1. To view your payslip, select the **Pay** application

![Image of Workday interface](image1)

2. Under the **View** section, select **Payslips**

3. Select **View** for the applicable pay period. **Note:** This is applicable to employees who elect electronic payslips

![Image of Payslip view](image2)
Similarities – Employee Information and Pay Period Dates

AccessPlus

Payroll Date: March 29, 2019
Pay Period Dates: 03/01/2019 thru 03/31/2019

1560 Admin Svc Bldg.
2221 Wanda Daley Dr.
Ames, IA 50011-1904
Deposit amount: 2,999.50
Deposited with: XXXX XXXXXX
Account Number: xxxxxxxxxxxxxxx

W-4
Marital Status Single
Federal Exemptions 0
State Exemptions 0
Extra State Withholding Amount 25
ISU plan credit 554.21
Salary 4,338.42
Total Gross Pay 4,892.63
IPERS 272.89
Dental Ins 42.00
ISU Plan Comprehensive Employee Only
Medical Ins 501.00
ISU Plan PPO Employee Only
Life Insurance 28.08
Disability 19.13
Parking 14.58
Taxable Gross 4,014.95
Federal Tax 468.50
State Tax 199.61
FICA Tax 266.13
Medicare Tax 62.24
Accounts Recev 8.58
Vintry Life 10.40
Net Pay 2,999.50
Other taxable items used to calculate tax withholding:
Taxable Life 4.86

Workday

Iowa State University - 3608 ASB Ames, IA 50011-3608

Name
Company
Employee ID
Pay Period Begin
Pay Period End
Check Date
Check Number

Current
0.00
4,338.42
323.47
906.85
96.85
18.95
2,999.50
8,999.07

YTD
13,015.26
3,433.28
13,029.64

Earnings
Description
Dates
Hours
Rate
Amount
YTD

Salary
IPERS
ISU Dental
ISU Medical Insurance
Parking Permits
LTD Income Replacement
Details Not Displayed
Employee Paid Benefits

Pre Tax Deductions
Description
Amount
YTD

IPERS - Taxable Benefits
ISU Dental - Taxable Benefits
ISU Medical Insurance - Taxable Benefits
Federal Withholding - Taxable Benefits

Subject or Taxable Wages
Description
Amount
YTD

Accounts Receivables
Supplemental Life

Employee Taxes

Other Post Tax Deductions
Description
Amount
YTD

Federal Withholding
State Tax - IA

Net Pay
2,999.50
USD

Payment Information
Bank
Account Name
Account Number
USD Amount

AccessPlus Workday
Similarities – Earnings\Gross Pay

**Note**: Salaried employees will see an hourly rate next to their salary amount. This rate will vary from month-to-month, based on the number of days in the month. However, the salary amount will be consistent and not be dependent on that hourly rate.
Similarities – W-4 Information

**AccessPlus**

- Payroll Date: March 29, 2019
- Pay Period Dates: 03/01/2019 thru 03/31/2019

1560 Admin Svc Bldg.
2221 Wanda Daley Dr.
Ames, IA 50011-1094

Deposit amount: 2,999.50
Deposited with: XXXX XXXXX
Account Number: xxxxxxxxx1214

**W-4**
- Marital Status: Single
- Federal Exemptions: 0
- State Exemptions: 0
- Extra State Withholding Amount: 25

<table>
<thead>
<tr>
<th>Description</th>
<th>Company</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Date: March 29, 2019</td>
<td></td>
<td>03/01/2019 thru 03/31/2019</td>
<td></td>
</tr>
<tr>
<td>Payroll Dates: 03/01/2019 thru</td>
<td></td>
<td>03/31/2019</td>
<td></td>
</tr>
<tr>
<td>Deposit amount: 2,999.50</td>
<td></td>
<td></td>
<td></td>
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**Workday**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>4,338.42</td>
<td></td>
</tr>
<tr>
<td>Hours Worked</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Gross Pay</td>
<td>4,892.63</td>
<td></td>
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</table>

**Pre Tax Deductions**

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Tax</td>
<td>468.50</td>
</tr>
<tr>
<td>State Tax</td>
<td>199.61</td>
</tr>
<tr>
<td>FICA Tax</td>
<td>266.15</td>
</tr>
<tr>
<td>Medicare Tax</td>
<td>62.24</td>
</tr>
<tr>
<td>Accounts Rev</td>
<td>8.55</td>
</tr>
<tr>
<td>Parking</td>
<td>14.58</td>
</tr>
<tr>
<td>Taxable Gross</td>
<td>4,014.95</td>
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</table>

