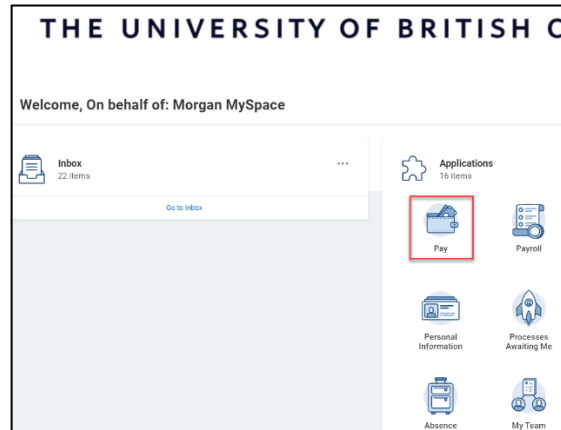


HOW DO I ... View My Payslip?	ABOUT THIS TASK: Describes how to view your payslip.
AUDIENCE: All UBC Staff, Faculty and Student employees	DETAILED JOB AID: Workday Basics

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

Note: To see an example Payslip, go to Page 2.

1. On Workday's home page, under **Applications** click the **Pay** worklet.

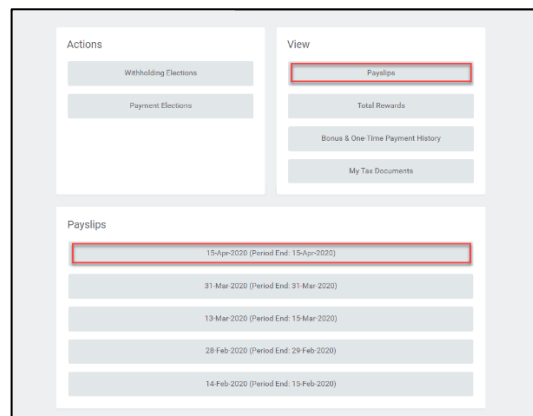


You now have 2 options.

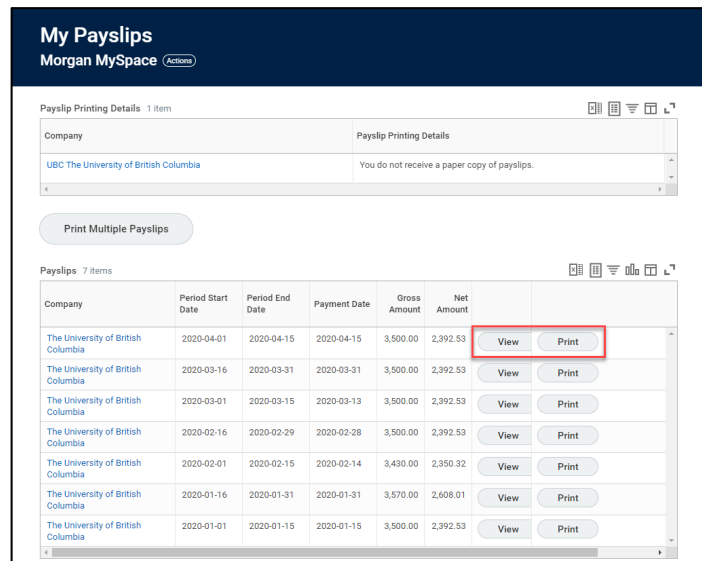
2. To **view a specific pay period:** in the **Payslips** section, click the pay period you wish to view.

or

3. To **view a summary of your payslips:** in the **View** section, click **Payslips**.



4. Click **View** for a detailed view of a payslip or click **Print** to print a payslip.



HOW DO I ... View My Payslip?	ABOUT THIS TASK: Describes how to view your payslip.
AUDIENCE: All UBC Staff, Faculty and Student employees	DETAILED JOB AID: Workday Basics

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

Payslip
Morgan MySpace: 15-Apr-2020 (CAN Regular) - Complete

Previous Payslip | Return to My Payslips | Print Payslip Image | Print Multiple Payslips

Company Information 1 item

Name	Address	Phone
The University of British Columbia	2329 West Mall Vancouver, BC V6T 1Z4 Canada	+1 (604) 8222211

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Cheque Date	Cheque Number
Morgan MySpace	TEST123	1-Apr-2020	15-Apr-2020	15-Apr-2020	

Current and YTD Totals 2 items

Balance Period	Gross Pay	Statutory Taxes	Pre and Post Tax Deductions	Net Pay
Current	3,500.00	857.68	249.79	2,392.53
YTD	24,500.00	6,075.85	1,503.17	16,920.98

Earnings 1 item

Description	Dates	Hours	Rate
Regular Earnings	1-Apr-2020 - 15-Apr-2020	77.00	0.00

Statutory Taxes 4 items

Description	Amount	YTD
Canada Pension Plan (CPP)	176.74	1,237.18
Employment Insurance - EI	55.30	387.10
Federal Income Tax (FIT)	450.84	3,206.17
Province Income Tax (PIT) - BC	174.80	1,245.40
Total:	857.68	6,075.85

Pre and Post Tax Deductions 6 items

Description	Amount	YTD
AAPS Dues	15.75	94.66
AD&D Insurance (British Columbia)	1.50	10.50
Optional Life Ins (British Columbia)	2.30	16.10
Spousal AD&D Insz (British Columbia)	1.88	13.16
Spousal Life Ins (British Columbia)	0.86	6.02
Staff Pension-Employee	227.50	1,362.73
Total:	249.79	1,503.17

Employer Paid Benefits 5 items

Description	Amount	YTD
Basic Life Insurance (British Columbia)	12.30	86.10
Dental - ER (British Columbia)	63.11	441.77
Dept. ER Rate Deduction (British Columbia)	5.27	36.88
Extended Health - ER (British Columbia)	101.50	710.50
Staff Pension-Employer	329.00	1,974.00
Total:	\$11.18	3,249.25

Income Taxes 2 items

Description	Amount	YTD
Federal Income Tax (FIT) - Subject Wages	3,512.30	24,586.10
Province Income Tax (PIT) - Subject Wages - BC	3,512.30	24,586.10

Withholding 5 items

Description	Federal	Work Province
Total Claim Amount	12298	10949
Living Prescribed Zone	0	0
Additional Tax Amounts	0	0
Annual Deductions/Credits	0	0
Labour - Sponsored Fund	0	0

Payment Information 1 item

Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
CIBC TRUST CORPORATION	CIBC TRUST CORPORATION *****4567	*****4567	2,392.53	CAD
Total:			2,392.53	