Benefits and Pay Application

Workday enables Pay applications for worklets and dashboards with links to payroll-related tasks and information. Pay applications 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 with available data.
- **My Tax Documents**: View the annual tax documents associated with your earnings.
- **Request One-Time Payment**: Request payments for yourself received outside of the regularly scheduled payroll process, such as Adoption Assistance, Tuition Assistance, and Tuition Scholarship.
- **Voluntary Deduction Elections**: RIT Gift, RIT Gift Sentinel Society, Tiger Bucks.

View Your Withholding Elections

1. From the homepage, select navigation **Menu** at the top left corner of the toolbar.

2. Select **Benefits and Pay**.
3. To review and update your withholding elections, select **Withholding Elections**.
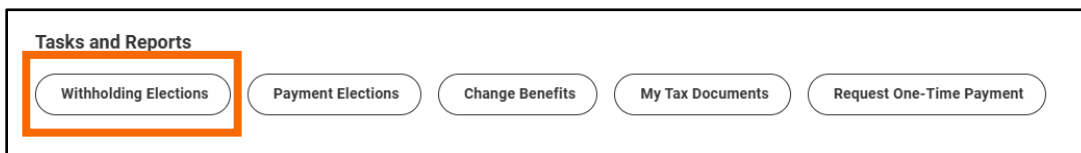
Complete Elections

1. Select **Federal Withholding Elections** or **State/Local Withholding Elections** tabs to complete your elections.

   *Note: Under **Tax Forms Printing Elections**, select **Edit** to change how you receive **Year End Tax Documents.***

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2. **Company** and **Effective Date** fields are automatically populated. Update only if necessary.

3. Select **OK**.

4. The W-4 Data section is like the paper form.

    a. Select Marital Status.

    b. Check if you have **Multiple Jobs** or your **Spouse Works**.

    c. Claim Dependents by answering the questions.

    d. (Optional) Add any Other Adjustments

5. After making election updates, select the **I Agree** checkbox and **OK**.

Update Elections

1. To update existing elections, scroll to the bottom of the page and select Update.
   Follow the instructions above to Complete Elections.

Add a Direct Deposit Amount

1. From **Benefits and Pay**, select **Payment Elections.**

2. Select **Add**.

3. Under the **Preferred Payment Method** section:
   i. **Expense Payments** field is automatically populated, update only if necessary.
   ii. **Payroll Payment** field is automatically populated, update only if necessary.

Payment Election Option

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections. You can add additional accounts later.

Person	Caroline Carrot
Default Country	United States of America
Default Currency	USD

Preferred Payment Method

Expense Payments *	✕ Direct Deposit
Payroll Payment *	✕ Direct Deposit

4. Under **Account Setup** section:
   i. Select the **Account type**.
   ii. Enter the **Routing Transit Number**
   iii. Enter **Account Number**
   iv. Enter **Bank Name**.
   v. Additionally, you can enter an **Account Nickname**.

Account Setup

Account Holder Name   Caroline Carrot

Sample Check

SAMPLE

Jonathon Doe
4321 Main St.
Anywhere, CA 94000   123
                                                    DATE
                                          $
                                          Dollars
YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000
DO NOT INCLUDE
Check #

⑆123456789⑆   000123456789⑈ 001 23

9 Digit Routing #   Account #
Between the ⑆ symbols   Include all zeros

Account Information

Account Type	*	● Checking
		○ Savings
Routing Transit Number	*	
Account Number	*	
Bank Name	*	
Account Nickname (optional)		

[OK]   [Cancel]

5. Select **OK** to save. Once you have added the account, you can use it to make payment elections.

Manage Your Payment Elections

1. From **Benefits and Pay**, select **Payment Elections**.

2. Use the **Edit**, **Remove**, or **View** buttons to edit, remove, or view bank accounts, as shown in the image below. You can only remove an account if you no longer use it as a payment election.

3. In the **Payment Elections** section, select **Edit** to modify a payment election.

4. Change the amount or percent to deposit into the account. You can also change the account that receives the balance of payments for the pay type. Your organization's payment elections policy determines the allowed changes.
5. Select **OK** to save.

