

Viewing and Printing Payslips

Geisinger

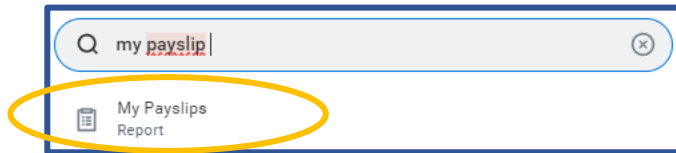
Payslip Details – what employees will see on their payslips

VIEW PAYSLIPS



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

1. Enter **My Payslips** in the search bar in Workday and select the **My Payslips Report**.



2. Scroll down to view a list of all payslips. Click **View** or **Print** next to a payslip name.
3. To print multiple payslips, click **Print Multiple Payslips**.

*Note: If the payslip says 'Details not displayed' return to My Payslips and select the **View** button to see the full details. Then to print or save it to your computer clickg the PDF button on the right side of the blue ribbon at the top of the screen.*

Payslip Details – what employees will see on their payslips

Payslip

Mark Hamill (11381): 04/11/2020 (Regular) - Complete [Actions](#)

Previous Payslip

Return to My Payslips

Print Payslip Image

Print Multiple Payslips

Self-service options for printing one or many payslips

Company Information 1 item

| Name | Address |
|--------------------------|--|
| Community Medical Center | 1800 Mulberry Street Scranton, PA 18510 United States of America |

Payslip Information 1 item

| Name | Employee ID | Pay Period Begin | Pay Period End | Check Date | Check Number |
|-------------|-------------|------------------|----------------|------------|--------------|
| Mark Hamill | 11381 | 03/29/2020 | 04/11/2020 | 04/17/2020 | |

Current and YTD Totals 2 items

| Balance Period | Hours Worked | Gross Pay | Taxable Benefits | Employee Taxes | Deductions | Net Pay |
|----------------|--------------|-----------|------------------|----------------|------------|-----------|
| Current | 174.50 | 8,890.39 | 133.96 | 2,377.52 | 1,308.82 | 5,204.05 |
| YTD | 1,141.00 | 79,598.16 | 1,085.71 | 21,770.91 | 11,496.53 | 46,330.72 |

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Earnings 13 items

| Description | Dates | Hours | Rate | Amount | YTD |
|--------------------------|-------------------------|-------|---------|----------|-----------|
| Call Back | | | | | 217.29 |
| Conference - Seminar | | | | | 756.56 |
| Historical Earnings | | | | | 1,806.89 |
| Holiday Used | | | | | 1,513.12 |
| Holiday Worked | | | | | 1,383.09 |
| LTD Credits | | | | | 154.70 |
| LTD Credits | 03/29/2020 - 04/11/2020 | 0.00 | 0.00 | 22.12 | 22.12 |
| OnCall | 03/29/2020 - 04/11/2020 | 93.00 | 6.00 | 558.00 | 2,104.25 |
| Overtime | 03/29/2020 - 04/11/2020 | 1.50 | 149.775 | 224.67 | 10,963.42 |
| Primary PTO | 03/29/2020 - 04/11/2020 | 8.00 | 97.32 | 778.56 | 3,237.39 |
| Regular Pay | 03/29/2020 - 04/11/2020 | 72.00 | 97.32 | 7,007.04 | 56,579.33 |
| Retro Bonus & Incentives | 03/29/2020 - 04/11/2020 | 0.00 | 0.00 | 300.00 | 300.00 |
| Staffing Incentive | | | | | 560.00 |
| Total: | | | | 8,890.39 | 79,598.16 |

Employee Taxes 8 items

| Description | Amount | YTD | |
|------------------------|----------|-----------|-----------|
| Social Security | 550.78 | 4,932.58 | |
| Medicare | 128.81 | 1,153.59 | |
| Federal Withholding | 1,331.38 | 12,444.37 | |
| State Tax - PA | 267.93 | 2,403.66 | |
| SUI-Employee Paid - PA | 5.34 | 47.76 | |
| City Tax - ARCHB | | 695.67 | |
| City Tax - SCRNT | 87.28 | 87.28 | |
| PA LST - SCRNT | 6.00 | 6.00 | |
| Total: | | 2,377.52 | 21,770.91 |

Work location always displays. Rate may be based on home address.

Detailed hourly information is displayed.

Payslip Details – what employees will see on their payslips

Taxable Benefits 1 item

| Description | Amount | YTD |
|---------------------------|---------------|-----------------|
| Group-Term Life Insurance | 133.96 | 1,085.71 |
| Total: | 133.96 | 1,085.71 |



Non-cash is called out separately.

Deductions 12 items

| Description | Amount | YTD |
|--|-----------------|------------------|
| 403(b) - Geisinger System Services Tax Sheltered Annuity | 1,064.20 | 9,530.58 |
| Basic Dental | 4.02 | 32.16 |
| LTD 60% of Salary | 22.12 | 176.82 |
| Optional Life EE | 39.36 | 314.88 |
| LST | | 42.00 |
| Parking | 10.00 | 80.00 |
| PASNAP Dues | 31.62 | 221.34 |
| PASNAP Local Dues | 1.25 | 8.75 |
| Provider Choice | 91.32 | 730.56 |
| Spouse / DP Life | 10.38 | 83.04 |
| STD 60% of Salary 60 Day | 28.49 | 227.92 |
| Vision | 6.06 | 48.48 |
| Total: | 1,308.82 | 11,496.53 |

Paystub Details – what employees will see on their paystubs

Employer Paid Benefits 8 items

| Description | Amount | YTD |
|---------------------------------------|-----------------|------------------|
| 401(k) ER - Geisinger System Services | 443.42 | 3,971.06 |
| Basic Dental ER | 16.05 | 128.40 |
| Basic Life 1.5x ER | 7.61 | 7.61 |
| Basic Life 1x ER | | 53.27 |
| LTD 60% of Salary ER | 22.12 | 176.82 |
| Medicare (Federal) | 128.81 | 1,153.59 |
| Social Security (ER) (Federal) | 550.78 | 4,932.58 |
| Provider Choice ER | 627.95 | 5,023.60 |
| Total: | 1,796.74 | 15,446.93 |

Subject or Taxable Wages 6 items

| Description | Amount | YTD |
|-------------------------------------|----------|-----------|
| OASDI - Taxable Wages | 8,883.59 | 79,557.79 |
| Medicare - Taxable Wages | 8,883.59 | 79,557.79 |
| Federal Withholding - Taxable Wages | 7,819.39 | 70,027.21 |
| State Tax Taxable Wages - PA | 8,727.51 | 78,295.26 |
| City Tax Taxable Wages - ARCHB | 0.00 | 69,567.75 |
| City Tax Taxable Wages - SCRNT | 8,727.51 | 8,727.51 |

The **wage amount** used to calculate each tax is called out.

Withholding 3 items **Taxable employer paid** benefits are listed.

| Description | Federal | Work State |
|------------------------|---------|------------|
| Marital Status | Married | |
| Allowances | 0 | 0 |
| Additional Withholding | 20 | |

Payment Information 2 items

| Bank | Account Name | Account Number | Amount in Pay Group Currency | Pay Group Currency |
|----------------------|--------------|----------------|------------------------------|--------------------|
| BANKS R US, N.A. | Checking | *****1234 | 4,504.05 | USD |
| GENERIC CREDIT UNION | savings | *****4321 | 700.00 | USD |
| Total: | | | 5,204.05 | |