

# Workday Pay for Employees

**Objective:** To provide instructions on how to complete employee Pay actions in Workday

**Audience:** All employees

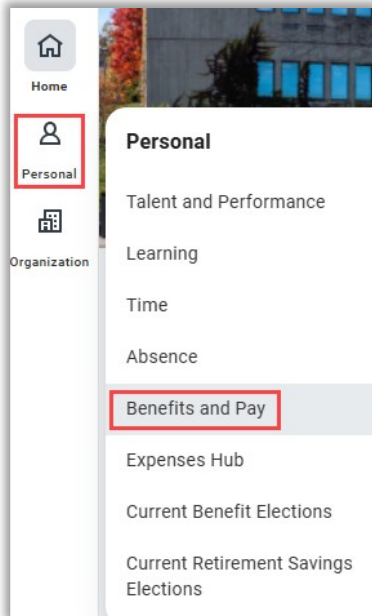
|  |
|--|
| If you want to...                                  |
| <a href="#">View Your Withholding Elections</a>    |
| <a href="#">Add a Direct Deposit Account</a>       |
| <a href="#">Manage Payment Elections</a>           |
| <a href="#">View and Print Payslips</a>            |
| <a href="#">Change Payslip Printing Election</a>   |
| <a href="#">Add or Update Voluntary Deductions</a> |

## View Your Withholding Elections

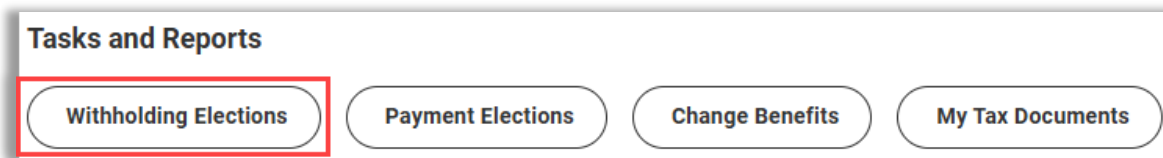
View and set tax withholding elections in Workday using the instructions below.

From the Menu on the Home page, select **Personal** > **Benefits and Pay**.

**Note:** This is just one way to access the Benefits and Pay hub. Workday provides users the flexibility to access key tasks, applications, and reports in a multitude of ways.



1. Click **Withholding Elections** within the Tasks and Reports section.



- View your Federal, State, and Local Withholding Elections. You can also view your Tax Allocations and any relevant Tax Documents.

**Payroll Hub - Worker Tax Information**

---

**Tax Forms Printing Elections**

1 item

| Company                      | Current Year End Tax Document Printing Election  | Printing Election                   |
|------------------------------|--|-------------------------------------|
| Northern Kentucky University | You are currently receiving both electronic and paper copies of your Year End Tax Documents. | <input type="button" value="Edit"/> |

---

**All Tax Documents**

External Tax Documents 0 items

| Tax Year            | Organization | Serial ID | Tax Form | Region | Form Classification | Frequency | Issued Date | Comments | Employee Copy |
|---------------------|--------------|-----------|----------|--------|---------------------|-----------|-------------|----------|---------------|
| No items available. |              |           |          |        |                     |           |             |          |               |

No Current Documents Available

---

**Tax Elections**

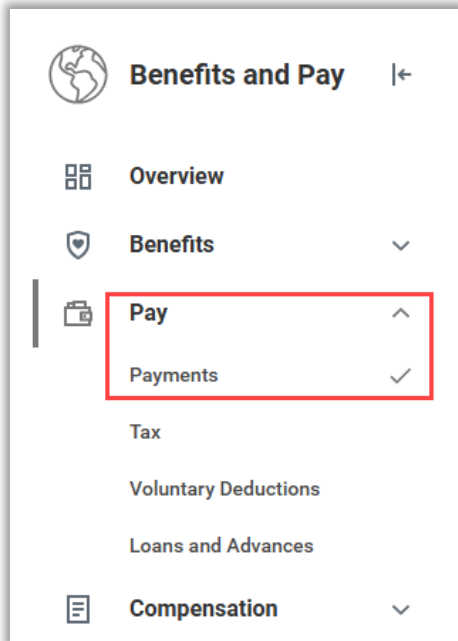
**Worker** [Victor Viking](#)  
**Position** [Specialist, Business Operations - Victor Viking](#)  
**Company** [Northern Kentucky University](#)

[Click here to return to the Table of Contents](#)

## Add a Direct Deposit Account

View and enter one or multiple direct deposit accounts to receive payment. Note that partial or percentage deposits are processed first, meaning the **balance will be the last amount paid to the employee.**

From the Navigation Menu on the Home page, select **Personal > Benefits and Pay > Payments.**



1. Scroll down to Payment Elections and click **Add**.

**Payment Elections**

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person [Victor Viking](#)

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 03/02/2026 10:39 AM

Accounts 1 item

| Account Nickname        | Country                  | Bank Name     | Account Type | Account Number | Action  |
|-------------------------|--------------------------|---------------|--------------|----------------|---|
| Fake Bank USA *****0021 | United States of America | Fake Bank USA | Checking     | *****0021      | <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">Edit</div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">Remove</div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">View</div> </div> |

Add

2. Complete the following fields on Add Account:

### Add Account

Add account information to use when you specify payment elections.

