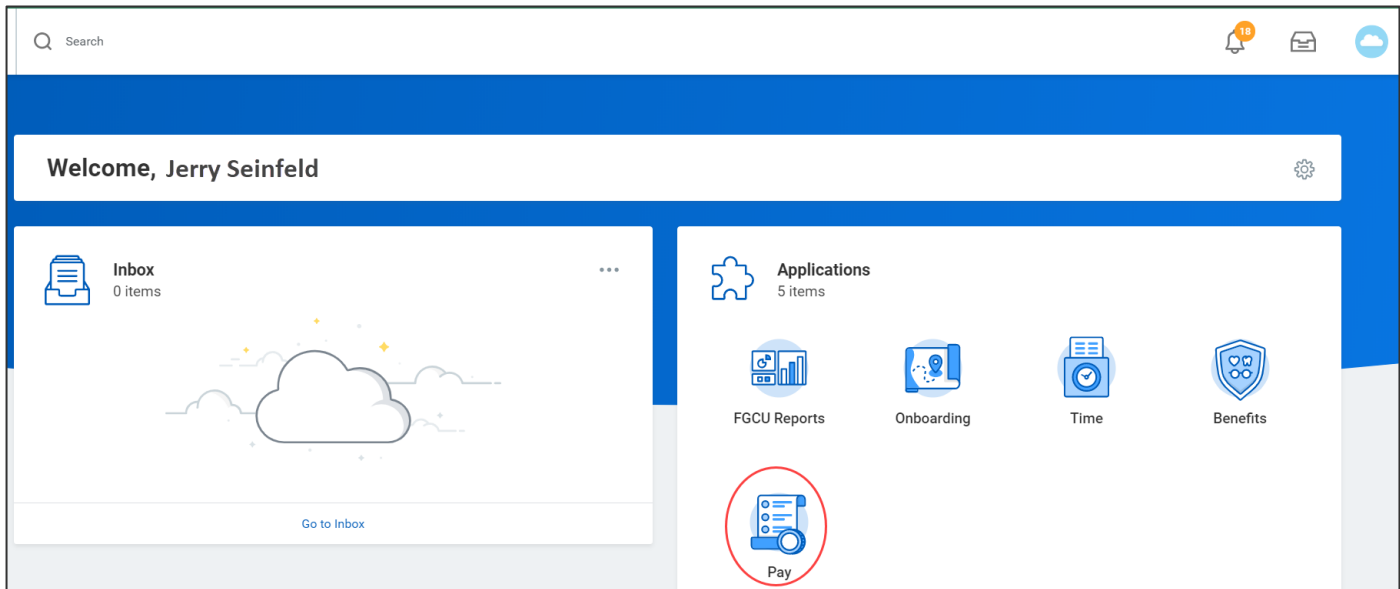
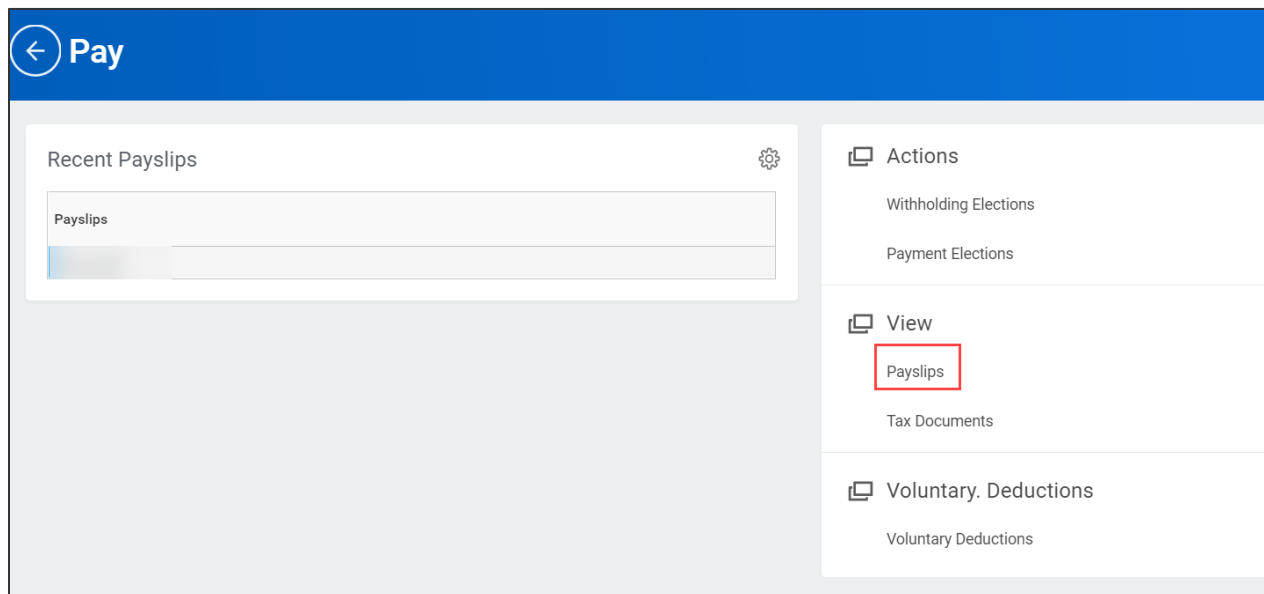


