



## JWA Workday Training

[View and Print Pay Slips](#)

## JWA Workday – View and Print Pay Slips

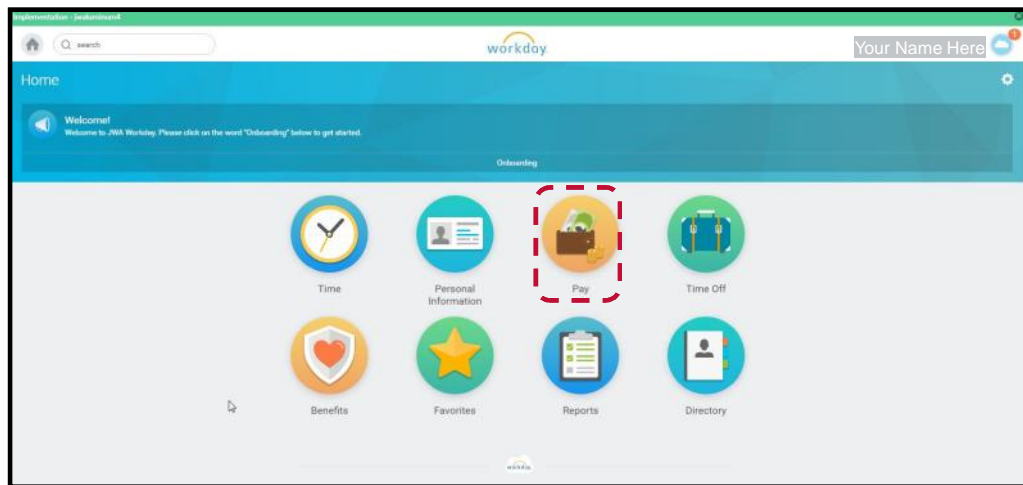
### This Training Module Covers:

- How to view and print current and historical pay slips



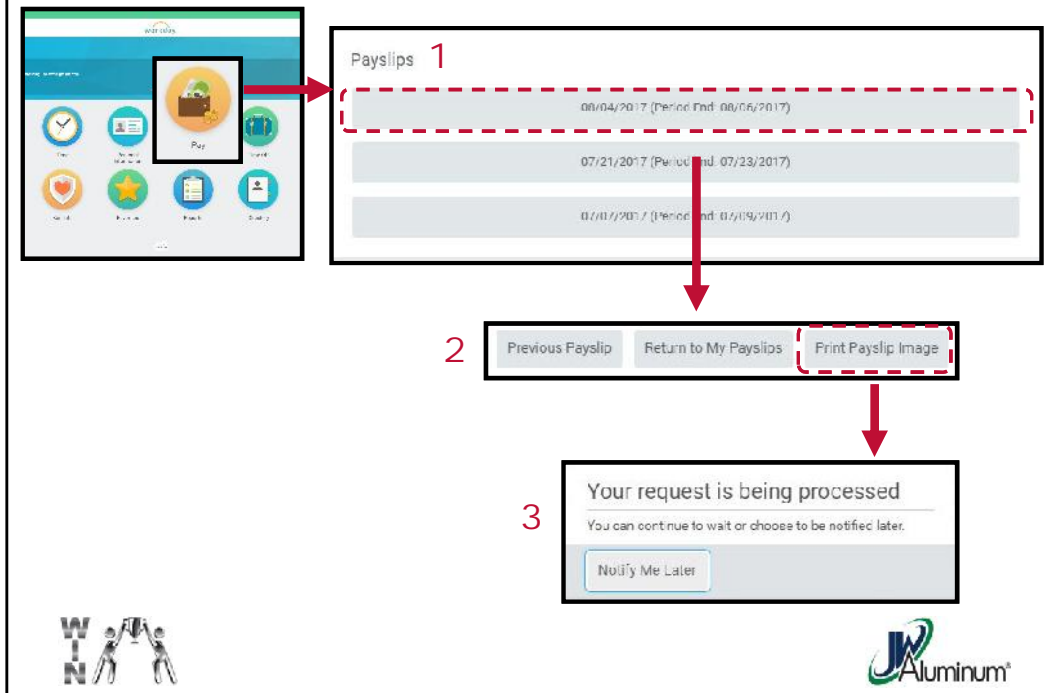
This slide list the subjects covered in this module.

