![workday. | VUMC BUSINESS EDUCATION]

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 date in Workday is April 14, 2023.

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❶ Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Anita Knapp	Vanderbilt University Medical Center	0123456	03/24/2024	04/06/2024	04/12/2024	

❷		Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current		2,392.00	139.34	371.87	15.68	1,865.11
YTD		15,459.30	863.27	2,293.18	84.67	12,218.18

❸ Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Overtime Pay			0		0.53	19.65
PTO - non-exempt			0		96	2,100.72
Regular	03/24/2024 - 03/30/2024	40	27.3	1,092.00		
Regular	03/31/2024 - 04/06/2024	40	27.3	1,092.00	543.5	13,338.93
Regular	03/10/2024 - 03/16/2024	-40	24.7	-988.00		
Regular	03/10/2024 - 03/16/2024	40	27.3	1,092.00		
Regular	03/17/2024 - 03/23/2024	-40	24.7	-988.00		
Regular	03/17/2024 - 03/23/2024	40	27.3	1,092.00		
Earnings				2,392.00		15,459.30

❹ Employee Taxes		
Description	Amount	YTD
OASDI	144.13	933.70
Medicare	33.70	218.36
Federal Withholding	194.04	1,141.12
Employee Taxes	371.87	2,293.18

1. Provides company / employer information including Name and Address, Employee ID, Pay Period and Check Date. (Check number will only appear if you receive a paper check.)
2. Summary information of Gross Pay, Pre Tax Deductions, Employee Taxes, Post Tax Deductions, and Net Pay.
   Note: Gross Pay <u>less</u> deductions and taxes <u>equals</u> Net Pay. ***See page 2 for details of deductions.***
3. Details each type of earnings you have received this pay period and year to date (YTD) in alphabetical order. Hours/Earnings are listed for the work week for non-exempt and pay period for exempt. For retroactive corrections that impact pay, Workday backs out the original hours/earnings and reprocesses the correct hours/earnings that results in retroactive pay owed to the employee or recovery of overpaid hours/earnings.
   Note: Amounts can include regular earnings, PTO, sick, overtime pay, orientation, shift premiums and any other adjustments.
4. Employee Taxes including current pay period and year to date (YTD).

5 Pre Tax Deductions

Description	Amount	YTD
403(b) Mandatory - Employee	71.76	463.21
Dental Pre-Tax Cigna	9.31	65.17
Eye Care PreTax	3.27	22.89
Medical Pre-Tax	55.00	312.00
Pre Tax Deductions	139.34	863.27

6 Post Tax Deductions

Description	Amount	YTD
Long Term Disability	6.33	34.18
Short-term Disability	9.35	50.49
Post Tax Deductions	15.68	84.67

7 Employer Paid Benefits

Description	Amount	YTD
403(b) Mandatory - Employer	71.76	463.21
Basic Group Term Life (ER)	2.30	14.19
Basic Group Taxable Life	0.27	0.39
Long Term Disability (ER)	2.63	18.41
Medical - Employer	291.53	2,083.16
Medical Tobacco Credit		10.00
Short Term Disability (ER)	5.81	46.48
Employer Paid Benefits	374.30	2,635.84

8 Subject or Taxable Wages

Description	Amount	YTD
OASDI - Taxable Wages	2,324.69	15,059.63
Medicare - Taxable Wages	2,324.69	15,059.63
Federal Withholding - Taxable Wages	2,252.93	14,596.42

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	Federal	State
Marital Status	Single or Married filing separately	
Allowances	0	0
Additional Withholding	0	

10 Payment Information

Bank	Account Name	Account Number	USD Amount	Amount
JPMORGAN CHASE BANK	Checking	******2055		1,865.11 USD

5. Deductions you have elected to have withheld from earnings such as medical, dental, vision, and other pre-tax benefit types.

6. Deductions made after your payroll tax obligation for the current pay is calculated.

7. List of benefits paid by your employer.

8. This is the wage amount that is used to calculate the taxes withheld.

9. Withholding includes your Federal and State Tax Elections at the time payroll was processed. You can update your elections, at any time, in Workday. 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.

10. 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 my not be reflected until the next pay period.