



# Pay in Workday



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# About your payslip

Your payslip gives you information about your current benefits and tax withholding choices.

## About your payslip

You can view and print your current payslip through the Pay App in Workday. Pay information is available online and is private and secure. You can choose to have your paper payslip sent to you by visiting your profile in Workday. Select Actions under your name, and then under Payroll select Change My Payslip Printing Elections.

You're encouraged to review your payslip each payday to confirm that:

- Your compensation is correct
- Your deductions correspond to the benefit plans you've chosen and other deductions you authorized
- Your personal information is correctly reported (see related Changing Personal Information article)

The Pay app in Workday is generally available 24 hours each day, although some functions may be unavailable Fridays from 8:45 p.m. to 2:30 a.m. Central Time.

## Viewing your payslip

You can view your payslip at work or at home, using Workday. Access the Pay app in Workday and in the Recent Payslips section, select View for the pay period you would like to view. To access your payslip at home, visit Teamworks at Home. View related Teamworks at Home article for additional information.

## Reading your payslip

Your payslip shows all the elements that add up to your gross pay, and all the subtracted deductions that result in that smaller number, your net pay.

The following items describe the information you'll see as you review your payslip:

**Payslip Information:** The Pay Period Begin Date and Pay Period End Date show the pay period covered by this payslip. The Check Date is the day you are paid (by check or direct deposit).

**Current and YTD Totals:** View your current and year-to-date (YTD) totals.

- **Hours Worked:** Summary of the hours you worked (nonexempt only).
- **Gross Pay:** Gross pay shows the sum of earnings paid.
- **Pre Tax Deductions:** Sum of your before-tax deductions.
- **Employee Taxes:** Sum of the taxes withheld from your pay.
- **Post Tax Deductions:** Sum of your after-tax deductions.
- **Net Pay:** Your pay after taxes and deductions. This is the amount of your check or direct deposit.

**Earnings:** A detailed list of earnings in numerical order by the earning code (not shown). Items in this section will differ depending on whether you are exempt or nonexempt, and whether you receive incentive pay or commission pay. Note: Nonexempt pay is calculated by the day rounding up to the nearest cent. The payslip lists the sum of earnings by week. When calculating multiple days of pay together it can appear like a discrepancy on the payslip.

**Employee Taxes:** A detailed list of taxes. In addition to federal, state, and local taxes, as applicable to your location, deductions are shown for your share of:

- Fed MED/EE — Medicare
- Fed OASDI/EE — Social Security
- Fed ADDL MED — Additional Medicare

Wells Fargo pays the employer portion of Medicare and Social Security taxes (not shown). The combined amount for Medicare and Social Security is also known as FICA (Federal Insurance Contribution Act).

In addition to withholding Medicare tax at 1.45%, an employer is required to withhold a 0.9% Additional Medicare Tax on any Federal Insurance Contributions Act (FICA) wages it pays to an employee in excess of \$200,000 in a calendar year. Additional Medicare Tax is only imposed on the employee; there is no employer share. For more information on Additional Medicare Tax, go to IRS.gov and search for "Additional Medicare Tax."

**Pre Tax Deductions:** A detailed list of pre tax deductions. Benefit plans that meet certain IRS criteria are deducted from your gross pay before your pay is taxed. Enrolling in these benefit plans reduces your taxable income and may reduce your taxes. Plans include:

- Medical, dental, and vision plans
- 401(k) Plan (excluded from federal and state tax, but not Medicare and Social Security)
- Commuter Benefit Program

**Post Tax Deductions:** A detailed list of deductions taken after taxes. Deductions that cannot be taken before taxes can include deductions for:

- Optional Long-Term Disability Plan
- Disability and Life Insurance Plans (Group Universal Life Insurance (GULP), Spouse Partner GULP, Dependent Life Insurance, Accidental Death and Dismemberment Insurance, Long-Term Care)
- Wells Fargo Stock Purchase Plan

**Employer Paid Benefits + Differentials Included in Pay:** A detailed list of benefits that Wells Fargo pays on your behalf. These are not included in the gross to net calculation of your pay. In some cases, the employer paid benefits will affect the taxable gross amount.

