



How to Read Your Payslip in Workday

This guide will provide information and tips on how to read your payslip in Workday. For information on how to find your payslip in Workday, please see [WDHR 601 Q1: View Payroll Documents](#). Payslips are available to view the day before the pay date. Note that only pay periods paid from Workday will have Workday payslips. For exempt staff, that will begin with the May 1, 2023 pay date. For non-exempt staff, the first pay date in Workday is April 14, 2023.

Payslip Anita Knapp (0123456) : 07/31/2022 (Regular) - Complete PDF

Return to My Payslips
Print Payslip Image
Print Multiple Payslips

Company Information 1 item [Icons]

Name 1	Address
Vanderbilt University Medical Center	48377 Maple Lane Nashville, TN 37232 United States of America

Payslip Information 1 item [Icons]

Name 2	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Anita Knapp	0123456	07/01/2022	07/31/2022	08/01/2022	

Current and YTD Totals 2 items [Icons]

Balance Period 3	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	8.34	0.67	0.64	2.62	4.41
YTD	8.34	0.67	0.64	2.62	4.41

1. Provides company / employer information including Name and Address.
2. Summary information of employee: Name, ID, Pay Pd dates, and check date. Check number will only appear if you receive a paper check.
3. Summary totals including current pay period and year to date (YTD) for the current calendar year. Note that Gross Pay less deductions and taxes equals Net Pay.



How to Read Your Payslip in Workday—continued

Earnings 1 item 4

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Regular	07/01/2022 - 07/31/2022	0.00	0.048077	8.34	0.00	8.34
Total:				8.34		8.34

Employee Taxes 2 items 5

Description	Amount	YTD
OASDI	0.52	0.52
Medicare	0.12	0.12
Total:		0.64

Pre Tax Deductions 2 items 6

Description	Amount	YTD
403(b) Mandatory - Employee	0.26	0.26
Total:		0.26

Post Tax Deductions 2 items 7

Description	Amount	YTD
Child Life Insurance	2.58	2.58
Total:		2.58

Employer Paid Benefits 1 item 8

Description	Amount	YTD

Subject or Taxable Wages 1 item 9

Description	Amount	YTD

4. Details each type of earnings you have received this pay period and YTD in alphabetical order. Note these amounts can include regular earnings, PTO, sick, overtime pay, etc.
5. Shows the amount withheld from your paycheck for payroll taxes. This can include OASDI (social security), Medicare, Federal Withholding, and state, city or local taxes depending on your work and home address.
6. Pre-tax deductions include deductions you have elected to have withheld from your earnings such as medical, dental, vision, and other pre-tax benefit types.
7. Post-tax deductions are made after your payroll tax obligation for the current pay is calculated.
8. Benefits that VUMC contributes on your behalf such as 403(b) match and health savings account. These are not deductions from your pay.
9. Shows the portion of your earnings that are taxable for each withholding. Note that the amounts may be different as each withholding type has certain qualifications to determine whether wages are taxable.



How to Read Your Payslip in Workday—continued

Withholding 3 items



Description	Federal	Work State
Marital Status	Single	
Allowances	0	0
Additional Withholding	0	

Payment Information 1 item



Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
U S Bank NA	Checking	*****-E	4.41	USD
Total:			4.41	

10. Withholding includes your Federal and State Tax Elections at the time payroll was processed. You can update your elections on the Workday home screen. Based on the timing of your update, the change may not be reflected until the next pay period. Employees who make no elections will receive a default of Single Status and \$0 tax credits.
11. Shows how you elected to distribute your net pay. For employees who don't have direct deposit, this will show check information, without Bank Account details. You can update your banking and deposit elections from the Pay application in Workday. Based on the timing of your update, the change may not be reflected until the next pay period.

QUESTIONS?