



## View Payroll Documents

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

### View Payroll Documents

From your homepage:

1. Select **Menu**.
2. Select **Pay**.
3. Select **Payslips**.
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.

**Menu**

Apps Shortcuts

- Help
- Pay
- Personal Information

**View**

Payslips

Timesheets

Print Multiple 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	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

Your request is being processed

You can continue to wait or choose to be notified later.

Notify Me Later

Notifications

Viewing: All Sort By: Newest From Last 30 Days

**Document Available**

21 second(s) ago

Payslip\_to\_Print\_-\_Report\_Design\_07\_10\_2023.pdf is now available in My Reports

Details Payslip\_to\_Print\_-\_Report\_Design\_07\_10\_2023.pdf

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).