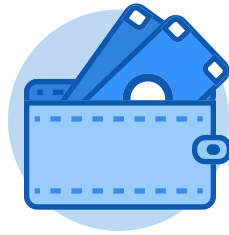




Viewing Your Payslip

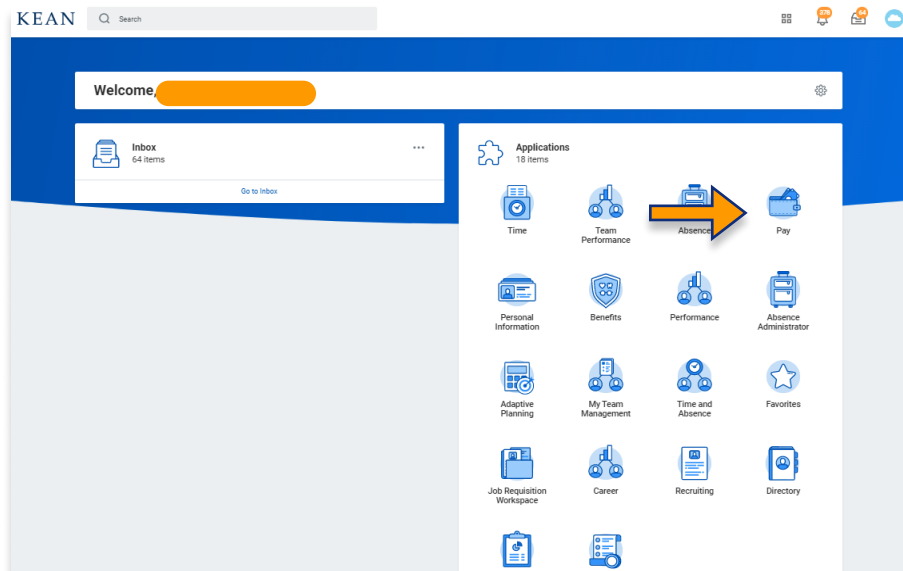


Pay

The Kean | Workday MyGuide is intended for the following users :

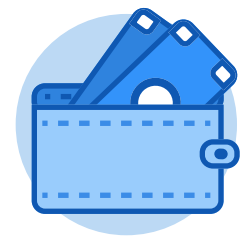
All Kean University Employees

Step 1



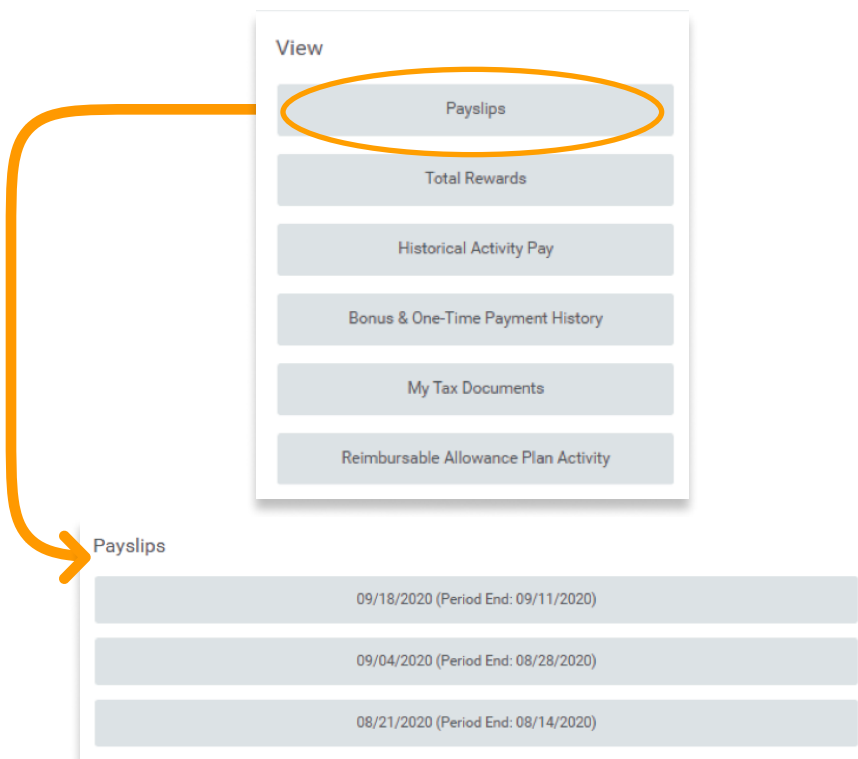
From your Home page, click on the "Pay" worklet icon.