Differentials are paid as a compensation plan and included in your rate of pay. The amount reflects the differential paid on the regular hourly rates. It does not include the differential that was paid in premium pay (for example, overtime and shift premium).

**Taxable Wages:** Gross earnings minus before-tax deductions. Your taxes are calculated using this number.

**Withholding:** Your tax withholding selections at the time of that payslip. This is the information you provided on the W-4. If you need to update it, see the related article: [About Your W-4](#).

**Payment Information:** The amount of pay you receive after taxes and deductions and how it is paid — by check or deposited directly to an account you have specified.

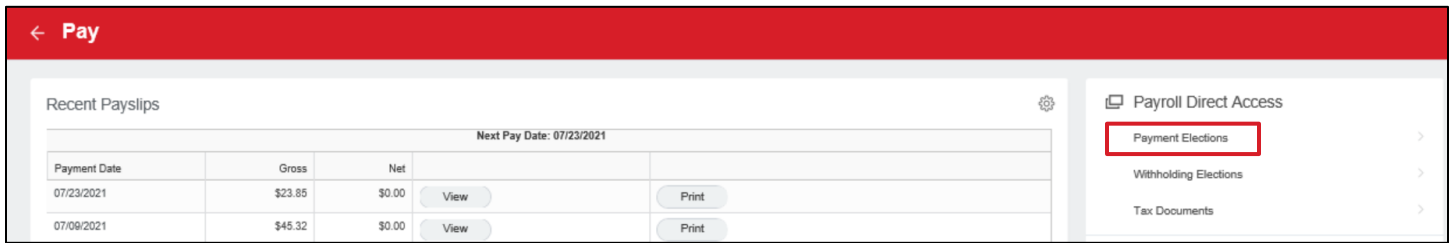
## Updating direct deposit in Workday

From the Workday homepage, select **View All Apps** and then select the **Pay** app to access all your pay-related needs which includes adding bank accounts for direct deposit and updating your payment elections. This is a multi-step process which involves entering your bank account(s) before electing your direct deposit preferences.

### Adding a bank account for direct deposit

Follow the steps below to add a bank account for direct deposit in Workday:

1. From the Workday homepage, select **View All Apps**, and then select the **Pay** app.
2. Select **Payment Elections** under the **Direct Payroll Access** section.



3. Select the **Add** button under the **Accounts** section to set up a bank account.
4. In the **Preferred Payment Method** section, select **Direct Deposit**. You will not see this step if you already have a bank account added in Workday.
5. On the **Add Account** page, fill in the required fields including:
  - Routing Transit Number
  - Bank Name
  - Bank Identification Code (Can be found on your bank statement, if needed)
  - Account Type (Checking or Savings)
  - Account Number

6. Select **OK** to submit.

**Note:** This account is now visible under the **Accounts** section of the **Payment Elections** page.

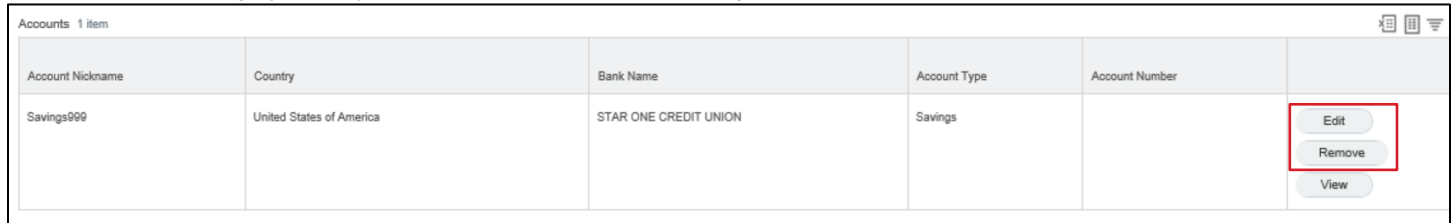
Account Nickname	Country	Bank Name	Account Type	Account Number	
Checking909	United States of America	SOUTHERN BANK & TRUST COMPANY	Checking	*****PMx	Edit Remove View

