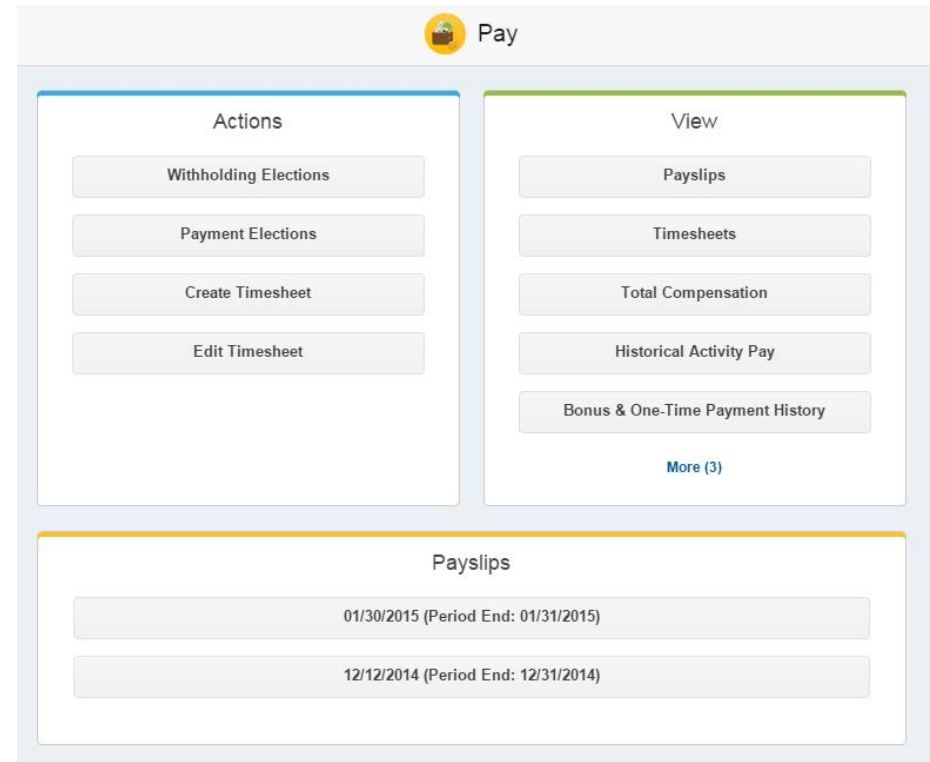
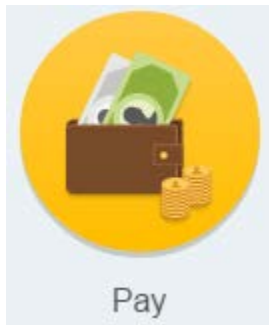


About the Pay Worklet

The Pay worklet contains links to payroll related tasks and information. Use these links and options to do the following:

- **Withholding Elections:** View/modify withholding information on your Federal Elections (W-4 form).
- **Payment Elections:** Make changes to your direct deposit and distribute payroll and expense payments between different bank accounts (checking or savings).
- **Payslips:** View and print payslips.
- **Bonus and One-Time Payment History:** Review payments received outside of the regularly scheduled payroll process, such as disbursements.

Workday's Pay Worklet:

A screenshot of the Workday Pay Worklet interface. At the top, there is a yellow icon of a wallet and the word "Pay". Below this, the interface is divided into two main sections: "Actions" and "View". The "Actions" section contains four buttons: "Withholding Elections", "Payment Elections", "Create Timesheet", and "Edit Timesheet". The "View" section contains five buttons: "Payslips", "Timesheets", "Total Compensation", "Historical Activity Pay", and "Bonus & One-Time Payment History". Below the "View" section, there is a "More (3)" link. At the bottom of the screenshot, there is a section titled "Payslips" which contains two buttons: "01/30/2015 (Period End: 01/31/2015)" and "12/12/2014 (Period End: 12/31/2014)".

View Your Withholding Deductions

From the Pay worklet:

1. Click **Withholding Elections** under Actions.
2. View your Federal Elections, or click the **State Elections, Local Elections**, or **Tax Allocations** tabs to review your current status.

Set Up or Modify Your Federal Withholdings

From the Pay Worklet:

1. Click **Withholding Elections** under Actions.
2. Click **Complete Federal Withholding Elections** in the Federal Elections tab.
3. Complete all required information.
4. Click **OK**.

W-4 Data
Last Name Differs from SS
If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.
Nonresident Alien
If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.
Marital Status * Single
If married, but legally separated, or spouse is a nonresident alien, choose "Single".
Number of Allowances 1
Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).
Additional Amount 0.00
Additional amount, if any, you want withheld from each paycheck
Exempt
I claim exemption from withholding for 2015 and I certify that I meet both of the following conditions for exemption.
* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, click the Exempt Box.
LEGAL NOTICE Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being s

Print Prior Payslips

From the Pay worklet:

1. Click the date link in the Payslips column that corresponds with the slip you want to print.

Payslips
01/30/2015 (Period End: 01/31/2015)
12/12/2014 (Period End: 12/31/2014)

2. Click **Print Payslip Image** to generate a PDF copy that you can download and print.

Print Payslip Image

Add an Account to Your Direct Deposit

From the Pay worklet:

1. Click **Payment Elections** under Actions.
2. Click **Add Account**.
3. Select the Account Type and enter the **Bank Name, Routing Transit Number, and Account Number**.
4. Click **OK** to save. Once the account has been added, you may use it to make payment elections.

Manage Your Direct Deposit

From the Pay worklet:

1. Click **Payment Elections** under Actions.
2. Under **Accounts** header, you can see the banking accounts you have added to your file. Edit or remove bank accounts using the **Change Account** or **Delete Account** buttons.
3. Under the **Payment Elections** header, you can see how your direct deposits are distributed your **payroll payments** (your paycheck), and for **expense payments** (such as reimbursements for travel).

Payment Elections Ben Adams

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections.

Worker Ben Adams
Default Country United States of America
Default Currency USD
Status Successfully Completed

Accounts 3 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Primary Checking	United States of America	Wells Fargo Bank	Checking	*****4815	<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>
Holiday Savings	United States of America	Wells Fargo Bank	Savings	*****8129	<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>
Personal Savings	United States of America	Wells Fargo Bank	Checking	*****1411	<input type="button" value="Change Account"/> <input type="button" value="Delete Account"/>

4. Click **Change Election** next to the Pay Type to modify a payment election.

5. Change the amount, the percent that goes to the account, or the account that receives the balance of payments for the pay type.
6. Use the add row **+** and remove row **-** buttons to add or remove accounts for that particular direct deposit type.
7. **Please note:** the account that receives the **Balance** of your payment must be the last one listed. Use the **Move Row Up** and **Move Row Down** **▲ ▼** rearrange the order of your accounts and to ensure the bottom row receives the balance.

For example, in the image below, the first account receives \$500, then the second account receives the balance of whatever remains:

*Balance / Amount / Percent

Balance

Amount

Percent

Balance

Amount

Percent

8. Click **OK** to save.