



## PAY APPLICATION

Your **Pay application** summarizes all your payroll information

## PAY – ACTIONS AREA

### VIEW WITHHOLDING / TAX ELECTIONS

1. Click the **Pay** icon
2. Click the **Withholding Elections** subtab to view Federal, State, Local Elections & Tax Allocations
3. Click “**Update**” button within each area if you need to enter new information

### VIEW PAYMENT ELECTIONS (I.E.DIRECT DEPOSIT)

1. Click the **Pay** icon
2. Click the **Payment Elections** subtab to view current **Bank Accounts** for Direct Deposit.
3. If you need to “**Change**” your Direct Deposit information, click **Add** in this area.
4. pay actions

## PAY – VIEW AREA

### PAYSLIPS

1. Click the **Pay** tab.
2. Click the **Payslips** subtab to view your Payslips

### MY TAX DOCUMENTS

1. Click the **Pay** tab.
2. Click the **My Tax Documents** subtab view the your tax form printing options (electronic vs. paper copies – click **edit** to change elections)

