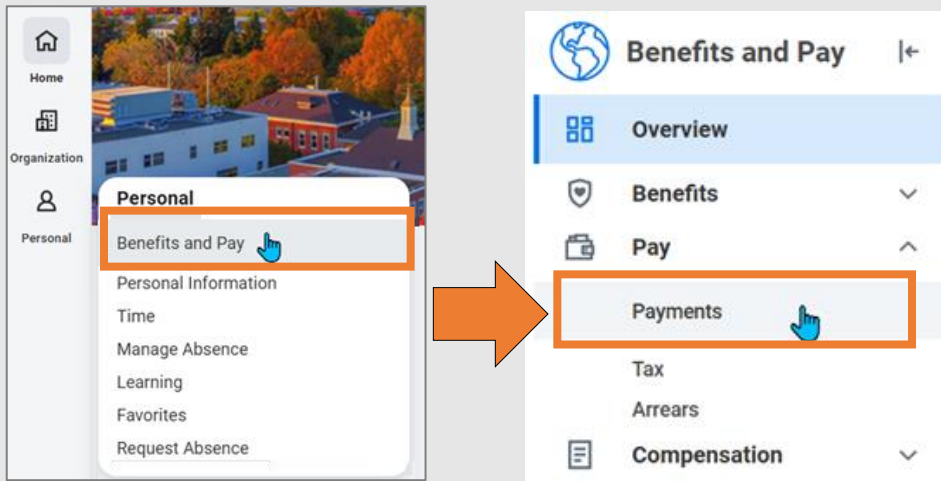


1. After logging into Workday, hover over the **Personal** icon in the left-hand navigation. From the resulting menu, select **Benefits and Pay**. Click **Payments** from the resulting sub-menu.



2. Scroll down the page to the section displaying summary information about your pay. You will see a list of your payslips. Click the **View** button to see details of the pay, taxes and deductions on the payslip. You can also print the payslip by clicking the **Print** button.

Payslips 10 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
02/29/2024	02/01/2024	02/29/2024	Willamette University	X,XXX.XX	X,XXX.XX	View	Print
01/31/2024	01/01/2024	01/31/2024	Willamette University	X,XXX.XX	X,XXX.XX	View	Print
12/29/2023	12/01/2023	12/31/2023	Willamette University	X,XXX.XX	X,XXX.XX	View	Print

View All 32 Payslips

To view a list of all of the payslips you have received at Willamette, click on the **View All XX Payslips** button.


3. After going to your complete list of payslips, you can choose to print more than one payslip at a time. Click the **Print Multiple Payslips** button.


You can enter a date range of the payslips you wish to print. Click **OK**.

The next page will list all the paychecks you wish to print. Click **OK** again. A PDF will be created with one payslip per page that can then be printed.

Print Multiple Payslips

Processing Worker * Employee Name

Payment From Date 

Payment To Date 

Exclude Net Zero Payslips