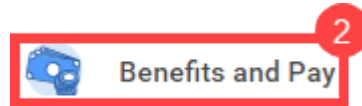


# View and Print Payslip

The **My Payslips** report is used to allow employees to view and print their payslips. Payslips are available immediately at the time payments are made. Only payslips from pay periods after the transition to myURHR will be available in this system

## My Payslips

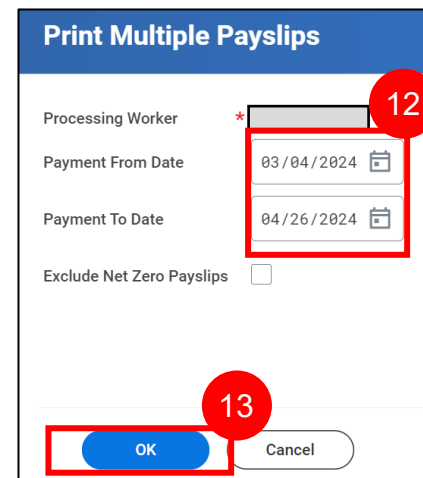
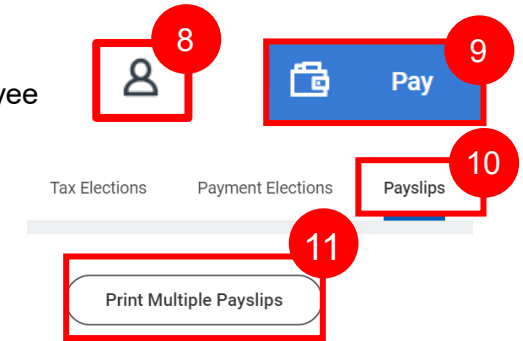
1. From the Workday Home Page, select **Menu**.
2. Select **Benefits and Pay**.
3. On the navigation pane, select **Pay**.
4. Select **Payments**.
5. Navigate to the **All Payslips** section.
6. To view individual pay slips, select **View**.
7. To print individual pay slips, select **Print**. A printable PDF version of the payslip will be generated. Navigate to **Notifications** to print the PDF.



Net Amount	View	Print
51.60		

To print multiple payslips, complete the following steps.

8. From the Workday Landing Page Navigate to the employee profile icon and select **View Profile**.
9. Select **Pay**.
10. Select the Payslips tab.
11. Select **Print Multiple Payslips**.
12. Select the date range for the payslips you wish to print.
13. Select **OK**.
14. All payslips available within your specified date range will populate. Check all that you wish to print and select **OK**.
15. A printable PDF version of the payslips will be generated. Workday will notify you when this is complete. You can access the PDF print via notifications.



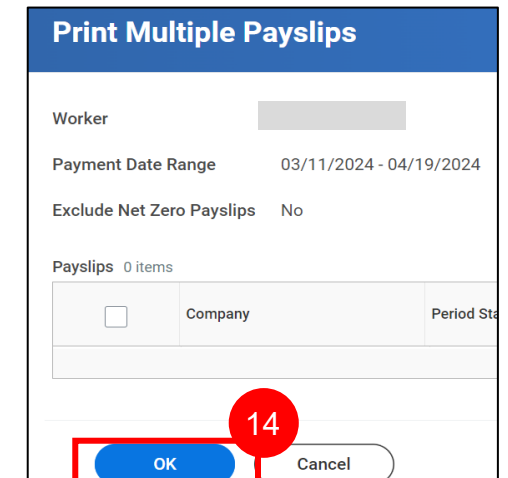
**Print Multiple Payslips**

Processing Worker \*

Payment From Date 03/04/2024

Payment To Date 04/26/2024

Exclude Net Zero Payslips



**Print Multiple Payslips**

Worker

Payment Date Range 03/11/2024 - 04/19/2024

Exclude Net Zero Payslips No

Payslips 0 items

<input type="checkbox"/>	Company	Period Sta
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