


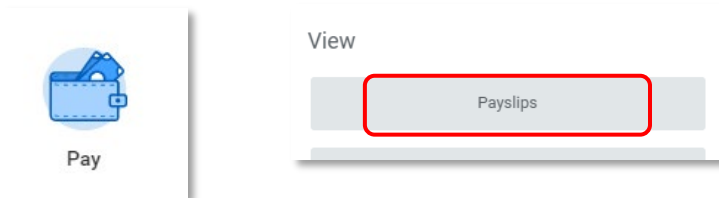
Payslips are held within Workday for Flinders University from June 2020.

Please note: historical payslips will **not** be kept within Workday. If you require a payslip from a pay period prior to the 9th of June, you will be able to access your historical payslips via ESS until the end of October 2020. Post October 2020, to request a historical payslip please initiate a Service one request to People and Culture.

To view/print your payslip in Workday, open your profile, select Pay and Payslips



Alternatively, if you have added the Pay application to your home page via *Configure Applications* , you may select Pay and Payslips *Pay* application on the home screen and *Payslips* under View.




Either result will show a list of pay period dates, select the relevant date. Open your payslip by clicking on the PDF link to the right of the pay period required.

Payslips Costing Allocations Payment Elections

Payslip Printing Details 1 item

| | | | | | | |
|------------------------|--|--|--|--|--|--|
| Company | Payslip Printing Details | | | | | |
| 01 Flinders University | You do not receive a paper copy of payslips. | | | | | |

External Payslips 3 items

| Company | Period Start Date | Period End Date | Payment Date | Gross Amount | Net Amount | View Statement |
|---------------------|-------------------|-----------------|--------------|--------------|------------|--|
| Flinders University | 20/06/2020 | 03/07/2020 | 03/07/2020 | | |  RCS12PDFA126376000_VAR_2020070305830 OMAIN.pdf |

Your payslip will then open to view.