KEAN | workday

My Guide

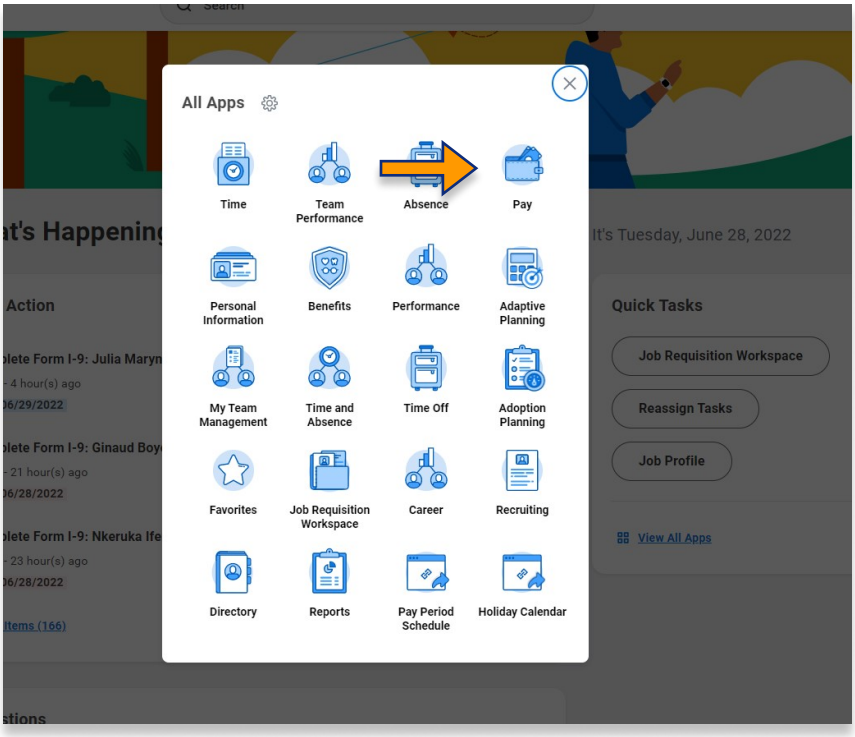
Viewing Your Payslip



Pay

The Kean | Workday MyGuide is intended for the following users :

All Kean University Employees



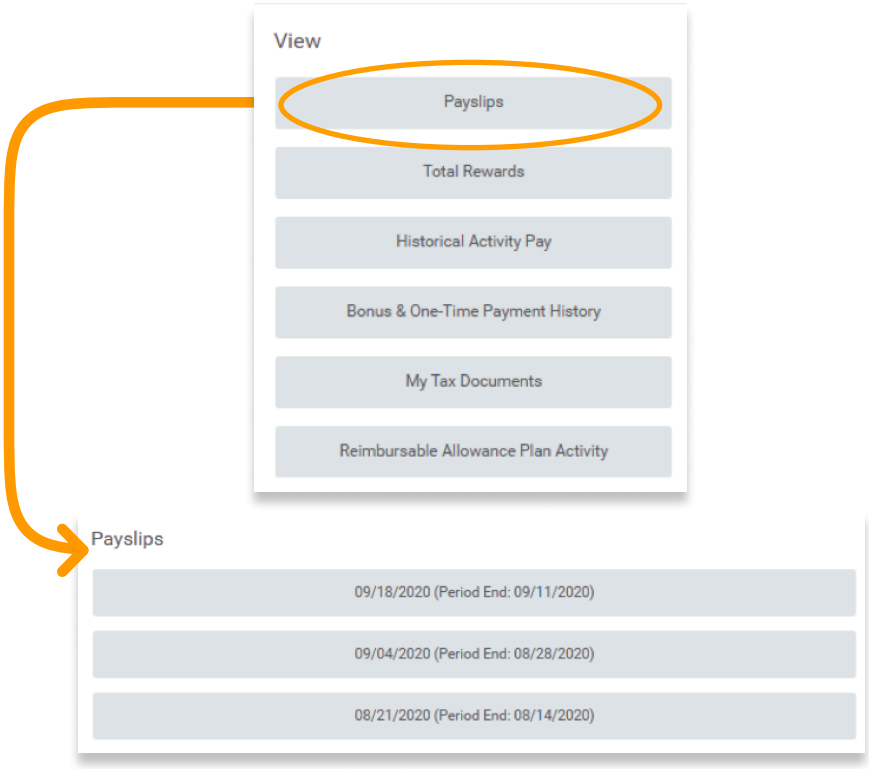
Step 1

From your Home page, click on "View All Apps" then click on the "Pay" worklet icon.

