

For Digital Distribution Only

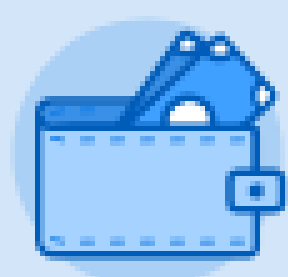
Knights Vision Presents: Workday Concepts

Payroll

Payslips

Self Service - Payroll

Is the Workday functionality allowing employees to view and manage their pay.



Pay Application

provides quick access to payroll information. Within the Pay App you can Take Action or View information.

Take Action

- Withholdings Elections
- Payment Elections (manage direct deposit accounts)

View & Print

- Payslips
- Tax Documents
- Historical Activity Pay
- Bonus - One Time Payment history

Payslips

All payslips will soon be available in Workday. You can quickly access, view and print payslips from your desktop or mobile device.

[My Payslips](#)

Payslip Lists



- Current and YTD Totals
- Withholdings
- Available Sick Time
- Time Off Balances
- Direct Deposit Bank Accounts
- Benefits Deductions

Any Device

Access your pay information and documents from any device with the Workday Mobile App - Apple and Android.

Quick Access

Easily view detailed pay components including deductions, regular and vacation time charged, and sick and paid time off leave balances.

Account Nickname	Country	Bank Name	Account Type	Account Number	
First Commons Bank *****2440	United States of America	First Commons Bank	Checking	*****2440	Edit Remove View

Pay Type	Payment Type	Account	Account Number	Distribution	
Regular Payments	Direct Deposit	First Commons Bank *****2440	*****2440	Balance Yes	Edit
Expense Payment	Direct Deposit	First Commons Bank *****2440	*****2440	Balance Yes	Edit

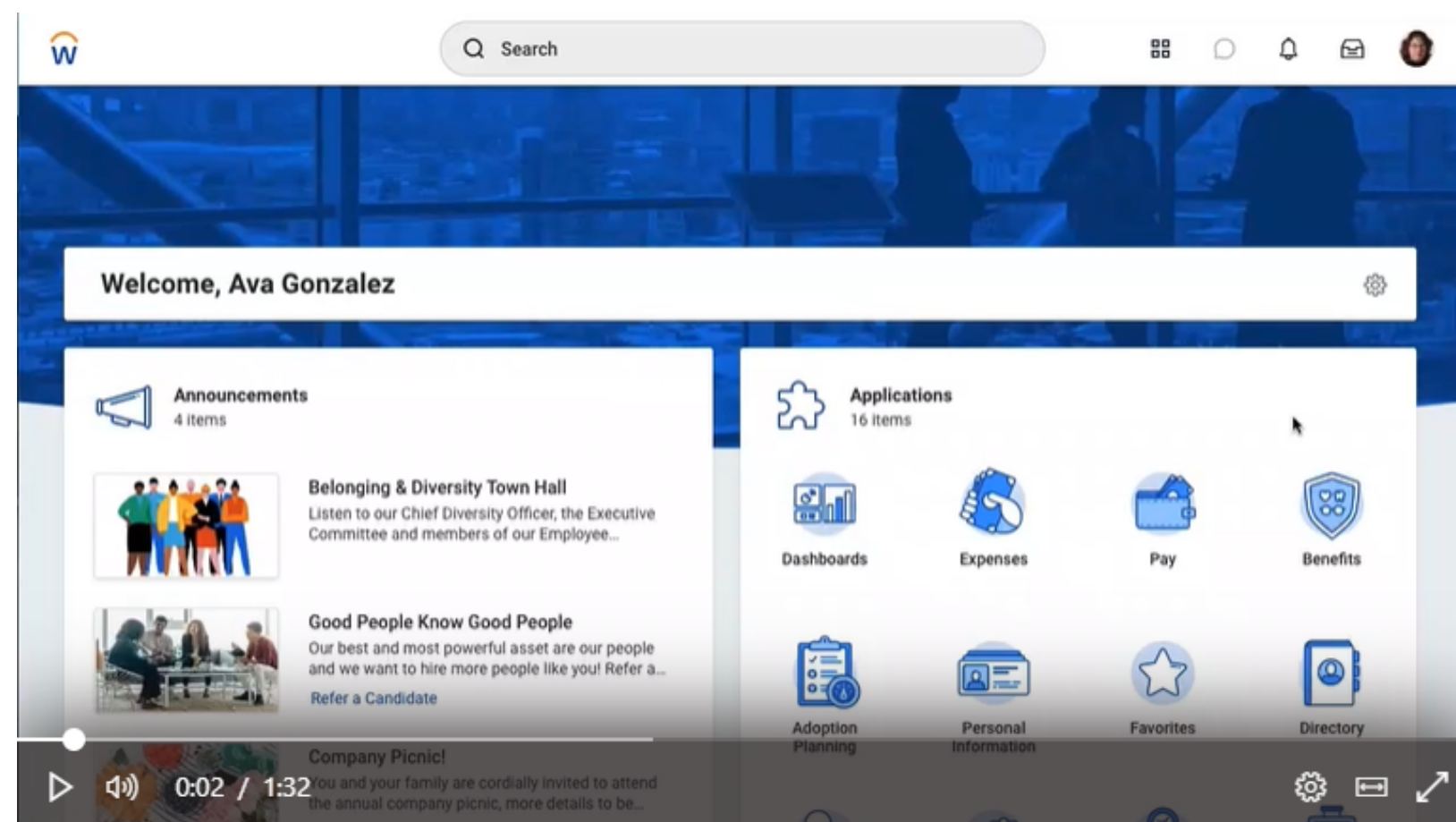


W-2

Beginning with your 2022 W-2, you can easily access, download or print tax forms.

Payment Elections

This is your direct deposit elections in Workday. You decide; have your full pay deposited in one account or split over multiple bank accounts.



[CLICK TO PLAY DEMO VIDEO](#)