



Payroll Tips & Tricks



Pay Worklet

- View your Payslips
- Update/Change Withholding Elections
- Update/Change Payment Elections

Sign-Up for Direct Deposit

- Complete Activity 7.1 and 7.2 (pg. 50) in the [Workday 101 Manual](https://intranet.gcccd.edu/workday/documents/training/Workday-101-Training-Manual-April-2017.pdf)
- It is the responsibility of the employee to enter their Direct Deposit information accurately.

View & Print Payslips

- Complete Activity 7.7 (pg. 54) to View Payslips in the [Workday 101 Manual](https://intranet.gcccd.edu/workday/documents/training/Workday-101-Training-Manual-April-2017.pdf)
- Complete Activity 7.8 (pg. 54) to Print Payslips in the [Workday 101 Manual](https://intranet.gcccd.edu/workday/documents/training/Workday-101-Training-Manual-April-2017.pdf)
- Payslips are available on the last working day of each month.