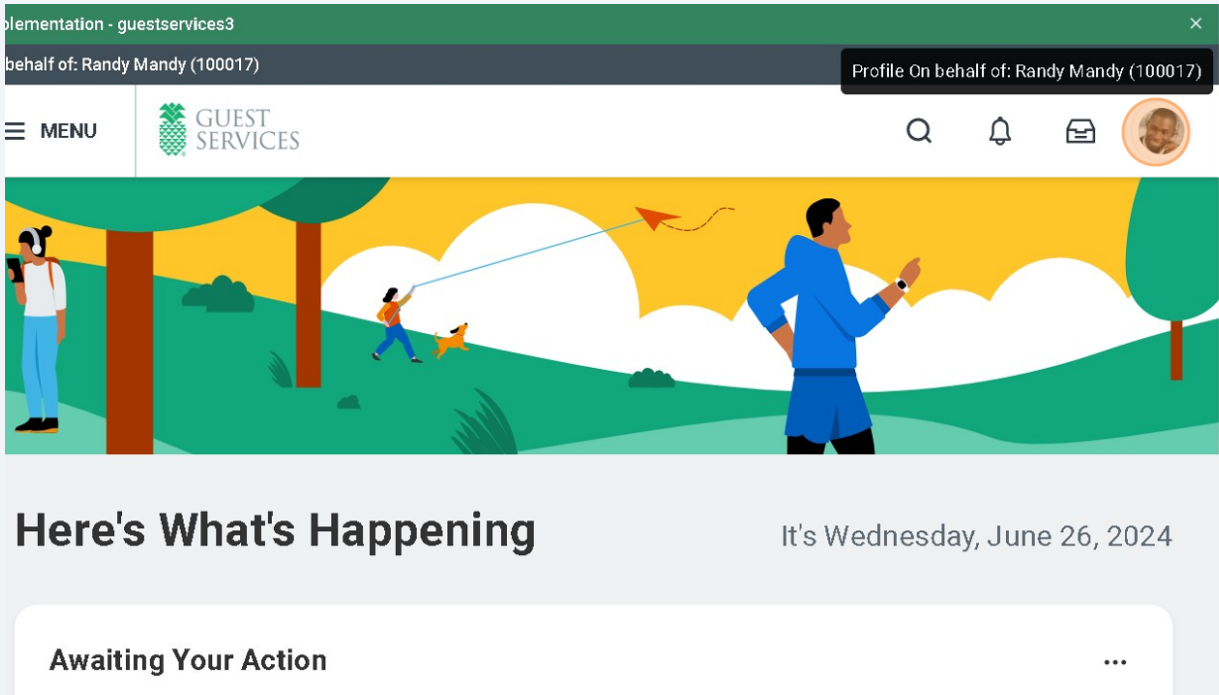
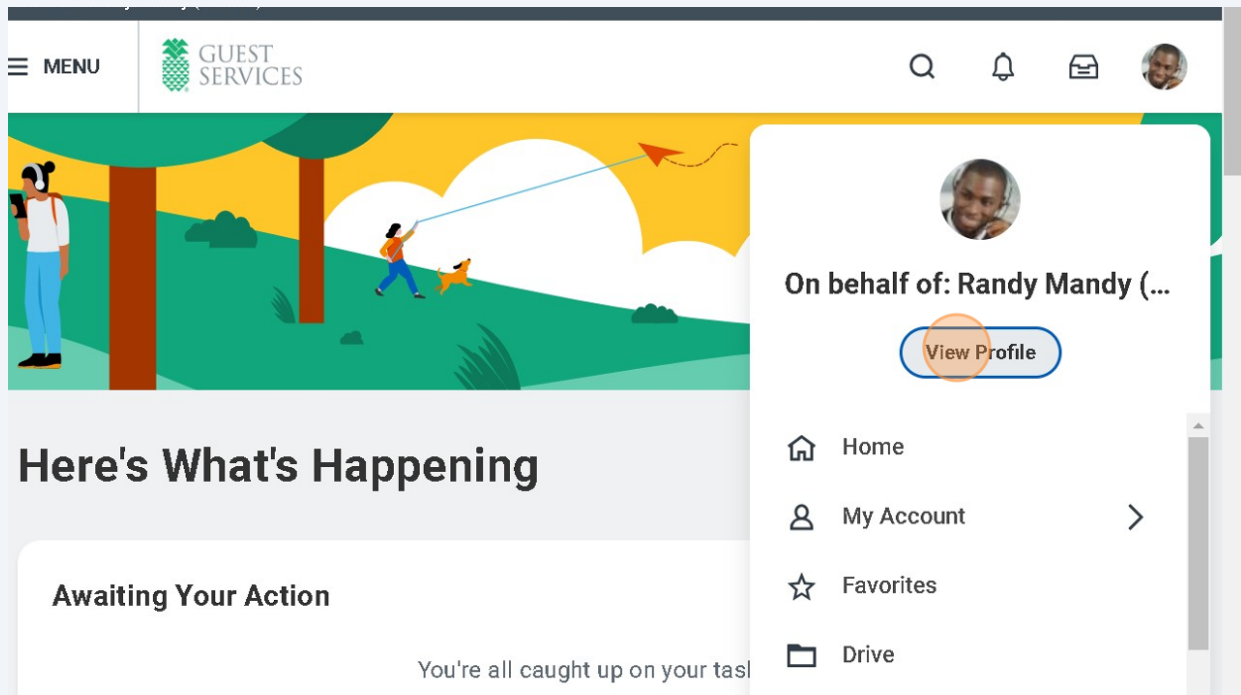


