

ABOUT THE PAY APPLICATION



Within your system, you may see multiple applications, such as the Pay application shown on the left.

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

The Pay application is enabled for dashboards and contains worklets with links to payroll-related tasks and information. The information you see depends on your organization's configuration. The Pay application 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.
- My Tax Documents: View your annual W-2 Form or change the print status of your W-2 election.



This icon indicates a task is also available via your mobile device through the Pay option under View Profile*. [See 'Installing Workday Mobile' for additional information.](#)

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

MANAGE YOUR WITHHOLDING ELECTIONS



[Viewing and Updating available via mobile device](#)

1. From the Pay application, click Withholding Elections.
2. View your Federal Elections or click the State Elections, Local Elections, or Tax Allocations tabs to review your status.

3. Click the Update button on the bottom of each tab to make election changes.

4. Select OK and any I Agree checkboxes as indicated on the various tabs.

Note: For more details on Withholding Elections click [here](#).

ADD A DIRECT DEPOSIT ACCOUNT



[Viewing and Updating available via mobile device](#)

*To access on your mobile device, click on the magnifying glass in the top left corner of the landing page and search for 'Payment Elections'

1. From the Pay application, click Payment Elections.
2. Click Add.

Account Nickname	Country
Primary Checking	United States of America

Add

3. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
4. Optionally, you can add an Account Nickname to help you identify this account.
5. Additionally, you can enter a Bank Identification Code.
6. Click OK to save. Once the account has been added, you can use it to make payment elections.
7. Click Edit for the applicable Pay Type(s) in the Payment Elections section to include the new account distribution. **If only one account is listed, you must select Balance as the amount.**

MANAGE YOUR PAYMENT ELECTIONS



[Viewing and Updating available via mobile device](#)

*To access on your mobile device, click on the magnifying glass in the top left corner of the landing page and search for 'Payment Elections'

1. From the Pay application, click Payment Elections.
2. View, Edit or Remove bank accounts using the View, Edit or Remove buttons in the Accounts section. **An account can only be removed if it is no longer used as a payment election.**

Account Nickname	Country	Bank Name	Account Type	Account Number
Personal Savings	United States of America	Wells Fargo Bank	Checking	*****1411

Edit
Remove
View

3. Click Edit in the Payment Elections section to modify a payment election. There are two Pay Types listed under Payment Elections: Payroll Payment and Expense Reimbursements. These must be updated individually.

Pay Type	Payment Type	Account	Account Number	Distribution
Payroll Payment	Direct Deposit	Personal Savings	*****1411	Balance Yes
Expense Reimbursement	Direct Deposit	Personal Savings	*****1411	Balance Yes

Edit
Edit

4. Change the amount or percent that is deposited into the account or the account that receives the balance of payments for the pay type. Your organization's payment elections policy determines what changes are allowed. **If only one account is listed, you must select Balance as the amount.**
5. To add additional payment elections (maximum 4 elections), click the "+" in the upper left of the Payment Elections grid.

Account	Order	*Country

+

6. Click OK to save.

PRINT PAYSLIPS



[Printing and Viewing available via mobile device](#)

1. From the Pay application, click Payslips.
2. Here you can view a list of all payslips. Click the Print or View button next to a payslip name.
3. To print multiple payslips, click Print Multiple Payslips.

If the payslip says 'Details not displayed' select the View button to see the full details. Then to print or save it to your computer, click the PDF button on the right side of the blue ribbon at the top of the screen.

Note: For more details on payslips click [here](#).

MY TAX DOCUMENTS



[Viewing only available via mobile device](#)

1. From the Pay application, click My Tax Documents
2. Here you can view a list of all year-end documents (this includes Form W-2). Click the Print or View button.

MY TAX DOCUMENTS PRINTING ELECTION



[Viewing and Updating available via mobile device](#)

1. From the Pay application, click My Tax Documents.
2. Your current election is shown at the top.
3. To change it, click Edit.
4. Select the appropriate radial button.
5. Click OK, then Done to save the changes.

New Election	* <input checked="" type="radio"/> Receive electronic copy of my Year End Tax Documents
	<input type="radio"/> Receive both electronic and paper copies of my Year End Tax Documents

Note: For more details on Viewing your W-2 click [here](#).