**Note that not all homepages are the same therefore your icon may not be in any particular location. The icon you are looking for says "Pay".



Pay

Step 2

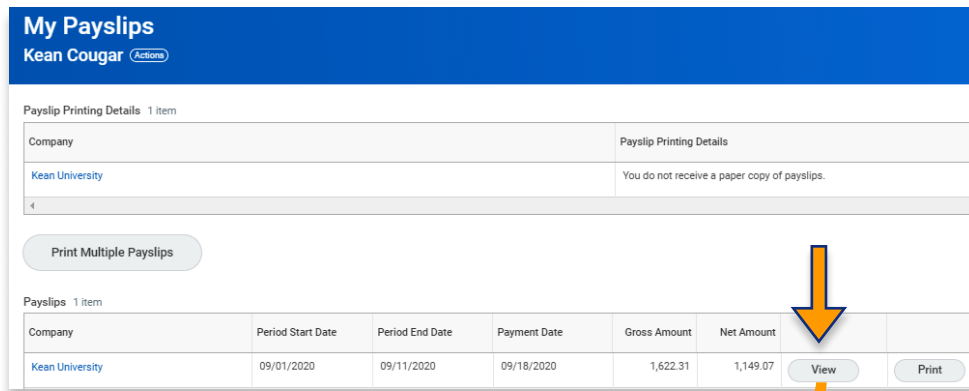


The Pay Worklet will open to a new Dashboard, with various options available to the User. You can access your payslips from the View tab by clicking on the Payslips button or by scrolling down on the page, where the most recent payslips will be available by pay period.

***Please note that only payslips issued to an employee after January 1, 2021 will be available in Workday.

Step 3

From the Payslips tab, you will be able to view and/or print each available payslip:



Step 3.2

VIEW

Choosing the View option will open a new page with all information related to that particular payment, as well as an overview of year-to-date pay information.

The payslip will be broken down into several sections displaying different pieces of information (i.e. tax deductions and employee benefits) that make up the net payment made to each employee.

On the following page is breakdown of the different sections you may see when viewing your payslip.

**This corresponding image is intended to be informational only



Following is a breakdown of the different sections you may see when viewing your payslip. Please note that this list may change depending on your employment type and benefits eligibility. The list and corresponding images are intended to be informational only.

| | |
|--|---|
| Company Information | denotes Kean University as employer |
| Payslip Information | includes basic employee information and details on the relevant pay period and check dates for each slip |
| Current and Year to Date Totals | outlines the hours worked within the pay period and the corresponding gross payment. Also provides a high level view of pre & post-tax deductions, taxes and the net amount paid. |
| Earnings | identifies the specific wages earned by the employee over the current pay period (i.e. salary payment, holiday pay, overtime, etc.) |
| Employee Taxes | notes each applicable federal and state tax withholdings for the current pay period and year to date. |
| Pre Tax Deductions | includes any deductions that are taken before taxes are withheld. This may include pension and eligible medical/dental plan expenses. |
| Employer Paid Benefits | this section allows the employee to see the University's contributions to their eligible benefits plans (i.e. 401(a) Match, medical or dental expenses). |
| Taxable Wages | shows the gross taxable amounts earned in the current pay period and year to date. |
| Withholdings | contains the employee's tax elections from the most recent W4 on record. |
| Absence Plans | (if applicable, not shown in the above) – provides an accounting of the accrued time charged by the employee during the current pay period as well as the remaining balance in hours. |
| Payment Information | details the net amount deposited to your account(s) on file. |

My Payslips
Kean Cougar Actions

Payslip Printing Details 1 item

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

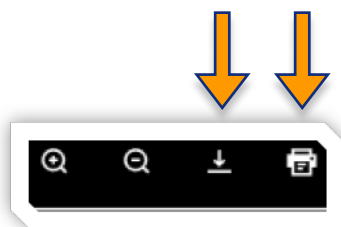
Print Multiple Payslips

Payslips 1 item

| Company | Period Start Date | Period End Date | Payment Date | Gross Amount | Net Amount | | |
|-----------------|-------------------|-----------------|--------------|--------------|------------|-------------------|--------------------|
| Kean University | 09/01/2020 | 09/11/2020 | 09/18/2020 | 1,622.31 | 1,149.07 | View | Print |

Step **4**

From the Payslips tab, you will be able to view and/or print each available payslip:



Step **4.2**



Choosing to Print your payslip will open the document in a PDF format within the Workday system. From here, the user may download, save or print the payslip using the applicable buttons to the top right of the screen (see buttons emphasized below). Please note that all applicable sections of the payslip referenced above will also be included in the printable format.