Accessing Paystubs on Workday

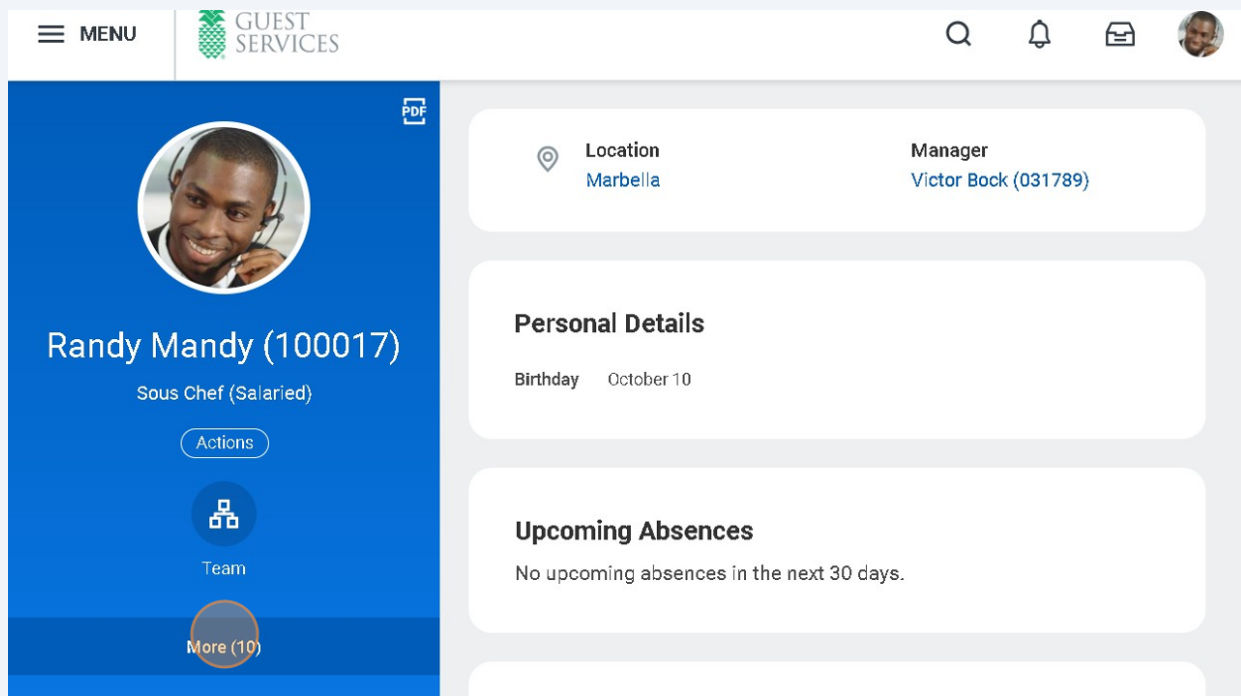
- 1 Click on your profile icon in the top-right corner.



