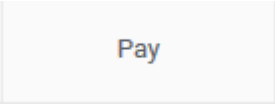
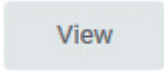


Updates to Payslips Printing in Workday 28 Version (effective March 10, 2017)

All administrators and employees will have the ability to easily and quickly print multiple Payslips in W28! The end user will be able to individually select which Payslips to print and do so in a single PDF that will be generated containing all desired Payslips.

ACTIVITY 1 PRINTING MULTIPLE PAYSLIPS

From your Worker Profile page:

1. Click on the  Tab.
2. Find your most recent Payslip and click the  button on the right hand side of the screen.
3. From the following screen click on the **Print Multiple Payslips** button in the red box below:

Payslip ACA PT Hourly CA NEWorker 6: 12/21/2014 (Regular) - Complete Actions

Previous Payslip View All Payslips Print Payslip Image Print Multiple Payslips

Company Information 1 item

Name	
Global Modern Services, Inc. (USA)	3939 The Embarcadero San Francisco, CA 94111 United States of America

Payslip Information 1 item

Name	~Employee~ ID	Pay Period Be
ACA PT Hourly CA NEWorker 6	22486	12/08/2014

4. It will ask you to enter filter criteria including **Payment From Date, Payment To Date**. Enter the time frame of Payslips you would like to search (ie. 2016-2017 Fiscal Year).


Print Multiple Payslips for ~Worker~

~Worker~ * X ACA PT Hourly CA NEWorker 6

Payment From Date

Payment To Date

Exclude Net Zero Payslips

5. On the next screen you will be able to select which Payslips you would like to Print from that period of time. Click on the checkbox to the left of the Payslip to include it in the printed PDF document. Once all desired Payslips are checked click .



← Print Multiple Payslips for ~Worker~+TG

~Worker~ ACA PT Hourly CA NEWorker 6
 Payment Date Range 01/16/2012 - 01/31/2017
 Exclude Net Zero Payslips Yes

Payslips 26 items | 26 selected

<input type="checkbox"/>	Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	12/08/2014	12/21/2014	12/26/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	11/24/2014	12/07/2014	12/12/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	11/10/2014	11/23/2014	11/28/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	10/27/2014	11/09/2014	11/14/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	10/13/2014	10/26/2014	10/31/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	09/29/2014	10/12/2014	10/17/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	09/15/2014	09/28/2014	10/03/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	09/01/2014	09/14/2014	09/19/2014	3,240.00	2,552.64
<input checked="" type="checkbox"/>	500.1 Global Modern Services, Inc. (USA)	12/23/2013	01/05/2014	01/10/2014	3,456.00	2,699.31

Count of Payslips Selected to Print 26

6. A box will pop up notifying you that your request is being processed. You can wait approximately 15-20 seconds for the PDF document to popup or click the “Notify Me Later” button and it will popup next to your name at the top of the Workday site next to the Cloud image.

03/12/2014	03/23/2014	03/30/2014
04/28/2014	05/11/2014	05/16/2014
05/02/2014		04/18/2014
04/04/2014		04/04/2014
03/03/2014	03/16/2014	03/21/2014
02/17/2014	03/02/2014	03/07/2014

Your request is being processed

You can continue to wait or choose to be notified later.

