

ABOUT THE PAY APPLICATION



Within your system, you may see multiple pay applications, such as the Pay application shown above.

The Pay application is enabled for dashboards and contains worklets with links to payroll-related tasks and information. The information you see depends on your organization's configuration.

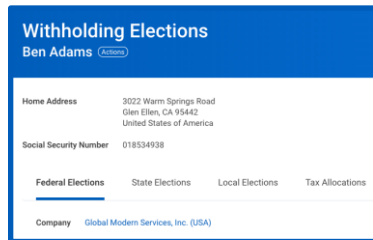
The Pay application may include:

- **Withholding Elections:** Review and update withholding elections on the Federal, State, and Local Elections tabs.
- **Payment Elections:** Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as a check or direct deposit.
- **Payslips:** View and print payslips or change your payslip printing election. You can view payslips for any previous period when the data is provided.
- **Total Rewards:** View rewards by Base Pay, Allowances, Incentive Pay, Stock, and even Benefits, depending on your organization's configuration.
- **Bonus and One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as bonuses.
- **Tax Documents:** View the annual tax documents associated with your earnings.
- **Voluntary Deductions:** Enter voluntary deduction elections.

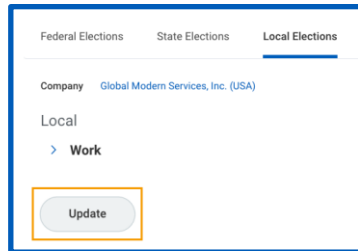
VIEW YOUR WITHHOLDING DEDUCTIONS

Click **Withholding Elections**.

View your Federal Elections or click the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.



Click the **Update** button on the bottom of each tab to make election changes.



Select **OK** and any **I Agree** checkboxes as indicated on the various tabs.

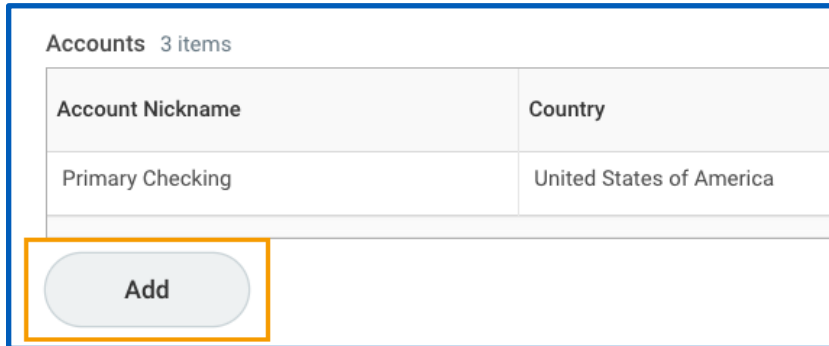


The form is

I Agree *

ADD A DIRECT DEPOSIT ACCOUNT

1. From the Pay application, click **Payment Elections**.
2. Click **Add**.



Accounts 3 items

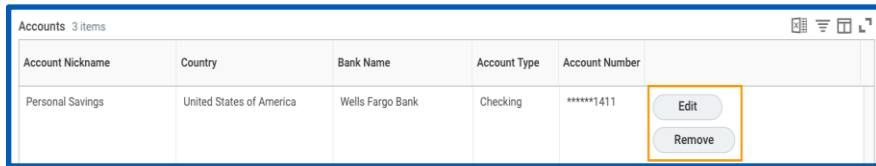
Account Nickname	Country
Primary Checking	United States of America

Add

3. Select the Account Country and click **OK**.
4. Optionally, you can add an Account Nickname to help you identify this account.
5. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
6. Additionally, you can enter a Bank Identification Code.
7. Click **OK** to save. Once the account has been added, you can use it to make payment elections.

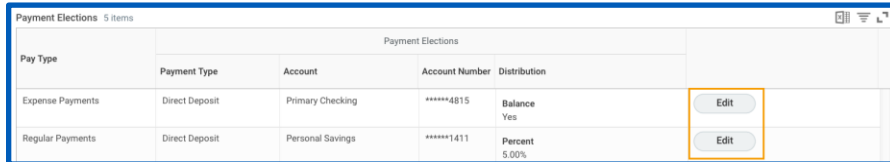
MANAGE YOUR PAYMENT ELECTIONS

1. From the Pay application, click **Payment Elections**.
2. Edit or remove bank accounts using the **Edit** or **Remove** buttons. An account can only be removed if it is no longer used as a payment election.



