

Benefits and Pay Application

Workday enables Pay applications for worklets and dashboards with links to payroll-related tasks and information. Pay applications include:

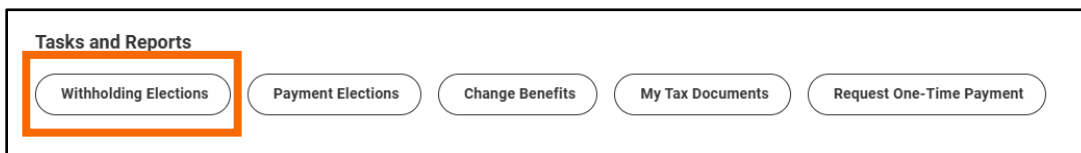
- **Withholding Elections:** Review and update withholding elections on the Federal, State, and Local Elections tabs.
- **Payment Elections:** Distribute payroll and expense payments between different bank accounts (checking or savings), and specify the payment method, such as check or direct deposit.
- **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**.

Payroll Hub - Worker Tax Information

Federal Withholding Elections State/Local Withholding Elections

Tax Forms Printing Elections

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
Rochester Institute of Technology	You are currently receiving both electronic and paper copies of your Year End Tax Documents.	Edit

All Tax Documents

No Current Documents Available

Tax Elections

Worker Caroline Carrot

Position Academic Program Development and Delivery - M2 - Caroline Carrot

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

Complete Federal Elections

Worker Caroline Carrot

Company * Rochester Institute of Technology

Effective Date * 09/24/2025

Cancel OK

3. Select **OK**.
4. The W-4 Data section is like the paper form.
- Select Marital Status.
 - Check if you have **Multiple Jobs** or your **Spouse Works**.
 - Claim Dependents by answering the questions.
 - (Optional) Add any Other Adjustments
5. After making election updates, select the **I Agree** checkbox and **OK**.

Nonresident Alien ☐

Step 5:

Legal Notice: Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I Agree ☒

OK Cancel

Update Elections

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

Company [Rochester Institute of Technology](#)

Work State [New York](#)

Home State [New York](#)

Federal

Withholding 1 item

Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Additional Amount	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Nonresident Alien	Exempt from NRA Additional Amount	Lock In Letter	Exempt	No Wage/Tax
Q		Married	1	0.00	No	0.00	0.00	0.00	No	No	No	No	Ni

Update

State

New York Withholding 1 item

State WH Election	Effective Date	Marital Status	Number of Allowances	Additional Amount	Allocation Percent from Form IT-2104.1	IT-2104.1 Filed	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated	Last Updated
Q		Married	1	0.00	0	No	No	No	No		No	08/29/2025 10:50:03.873 AM	Ifuell-impl / L

Update

Add a Direct Deposit Amount

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

Tasks and Reports

[Withholding Elections](#)
[Payment Elections](#)
[Change Benefits](#)
[My Tax Documents](#)
[Request One-Time Payment](#)

2. Select **Add**.

Payment Elections [Caroline Carrot](#) [...](#)

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

Person [Caroline Carrot](#)

Default Country [United States of America](#)

Default Currency [USD](#)

Payment Election [No payment elections specified.](#)

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 *

Payroll Payment *

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

Jonathon Doe
4321 Main St.
Anywhere, CA 94000

DATE: _____ \$ _____ Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

DO NOT INCLUDE Check #

⑆ 123456789 ⑆ 0001234567890 ⑆ 9999

9 Digit Routing # Between the ⑆ symbols

Account # 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.

The screenshot shows a table titled 'Accounts 1 item'. The table has columns: Account Nickname, Country, Bank Name, Account Type, Account Number, and Action. The 'Action' column for the first row contains three buttons: 'Edit', 'Remove', and 'View', which are highlighted with an orange box.

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
JPMorgan *****7890	United States of America	JPMorgan	Checking	*****7890	<div>Edit Remove View</div>

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

The screenshot shows a table titled 'Payment Elections 2 items'. The table has columns: Pay Type, Payment Type, Account, Account Number, Distribution, and Action. The 'Action' column for both rows contains an 'Edit' button, which is highlighted with an orange box.

