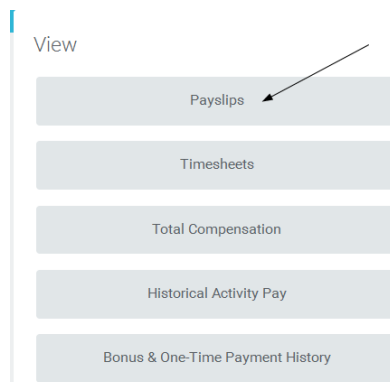


To view payslips from April 2017 or later

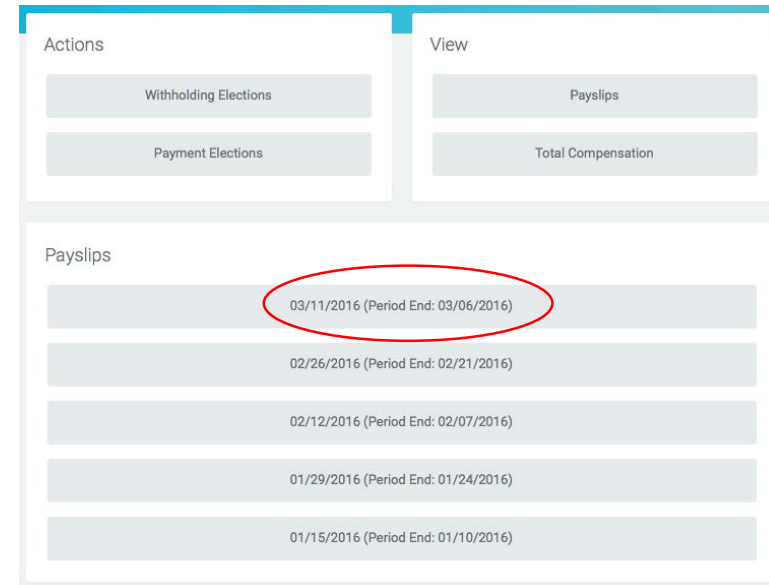
1. Log into Workday using your Vassar username and password.
2. Click the Pay worklet on the Workday home page.



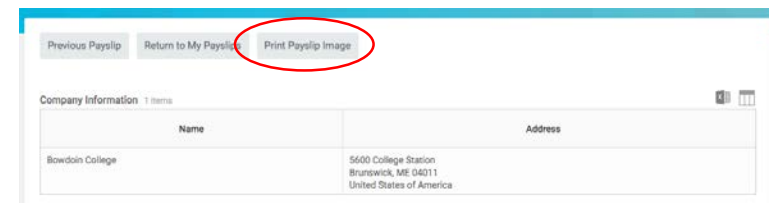
3. In the View panel, click Payslips.



4. Select the appropriate pay period.



5. Click Print Payslip Image if you would like to print the payslip for your records.



The next pages provide details about the calculations and amounts that appear on your payslip.



Pay

Viewing and Understanding Payslips

All Employees

Vassar College 124 Raymond Avenue Poughkeepsie, NY 12604 +1 (845) 437-7000							
Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number	
	Vassar College		10/01/2016	10/31/2016	10/25/2016		
	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay		
Current	4,166.67	0.00	1,162.05	0.00	3,004.62		
YTD	4,166.67	0.00	1,162.05	0.00	3,004.62		
Earnings				Employee Taxes			
Description	Dates	Hours	Rate	Amount	YTD		
Regular	10/01/2016-10/31/2016	162.5	25.641	4,166.67	4,166.67		
				Description	Amount	YTD	
				Social Security (OASDI)	258.33	258.33	
				Medicare	60.42	60.42	
				Federal Withholding	642.40	642.40	
				State Tax - NY	200.90	200.90	
Earnings				4,166.67	4,166.67		
				Employee Taxes	1,162.05	1,162.05	
Taxable Wages							
Description					Amount	YTD	
OASDI - Taxable Wages					4,166.67	4,166.67	
Medicare - Taxable Wages					4,166.67	4,166.67	
Federal Withholding - Taxable Wages					4,166.67	4,166.67	
		Federal	State	Absence Plans			
Marital Status	Single	Single or Head of Household		Description	Accrued	Reduced	Available
Allowances	0	0		Admin Personal Time Off Plan	0	0	0
Additional Withholding	0	0		Exempt Admin Vacation Time Off	0	0	0
				Jury Duty Time Off Plan	0	0	0
Payment Information							
Bank	Account Name	Account Number	USD Amount	Payment Amount			
(Check)				3,004.62	USD		

Part 1: Earnings

Part 2: Taxes, Benefits, and Payment

