



Pay in Workday

Table of contents

About your payslip.....	3
About your payslip.....	3
Viewing and printing your payslip.....	3
Reading your payslip	3
About direct deposit.....	4
Adding a bank account for direct deposit.....	4
Follow these steps to add a bank account for direct deposit in Workday:	4
Editing or removing a bank account	6
Allocating your pay across multiple accounts.....	6
Updating tax elections (W-4) in Workday	7
Updating your W-4 in Workday.....	7
Updating tax elections (W-4)	7
Updating marital status and withholding information.....	8
Changes you can make	8
W-4 tax data	9
Claim exemption.....	9
State tax information	9
State W-4 information	9
Viewing your compensation information in Workday.....	10
Step-by-step guidance	10

About your payslip

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

About your payslip

Pay information is available online and is private and secure. Access your payslips online through the Pay app in **Workday**. You can also choose to have your paper payslip sent to you by visiting your profile in Workday, selecting **Actions** under your name, and then under Payroll select **Change My Payslip Printing Elections**.

Review your payslip prior to 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
- Your time worked is captured accurately (if you're in a nonexempt role)

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 and printing your payslip

You can view, save, and print your payslip at work or at home through Teamworks at Home. Access the Pay app in Workday and in the **Recent Payslips** section, select **View** for the pay period you would like to view. You can also search for **My Payslips**, then select the **My Payslips** report link to access payslips from January 2022 to the present.

You can also access your payslip (including saving and printing) through the Workday mobile app.

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

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 up to \$200,000 in a calendar year, while all Medicare taxable wages over 200K are withheld at 2.35%. 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, review the Updating Tax Elections (W-4) in Workday section of this guide.

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.

About direct deposit

From the Workday homepage, select **View All Apps** and then select the **Pay** app to access all your pay-related needs, including 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 and allocations.

Adding a bank account for direct deposit

Follow these steps 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.

5 January 2023 | Pay in Workday

- Repeat steps three through six to add another bank account. You can add a maximum of three accounts. Review the Allocating Your Pay Across Multiple Accounts section for instructions on how to elect to distribute pay to your new account.

Editing or removing a bank account

Follow these steps to edit or remove a bank account (update your payment elections to remove the account from your allocations **before** removing a bank account):

- In the **Pay** app, select **Payment Elections** under the **Payroll Direct Access** section.
- 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.

Accounts 1 item					
Account Nickname	Country	Bank Name	Account Type	Account Number	
Savings999	United States of America	STAR ONE CREDIT UNION	Savings		<div>Edit</div> <div>Remove</div> <div>View</div>

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

Allocating your pay across multiple accounts

You can designate a percentage or flat amount of your pay to multiple accounts (up to three). The elections you set are applied to every pay period. Follow these steps to allocate your pay across accounts:

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

Payment Elections 1 item					
Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Savings999		Balance Yes	<div>Edit</div>

- 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.
- Enter the **Country** and **Currency**.
- 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.

A screenshot of a payment election form. It features two radio button options: 'Check' and 'Direct Deposit'. The 'Direct Deposit' option is selected, indicated by a filled black circle. Below these options is a text input field containing 'Direct Deposit' with a small 'x' icon to its left, suggesting it can be edited or removed. A blue border highlights the 'Direct Deposit' option and the text input field.

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

The W-4 is a secure, online version of the federal and state tax withholding instructions that you provide to Wells Fargo. This information determines how much tax is withheld from your pay. You may view and edit your tax deduction amounts and enter any additional dollar amounts you would like withheld from your pay for taxes.