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Expense Payments	Direct Deposit	JPMorgan *****7890	*****7890	Balance Yes	<div>Edit</div>
Payroll Payment	Direct Deposit	JPMorgan *****7890	*****7890	Balance Yes	<div>Edit</div>

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.

Payslip Printing Details 1 Item

Company	Payslip Printing Details
Rochester Institute of Technology	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 2 Items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
05/15/2025	05/01/2025	05/15/2025	Rochester Institute of Technology	6,617.20	3,627.90	View	Print
04/30/2025	04/16/2025	04/30/2025	Rochester Institute of Technology	6,617.20	3,627.89	View	Print

- To print multiple payslips, select the **Print Multiple Payslips** button.
- Enter the **Payment From Date** and **Payment to Date**, then select **OK**.

Print Multiple Payslips

Processing Worker *

Payment From Date MM/DD/YYYY

Payment To Date MM/DD/YYYY

Exclude Net Zero Payslips ☐

- In the Payslips table, select or clear the checkboxes and select **OK**.
- Print the report or download the generated PDF.

Request a One-Time Payment for Yourself

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

Note: Select the diagonal arrow to expand the view.

Request One-Time Payment ↗ ✕

Company: Rochester Institute of Technology

Cost Center: CC00389 Human Resources

Fund: FD100 Operating Fund

Location: George Eastman Hall

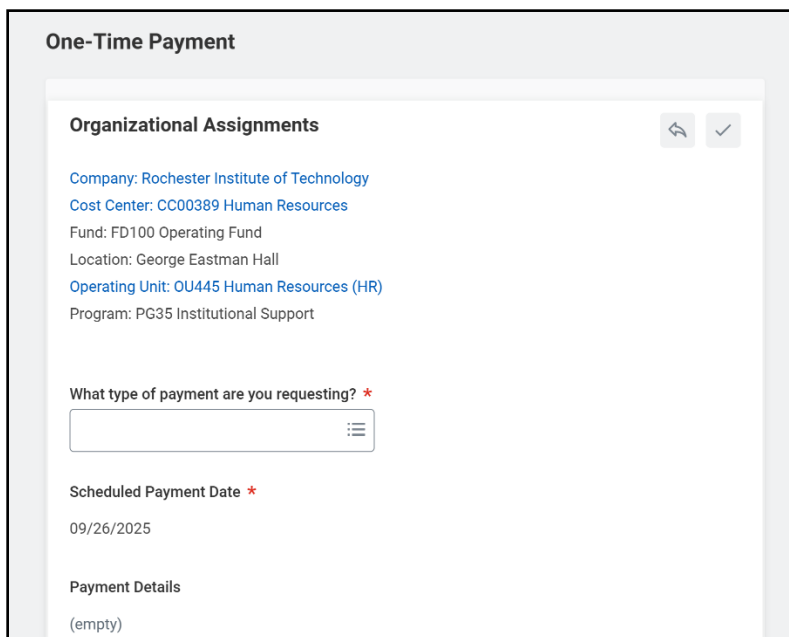
☐ Adoption Assistance
☐ Tuition Assistance Employee
☐ Tuition Scholarship Taxable
☐ Tuition Scholarship Non Taxable

Search

Scheduled Payment Date *

09/26/2025

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)

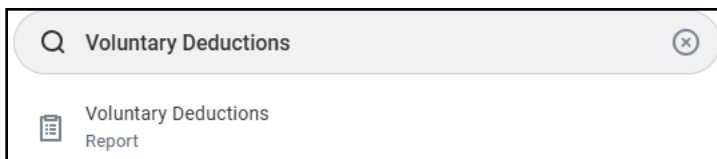
- vii. Select **Amount**.
 - viii. **Currency** field defaults to USD.
 - ix. Select **Costing Company**.
 - x. Select **Cost Center**.
 - xi. Select **Additional Worktags**.
9. Select **Submit**.



