

From: [WorkDay_DOT \[DOT\]](#)
To: [DOT-AG-ALL STAFF-GL](#)
Subject: Workday Update 6-6
Date: Thursday, June 6, 2019 12:48:52 PM
Attachments: [image001.png](#)
[image003.png](#)
[image006.png](#)

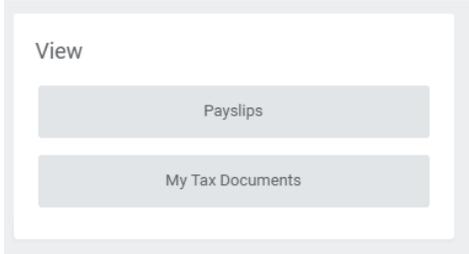
Have you checked out your first pay slip in Workday yet?

With the successful first run of payroll in Workday, you can now go into the "Pay" worklet in Workday either on your desktop or any mobile device if you have [downloaded the Workday app](#).

NOTE about pay slips:

To improve the security of your payroll information, you will no longer receive an email with your pay slip attached. You will need to go into Workday to retrieve your pay slips.

Once you are in the "Pay" worklet, click on "Payslips" under the View section to view and/or print your document.



Workday will create a .pdf of your pay slip and deliver it to "My Reports" in Workday. You'll also get a notification in Workday when the document is available to print. You will be able to print your pay slip from there.

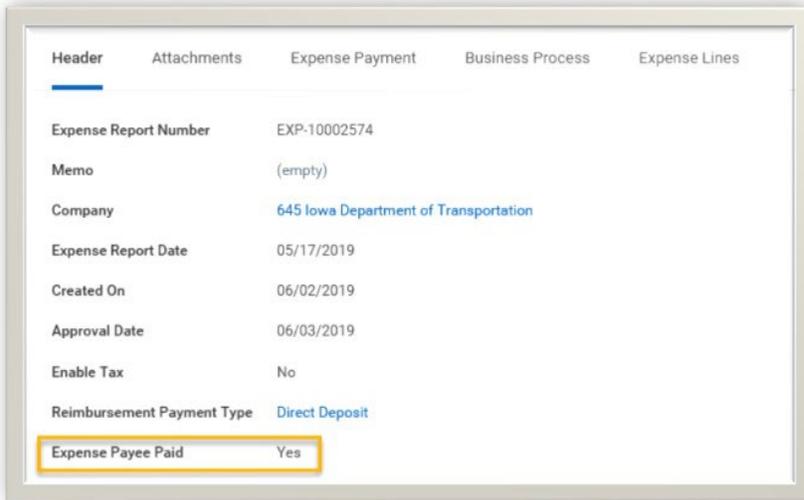
NOTE about Web Browser restrictions:

If you're accessing the internet from the Edge browser, your pay slip will not be accessible to view as a .pdf or print. You will need to use IE or Chrome.

How do I find by Paid Expense Reports?

If you have expenses, Workday generates a second payment for your expenses separate from your regular pay.

You can find the paid status on your expense report by looking at the Expense Payee Paid field for 'Yes' on the Header tab.



The Workday Team

