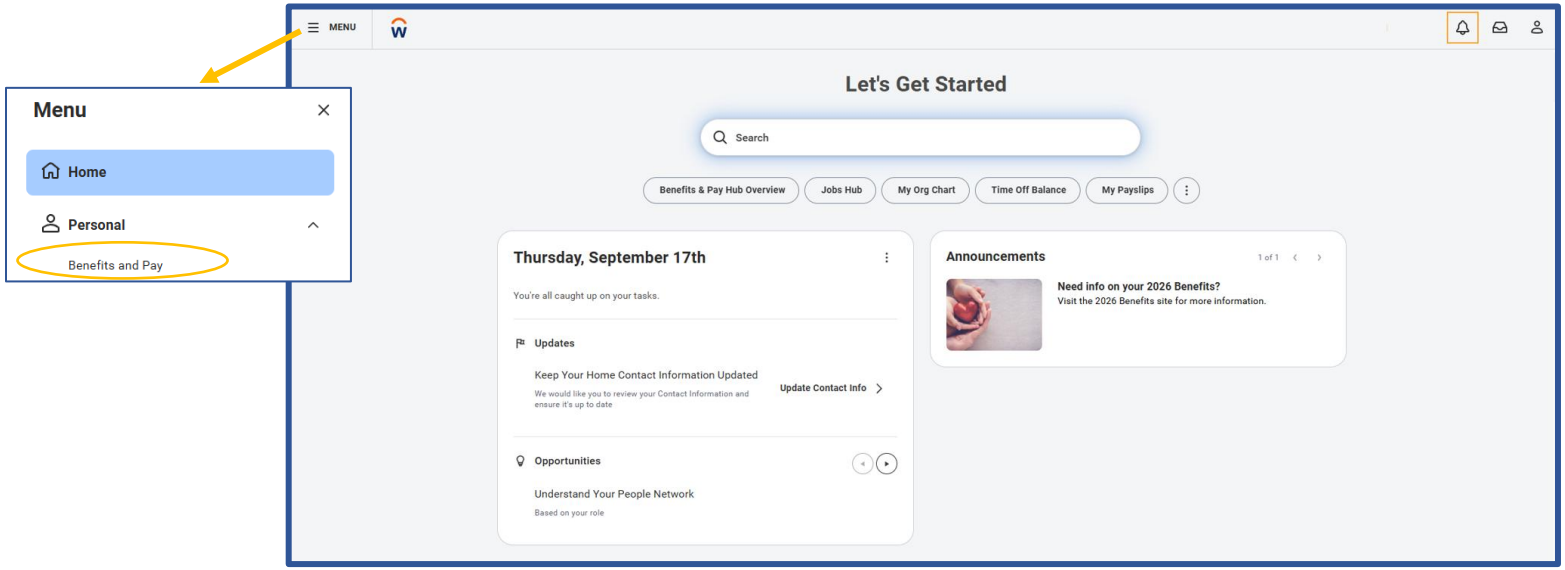
BENEFITS AND PAY HUB - PAYROLL

Within your system, you may see multiple applications, such as the Benefits and Pay Hub application shown below.



The Benefits and Pay Hub provides a single location for employees to review and maintain their benefits, compensation, and payroll information.

The following tasks are available in Workday on a desktop connected to the Geisinger network.

The Pay information may include:

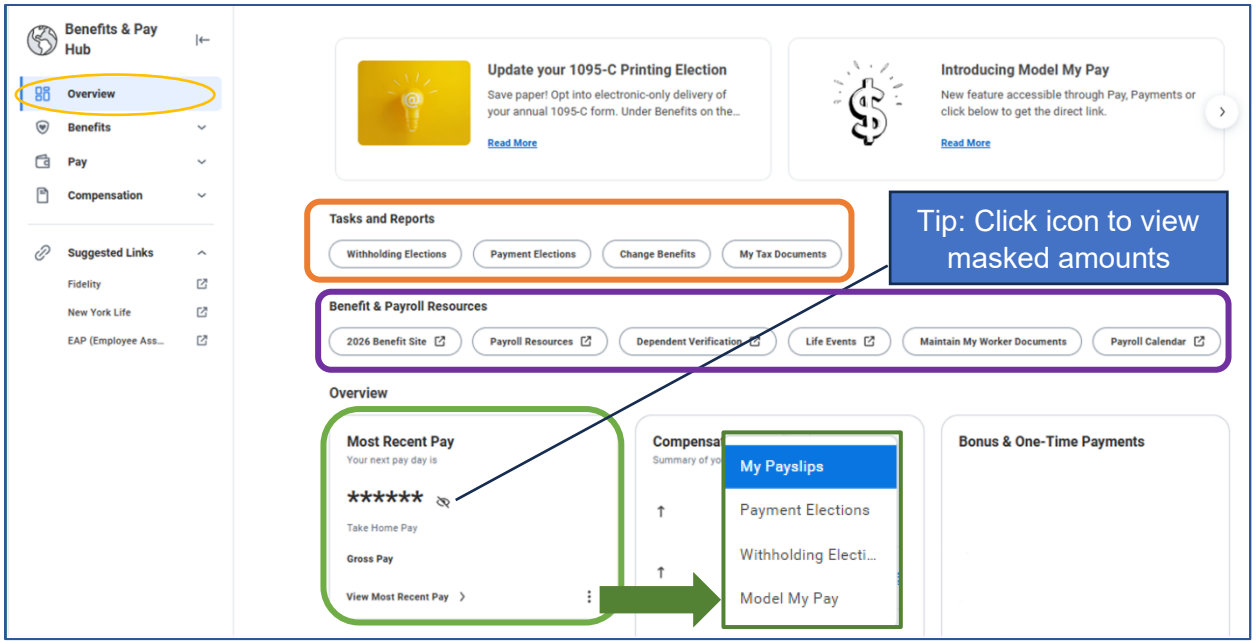
- Withholding Elections: Review and update withholding elections on the Federal, State, and Local Elections tabs.
- Payment Elections: Distribute payroll and expense payments between different bank accounts (checking or savings).
- Payslips: View and print payslips. You can view payslips for any previous period when the data is provided.
- Bonus and One-Time Payment History: Review payments received outside of the regularly scheduled payroll process, such as bonuses. (Located under Compensation)
- My Tax Documents: View your annual W-2 Form(s) or change the print status of your W-2 election.
- Employees can also access related reports like Compare Periods, Pay History, and Earnings/Deductions History reports.
- Model My Pay: View an estimate of your pay after applying hypothetical changes to your taxes, earnings, and/or deductions.

If you have any questions, contact the **Employee Contact Center** at 570-271-6640 or via email at EmployeeContactCenter@geisinger.edu.

BENEFITS AND PAY HUB - PAYROLL

OVERVIEW

The Overview screen offers a comprehensive view of Pay information and multiple convenient links to frequently used pay related items.



Task and Reports

- **Withholding Elections:** Click this button to view and update withholding elections on the Federal, State, and Local Elections tabs. See the Change W-4 Elections job aid for more information.
- **Payment Elections:** Click this button to view and/or edit your current accounts and payment elections. See the Payment Elections (Direct Deposit) job aid for more information.
- **My Tax Documents:** Click this button to view/update your tax document printing elections and view year-end tax documents. See the View Your W-2 Form job aid for more information.

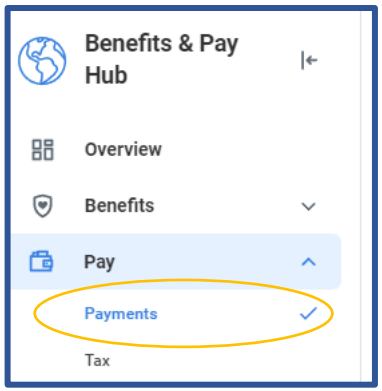
Payroll Resources

- **Payroll Resources:** Click this link to open the Payroll SharePoint Resources page.
- **Maintain My Worker Documents:** Click this link to view all Income Withholding Orders process by Payroll.

Most Recent Pay

This section provides the next pay date, the net and gross amounts, and a link to view the payslip for your most recent pay. Click on the 3 dots to the right of View Most Recent Pay for a quick link to My Payslips, Payment Elections, Withholding Elections and Model My Pay.

- **My Payslips:** Click this link to view/print all payslips available in Workday. See the View Your Payslip job aid for more information.
- **Payment Elections:** Click this link to view and/or edit your current accounts and payment elections. See the Payment Elections (Direct Deposit) job aid for more information. *Note: Also available as a button under Tasks and Reports*
- **Withholding Elections:** Click this link to review and update your Federal, State, and/or Local withholding elections. See the Change W-4 Elections job aid for more information. *Note: Also available as a button under Tasks and Reports*
- **Model My Pay:** Click this link to view an estimate of your pay after applying hypothetical changes to your taxes, earnings, and/or deductions. See the Model My Pay job aid for more information.