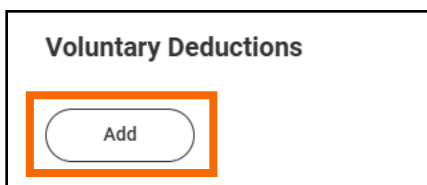
Note: This will be routed to the Cost Center Financial Specialist for approval.

Add/Update Voluntary Deductions

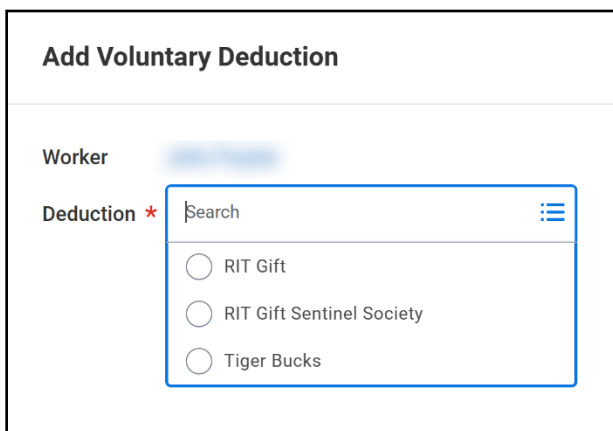
1. From the homepage search bar, type in *Voluntary Deductions* then select the **Voluntary Deductions** report.



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.

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

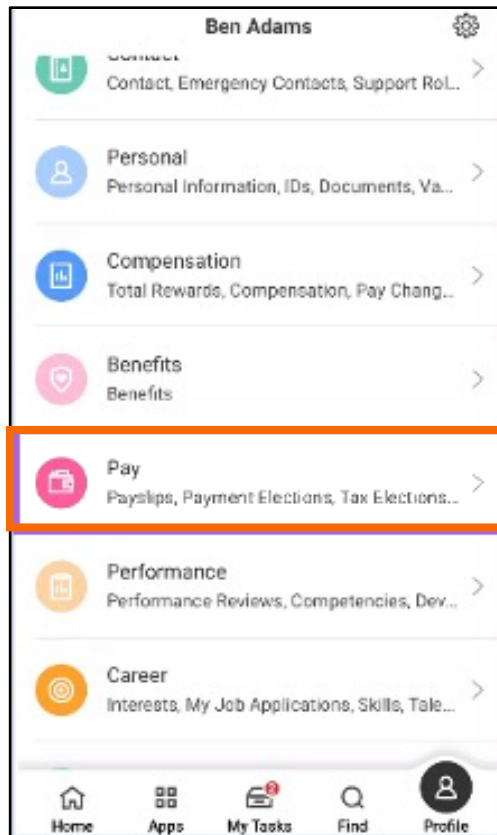
The screenshot shows the 'Add Voluntary Deduction' dialog box. The 'Worker' field is set to 'Caroline Carrot'. The 'Deduction' field has a search bar with 'Tiger Bucks' selected. The 'Frequency' field has 'Ongoing' selected. The 'Pay Cycle Frequency' field is set to 'Biweekly'. The 'Start Date' and 'End Date' fields are empty. The 'Next Payment Date' field is empty. The 'Type' field has 'Amount' selected. The 'Value' field is set to '1'. The 'OK' button is highlighted.

6. Select the Type of Payment – Amount or Percent.
7. Select the Value representing the Amount in dollars or percent.
8. Select **OK** to save the deduction. Select **Done**.

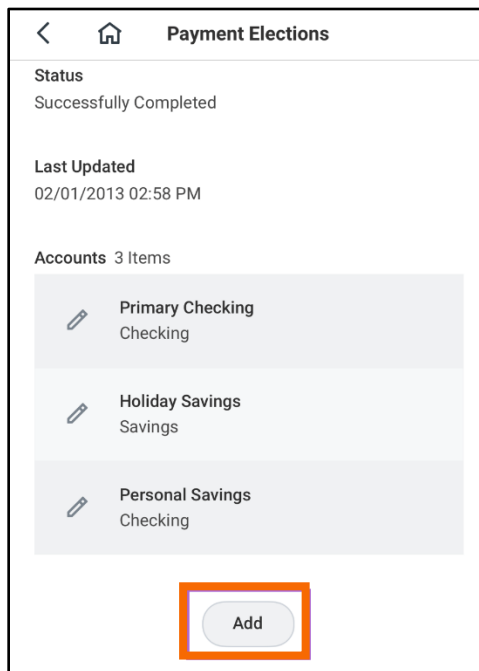
Mobile

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**.

