

From: [WorkDay, DOT \[DOT\]](#)
To: [DOT-AG-ALL STAFF-GL](#)
Subject: Workday update – Time to Check Your Deductions
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Attachments: [image001.png](#)

It's the time of year again where changes in payroll deductions (i.e. insurance changes, FSA, etc.) will begin to show up on your pay slip. It's a good idea to go into your pay slip and double check your deductions.

Here's a link to the job aid to view your pay slip -

<https://iowadot.gov/workday/docs/employee/View%20Your%20Payslip.pdf>

While you're checking deductions, you might want to double check your worked hours. Did you know you can go back and correct absences from the past if you forgot to adjust them during that pay period? Here's a link that will walk you through recording or changing a previously approved absence request - <https://iowadot.gov/workday/video/absencerequests.mp4>

The Workday Team