2 Click "View Profile"



3 If "Pay" is not already visible on your screen, click "More."



4 Click "Pay"

The screenshot shows the employee profile for Randy Mandy (100017), a Sous Chef (Salaried). The left sidebar contains a menu with options: Summary, Job, Compensation, Benefits, Absence, Pay (highlighted with an orange circle), and Contact. The main content area displays the following information:

- Personal Details:** Birthday: October 10
- Upcoming Absences:** No upcoming absences in the next 30 days.
- Job History:** BANQUET CHEF, WOODMONT COUNTRY CLUB | July 2021 - Present | 2 years 11 months | ROCKVILLE MD

5 Click "Payslips"

The screenshot shows the 'Payslips' section of the employee profile for Randy Mandy (100017). The top navigation bar includes 'MENU', 'GUEST SERVICES', and a search bar. The left sidebar is the same as in the previous screenshot. The main content area displays the following information:

- Tax Elections** | **Payment Elections** | **Payslips** (highlighted with an orange circle) | **More** ▾
- Worker:** Randy Mandy (100017)
- Company:** Guest Services Inc
- Work State:** Florida
- Home State:** Maryland
- Federal**
- Withholding:** 1 item

6 Scroll down.

Implementation - guestservices3

behalf of: Randy Mandy (100017)

MENU GUEST SERVICES

Randy Mandy (100017)
Sous Chef (Salaried)
Actions
Team
Summary
Job

Tax Elections Payment Elections **Payslips** More

Payslip Printing Details 1 item

Company	Payslip Printing Details
Guest Services Inc	You receive a paper copy of payslips.

Print Multiple Payslips

Payslips 4 items

Payment Date	Period Start Date	Period End Date	Company
10/27/2023	10/07/2023	10/20/2023	Guest Services Inc
10/13/2023	09/23/2023	10/06/2023	Guest Services Inc
09/29/2023	09/09/2023	09/22/2023	Guest Services Inc
09/15/2023	08/28/2023	09/08/2023	Guest Services Inc

7 Scroll across if needed.

Randy Mandy (100017)
Sous Chef (Salaried)
Actions
Team
Summary
Job
Compensation
Benefits
Absence
Pay
Contact

Print Multiple Payslips

Payslips 4 items

Payment Date	Period Start Date	Period End Date	Company
10/27/2023	10/07/2023	10/20/2023	Guest Services Inc
10/13/2023	09/23/2023	10/06/2023	Guest Services Inc
09/29/2023	09/09/2023	09/22/2023	Guest Services Inc
09/15/2023	08/28/2023	09/08/2023	Guest Services Inc

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Click "View" to view your paystub in more detail, or "Print" to print your paystub.

Randy Mandy (100017)

Sous Chef (Salaried)

Actions

Team

Summary

Job

Compensation

Benefits

Absence

Pay

Guest Services Inc

You receive a paper copy of payslips.

Print Multiple Payslips

Payslips 4 items

	Gross Amount	Net Amount	View	Print
	2,500.00	2,043.42	<div>View</div>	<div>Print</div>
	2,500.00	2,043.42	<div>View</div>	<div>Print</div>
	2,500.00	2,043.42	<div>View</div>	<div>Print</div>
	2,500.00	2,043.42	<div>View</div>	<div>Print</div>

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