**Employer Paid Benefits**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPERS</td>
<td>272.89</td>
</tr>
<tr>
<td>ISU Dental</td>
<td>40.85</td>
</tr>
<tr>
<td>ISU Medical Insurance</td>
<td>1,443.00</td>
</tr>
<tr>
<td>LTD Income Replacement</td>
<td>328.36</td>
</tr>
<tr>
<td>Parking Perms</td>
<td>14.58</td>
</tr>
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</table>

**Employee Taxes**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>266.15</td>
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<tr>
<td>State Tax</td>
<td>199.61</td>
</tr>
<tr>
<td>FICA Tax</td>
<td>266.15</td>
</tr>
<tr>
<td>Medicare Tax</td>
<td>62.24</td>
</tr>
<tr>
<td>ISU Dental Tax</td>
<td>40.85</td>
</tr>
<tr>
<td>ISU Medical Insurance</td>
<td>1,443.00</td>
</tr>
<tr>
<td>Accounts Rev</td>
<td>8.55</td>
</tr>
<tr>
<td>Parking</td>
<td>14.58</td>
</tr>
<tr>
<td>Taxable Gross</td>
<td>4,014.95</td>
</tr>
<tr>
<td>Federal Tax</td>
<td>468.50</td>
</tr>
<tr>
<td>State Tax</td>
<td>199.61</td>
</tr>
<tr>
<td>FICA Tax</td>
<td>266.15</td>
</tr>
<tr>
<td>Medicare Tax</td>
<td>62.24</td>
</tr>
<tr>
<td>ISU Dental Tax</td>
<td>40.85</td>
</tr>
<tr>
<td>ISU Medical Insurance</td>
<td>1,443.00</td>
</tr>
<tr>
<td>Accounts Rev</td>
<td>8.55</td>
</tr>
<tr>
<td>Parking</td>
<td>14.58</td>
</tr>
<tr>
<td>Taxable Gross</td>
<td>4,014.95</td>
</tr>
<tr>
<td>Federal Tax</td>
<td>468.50</td>
</tr>
<tr>
<td>State Tax</td>
<td>199.61</td>
</tr>
<tr>
<td>FICA Tax</td>
<td>266.15</td>
</tr>
<tr>
<td>Medicare Tax</td>
<td>62.24</td>
</tr>
<tr>
<td>ISU Dental Tax</td>
<td>40.85</td>
</tr>
<tr>
<td>ISU Medical Insurance</td>
<td>1,443.00</td>
</tr>
<tr>
<td>Accounts Rev</td>
<td>8.55</td>
</tr>
<tr>
<td>Parking</td>
<td>14.58</td>
</tr>
<tr>
<td>Taxable Gross</td>
<td>4,014.95</td>
</tr>
</tbody>
</table>

**Net Pay**

- 2,999.50

Other taxable items used to calculate tax withholding:
- Taxable Life: 4.86
Similarities – Employee Taxes

AccessPlus

Iowa State University 3508 ASB Ames, IA 50011-3508
Payroll Date: March 29, 2019
Pay Period Dates: 03/01/2019 thru 03/31/2019
1560 Admin Svcs Bldg.
2222 Wanda Daley Dr.
Ames, IA 50011-1004
Deposit amount: 2,998.50
Deposited with: XXXX XXXXXX
Account Number: XXXXXXXXXXXXXXX1214

W-4
Marital Status: Single
Federal Exemptions: 0
State Exemptions: 0
Extra State Withholding Amount: 25
ISU plan credit: 554.21
Salary: 4,338.42
Total Gross Pay: 4,892.63
IPERS: 272.89
Dental Ins: 42.00
ISU Plan Comprehensive Employee Only: 501.00
Medical Ins: 28.08
Life Insurance: 19.13
Disability: 14.58
Parking: Taxable Gross: 4,014.95

Federal Tax: 468.50
State Tax: 199.61
FICA Tax: 266.15
Medicare Tax: 62.24
Accounts Receiv: 8.53
Winery Life: 10.40
Net Pay: 2,998.50
Other taxable items used to calculate tax withholding:
Taxable Life: 4.86

Workday

Employee Taxes

HCM: Payslip in Workday
Similarities – Employee Deductions

**Note:** ‘ISU Plan Credit’ is the sum of the employer deduction amount for employees that have Medical, Dental, Life Insurance and Disability. The deduction lists the total amount for both the Employee and Employer costs. If all Deduction amounts are added for each of these and the ISU Plan Credit is subtracted, you would get the total employee amount withheld.