Print Payslips

1. From the homepage search bar, type in *My Payslips* and then select **My Payslips** report.

2. Here you can view a list of all payslips. In the Payslips table, select the **View** or **Print** buttons. You can also view a printable version and download it as a PDF or export the document to Excel and then download the file.

3. To print multiple payslips, select the **Print Multiple Payslips** button.

4. Enter the **Payment From Date** and **Payment to Date**, then select **OK**.

5. In the Payslips table, select or clear the checkboxes and select **OK**.

6. Print the report or download the generated PDF.

Request a One-Time Payment for Yourself

1. From **Benefits and Pay**, select **Request One-Time Payment.**

   Note: Select the diagonal arrow to expand the view.

2. Read the information before submitting a request. Select the More button (3 dots) to download a PDF or save a favorite.

3. Select the pencil icon to make edits.

4. Select which date this request is for.

5. Select why you are requesting payment.

6. Select the checkmark icon to save the back arrow icon to undo.

7. Under **One-Time Payment** section:

    i. Click the Add button.

    ii. Verify Organizational Assignments.

    iii. Answer what type of payment you are requesting.

    iv. Enter the amount.

    v. (Optional) Enter Additional Information

    vi. Attach required documents.

8. Select Submit.

One-Time Payment

Organizational Assignments

Company: Rochester Institute of Technology
Cost Center: CC00389 Human Resources
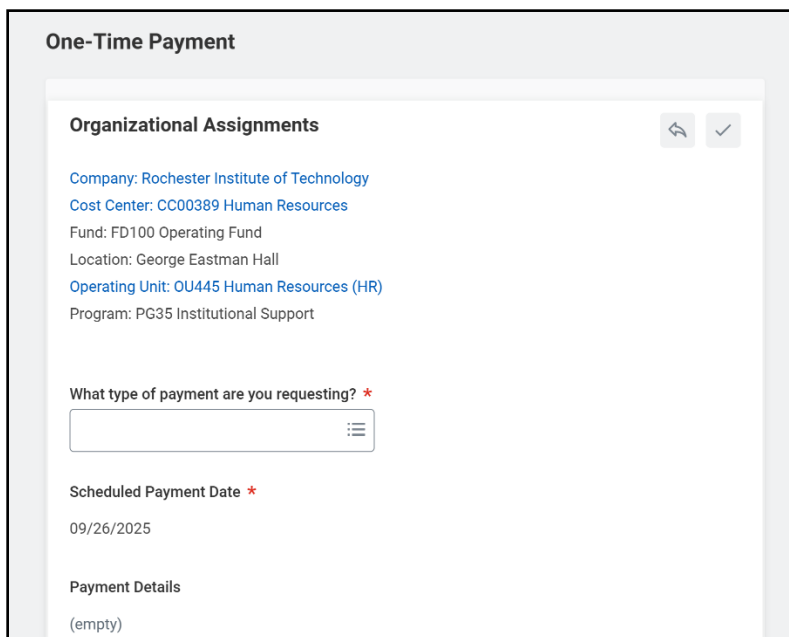Fund: FD100 Operating Fund
Location: George Eastman Hall
Operating Unit: OU445 Human Resources (HR)
Program: PG35 Institutional Support

What type of payment are you requesting? *

Scheduled Payment Date *

09/26/2025

Payment Details

(empty)

    vii. Select **Amount**.

    viii. **Currency** field defaults to USD.

    ix. Select **Costing Company**.

    x. Select **Cost Center**.

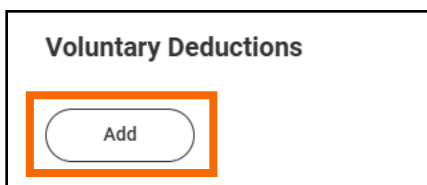   xi. Select **Additional Worktags**.

