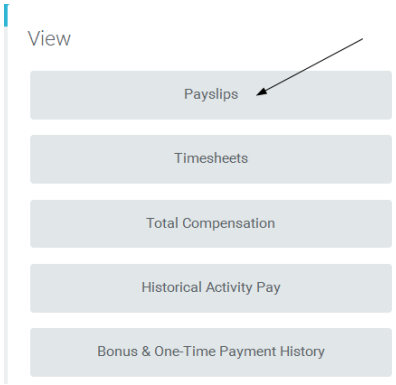
Viewing and Understanding Payslips

To view payslips from April 2017 or later

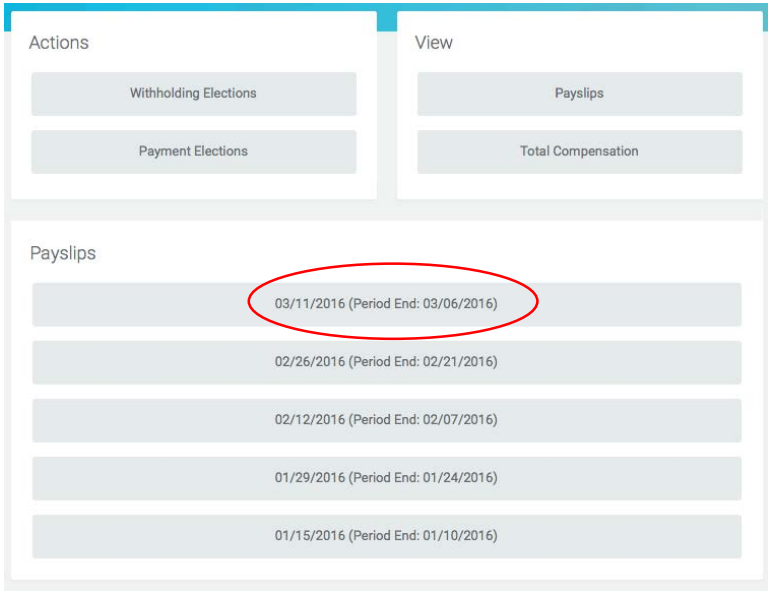
1. Log into Workday using your Vassar username and password.
2. Click the Pay worklet on the Workday home page.



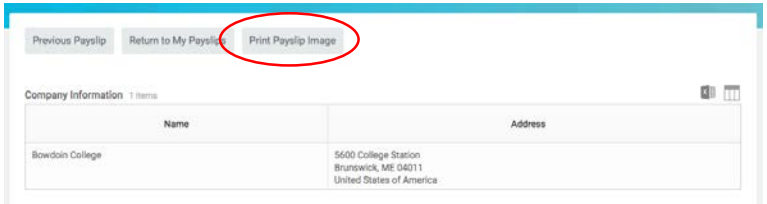
3. In the View panel, click Payslips.



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.

Viewing and Understanding Payslips

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
[redacted]	Vassar College	[redacted]	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

Description	Dates	Hours	Rate	Amount	YTD
Regular	10/01/2016-10/31/2016	162.5	25.641	4,166.67	4,166.67
Earnings				4,166.67	4,166.67

Employee Taxes

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
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
Marital Status	Single	Single or Head of Household
Allowances	0	0
Additional Withholding	0	0

Absence Plans

Description	Accrued	Reduced	Available
Admin Personal Time Off Plan	0	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