Account Holder Name: Victor Viking

Account Country: United States of America

Sample Check

-123-

Jonathon Doe  
4321 Main St.  
Anywhere, CA 94200

DATE \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

YOUR BANK NAME  
0019, 18 St.  
Anywhere, CA 94200

DO NOT INCLUDE  
Check #

⑆ 23456789⑆ 0001234567890⑆ 99⑆

9 Digit Routing # Between the ⑆ symbols      Account # Include all zeros

#### Account Information

Account Type \*  Checking  
 Savings

Routing Transit Number \*

Account Number \*

Bank Name \*

Bank Identification Code

Account Nickname (optional)

OK
Cancel

- a. Account Type
- b. Routing Transit Number
- c. Account Number
- d. Bank Name
- e. (Optional) Bank Identification Code
- f. (Optional) Account Nickname

3. Click **OK**.

**Note:** From here, employees can also use **Edit**, **Remove**, or **View** to edit, remove, or view bank accounts. **Only remove an account if you no longer use it as a payment election.**

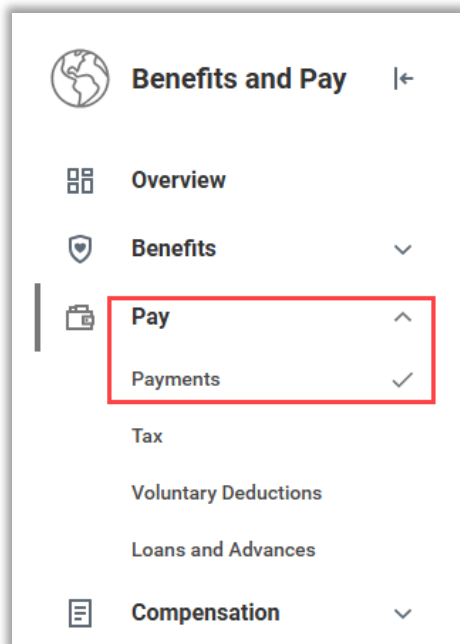
| Account Nickname           | Country                  | Bank Name     | Account Type | Account Number | Action  |
|----------------------------|--------------------------|---------------|--------------|----------------|---|
| Fake Bank USA<br>*****0021 | United States of America | Fake Bank USA | Checking     | *****0021      | <div style="border: 1px solid red; padding: 5px;"> <input type="button" value="Edit"/><br/> <input type="button" value="Remove"/><br/> <input type="button" value="View"/> </div> |

[Click here to return to the Table of Contents](#)

## Manage Payment Elections

If an employee has entered more than one bank account, they can customize their payment elections.

From the Navigation Menu on the Home page, select **Personal > Benefits and Pay > Payments**.



1. In the Payment Elections section, click **Edit** for the Pay Type that needs changed.

Payment Elections 2 items

| Payment Elections |                |                         |                |                |                                     |
|-------------------|----------------|-------------------------|----------------|----------------|-------------------------------------|
| Pay Type          | Payment Type   | Account                 | Account Number | Distribution   | Action                              |
| Expense Payments  | Direct Deposit | Fake Bank USA *****4321 | *****4321      | Balance<br>Yes | <input type="button" value="Edit"/> |
| Payroll Payment   | Direct Deposit | Fake Bank USA *****4321 | *****4321      | Balance<br>Yes | <input type="button" value="Edit"/> |

2. Click **+** to add a payment election.

**Payment Election**

Designate how to receive payments. For direct deposit, you must first add a valid account on the previous page. Workday evaluates multiple payment elections in the order you specify. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Payroll Payment  
 Person: Victor Viking  
 Default Country: United States of America  
 Default Currency: USD  
 Number of Elections Allowed: 10

Payment Elections 1 item

| Order                            | *Country                 | *Currency | *Payment Type  | Account                 | *Balance / Amou  |
|----------------------------------|--------------------------|-----------|----------------|-------------------------|--|
| <input type="button" value="+"/> | United States of America | USD       | Direct Deposit | Fake Bank USA *****4321 | <input checked="" type="radio"/> Balance<br><input type="radio"/> Amount |

3. Select Direct Deposit in the Payment Type field.

\*Payment Type

4. Select the appropriate **Account**. Workday lists all bank accounts that have been entered.

The screenshot shows a form titled "Account". Below the title is a search bar with the placeholder text "Search" and a menu icon. Below the search bar are two radio button options: "Fake Bank USA \*\*\*\*\*4321" and "Sample Bank \*\*\*\*\*4321".