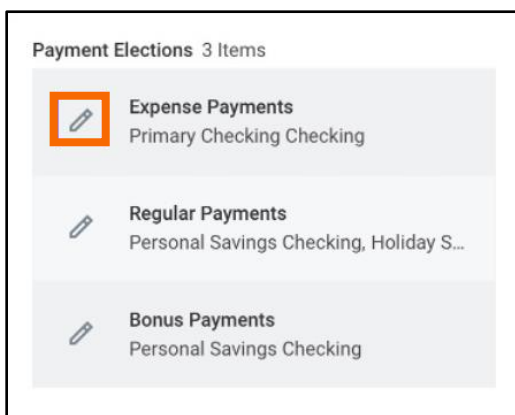


5. Select the **Account Type**.
6. Enter the routing transit number, account number, and bank name.

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.

A screenshot of the 'Payment Election' form in a Workday interface. The form has a title bar with 'Cancel' and 'Payment Election' and expand/collapse arrows. The form contains several fields, each with a red asterisk indicating it is required. The fields are: 'Payment Order' with a dropdown menu showing '1'; 'Country' with a dropdown menu showing 'United States of America'; 'Currency' with a dropdown menu showing 'USD'; 'Payment Type' with a dropdown menu showing 'Direct Deposit'; 'Account' with a dropdown menu showing 'Primary Checking'; and 'Distribution' with a dropdown menu showing 'Balance'. Each dropdown menu has a search icon (magnifying glass) and a list icon (three horizontal lines). There is also a trash icon (trash can) next to the 'Payment Type' field.

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.

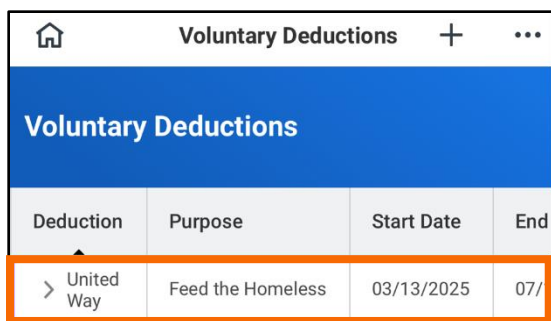
Voluntary Deductions

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.

Deduction	Purpose	Start Date	End
> United Way	Feed the Homeless	03/13/2025	07/1

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.

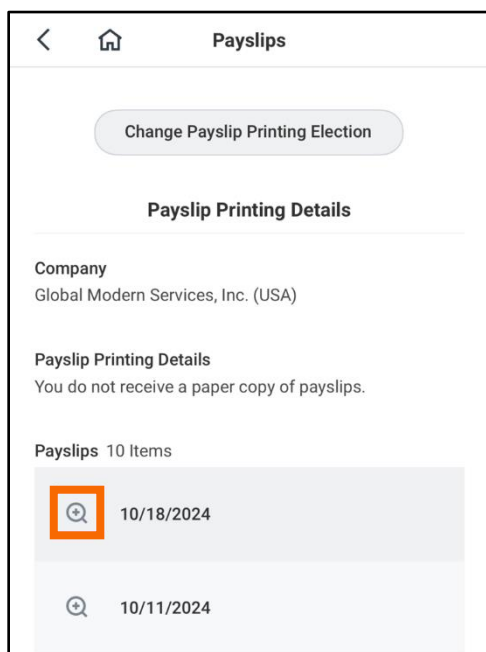


Deduction	Purpose	Start Date	End
> United Way	Feed the Homeless	03/13/2025	07/

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.