View and Print Payslips
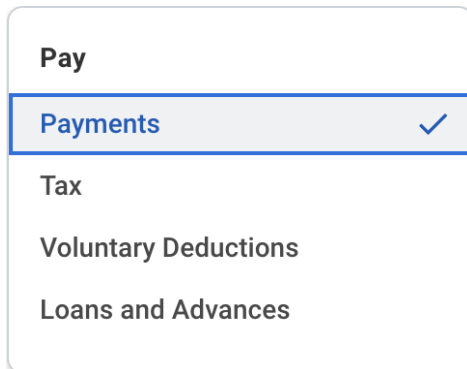
This How-To Guide covers Viewing and Printing **Payslips**.

Start Here

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. In the top-left corner, select **Menu**.
5. Select **Benefits and Pay**.
6. From the Navigation Pane (to the left of the window), select the **Pay icon**.

7. From the menu that opens, select **Payments**.

8. Find the **Payslips** section (you may need to scroll down).

9. In the **Payslips** table, click **View** on the row for the Payslip you wish to view (you may need to scroll down).

Print your Payslip

1. Select **Print** on the row of the Payslip you wish to print, or **Print Payslip Image** while viewing a Payslip. A PDF will open automatically.
2. **Save** the PDF or **print** it from your browser.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.