



Viewing Your Payslip

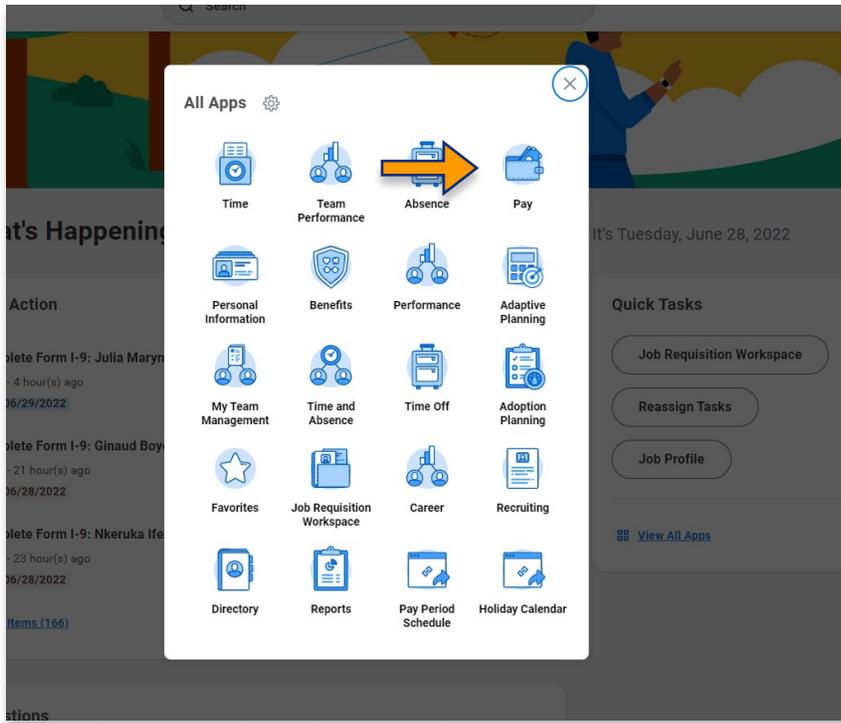


Pay

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

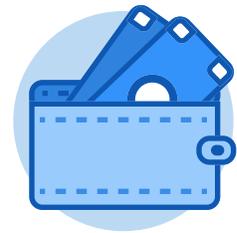
All Kean University Employees

Step 1



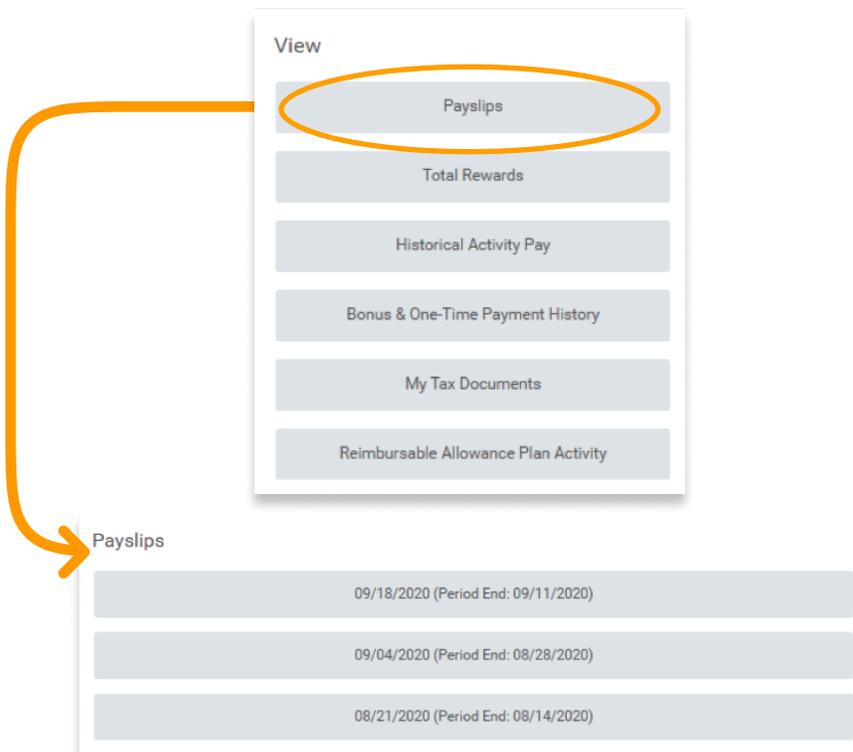
From your Home page, click on "View All Apps" then click on the "Pay" worklet icon.

**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:

My Payslips
Kean Cougar [Actions](#)

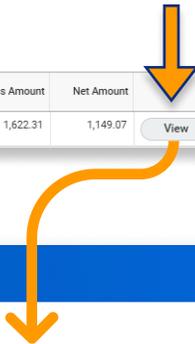
Payslip Printing Details 1 item

Company	Payslip Printing Details
Kean University	You do not receive a paper copy of payslips.