---

### AccessPlus

- **Payroll Date:** March 29, 2019
- **Pay Period Dates:** 03/01/2019 thru 03/31/2019

![AccessPlus Payslip]

### Workday

![Workday Payslip]

**Iowa State University 3508 ASB Ames, IA 50011-3508**

**Payroll Date:** March 29, 2019

**Pay Period Dates:** 03/01/2019 thru 03/31/2019

1560 Admin Svc Bldg.
2221 Wanda Daley Dr.
Ames, IA 50011-1004

**Deposit amount:** $2,999.50
**Deposited with:** XXXX XXXXX
**Account Number:** XXXXXXXXXXXXX

**W-4**
- **Marital Status:** Single
- **Federal Exemptions:** 0
- **State Exemptions:** 0
- **Extra State Withholding Amount:** 25

**ISU plan credit:** $554.21
**Salary:** $4,338.42
**Total Gross Pay:** $4,892.63

**IPERS:** $272.89
**Dental Ins:** $42.00
**ISU Plan Comprehensive Employee Only:** $501.00
**Medical Ins:** $28.08
**Life Insurance:** $10.13
**Disability:** $14.58

**Taxable Gross:** $4,014.95
**Federal Tax:** $466.50
**State Tax:** $199.61
**FICA Tax:** $266.15
**Medicare Tax:** $62.76
**Accounts Receiv:** $8.55
**Vintcry Life:** $10.49

**Net Pay:** $2,999.50

**Other taxable items used to calculate tax withholding:**
- Taxable Life: 4.86
New with Workday Payslips – YTD Total Amounts

![Workday Payslip Image]

Note: This is an image of the paper Workday payslip. Electronic version may differ slightly
**New with Workday Payslips – Breakout of Pre and Post Tax Deductions**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Employee ID</th>
<th>Pay Period Begin</th>
<th>Pay Period End</th>
<th>Check Date</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Iowa State University</td>
<td></td>
<td>03/01/2019</td>
<td>03/31/2019</td>
<td>03/29/2019</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>Gross Pay</th>
<th>Pre Tax Deductions</th>
<th>Employee Taxes</th>
<th>Post Tax Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>0.00</td>
<td>4,338.42</td>
<td>323.47</td>
<td>996.50</td>
<td>18.95</td>
</tr>
<tr>
<td>YTD</td>
<td>0.00</td>
<td>13,015.26</td>
<td>955.83</td>
<td>2,994.67</td>
<td>65.69</td>
</tr>
</tbody>
</table>

**Earnings**

**Employee Taxes**

**Pre Tax Deductions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS</td>
<td>272.89</td>
<td></td>
</tr>
<tr>
<td>SU Dental</td>
<td>16.00</td>
<td></td>
</tr>
<tr>
<td>SU Medical Insurance</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Parking Permits</td>
<td>14.58</td>
<td></td>
</tr>
<tr>
<td>Pre Tax Deductions</td>
<td>323.47</td>
<td>955.83</td>
</tr>
</tbody>
</table>

**Employer Paid Benefits**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Insurance</td>
<td>28.08</td>
<td>84.24</td>
</tr>
<tr>
<td>IPERS</td>
<td>409.55</td>
<td>1,228.65</td>
</tr>
<tr>
<td>ISU Dental</td>
<td>26.00</td>
<td>78.00</td>
</tr>
<tr>
<td>ISU Medical Insurance</td>
<td>481.00</td>
<td>1,443.00</td>
</tr>
<tr>
<td>LTD Income Replacement</td>
<td>19.18</td>
<td>57.54</td>
</tr>
<tr>
<td>Details Not Displayed</td>
<td>328.39</td>
<td>986.29</td>
</tr>
<tr>
<td>Employer Paid Benefits</td>
<td>1,292.20</td>
<td>3,677.72</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>OASDI - Taxable Wages</td>
<td>4,292.70</td>
<td>12,892.68</td>
</tr>
<tr>
<td>Medicare - Taxable Wages</td>
<td>4,292.70</td>
<td>12,892.68</td>
</tr>
<tr>
<td>Federal Withholding - Taxable Wages</td>
<td>4,019.81</td>
<td>12,074.01</td>
</tr>
</tbody>
</table>

**Payment Information**

Note: This is an image of the paper Workday payslip. Electronic version may differ slightly.
**New with Workday Payslips – Employer Paid Benefits**

![Workday Payslip](image)

**Note:** This is an image of the paper Workday payslip. Electronic version may differ slightly.
New with Workday Payslips – Subject or Taxable Wages

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa State University</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pay Period**
- Pay Period Begin: 03/01/2019
- Pay Period End: 03/31/2019
- Check Date: 03/29/2019

**Hours Worked**
- Current: 0.00
- YTD: 0.00

**Gross Pay**
- Current: 4,338.42
- YTD: 13,015.26

**Pre Tax Deductions**
- Employee Taxes: 996.50
- Post Tax Deductions: 18.95
- Net Pay: 2,999.50

**Subject or Taxable Wages**
- OASDI - Taxable Wages: 4,292.70
- Medicare - Taxable Wages: 4,292.70
- Federal Withholding - Taxable Wages: 4,019.81

