

Manage Payroll Options

The Pay worklet on the home page contains links to tax and payroll related information.

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About the Pay Worklet

The Pay worklet on the home page contains links to tax and payroll related information.



1. Click the **Pay worklet** to display these links:
 - Actions (you can take)
 - View (information)
 - External Links
 - Payslips (view past Payslips)

View or Modify W-4 Federal Withholding Deductions

1. Click the **Pay Worklet**.
2. Click **Withholding Elections**.



3. To modify, click **Update** (at the bottom).
4. In the Company field, enter Yale University if it does not auto-populate.

Complete Federal Elections

Along with completing your Federal Withholding Elections (W-4) on this page, you may also complete a paper withholding form for your [state of residence](#) and submit it to [Employee Services](#).

Worker Suarez, Juanita

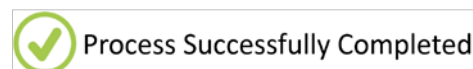
Company * Yale University

Effective Date * / /

OK Cancel

Note: Required information is indicated by a red asterisk *


5. In the **Effective Date** field, click the calendar icon and select the date the change will take effect, then click **OK** (at the bottom of the window).
6. The W-4 form is displayed. Update the information as needed.
7. Check the **I Agree** box, then click **OK**.
8. This message confirms your change:




For help contact the Employee Service Center: 432-5552 or employee.services@yale.edu
or visit the Workday@Yale website: <http://workday.yale.edu/training>

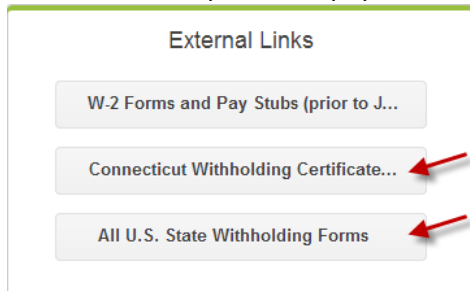
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View your State Withholding Deductions

1. Click the **Pay Worklet**. 
2. Click **Withholding Elections**.
3. Click the **State Elections** tab to review your current status.

Setup or Modify your State Withholding Deductions

1. Click the **Pay Worklet**. 
2. Click on the appropriate External Link to obtain and complete the paper form:




3. Submit the completed paper form to the [Employee Service Center](#).

Note: State withholding cannot be modified in Workday at this time.

Payment Elections (Direct Deposit)

Use this link to distribute payroll and expense payments between different bank accounts (checking or savings).


Add a Bank Account for Direct Deposit

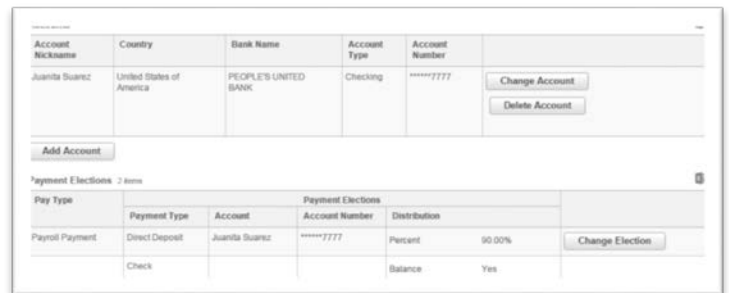
1. Click the **Pay Worklet**. 
2. Click **Payment Elections**.
3. Click **Add Account** (in the Accounts section).

4. Select the Account Type and enter the **Bank Name, Routing Transit Number, and Account Number**.
4. Complete the required fields indicated by a red asterisk *****.
5. Click **OK**.


TIP: Once the account has been added, don't forget to update your direct deposit elections.

Change or Delete a Bank Account for Direct Deposit

1. Click the **Pay Worklet**. 
2. Click **Payment Elections**.
3. Edit or remove bank accounts using the **Change Account** or **Delete Account** buttons, then click **OK**.



Change your Direct Deposit Elections

1. Click the **Pay Worklet**. 
2. Click **Payment Elections**.
3. Click **Change Election** next to the Pay Type to modify a payment election.
 - Click the plus icon **⊕** to add another account; click the minus icon **⊖** to remove an account.
 - Change the amount or the percentage that goes to an account.
 - If you are sending money to more than one account, set at least one account to


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Balance so that any remaining amount will be deposited into that account.

4. Click **OK**.


Print Payslips for Pay Periods after July 1, 2015

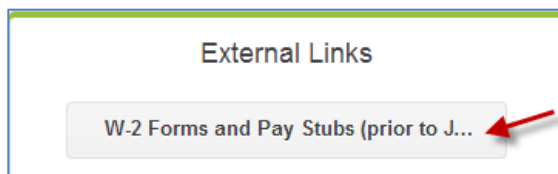
1. Click the **Pay Worklet**. 
2. Click the date in the **Payslips** column of the check you want to print.




3. Click **Print**.


Print Payslips for Pay Periods prior to July 1, 2015

1. Click the **Pay Worklet**. 
2. Click the **W-2 Forms and Pay Stubs (prior to June 30, 2015)** External Link.



Select your Payslip printing election

1. Click the **Pay Worklet**. 
2. Click **Payslips** in the View box.
3. Click **Change Payslip Printing Election**.
4. Verify the default entries, make any necessary changes, then click **OK**.

5. Click the **Prompt** icon  in the New Election field to see your options, then click on your choice.

6. Click **OK**.


Timesheets

My Time will continue to be used to track time worked and paid time off, and can be accessed through the Yale Portal: <http://portal.yale.edu/>.


It is likely that C&T and M&P time tracking will move into Workday, but the date for this change has not yet been determined.

Total Compensation

View the breakdown of your salary, other compensation and employer benefit contributions.

1. Click the **Pay Worklet**. 
2. Click **Total Compensation**.


Select your Tax Document printing election

1. Click the **Pay Worklet**. 
2. Click **My Tax Documents** in the View box.
3. Click **Edit**.
4. Verify the default entries, make any necessary changes, then click **OK**.
5. Click the appropriate button in the New Election field.
6. Click **OK**.

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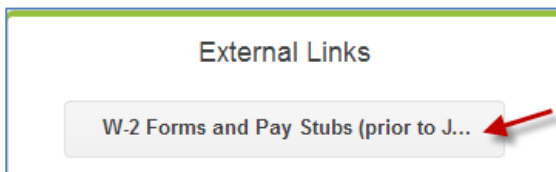
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View or Print W-2 Tax Forms

1. Click the **Pay Worklet**. 
2. Click **My Tax Documents** in the View box.
3. Select **Print**.

View or Print W-2 Tax Forms prior to 2015

1. Click the **Pay Worklet**.
2. Click the **W-2 Forms and Pay Stubs (prior to June 30, 2015)** External Link.



Historical Information

Historical information in Workday will accrue over time for these links.

- **Historical Activity Pay**
- **Merit Statement History**
- **Bonus and One-Time Payment History**
 - For non-salary payments, such as bonuses and awards.

NOTE: Most historical pay information will still be accessible through the Pay worklet by clicking the **W-2 Forms and Pay Stubs (prior to June 30, 2015)** External Link.

Contact the Employee Service Center should you need help locating historical information: 203-432-5552 or employee.services@yale.edu.

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