[Print Multiple Payslips](#)

Payslips 1 item

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Kean University	09/01/2020	09/11/2020	09/18/2020	1,622.31	1,149.07	View	Print



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

Payslip
Kean Cougar: 09/11/2020 (Regular) - Complete [Actions](#)

[Return to My Payslips](#) [Print Payslip Image](#) [Print Multiple Payslips](#)

Company Information 1 item

Name	Address
Kean University	1000 Morris Avenue Union, NJ 07083 United States of America

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Kean Cougar	01155729	08/29/2020	09/11/2020	09/18/2020	

Current and YTD Totals 2 items

Balance Period	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	56.00	1,622.31	198.77	274.47	0.00	1,149.07
YTD	56.00	1,622.31	198.77	274.47	0.00	1,149.07

Earnings 3 items

Description	Dates	Hours	Rate	Amount	YTD
Holiday Pay	09/01/2020 - 09/11/2020	7.00	25.76	180.32	180.32
Imputed Income GTL	09/01/2020 - 09/11/2020	0.00	0.00	4.74	4.74
Salary Pay	09/01/2020 - 09/11/2020	56.00	0.00	1,441.99	1,441.99
Total:				1,627.05	1,627.05

Employee Taxes 8 items

Description	Amount	YTD
Social Security	96.49	96.49
Medicare	22.57	22.57
Federal Withholding	106.00	106.00
State Tax - NJ	35.69	35.69
Self-Employee Paid - NJ	6.21	6.21
NJ FUI - NJ FUI	2.40	2.40
NJ TDF - NJ TDF	4.22	4.22
NJ WFD - NJ WFD	0.99	0.99
Total:	274.47	274.47

Pre Tax Deductions 5 items

Description	Amount	YTD
EE - 401(a)	81.12	81.12
EE - 403(b)	32.45	32.45
EE - 457(b)	14.38	14.38
EE - Dental Pretax	16.74	16.74
EE - Medical Pretax	54.08	54.08
Total:	198.77	198.77

Employer Paid Benefits 3 items

Description	Amount	YTD
ER - 401(a) Match	120.79	120.79
ER - Dental	16.74	16.74
ER - Medical	561.13	561.13
Total:	707.66	707.66

Taxable Wages 4 items

Description	Amount	YTD
CA-SDI - Taxable Wages	1,556.23	1,556.23
Medicare - Taxable Wages	1,556.23	1,556.23
Federal Withholding - Taxable Wages	1,428.28	1,428.28
State Tax Taxable Wages - NJ	1,627.05	1,627.05

Withholding 3 items

Description	Federal	Work State
Marital Status	Single	Single
Allowances	0	0
Additional Withholding	0	0

Absence Plans 1 item

Description	Accrued	Reduced	Available
Vacation - January	42.00	0.00	42.00

Payment Information 1 item

Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
Wells Fargo	Wells Fargo *****4378	*****4378	1,149.07	USD
Total:			1,149.07	

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.

My Payslips
Kean Cougar Actions

Payslip Printing Details 1 item

Company	Payslip Printing Details
Kean University	You do not receive a paper copy of payslips.

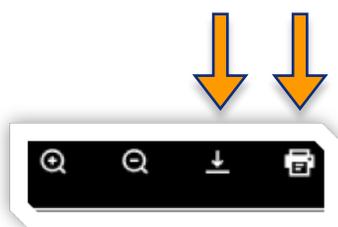
Print Multiple Payslips

Payslips 1 item

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Kean University	09/01/2020	09/11/2020	09/18/2020	1,622.31	1,149.07	View	Print

Step **4**

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



Step **4.2**



Payslip_to_Print_-_Report_Design_11_30_2020.pdf 1 of 1

My Payslip
Kean Cougar: 09/11/2020 (Regular) - C

Return to My Payslips Print Payslip Image

Company Information 1 item

Kean University

Payslip Information 1 item

Print and YTD Totals 2 items

Payment Period

Bank

Wells Fargo

1000 Morris Avenue Union, NJ 07083
Kean University
Kean Cougar
18 Pennsylvania Ave Union, NJ 07083

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Kean Cougar	Kean University	01195720	09/09/2020	09/11/2020	09/18/2020	

	Hours Worked	Gross Pay	Pre-Tax Deductions	Employee Taxes	Post-Tax Deductions	Net Pay
Current	56.00	1,622.31	198.77	274.47	0.00	1,149.07
YTD	56.00	1,622.31	198.77	274.47	0.00	1,149.07

Earnings				Employee Taxes				
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Holiday Pay	09/01/2020 - 09/11/2020	7	25.75	180.32	180.32	Social Security	96.40	96.40
Imputed Income - GTL	09/01/2020 - 09/11/2020	0	0	4.74	4.74	Medicare	22.57	22.57
Salary Pay	09/01/2020 - 09/11/2020	56	0	1,441.99	1,441.99	Federal Withholding	106.00	106.00
						State Tax - NJ	35.99	35.99
						SUI-Employee Paid - NJ	0.21	0.21
						NJ WFD - NJWFD	0.99	0.99
						NJ FLI - NJFLI	2.80	2.80
						NJ TDF - NJTDF	4.22	4.22
Earnings				1,627.05	1,627.05	Employee Taxes	274.47	274.47

Pre-Tax Deductions			
Description	Amount	YTD	
EE - 401(a)	81.12	81.12	
EE - 403(b)	32.45	32.45	
EE - 457(b)	14.36	14.36	
EE - Dental Pre-tax	19.74	19.74	
EE - Medical Pre-tax	54.08	54.08	
Pre-Tax Deductions	198.77	198.77	

Employer Paid Benefits				Taxable Wages			
Description	Amount	YTD		Description	Amount	YTD	
ER - 401(a) Match	129.79	129.79		OASDI - Taxable Wages	1,559.23	1,559.23	
ER - Dental	19.74	19.74		Medicare - Taxable Wages	1,428.28	1,428.28	
ER - Medical	551.13	551.13		Federal Withholding - Taxable Wages	1,428.28	1,428.28	
Employer Paid Benefits	707.66	707.66		State Tax - Taxable Wages - NJ	1,627.05	1,627.05	

Marital Status	Federal	State	Absence Plans			
Single	0	0	Description	Accrued	Reduced	Available
Allowances	0	0	Vacation - January	42	0	42
Additional Withholding	0	0				

Payment Information				
Bank	Account Name	Account Number	USD Amount	Amount
Wells Fargo	Wells Fargo ****4678	****4678	1,149.07	USD

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.