ABOUT THE PAY APPLICATION

Within your system, you may see multiple pay applications, such as the Pay application shown above.

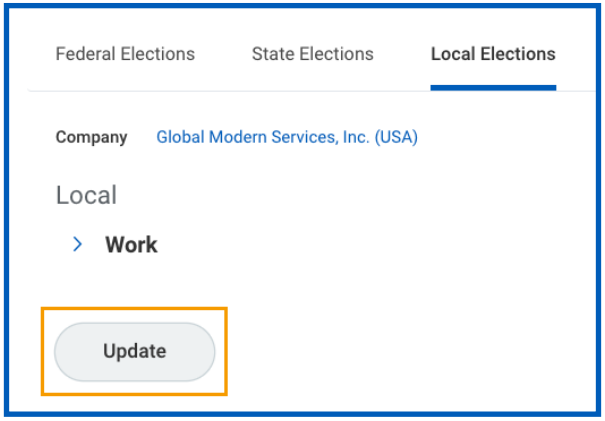
The Pay application is enabled for dashboards and contains worklets with links to payroll-related tasks and information. The information you see depends on your organization's configuration. The Pay application may include:

- **Withholding Elections**: Review and update withholding elections on the Federal, State, and Local Elections tabs.
- **Payment Elections**: Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct deposit.
- **Payslips**: View and print payslips or change your payslip printing election. You can view payslips for any previous period when the data is provided.
- **Total Rewards:** View rewards by Base Pay, Allowances, Incentive Pay, Stock, and even Benefits, depending on your organization's configuration.
- **Bonus and One-Time Payment History**: Review payments received outside of the regularly scheduled payroll process, such as bonuses.
- **Tax Documents**: View the annual tax documents associated with your earnings.
- **Voluntary Deductions:** Enter voluntary deduction elections.

VIEW YOUR WITHHOLDING DEDUCTIONS

1. Click the **PAY** worklet or from your profile go to **PAY**.
2. View your Federal Elections or click the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.

3. Click the **Update** button on the bottom of each tab to make election changes.



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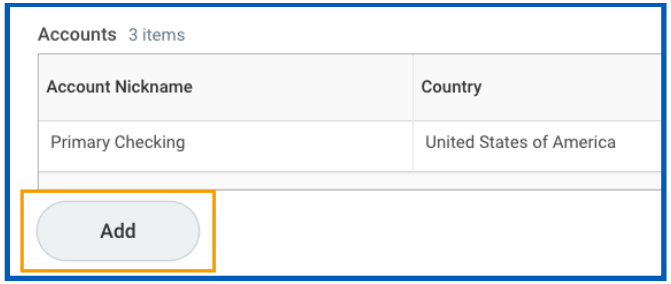
4. Select **OK** and any **I Agree** checkboxes as indicated on the various tabs.

ADD A DIRECT DEPOSIT ACCOUNT

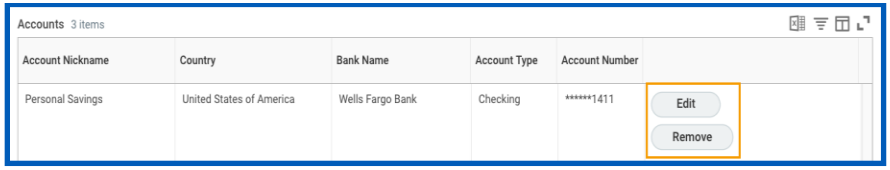
1. From the Pay application, click **Payment Elections**.
2. Click **Add**.



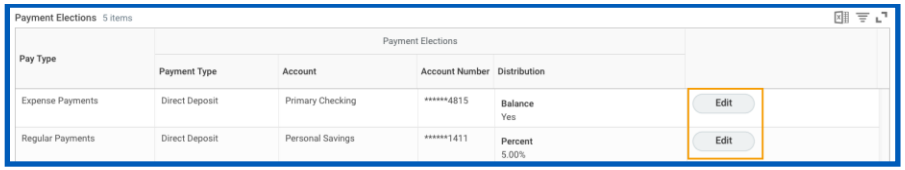
3. Select the Account Country and click **OK**.
4. Optionally, you can add an Account Nickname to help you identify this account.
5. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
6. Additionally, you can enter a Bank Identification Code.
7. Click **OK** to save. Once the account has been added, you can use it to make payment elections.

MANAGE YOUR PAYMENT ELECTIONS

1. From the Pay application, click **Payment Elections**.
2. Edit or remove bank accounts using the **Edit** or **Remove** buttons. An account can only be removed if it is no longer used as a payment election.



3. Click **Edit** in the Payment Elections section to modify a payment election.



4. Change the amount or percent that is deposited into the account or the account that receives the balance of payments for the pay type. Your organization's payment elections policy determines what changes are allowed.
5. Click **OK** to save.

PRINT PAYSLIPS

1. From the Pay application, click **Payslips**.
2. Here you can view a list of all payslips. Click the **Print** button next to a payslip name. You can also View the payslip and save it to your computer as a PDF.
3. To print multiple payslips, click **Print Multiple Payslips**.

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