9. Select **Submit**.

Note: This will be routed to the Cost Center Financial Specialist for approval.
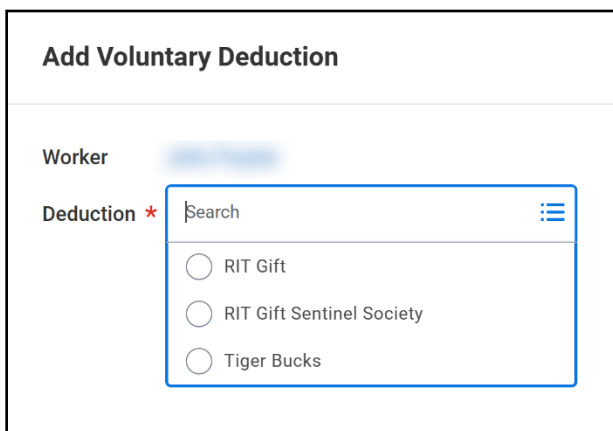
Add/Update Voluntary Deductions

1. From the homepage search bar, type in *Voluntary Deductions* then select the **Voluntary Deductions** report.
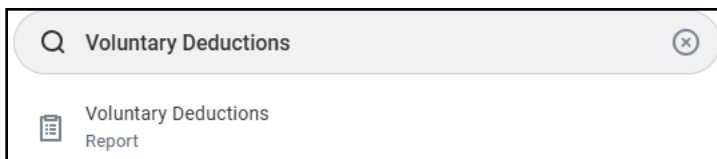
2. Select the **Add** button to add your own deductions.

3. From the **Add Voluntary Deductions** popup, select a deduction from the prompt, then select **OK**.

4.

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5. Choose a **Frequency** and **Start Date**.

6. Select the Type of Payment – Amount of Percent.

7. Select the Value representing the Amount in dollars or percent.
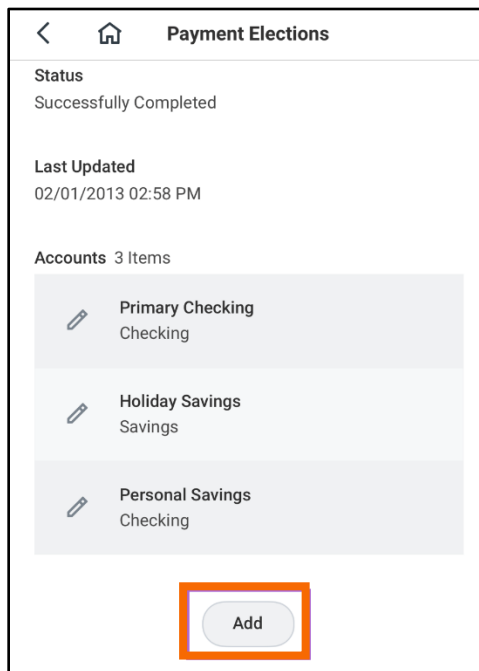
8. Select **OK** to save the deduction. Select **Done**.

Mobile

Add a Direct Deposit Account

1. To add a direct deposit account, select the **Profile** icon.

2. Select **Benefits and Pay**. You may have to select **More** to view additional options.
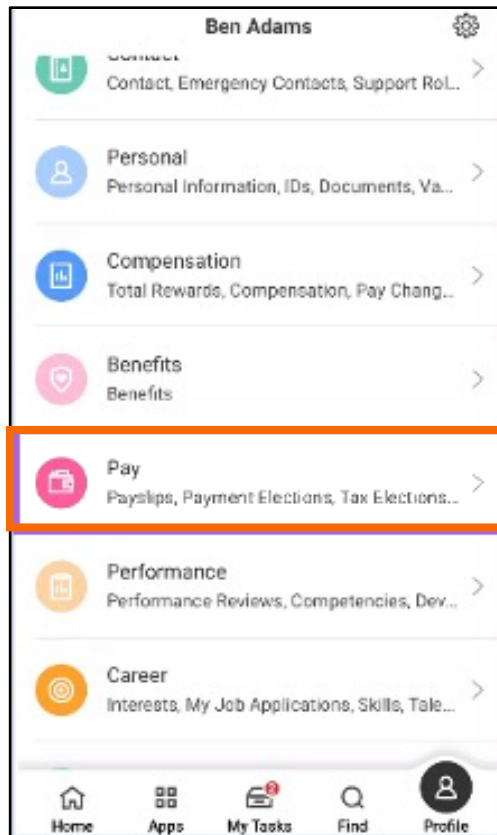
3. Select **Payment Elections**.