## View and Print Pay Slips

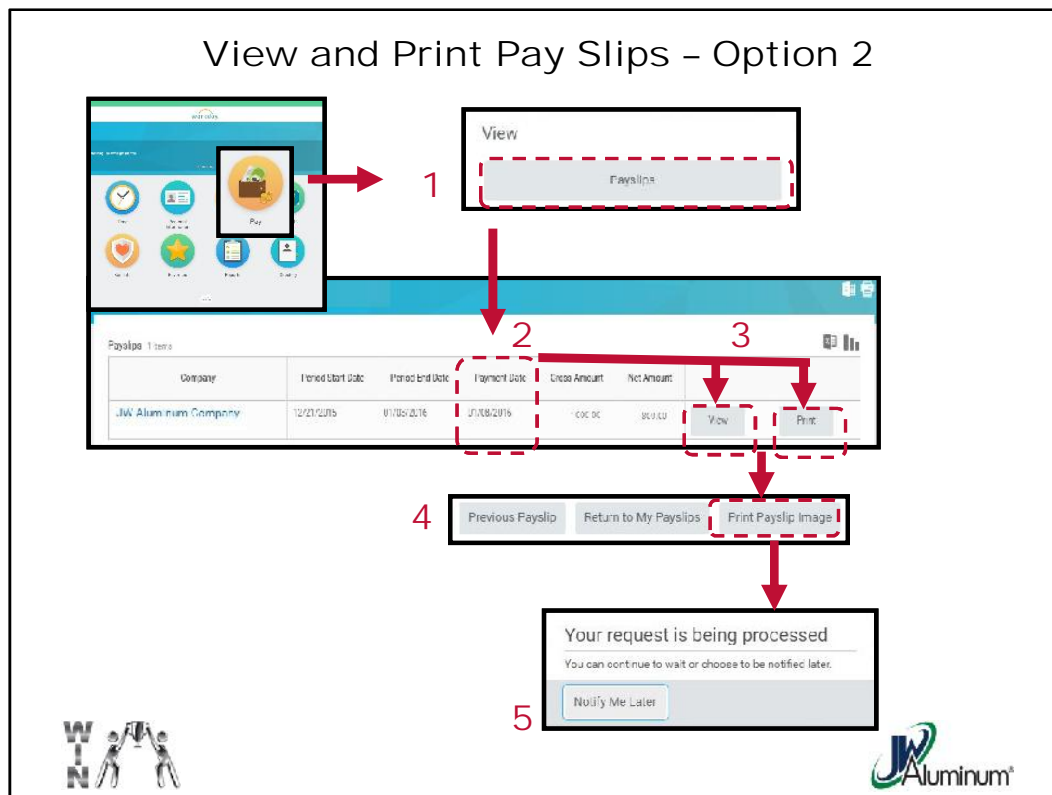


After Logging In, on the **Home Page**, select the “Pay” Worklet.