View & Print Payslips

From the Workday **Home Page**, select the **Pay** application:



1. On the **Pay** page, select **Payslips** in the **View** section for a full list; you may also select a **Payslip** for a specific pay period from **Recent Payslips**



2. A list of **Payslips** displays by date; you can **View** or **Print** one or more **Payslips** directly from this page; Select **View** to open a specific **Payslip**

My Payslips

Jerry Seinfeld Actions

Payslip Printing Details 1 item

Company	Payslip Printing Details				
FGCU Florida Gulf Coast University	You receive a paper copy of payslips.				

[Print Multiple Payslips](#)

Payslips 3 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Florida Gulf Coast University	12/01/2019	12/14/2019	12/20/2019	1,248.00	1,040.02	View	Print
Florida Gulf Coast University	11/17/2019	11/30/2019	12/06/2019	1,405.59	1,166.63	View	Print
Florida Gulf Coast University	11/03/2019	11/16/2019	11/22/2019	4,158.41	3,314.87	View	Print

3. Scroll down to view all **Payslip** details; **Payment Election** information is found at the bottom of the page

Payslip

Jerry Seinfeld: 12/14/2019 (Regular) - Complete Actions

[Previous Payslip](#) [Return to My Payslips](#) [Print Payslip Image](#) [Print Multiple Payslips](#)

Company Information 1 item

Name	Address	Phone
Florida Gulf Coast University	10501 FGCU Boulevard South Fort Myers, FL 33965 United States of America	(239) 590-1000

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Jerry Seinfeld	100018	12/01/2019	12/14/2019	12/20/2019	

Current and YTD Totals 2 items

Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	1,248.00	40.00	167.98	0.00	1,040.02
YTD	6,812.00	120.00	1,169.63	0.85	5,521.52

4. To print the **Payslip**, click the **Print Payslip Image** button; you have the option to open and print the **Payslip**, or save it as a PDF

Payslip

Jerry Seinfeld: 12/14/2019 (Regular) - Complete Actions

Previous Payslip Return to My Payslips Print Payslip Image Print Multiple Payslips

Company Information 1 item

Name	Address
Florida Gulf Coast University	10501 FGCU Boulevard South Fort Myers, FL 33965 United States of America

5. To print more than one Payslip, click the **Print Multiple Payslips** button; select the **Payment From Date** and **Payment To Date** using the calendar option to establish a date range for the **Payslips** you want to print. When date range is selected, click **OK**

Print Multiple Payslips

Processing Worker * Jerry Seinfeld

Payment From Date

Payment To Date

Exclude Net Zero Payslips

OK Cancel

6. Click the checkbox next to each **Payslip** you wish to print; use the box at the top left to select all **Payslips** displayed

Print Multiple Payslips

Worker Jerry Seinfeld

Payment Date Range 09/01/2019 - 01/01/2020

Exclude Net Zero Payslips No

Payslips 3 items | 2 selected

<input type="checkbox"/>	Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	Florida Gulf Coast University	12/01/2019	12/14/2019	12/20/2019	1,248.00	1,040.02
<input checked="" type="checkbox"/>	Florida Gulf Coast University	11/17/2019	11/30/2019	12/06/2019	1,405.59	1,166.63
<input type="checkbox"/>	Florida Gulf Coast University	11/03/2019	11/16/2019	11/22/2019	4,158.41	3,314.87

Count of Payslips Selected to Print 2

OK Cancel