



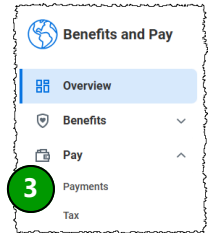
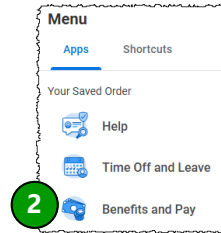
View Payroll Documents

Employees can view their payroll preferences and documents from their Workday profile or by launching the Benefits and Pay app. Follow the steps below to access payroll information.

View Payroll Documents

From your homepage:

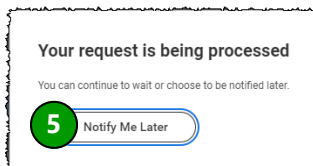
1. Select **Menu**.
2. Select **Benefits and Pay**.
3. Under Pay, select **Payments**.
4. To view or print a payslip select **Print**.
5. Select **Notify Me Later**.
6. You will receive a notification when your payslip can be viewed. Select **Notifications**.
7. Under Documents Available, select the document that has been generated for you, and then select the PDF to view your payslip.



All Payslips

Payslips 3 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	Print
07/03/2023	06/01/2023	06/30/2023	Vanderbilt University Medical Center	\$958.41	\$817.62	4 Print
06/01/2023	05/01/2023	05/31/2023	Vanderbilt University Medical Center	\$958.41	\$817.62	Print
05/01/2023	04/01/2023	04/30/2023	Vanderbilt University Medical Center	\$958.41	\$817.62	Print



Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

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Document Available

21 second(s) ago

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