7. Repeat steps three through six to add another bank account. You can add a maximum of three accounts.

## Editing or removing a bank account

Follow the steps below to edit or remove a bank account:

1. In the **Pay** app, select **Payment Elections** under the **Payroll Direct Access** section.
2. Navigate to the **Accounts** section, find the account you want to edit, and select **Edit** or **Remove**. If you have selected Direct Deposit as your Preferred Payment Method, you must have at least one bank account in Workday. Be sure to change your payment elections before removing a bank account.



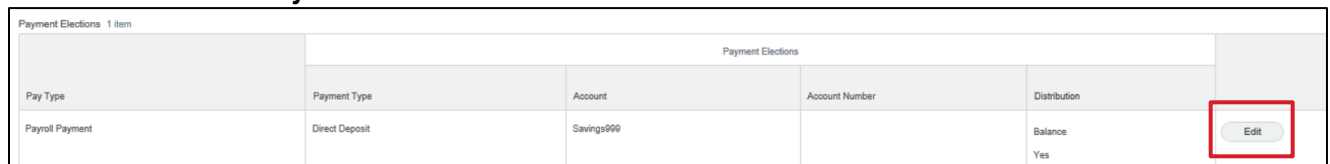
Account Nickname	Country	Bank Name	Account Type	Account Number	
Savings999	United States of America	STAR ONE CREDIT UNION	Savings		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

3. If editing, make the necessary changes to the required fields.
4. Select **OK** to submit.

## Allocating your pay across multiple accounts

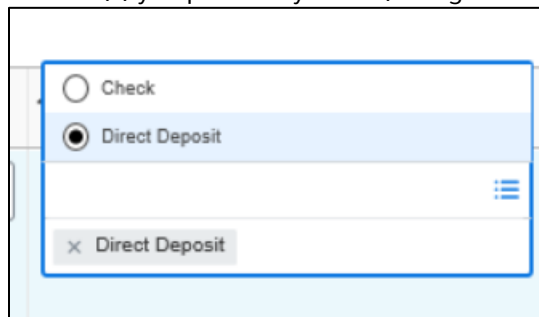
Follow the steps below to allocate your pay across multiple accounts:

1. In the **Pay** app, select **Payment Elections** under the **Payroll Direct Access** section.
2. Select **Edit** under the **Payment Elections** section.



Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Savings999		Balance Yes	<input type="button" value="Edit"/>

3. You can delete or add a payment election using the **remove (-)** or **add (+)** buttons. If you are removing a payment election, you can select **OK** to complete the process.
4. Enter the **Country** and **Currency**.
5. Add or make changes to the **Payment Type** (check or direct deposit) and **Account** (populated based on the bank account(s) you previously added) using the drop-down lists.



Check  
 Direct Deposit

6. Enter your desired pay distribution for the payment election you are adding or editing.
  - **Balance:** Total remaining amount. The Balance will default if only one bank account is added for direct deposit.
  - **Amount:** A fixed dollar amount entered by the employee.
  - **Percent:** A percentage of total pay entered by the employee.

Select **OK**. You can repeat steps two through five in order to add additional payment elections.