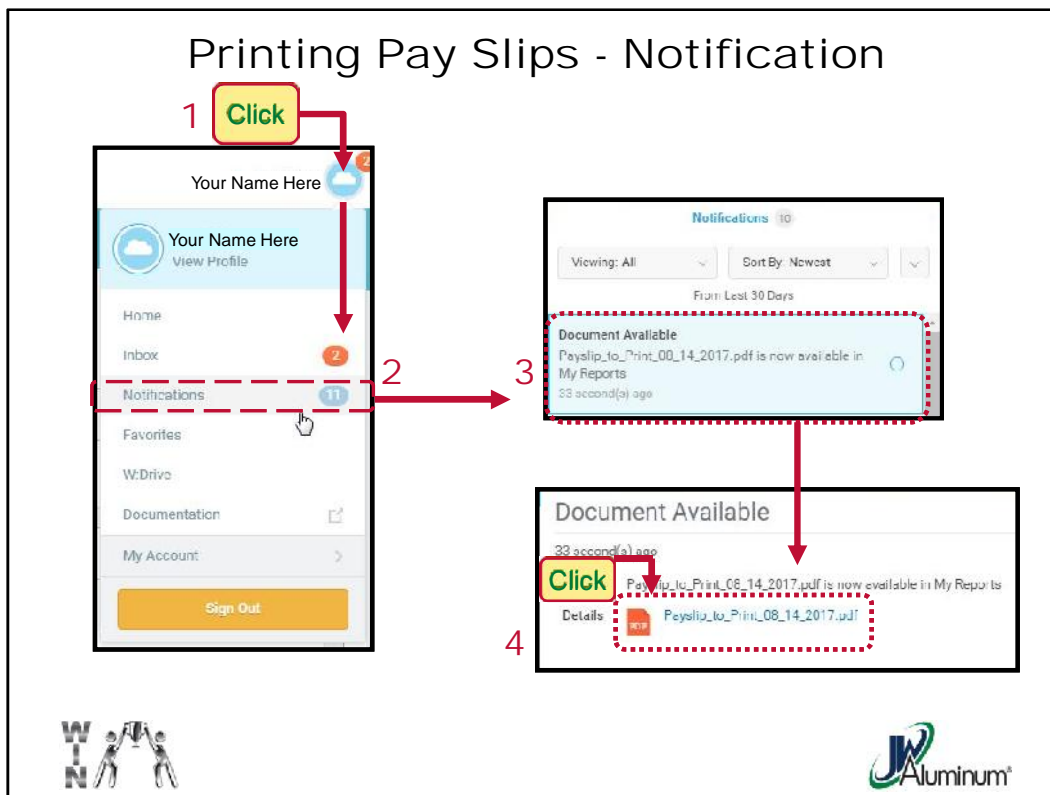
## View and Print Pay Slips – Option 1



1. When the **"Pay"** menu appears, under the **"Payslips"** section at the bottom, select the pay period you wish to view.
2. When the desired Pay Slip appears you can view. If you desire you can print to a PDF by selecting **"Print Payslip Image"** at the top of the screen.
3. A notification will briefly appear information you your request is being processes. This does not mean the payslip has printed to a printer, only that a PDF is being created.



1. When the **“Pay”** menu appears, under the **“View”** column, select **“Payslips.”**
2. When the **“My Payslips”** list appears, find the row you want to view or print.
3. Determine if you want to **View** or **Print**:
  - a. Press **“View”** if you want to simply view the pay slip details.
  - b. Press **Print** if you want to print without viewing first. **This function creates a PDF file you can print and / or save.**
4. If you chose to **view**, then **print**, select **“Print Payslip Image”** at the top of the view screen.
5. Whether you printed directly, or viewed, then printed, a notification box briefly appears indicating **“Your request is being processed.”**



To **Print a hard copy** of your **Payslip**:

1. Click on your **Profile** (Cloud or your photo).
2. Click on “**Notifications**” in the dropdown menu.
3. Locate and click on the notification related to your print request in the “**Notifications**” menu.
4. In the center of the screen, identified as “**Document Available**” the PDF attachment appears. **Click on the attachment to open and print.**
5. **TO PRINT ON A KIOSK** You must use the **PRINT SCREEN** option on the keyboard to

## Use Print Screen Function to Print Payslip



1. Make sure your payslip appears on the monitor
2. Press the Function key **Fn** and the **Print Screen** key at the SAME TIME
3. Your payslip will automatically be sent to the printer



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9/26/2017



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