

Payroll Notices

- ❖ Model My Pay is a tool available in Workday to view an estimate of your pay after applying hypothetical changes to your earnings, deductions and taxes. You can make adjustments, and then view how the changes you apply would affect your paycheck. *Please note: Model My Pay **does not** impact your real paycheck.
- ❖ Payroll deadlines are listed on the Payroll Schedules tab on our website.
 - If you are a manager or someone who reviews the payroll in your area, please ensure you are running the payroll report and reviewing for accuracy.
 - It is critical for managers to have delegates established for timesheet approval in case of absence or other extenuating circumstances.
 - Timekeepers should closely monitor Time Summary Reports and assist managers/delegates with un-submitted timesheets and/or enter time or time off on behalf of employees by established deadlines.
 - If deadlines are missed, the employee will be paid on their next available biweekly or monthly payday.
- ❖ To ensure timely payment, please set up your direct deposit information in Workday. This method is much safer and faster than receiving a paper check by mail. The following are detailed instructions on how to enroll in direct deposit from your home screen within Workday:
 - 1) Click the Pay Application
 - 2) Select Payment Elections
 - 3) Click Add
 - 4) In the Account Information section add the following:
 - a. Account Type – Select Checking or Savings
 - b. Routing Transit Number – This is a 9-digit number found on a check, deposit slip or in your banking information online.
 - c. Account Number – This is located on a check, deposit slip or in your banking information online.
 - d. Bank Name – This is the name of your Bank (e.g. Bank of America)
 - e. Account Nickname (optional) – Workday Services recommends you use this to distinguish between accounts.
 - 5) Click OK
 - 6) Add or Edit the Payment Elections section listed below the Accounts section in order to set your Payroll to direct deposit.
 - 7) Click OK
 - 8) Contact the Payroll department to confirm your changes.