**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Pay".



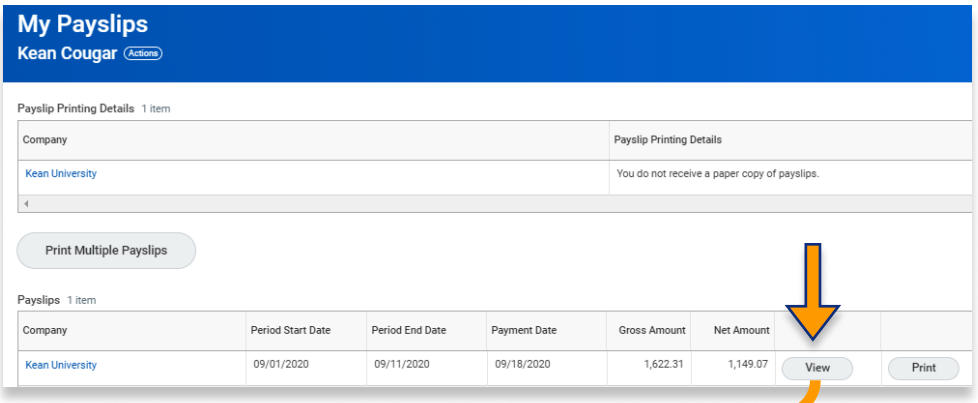
Pay



Step 2

The Pay Worklet will open to a new Dashboard, with various options available to the User. You can access your payslips from the View tab by clicking on the Payslips button or by scrolling down on the page, where the most recent payslips will be available by pay period.

***Please note that only payslips issued to an employee after January 1, 2021 will be available in Workday.



Step 3

From the Payslips tab, you will be able to view and/or print each available payslip:



Step 3.2

VIEW

Choosing the View option will open a new page with all information related to that particular payment, as well as an overview of year-to-date pay information.

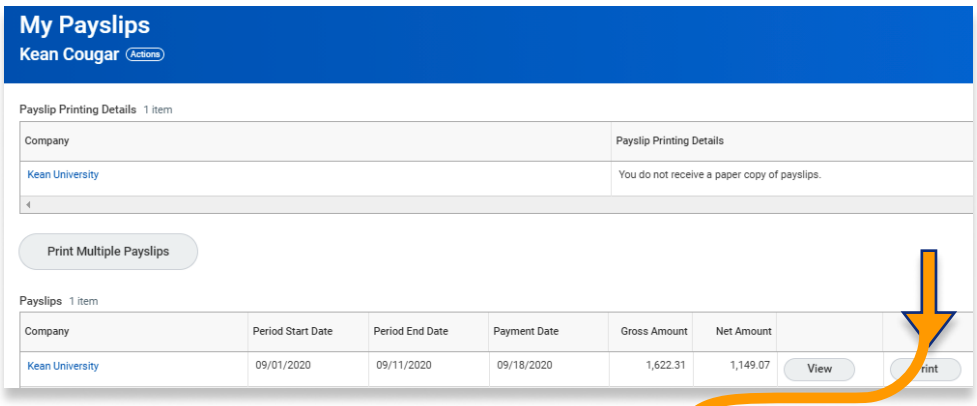
The payslip will be broken down into several sections displaying different pieces of information (i.e. tax deductions and employee benefits) that make up the net payment made to each employee.

On the following page is breakdown of the different sections you may see when viewing your payslip.