**Employee Taxes**
- Social Security: 266.15
- Medicare: 62.24
- Federal Withholding: 468.50
- State Tax - IA: 199.61
- Total: 996.50

**Total Earnings**
- 4,343.28
- 13,029.84

**Pre Tax Deductions**
- Employer Paid Benefits: 323.47
- Parking Permits: 14.56

**Post Tax Deductions**
- Federal Withholding: 18.95
- Total: 65.69

**Employer Paid Benefits**
- Basic Life Insurance: 28.08
- ISU Dental: 16.00
- ISU Medical Insurance: 481.00
- LTD Income Replacement: 19.18

**Federal**
- Marital Status: Single
- State: Single
- Allowances: 0
- Additional Withholding: 25

**Payment Information**
- Bank: [Redacted]
- Account Name: [Redacted]
- Account Number: [Redacted]
- USD Amount: 2,999.50

**Note:** This is an image of the paper Workday payslip. Electronic version may differ slightly.
New with Workday Payslips – Absence Plans

Note: This is an image of the paper Workday payslip. Electronic version may differ slightly.
**New Terminology – Supplemental Life (Formerly known as “Voluntary Life”)**

Note: This is an image of the paper Workday payslip. Electronic version may differ slightly
**Workday Hourly Payslip**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Employee ID</th>
<th>Pay Period Begin</th>
<th>Pay Period End</th>
<th>Check Date</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa State University</td>
<td>1520 Admin Services Building Ames, IA 50011</td>
<td></td>
<td>07/01/2019</td>
<td>07/15/2019</td>
<td>07/31/2019</td>
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### Hours Worked

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours Worked</th>
<th>Gross Pay</th>
<th>Pre Tax Deductions</th>
<th>Employee Taxes</th>
<th>Post Tax Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>169.70</td>
<td>1,447.94</td>
<td>81.77</td>
<td>273.04</td>
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<td>1,076.60</td>
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<td>TD</td>
<td>189.70</td>
<td>1,790.24</td>
<td>922.08</td>
<td>3,326.17</td>
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### Earnings

<table>
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<th>Description</th>
<th>Dates</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD</th>
<th>Pre Tax Deductions</th>
<th>Post Tax Deductions</th>
<th>Employee Taxes</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Call</td>
<td>07/01/2019 - 07/13/2019</td>
<td>77.8</td>
<td>14.4743</td>
<td>1,122.09</td>
<td>112.62</td>
<td>88.88</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Hourly Pay</td>
<td>07/01/2019 - 07/15/2019</td>
<td>91.9</td>
<td>14.53</td>
<td>1,335.32</td>
<td>17,677.62</td>
<td>20.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable Value Life Insurance</td>
<td>07/01/2019 - 07/15/2019</td>
<td>0</td>
<td>0</td>
<td>0.60</td>
<td>4.20</td>
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</tr>
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</table>

### Pre Tax Deductions

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
<th>Pre Tax Deductions</th>
<th>Post Tax Deductions</th>
<th>Employee Taxes</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension</td>
<td>15.00</td>
<td>102.48</td>
<td>112.62</td>
<td>88.88</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Social Security</td>
<td>69.77</td>
<td>820.20</td>
<td>1,335.32</td>
<td>20.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre Tax Deductions</td>
<td>81.77</td>
<td>922.08</td>
<td>17,677.62</td>
<td>20.78</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employer Paid Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
<th>Pre Tax Deductions</th>
<th>Post Tax Deductions</th>
<th>Employee Taxes</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Life Insurance</td>
<td>16.20</td>
<td>113.40</td>
<td>112.62</td>
<td>88.88</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td>13.00</td>
<td>182.00</td>
<td>1,335.32</td>
<td>20.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>334.50</td>
<td>4,883.00</td>
<td>17,677.62</td>
<td>20.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTD Income Replacement</td>
<td>11.13</td>
<td>78.85</td>
<td>112.62</td>
<td>88.88</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicare (Federal)</td>
<td>20.78</td>
<td>266.63</td>
<td>1,335.32</td>
<td>20.78</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Subject or Taxable Wages

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD</th>
<th>Pre Tax Deductions</th>
<th>Post Tax Deductions</th>
<th>Employee Taxes</th>
<th>Amount</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>1,433.54</td>
<td>17,651.96</td>
<td>112.62</td>
<td>88.88</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicare - Taxable Wages</td>
<td>1,433.54</td>
<td>17,651.96</td>
<td>1,335.32</td>
<td>20.78</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** This is an image of the paper Workday payslip. **Electronic version may differ slightly**