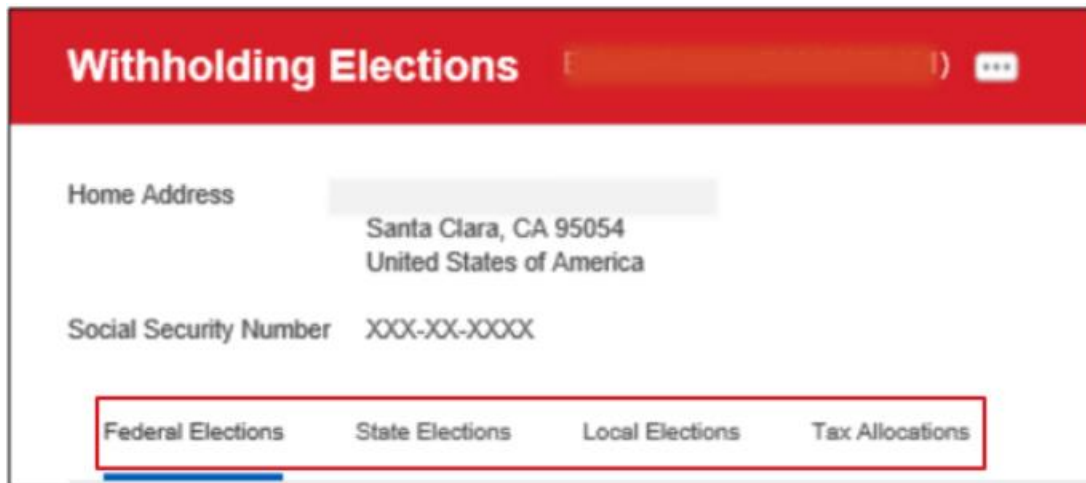
## Updating tax elections (W-4) in Workday

From the Workday homepage, select **View All My Apps** and then select the **Pay** app to access your pay-related tasks which includes reviewing and updating your marital status and tax elections (Form W-4) on the **Federal Elections** tab.

### Updating tax elections (W-4)

Follow the steps below to update your Federal Form W-4 details:

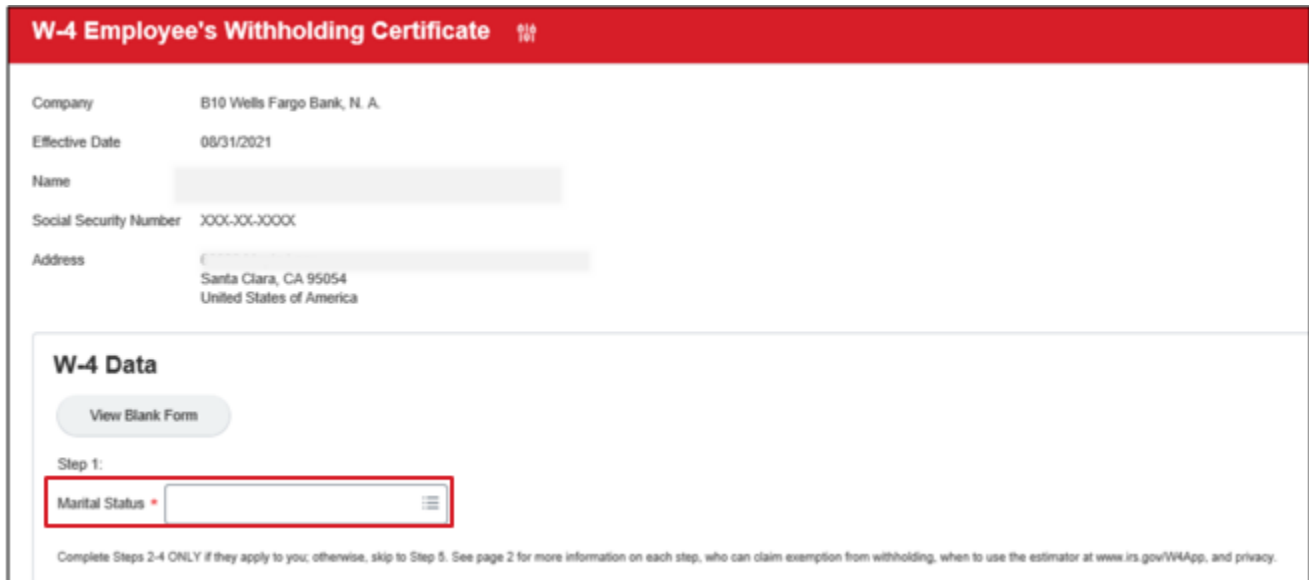
1. From the Workday homepage, select **View all apps**, then select the **Pay** app.
2. Select **Withholding Elections** under the **Payroll Direct Access** section, where you can view the federal, state, local, and tax allocations tabs.



