

## ABOUT THE BENEFITS AND PAY WORKLET

This worklet contains links to benefits and payroll-related tasks and information. Use these links and options to do the following:

- [Withholding Elections](#): View withholding information on the Tax section under Pay.
- [Payment Elections](#): Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as an Aline card or direct deposit.
- [Payslips](#): View and print payslips or change your payslip printing election. You may view payslips for any previous period when the data is provided.

## VIEW/EDIT YOUR WITHHOLDING DEDUCTIONS

From the Benefits and Pay worklet:

1. Click **Tax Withholding Forms** under suggested links.
2. View and edit your Federal Elections and State Elections by following this [guide](#).

## ADD A DIRECT DEPOSIT ACCOUNT

From the Benefits and Pay worklet:

1. Click Pay and select Payments.
2. Scroll down to Payment Elections and select **Add**.
3. Optionally, you can add a Nickname to help you identify this account.
4. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
5. Optionally, you can enter a Bank Identification Code.
6. Click **OK** to save. Once the account has been added, you may use it to make payment elections.

## MANAGE YOUR PAYMENT ELECTIONS

From the Benefits and Pay worklet:

1. Click Pay and select **Payments..**
2. Scroll down to Payment Elections and select Edit. An account can only be deleted if it is no longer used as a payment election.

3. Change the amount or percent that goes to the account or the account that receives the balance of payments for the pay type.

4. Click **OK** to save.

### PRINT PAYSLIPS

From the Benefits and Pay worklet:

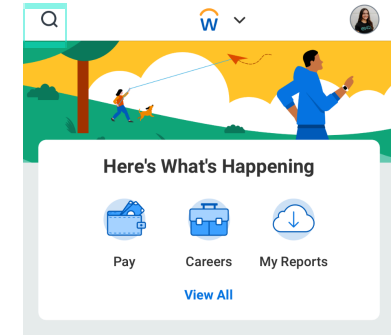
1. Click **Pay** and select **Payments**.

2. Scroll down to **All Payslips**. Here you can view a list of all payslips. Click **View** to open as a PDF or click **Print** next to each payslip.

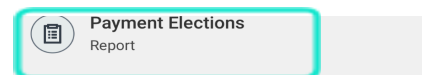
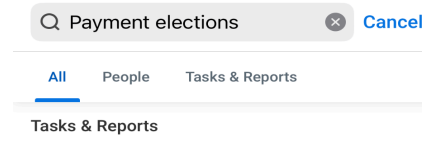
### PAYMENT ELECTIONS MOBILE INSTRUCTIONS

From the workday homepage:

1. Click the search icon in the upper left corner and type in **Payment Elections**.



2. Select Payment Elections.



3. Follow the instructions from page 1 and 2 to add direct deposit accounts or manage your payment elections.