**This corresponding image is intended to be informational only

Following is a breakdown of the different sections you may see when viewing your payslip. Please note that this list may change depending on your employment type and benefits eligibility. The list and corresponding images are intended to be informational only.

Company Information	denotes Kean University as employer
Payslip Information	includes basic employee information and details on the relevant pay period and check dates for each slip
Current and Year to Date Totals	outlines the hours worked within the pay period and the corresponding gross payment. Also provides a high level view of pre & post-tax deductions, taxes and the net amount paid.
Earnings	identifies the specific wages earned by the employee over the current pay period (i.e. salary payment, holiday pay, overtime, etc.)
Employee Taxes	notes each applicable federal and state tax withholdings for the current pay period and year to date.
Pre Tax Deductions	includes any deductions that are taken before taxes are withheld. This may include pension and eligible medical/dental plan expenses.
Employer Paid Benefits	this section allows the employee to see the University's contributions to their eligible benefits plans (i.e. 401(a) Match, medical or dental expenses).
Taxable Wages	shows the gross taxable amounts earned in the current pay period and year to date.
Withholdings	contains the employee's tax elections from the most recent W4 on record.
Absence Plans	(if applicable, not shown in the above) – provides an accounting of the accrued time charged by the employee during the current pay period as well as the remaining balance in hours.
Payment Information	details the net amount deposited to your account(s) on file.



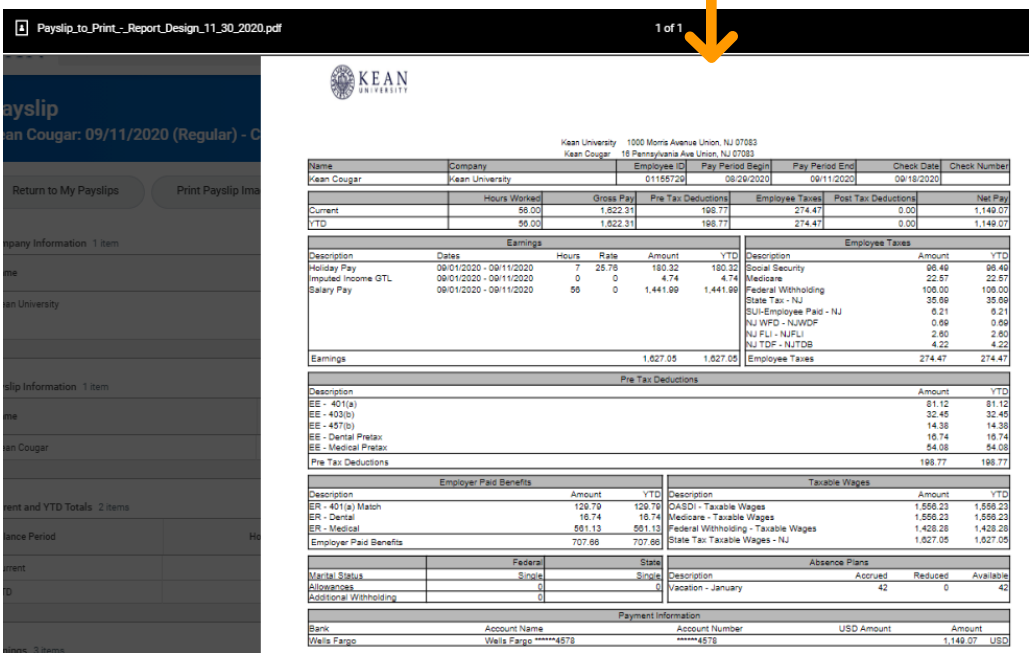
Step 4

From the Payslips tab, you will be able to view and/or print each available payslip:



Step 4.2

PRINT



Choosing to Print your payslip will open the document in a PDF format within the Workday system. From here, the user may download, save or print the payslip using the applicable buttons to the top right of the screen (see buttons emphasized below). Please note that all applicable sections of the payslip referenced above will also be included in the printable format.

For more information and additional educational resources regarding Workday, please visit our Website.

kean.edu/offices/human-resources/keanworkday

For specific questions regarding your payslip, please feel free to send an email to workday@kean.edu.