5. Complete the Balance / Amount / Percent field to determine how to split payment between multiple accounts.

The screenshot shows a form titled "\*Balance / Amount / Percent". It is divided into two sections. The top section has three radio button options: "Balance", "Amount", and "Percent". The "Percent" option is selected, and a text input field next to it contains the value "20". The bottom section also has three radio button options: "Balance", "Amount", and "Percent". The "Balance" option is selected, and a text input field next to it contains the value "0.00".

**Note:** Partial payments will be processed first, meaning the Balance will be the last amount paid to the employee.

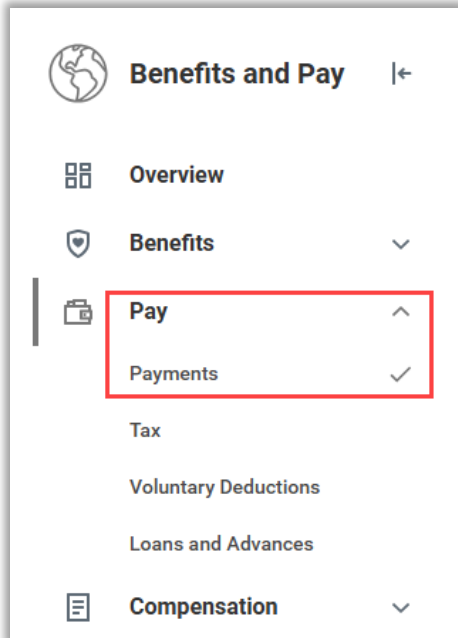
6. Click **OK** to save changes.

[Click here to return to the Table of Contents](#)

## View and Print Payslips (Paycheck Stubs)

Employees can view electronic copies of payslips anytime, 24/7. Below are instructions to print or save payslips as PDF versions.

From the Navigation Menu on the Home page, select **Personal > Benefits and Pay > Payments**.

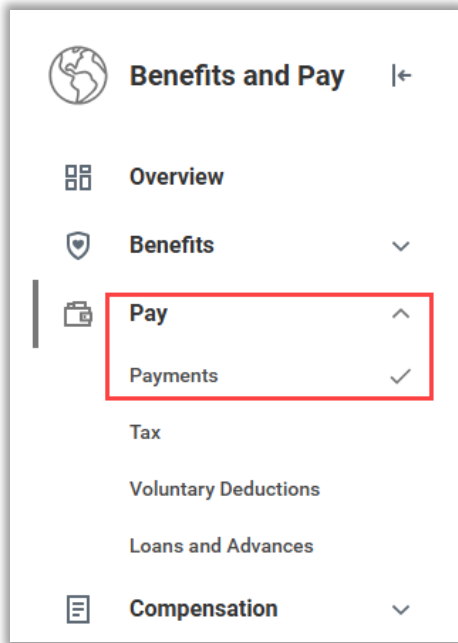


1. Locate the Payslips section.
2. View the list of payslips and select the one(s) you wish to print.
3. Click **View** or **Print**. Employees can also view a printable version and download it as a PDF or export the document to Excel and then download the file.

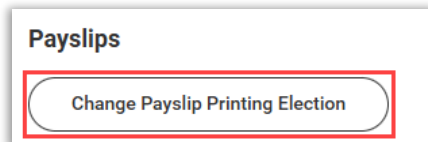
[Click here to return to the Table of Contents](#)

