

View and Manage Your Payslips

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Each pay period, Workday generates a payslip, a document which details your money earned, including taxes and other deductions, benefits, and other payment information.

View and Print Payslips

1) Run the [My Payslips report](#).

- You can also find this in the **Pay** worklet or using Workday search.

2) This report provides a table summary of your earnings by pay period, as well as links to **View** each payslip in Workday.

- You can also generate a printable pdf of a payslip by clicking the **Print** button. PDF links are sent to your **Notifications** or can be access from the **My Reports** report.
- From **My Payslips**, you can also view and/or change current payslip delivery options (see steps below).

Select Your Payslip Delivery Option

You can choose whether to receive your payslip in paper form (delivered to your primary home address) or electronically.

- 1) Run the **My Payslips** report.
- 2) Click the **Change Payslip Printing Election** button.
- 3) Click **OK** on the following screen.
- 4) Under **New Payslip Printing Election**, select whether to receive your payslip electronically or by mail.

- CCA encourages all employees to save paper by selecting to receive their payslips electronically, if possible.

5) Click **OK** to save/confirm, then click **Done**.