Updating your 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:

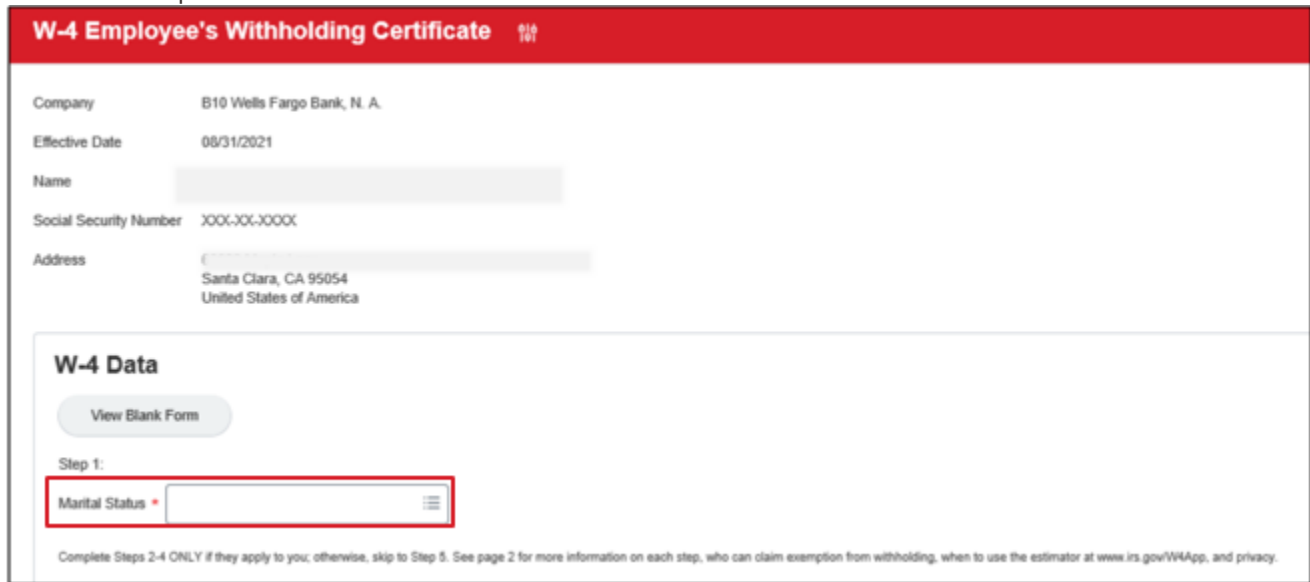
1. From the Workday homepage, select **View all apps**, then select the **Pay** app.
2. Select **Withholding Elections** under the **Payroll Direct Access** section, where you can view the federal, state, local, and tax allocations tabs.

A screenshot of the 'Withholding Elections' page in Workday. The page has a red header with the title 'Withholding Elections'. Below the header, there are two sections: 'Home Address' and 'Social Security Number'. The 'Home Address' section shows 'Santa Clara, CA 95054' and 'United States of America'. The 'Social Security Number' section shows 'XXX-XX-XXXX'. At the bottom of the page, there is a red-bordered box containing four tabs: 'Federal Elections', 'State Elections', 'Local Elections', and 'Tax Allocations'. The 'Federal Elections' tab is currently selected and highlighted with a blue bar.

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

Changes you can make

W-4 information is typically collected when you're hired. If you don't submit W-4 information, Wells Fargo is required to withhold taxes as Single or Married filing separately with zero deductions. Your filing status is used to determine your filing requirements, standard deduction, eligibility for certain credits, and your correct tax. Usually, changes are effective for the next pay period, but the timing depends on what stage payroll processing is in when you request the change.

To change your withholding, you may:

- Update your tax filing status
- Change the amount of the deductions you're entitled to
- Enter or change any additional amount you would like withheld and use different amounts for your state and federal taxes
- Update your state of residence
- Claim exemption from withholding, if you qualify

For more information, visit the Internal Revenue Service (IRS) site.

W-4 tax data

Your entries in this section affect the amount of your federal tax withholding (state information is in a separate section below). If you don't enter information here, Wells Fargo is required to withhold taxes as Single or Married filing separately with zero deductions.

- Enter only the deductions you're entitled to. For help in determining the amount of deductions to enter, view the [IRS Form W-4 worksheet \(PDF\)](#).
- If you owed more than your withholding amount for the previous tax year, you may want to withhold an additional amount for the current year.

