

# Print Pay Slips from Workday

1. Open **Benefits and Pay** from Apps
2. Select **Pay** from left side bar
3. Under pay select **Payments**
4. Scroll down to the **All Payslips** section
5. Select Print beside Payslip you want to print and a PDF file will be downloaded

## To Print Multiple Payslips

6. Select **View all Payslips** button at the bottom
7. Select **Print Multiple Payslips** button at the top
8. Enter dates to print
9. Click ok
  - Pdf will be created to print Payslips