Account Nickname	Country	Bank Name	Account Type	Account Number	
Personal Savings	United States of America	Wells Fargo Bank	Checking	*****1411	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

3. Click **Edit** in the Payment Elections section to modify a payment election.



Pay Type	Payment Elections				Distribution	
	Payment Type	Account	Account Number			
Expense Payments	Direct Deposit	Primary Checking	*****4815	Balance	Yes	<input type="button" value="Edit"/>
Regular Payments	Direct Deposit	Personal Savings	*****1411	Percent	5.00%	<input type="button" value="Edit"/>

4. Change the amount or percent that is deposited into the account or the account that receives the balance of payments for the pay type. Your organization’s payment elections policy determines what changes are allowed.
5. Click **OK** to save.

PRINT PAYSLIPS

1. From the Pay application, click **Payslips**.

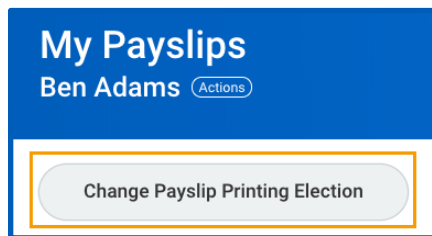
Here you can view a list of all payslips. Click the **Print** button next to a payslip name. You can also View the payslip and save it to your computer as a PDF.

To print multiple payslips, click **Print Multiple Payslips**.

CHANGE PAYSリップ PRINTING ELECTION

1. From the Pay application, click **Payslips**.

Click **Change Payslip Printing Election**.



Your name and organization information auto-populate. Click **OK** to continue.

Click the **New Payslip Printing Election** prompt to view the available options.

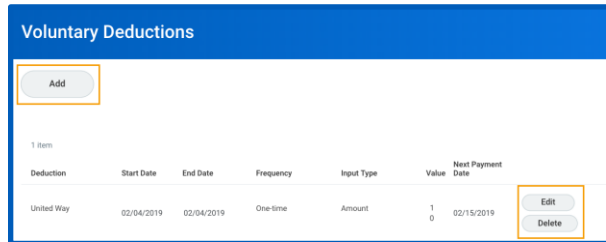
Select from the displayed options.

Click **OK**, then **Done** to save the changes.

VOLUNTARY DEDUCTIONS

1. From the Pay application, click **Voluntary Deductions**.

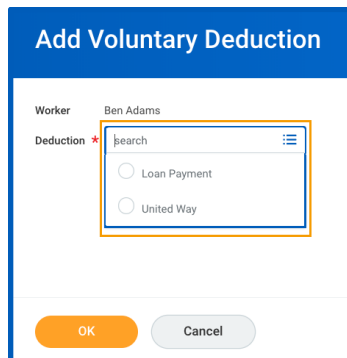
Here you can add, edit, or delete deductions configured by your organization.



Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date
United Way	02/04/2019	02/04/2019	One-time	Amount	1.0	02/15/2019

Click the **Add** button to add your own deductions.

Select the deduction from the prompt.



Worker: Ben Adams

Deduction *

- Loan Payment
- United Way

OK Cancel

Click **OK**.

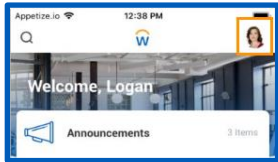
Enter any required information indicated with a red asterisk.

Click **OK**, then **Done** to save the deduction.

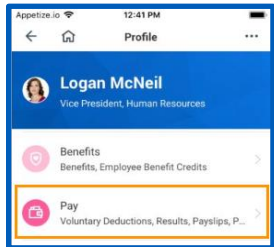
ENTER VOLUNTARY DEDUCTIONS FOR MOBILE

MOBILE – NEW DEDUCTION

Use the Pay section of the Worker Profile to update Voluntary Deductions.



1. Tap your **Worker Profile** image.
2. Tap **View Profile**.
3. Tap **Pay**. You may have to tap **More** to view additional options.



4. Tap **Voluntary Deductions**.
5. Tap the **Add** icon to add a new deduction.
6. Select the type of Deduction.
7. Enter the required information indicated by red asterisks.

8. Click **Done** to save.

IPHONE – EDIT DEDUCTION

1. Tap your **Worker Profile** image.
2. Tap **View Profile**.
3. Tap **Pay**. You may have to tap **More** to view additional options.
4. Tap **Voluntary Deductions**.
5. Tap the deduction you wish to edit.
6. Click **Edit**.
7. Make changes as necessary and click **Done** to complete.