

**Viewing Compensation Data**

Employees

For employees looking to access or manage their compensation information, this document will guide you through the following tasks:

**[Viewing Compensation Data from the Pay Application](#_Viewing_Compensation_Data)**

How to view your payslips, payment elections, and tax withholding forms from the **Pay** application.

**[Viewing Compensation Data from Your Workday Profile](#_Viewing_Compensation_Data_1)**

How to view your cash overview and compensation details from your Workday Profile.

# Viewing Compensation Data from the Pay Application

1. To get started, click on the **Menu** icon in the top left-hand corner of your screen. Select the **Pay** application.



1. Under the **Workday Payslips** menu, click **Payslips**.



1. The **My Payslips** page displays a summary of all your payslips to date. Next to each payslip record, you will see details about that particular payslip, such as the **Payment Date**, **Gross Amount** and **Net Amount**. You can also **View** or **Print** each payslip from here. Select **View** to be taken to the Payslip details.

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|  | Please note that payslips will not be available in Workday until the first payrolls are processed once Workday goes live.  |



1. Click **View** to see a detailed view of the selected payslip, including **Current and YTD Totals**, **Earnings, Tax Information** and more. You can export any of this information to Excel by clicking the **Export to Excel** () icon, and you can expand the view for easier reading by clicking the **Expand** () icon. From the top of the **Payslip** page, you can access:
* **Previous Payslip** – View your payslip for the previous pay period
* **Return to My Payslips** – Return to the previous page to see an overview of all your payslips
* **Print Payslip** **Image** – Print a copy of this payslip
* **Print Multiple Payslips** – Print copies of multiple payslips all at once for your convenience



1. To manage your payment elections, under the **Elections** menu, click **Payment Elections**.



1. Any existing payment elections information you have added will appear on the following page.
2. To edit information for an account, click **Edit** next to the corresponding account.
3. To remove a listed account, click **Remove** next to the corresponding account.
4. To view more details about an account, select **View** next to the correspondingaccount.
5. To add an account, select **Add** below the **Accounts** chart. On the following page, a sample check will guide you to find the necessary information, including your account’s routing transit number, account number and bank name.
6. To edit your **Payment Elections,** scroll down and select **Edit** to change how you will receive payments.



1. To access your tax withholding elections, under the **Tax Withholding Forms** menu, click **Tax Withholding Forms**.



1. You will then be redirected to the CIC Plus webpage, where you can proceed to update your tax withholding elections.

# Viewing Compensation Data from Your Workday Profile

1. To begin, click on the **Workday** **Profile** icon from the **Navigation Bar** at the top right-hand corner of any page. Then, select **View Profile.**





1. On your **Workday Profile**, click **Compensation** from the blue sidebar on the left-hand side of the page.



1. Review the **Cash Overview** **sub-tab** at the top of the page to view your **Base Pay** and **Formula Bonus** or **Allowance** details. As stated on the bottom of the page, only certain components of compensation will be displayed in Workday. For a complete view of total rewards, please reference [MyMedLife](https://digital.alight.com/medline).

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|  | Please note: The compensation tab will display different pay information depending on your role within the organization. See below for a Formula Bonus and Allowance example.  |

**Salary and Formula Bonus Example:**

**Salary and Allowance Example:**



1. Review the **Compensation** tab to view your **Total Cash Compensation**, **Compensation Grade**, and **Compensation Plan Assignments**. This includes the **Effective Date**, **Plan Type**, **Compensation Plan**, **Assignment Details**, and **Expected End Date** (if applicable).

**Salary and Formula Example:**

