

**Purpose:** This job aid describes the steps to access your payslips in Workday.

**Steps to access your payslips:**

1. Log in to Workday.
2. Goto **View All Apps**
3. Navigate toyour **Pay application**.



1. Click **Payslips** under the View menu.



1. Click **View** to open a specific payslip. You also have the option to print your payslip if needed.



**Result:** You have accessed your payslip in Workday.