Claim exemption

If **both** exemption conditions in this section are true for you, check the exempt status box. By doing this, you state that you will not owe tax on your income in the current year, and you request that no taxes be withheld from your pay.

An exemption only applies to one tax year. If you're exempt for the current year, you'll be notified in January of the deadline to submit new instructions for the following tax year. If you don't update the W-4 Tax Data section or resubmit a claim exemption by February 15, Wells Fargo is required to withhold taxes as Single or Married filing separately with zero deductions.

State tax information

If you've moved to a new state, update it to ensure that your withholding instructions are applied correctly based on the new state's tax laws. Select **Add New Resident State** and enter the postal abbreviation or select **Delete Resident State** (whichever applies).

Note: If you've updated your address using the Personal Information app in Workday, this will change your resident state withholding. If you're a new hire, the W-4 will initially show your work state as your resident state.

State W-4 information

- **State:** The state you live in affects how you see the information in this section.
- **Marital/Filing Status (depending on the state):** M is married; H is head of household; S is single; X is exempt; N is non-applicable and used for states without income tax.
- **Exempt:** This is the same as the (federal) Claim Exemption section above; taxes will not be withheld by your state either if you click the exempt box.
- **Withholding Allowances, Deductions, and Credits:** An exemption that reduces the amount of tax withheld from taxable gross earnings. If you click the (federal) Claim Exemption section above, taxes will not be withheld.
- **Additional Amount:** This is a dollar amount of any additional taxes to have withheld from your pay.
- **MS Annual Exemption Amount:** This applies to military spouses only.
- **% of Taxable Gross:** This applies to residents of Arizona only.
- **Work State:** This information is based on your job data; if it is incorrect here, change your work location in Workday.
- **Resident:** The state checked remains grayed out.

Viewing your compensation information in Workday

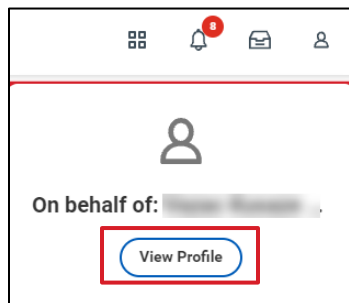
In Workday, you can view your Grade (pay grade), Grade Profile (includes area/location code), and your salary & allowances.

Note: Pay range is currently not visible in Workday, however, it is under consideration for U.S. employees for future updates.

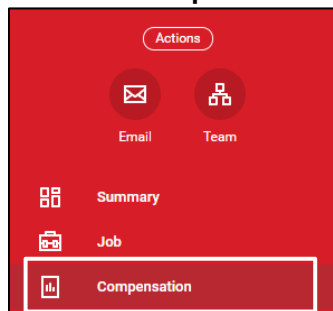
Step-by-step guidance

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.
 - **Currency:** Your compensation will be displayed in the currency relevant to your country.

Totals 1 item	
Total Salary & Allowances	Total Base Pay

- **Compensation Package:** Refers to the grouping of compensation plans to which your position is aligned.
- **Grade:** Refers to the pay grade and is represented by a code (for example, Grade 30) for a particular job.

- **Grade Profile:** Combines the pay grade with a code representing the primary work location which includes country, local market practice, or an area differential, if applicable.

Note: Select any blue hyperlink for more information.

Brad
Associate Personal Banker (SAFE)

Actions

Email **Team**

Summary
Job
Compensation

Compensation **Pay Change History**

Totals 1 item

Total Salary & Allowances	XX.XX
---------------------------	-------

Compensation

Compensation Package [Standard Compensation Package](#)

Grade	30
Grade Profile	Grade 30 USA OO1

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.

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	Transfer Compensation Change	Transfer > Transfer > Move to Another Manager			USD USD	Annual
08/23/2021	Hire Compensation	Hire Employee > New Hire > New Position			USD USD	Annual