Payslip_to_Print_-_Report_Design_11_30_2020.pdf 1 of 1

KEAN UNIVERSITY

Kean University 1000 Morris Avenue Union, NJ 07083
Kean Cougar 18 Pennsylvania Ave Union, NJ 07083

| Name | Company | Employee ID | Pay Period Begin | Pay Period End | Check Date | Check Number |
|-------------|-----------------|-------------|------------------|----------------|------------|--------------|
| Kean Cougar | Kean University | 01195720 | 09/09/2020 | 09/11/2020 | 09/18/2020 | |

| | Hours Worked | Gross Pay | Pre-Tax Deductions | Employee Taxes | Post-Tax Deductions | Net Pay |
|---------|--------------|-----------|--------------------|----------------|---------------------|----------|
| Current | 56.00 | 1,622.31 | 198.77 | 274.47 | 0.00 | 1,149.07 |
| YTD | 56.00 | 1,622.31 | 198.77 | 274.47 | 0.00 | 1,149.07 |

| Earnings | | | Employee Taxes | | |
|----------------------|-------------------------|-----------------|------------------------|---------------|---------------|
| Description | Dates | Amount | Description | Amount | YTD |
| Holiday Pay | 09/01/2020 - 09/11/2020 | 7 25.75 180.32 | Social Security | 96.40 | 96.40 |
| Imputed Income - GTL | 09/01/2020 - 09/11/2020 | 0 0 4.74 | Medicare | 22.57 | 22.57 |
| Salary Pay | 09/01/2020 - 09/11/2020 | 56 0 1,441.99 | Federal Withholding | 106.00 | 106.00 |
| | | | State Tax - NJ | 35.99 | 35.99 |
| | | | SUI-Employee Paid - NJ | 0.21 | 0.21 |
| | | | NJ WFD - NJWFD | 0.99 | 0.99 |
| | | | NJ FLI - NJFLI | 2.80 | 2.80 |
| | | | NJ TDF - NJTDF | 4.22 | 4.22 |
| Earnings | | 1,627.05 | Employee Taxes | 274.47 | 274.47 |

| Pre Tax Deductions | | |
|---------------------------|---------------|---------------|
| Description | Amount | YTD |
| EE - 401(a) | 81.12 | 81.12 |
| EE - 403(b) | 32.45 | 32.45 |
| EE - 457(b) | 14.36 | 14.36 |
| EE - Dental Pre-tax | 19.74 | 19.74 |
| EE - Medical Pre-tax | 54.08 | 54.08 |
| Pre Tax Deductions | 198.77 | 198.77 |

| Employer Paid Benefits | | | Taxable Wages | | |
|------------------------|--------|--------|-------------------------------------|----------|----------|
| Description | Amount | YTD | Description | Amount | YTD |
| ER - 401(a) Match | 129.79 | 129.79 | DAWD - Taxable Wages | 1,559.23 | 1,559.23 |
| ER - Dental | 19.74 | 19.74 | Medicare - Taxable Wages | 1,559.23 | 1,559.23 |
| ER - Medical | 551.13 | 551.13 | Federal Withholding - Taxable Wages | 1,428.28 | 1,428.28 |
| Employer Paid Benefits | 707.66 | 707.66 | State Tax - Taxable Wages - NJ | 1,027.05 | 1,027.05 |

| Marital Status | | State | | Absence Plans | | |
|------------------------|--------|-------|--------|--------------------|---------|---------|
| Marital Status | Single | State | Single | Description | Accrued | Reduced |
| Marital Status | 0 | State | 0 | Vacation - January | 42 | 0 |
| Additional Withholding | 0 | | | | | |

| Payment Information | | | |
|---------------------|----------------------|----------------|--------------|
| Bank | Account Name | Account Number | USD Amount |
| Wells Fargo | Wells Fargo ****4878 | ****4878 | 1,149.07 USD |

For more information and additional educational resources regarding Workday, please visit our Website.

kean.edu/offices/human-resources/keanworkday

For specific questions regarding your payslip, please feel free to send an email to workday@kean.edu.