight changes to their paycheck after Workday@OK go-live.** These changes occur because of the calculation engine used in Workday@OK and will be no more than a few cents. Paycheck changes are most likely the result of one of the following reasons:
  - **Workday@OK pay calculations differences.** Hourly employee gross pay calculations may change by a penny (+ or -).
  - **Tax calculation differences.** Workday@OK references the most up-to-date tax tables. As a result, employees may see the tax calculation on their paycheck in Workday@OK is slightly different than what is currently reflected in PeopleSoft.
  - **Rounding differences between Workday@OK and PeopleSoft.** Paychecks would only change by a few cents (+ or -).
- **Employee pay slips in Workday@OK will have a different format.** The new format includes the same information currently shown in PeopleSoft. Pay slips in Workday@OK will also include data on employee leave accrual.

**If you receive your first paycheck in Workday@OK and notice a discrepancy that is more than a few cents (+ or -),** please review your pay slip to identify the difference and, if needed, contact agency payroll staff for clarification.