



Wanda WorkSmart's Weekly Workday Tips & Tricks

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Payment and Withholding Elections

In Workday, a payroll Payment Election refers to whether you want your net pay to be a check or direct deposit, and the bank account(s) for direct deposit. It also allows you to determine an amount or percentage you would like to go to each account. Employees are able to choose up to four accounts to direct their paychecks. These accounts may be checking accounts, savings accounts, college savings plans, and more.

To create or update payment elections, select **Pay** worklet from the *Workday Home Page* or the **Pay** section of your *Worker Profile*. Refer to the following resources for additional guidance:

- Payment Elections - [Payment Elections](#) Smart Guide & [Payment Elections](#) Video Snippet

Payment elections may take up to 10 days for account verification and processing, therefore you may receive a paper warrant after making a new election.

You can also update Federal and State Withholding elections under the **Pay** worklet.

- Federal Withholding Elections - [Complete Federal Withholding Elections](#) Smart Guide
- State Withholding Elections - [Complete State Withholding Elections](#) Smart Guide

Payslips

Payslips are available to view in Workday the Wednesday prior to payday. Located under the **Pay** worklet, they display the following details:

- Earnings including, but not limited to, regular, overtime, and holiday pay
- Current and year to date (YTD) values for Gross Pay, Pre and Post-Tax Deductions, Taxes, Net Pay
- Earnings, Benefits, Federal and State Tax Elections, Absence Plans, and Bank Account Information
- Payroll Deductions, including Vision Benefits

In the **View** menu, select **Payslips**. You will then have the option to **Print** payslips from the pay period(s) you choose. See the [View Payslips](#) Smart Guide for additional details.

For Workday assistance, refer to the [Workday Support Chart](#).

For more information, visit WorkSmart.iowa.gov or email WorkSmartSupport@iowa.gov.