4. Under Accounts, select **Add**.

5. Select the **Account Type**.

6. Enter the routing transit number, account number, and bank name.

7. Additionally, you can add a bank identification code and an account nickname.

8. Select **Add** to save.

Manage Your Payment Elections

1. To modify your payment elections, Select the **Profile** icon.

2. Select **Benefits and Pay**.

3. Select **Payment Elections**.

4. Under Payment Elections, select the Edit icon to modify payment elections for different pay types, as shown in the image below.
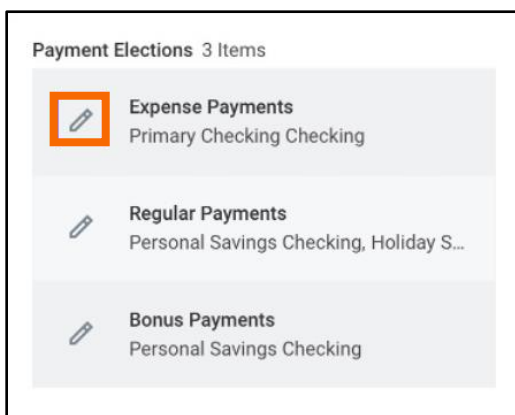
5. For each election, you can designate the payment order, payment type, account, and distribution. Your organization's payment elections policy determines the allowed changes and number of elections for each pay type.

6. To delete a payment election, select the **Delete** icon.

7. To add an additional election, select **Add**.
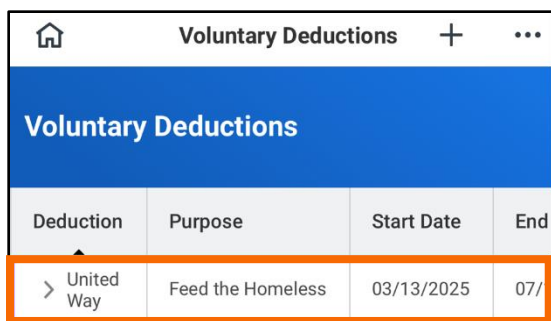

8. Select **Save** to confirm your changes.

Voluntary Deductions

From the worker profile, use the Pay section to add, edit, or delete deductions configured by your organization

1. Select the **Profile** icon.

2. Select **Benefits and Pay**. You may have to select More to view additional options.

3. Select **Voluntary Deductions**.

4. To add a new deduction, select the Add icon, as shown in the image below.

5. Select the type of deduction and enter the required information indicated by asterisks.

6. Select **Done** to save.

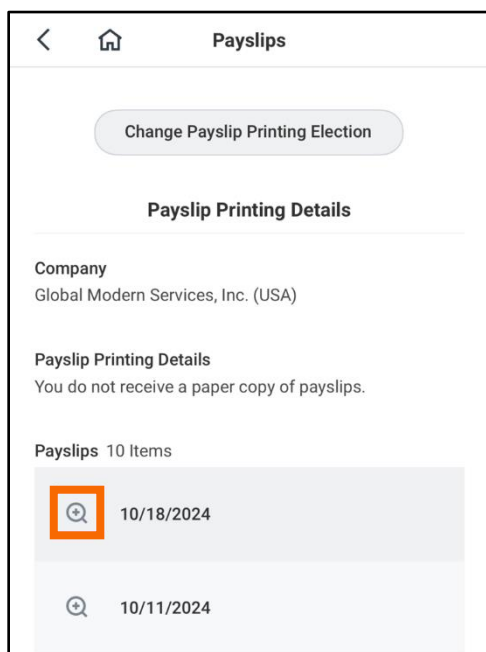7. To edit a deduction, select the deduction you wish to edit.

8. Select the **Edit** button.

9. Edit as necessary and select **Done** to complete.

Print Payslips

1. Select the **Profile** icon.

2. Select **Benefits and Pay**. You may have to select **More** to view additional options.

3. Select **Payslips**.

4. Select the **Magnifying Glass** icon next to a payslip date, as shown in the image below.

5. Select the **Print** button. Workday will send a notification to your Inbox once the process is complete. You can then view and print the payslip or save the payslip as a PDF on your mobile device.