3. Select **Update** under **Federal Elections**.
4. Confirm the **Company** and **Effective Date** populated correctly and select **OK**.

### Updating marital status and withholding information

1. The **W-4 Employee's Withholding Certificate** window will open. Select your marital status from the **Marital Status** drop-down list.



2. Complete **Steps 2-4** if, according to guidance from the Internal Revenue Service, they apply to you; otherwise, skip to **Step 5**.

Check **I Agree** and select **OK**.

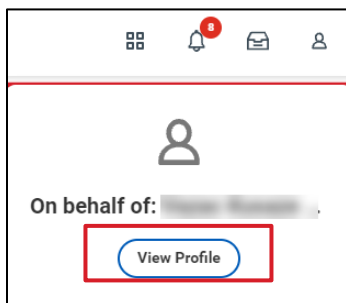
## Find your compensation information in Workday

This section provides instruction on how employees can search for and view their compensation information in Workday.

### Step-by-step guidance

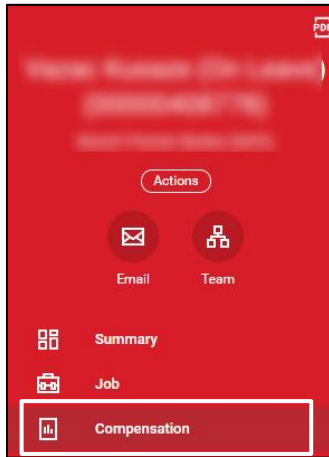
To find your compensation information in Workday, follow the steps below:

1. Select the **Profile** icon on the Workday homepage, and then select **View Profile**.



2. Select the **Compensation** tab.





3. On the **Compensation** tab, you will find your personal compensation information including:
- **Total Salary & Allowances:** Refers to your total base salary or hourly pay plus any allowances or other fixed compensation.
  - **Total Base Pay:** Refers to your total base salary or hourly pay rate. May include allowances and/or period salary plans (bonus month) when applicable.

Totals 1 item	
<b>Total Salary &amp; Allowances</b>	<b>Total Base Pay</b>
\$0.00	\$0.00

- **Compensation Package:** Refers to the grouping of compensation plans to which your position is aligned. Your compensation will be displayed in the currency relevant to your country.
- **Grade:** A code assigned to groups of jobs with the same relative level of responsibility and pay.
- **Grade Profile:** Reflects the pay range for the job profile based on the employee’s location or other attributes.

**Note:** Select any blue hyperlink for more information.

### Compensation

**Compensation Package** Standard Compensation Package  
**Grade** 70  
**Grade Profile** Grade 70 USA 002  
**Total Base Pay Range** 48,100.00 - 85,500.00 USD Annual  
**Company** B10 Wells Fargo Bank, N. A.

4. On the **Pay Change History** tab, you will find the history of your base pay compensation changes resulting from annual and ad-hoc compensation change decisions. Pay history is available from January 2022.

Compensation **Pay Change History**

Turn off the new tables view

Pay Change History 2 items

Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay	Currency	Frequency
09/20/2021	<a href="#">Transfer Compensation Change</a>	Transfer > Transfer > Move to Another Manager			USD USD	Annual
08/23/2021	<a href="#">Hire Compensation</a>	Hire Employee > New Hire > New Position			USD USD	Annual