PAYMENTS

From the left side bar of the hub, click the arrow next to **Pay** to expand the Pay options and select **Payments** to open the Payroll Hub – Worker Payments Information screen.

Payroll Hub – Worker Payments Information

- **Compare Pay Periods:** Click this button to see a comparison of two periods (defaults to last two) displaying earnings/deductions that appear on the payslip along with values for both periods and the change amount.
- **Pay History**: This report shows how your overall pay is trending in the same groupings displayed on the payslip along with Net Pay.
- **Earnings/Deductions History:** This report shows how individual earnings/deductions are trending. You can select up to 6 specific earnings/deductions to trend.
- **Model My Pay:** This feature allows you to view an estimate of your pay after applying hypothetical changes to your taxes, earnings, and/or deductions. See the Model My Pay job aid for more information.

Recent Pay

Most Recent Pay: Displays your most recent gross and net pay.

- Click on **View Most Recent Pay** to open your most recent payslip.
- Click on the 3 dots to the right of View Most Recent Pay for a quick link to My Payslips, Payment Elections, Withholding Elections and Model My Pay.
  - **My Payslips:** Click this link to view/print all payslips available in Workday. See the View Your Payslip job aid for more information.
  - **Payment Elections:** Click this link to view and/or edit your current accounts and payment elections. See the Payment Elections (Direct Deposit) job aid for more information.
  - **Withholding Elections:** Click this link to review and update your Federal, State, and/or Local withholding elections. See the Change W-4 Elections job aid for more information.
  - **Model My Pay:** Click this link to view an estimate of your pay after applying hypothetical changes to your taxes, earnings, and/or deductions. See the Model My Pay job aid for more information.

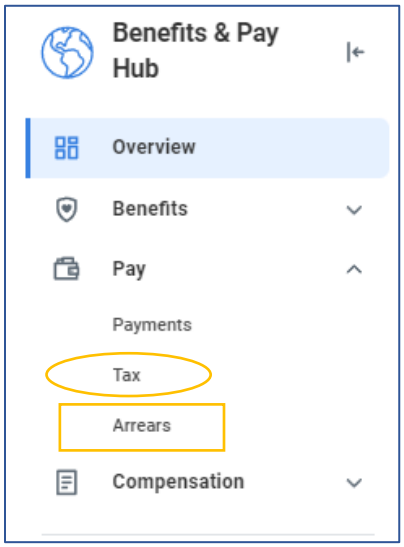
Deductions: Displays deductions on your most recent payslips.

All Payslips

Scroll down to view a list of your most recent payslips. Click the Print or View button next to a payslip to view the payslip. Click the **View All Payslips** button to open My Payslips to view all payslips processed in Workday. See the View Your Payslip job aid for more information.

Payment Elections

Scroll down to the bottom section to view and update your current payment elections. Click the **Add** button to add a new account. Click the **Edit** button to update a current accounts or payment elections. See the Payment Elections (Direct Deposit) job aid for more information.



TAX

From the left side bar of the hub, click the arrow next to **Pay** to expand the Pay options and select **Tax** to open the Payroll Hub – Worker Tax Information screen.

Click the applicable button at the top of the page (example shown below) to add or update a withholding election.



Tax Forms Printing Elections

This section displays your current printing elections for year-end tax documents. Click the **Edit** button. See the View Your W-2 Form job aid for more information.

All Tax Documents

This section displays all available year-end documents. Click the View/Print button to view a document. See the View Your W-2 Form job aid for more information.

Tax Elections

This section displays your Federal, State, and Local tax elections. Your elections are listed by effective date with your most recent tax elections at the top. Click the **Update** button at the bottom of a section to make election changes. See the Change W-4 Elections job aid for more information.

Arrears

From the left side bar of the hub, click the arrow next to **Pay** to expand the Pay options and select **Arrears** to view outstanding arrears balances. Monitor the progress on managing arrears balances by clicking on the current arrears balance to view the history details, including:

Payment Date – Payment date change in balance occurred.

Balance Change - How much the arrears balance changed from the last payment date to this balance line.

Ending Arrears Balance - The balance as of the payment date on the balance line.