## Change Payslip Printing Election

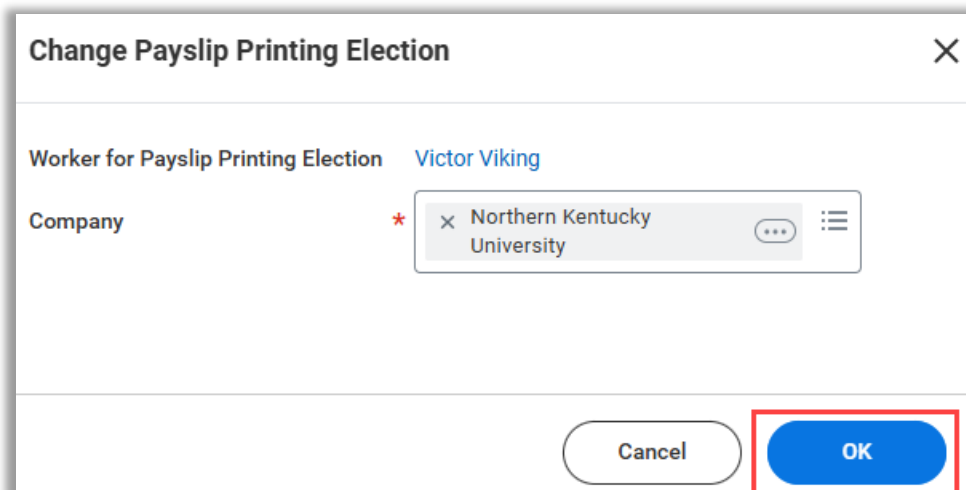
From the Navigation Menu on the Home page, select **Personal > Benefits and Pay > Payments**.



1. Locate the Payslips section.
2. Click **Change Payslip Printing Election**. The Change Payslip Printing Election window displays.



3. Click **OK** to continue.



- Click the **New Payslip Printing Election** field to view the available options. Employees can select to either Receive Electronic Copy of Payslip (Paperless) or Receive Paper Copy of Payslip.

|   |   |
|---|---|
| <b>Worker</b>                           | Victor Viking   |
| <b>Company</b>                          | Northern Kentucky University  |
| <b>Last Updated</b>                     | (empty)   |
| <b>Current Payslip Printing Details</b> | You do not receive a paper copy of payslips.  |
| <b>New Payslip Printing Election</b>    | <div style="border: 1px solid red; padding: 5px;"> <input type="text" value="Search"/> <ul style="list-style-type: none"> <li><input type="radio"/> Receive Electronic Copy of Payslip (Paperless)</li> <li><input type="radio"/> Receive Paper Copy of Payslip</li> </ul> </div> |

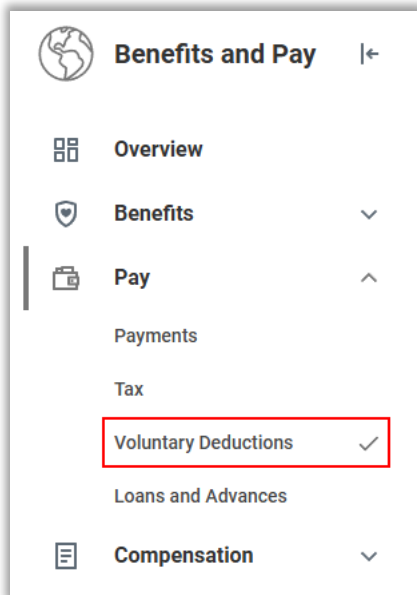
- Click **OK** to save the changes.

[Click here to return to the Table of Contents](#)

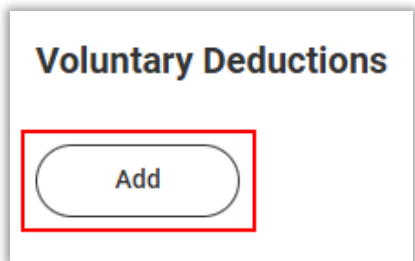
## Add or Update Voluntary Deductions

A voluntary deduction is an amount that employees can choose to have deducted from their paychecks for various purposes, such as donations to the NKU Foundation. Below are instructions to add voluntary deductions.

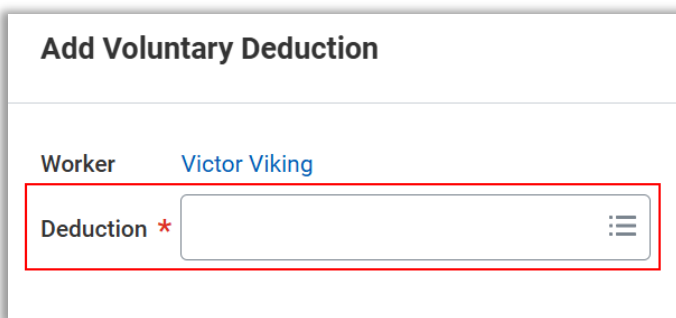
From the Navigation Menu on the Home page, select **Personal > Benefits and Pay > Voluntary Deductions**.



1. Click **Add** to add your own deductions.



2. Select a **Deduction**.



3. Click **OK**.
4. Complete any required fields indicated by an asterisk.
5. Click **OK** to save the deduction.

[Click here to return to the Table of Contents](#)

## Need Help?

If additional support is needed, contact [workdaysupport@nku.edu](mailto:workdaysupport@nku.edu).