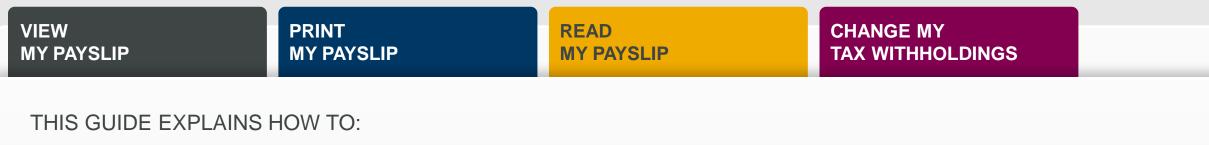


HOW TO VIEW, PRINT OR READ YOUR PAYSLIP HOW TO CHANGE YOUR TAX WITHHOLDINGS

+ CLICK ON WHAT YOU WOULD LIKE TO DO



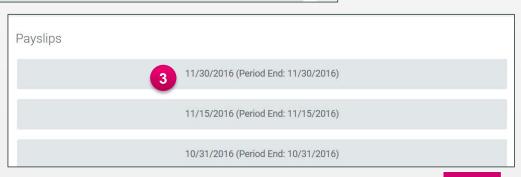
- 1. View your payslip
- 2. Print your payslip
- 3. Read your payslip
- 4. Change your tax withholdings



VIEW MY PAYSLIP		PRINT MY PAYSLIP		READ MY PAYSLIP		CHANGE MY TAX WITHHOLDINGS
			← Pay	Actions Withholding Elections		nal Links Change Federal/State Tax Elections
Personal Information	Org Chart	Pay		Payment Elections		
(\checkmark)					16 (Period End: 11/30/ 16 (Period End: 11/15/	
Time	Career	Performance			16 (Period End: 10/31/	

INSTRUCTIONS

- 1. From the Workday landing page, select the *Pay* worklet.
- 2. In the menu that appears, you will see a section called *Payslips*. There will be a list of your payslips for the respective pay periods.
- 3. Click on the payslip you would like to view.







TOTKUUY								
VIE MY	N PAYSLIP	PRINT MY PAYSLIP	REA	ND PAYSLIP	CHANGE MY TAX WITHHOLDING	5		
🔶 Pay				Payslip Sumati Hasani (20199490): 11/3	30/2016 (Regular) - Complete 🚥			
	Actions External Links			Previous Payslip Return to My Payslips Print Payslip Image 3				
	Withholding Elections	Change Federal/State Tax Elections						
	Payment Elections	Change Federal/State Tax Elections New		Company Information 1 item	Address			
	Payslips			Medimmune LLC	One Medimmune Way Gaithersburg, MD 20878 United States of America	+1 (855) 393-40		
	2 11/30/2016	(Period End: 11/30/2016)		Payslip Information 1 item				
	11/15/2016	(Period End: 11/15/2016)		Contract Number of Contract	MMMMMMMMM AND ADDRESS ADDRESS	STATE AND AND		
	10/31/2016	(Period End: 10/31/2016)		IT Self Service		The state		
INST	RUCTIONS			Welcome, Välkommen, Bienv	venue, Willkommen, Velkomme	en, Tervetuloa, Bem-vin		
1. F	ollow the <u>instructions t</u>	to view your payslip.		Second and the		N. S. M. Miller		
2. C	lick to open the paysli	p you want to print.		Submit a Request Browse the Service Catalogue	Get Answers Frequently asked	Questions		
3. C	lick Print Payslip Ima	age.				Questions		
		bayslip will open in a new br PDF to your computer or p		Frequently Requested Items A to Z of Available Services Order Software (AZ SoftwareSto	Search Knowledg List of Top 10 Tips Key Information f	s		
5. Y	ou must have Adobe A	Acrobat Reader installed on						

in order to print your payslip. Visit the <u>IT Self Service Portal</u> and click **Order Software (AZ Software Store)** under the **Submit a**

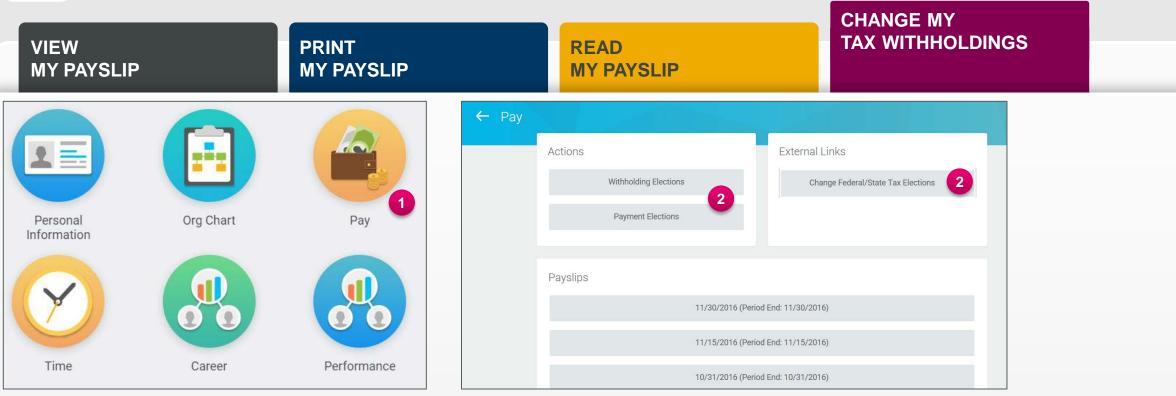
Request section. Search for Adobe Acrobat Reader.





		READ				
VIEW MY PAYSLIP			CHANGE MY TAX WITHHOLDINGS			
AstraZeneca		NO.	DESCRIPTION			
AstraZeneca Pharmaceuticais LP 1800 Concord Pike Gary Gibbs 2114 Joyce Ave. Name Company Employee Non-Exempt Employee AstraZeneca Pharmaceuticais LP 87654	Wilmington, DE 19803 +1 (855) 393-4056 Newport, KY 41071 ID EID Pay Period Begin Pay Period End Check Date Check Number 321 10/09/2016 10/22/2018	0	Displays your name, legal entity, employee ID, the pay period beginning and ending dates, and your check (pay) date.			
Gross Pay Pre Tax Deductions Employee Taxes Post Tax Deductions Net Pay Current 2,906.84 528.31 829.83 135.51 1,413.19 YTD 12,109.22 2,328.98 3,518.22 677.55 5,598.47 Earnings Employee Taxes Employee Taxes Employee Taxes 10 Description Dates Hours Rate Amount YTD YTD			This is a summary of your pay, deductions and taxes for the pay period and year-to-date (YTD).			
Basic Life Imp Inc 10/09/2016-10/2/2016 0 0 15.5 Cash Back Medical 10/09/2016-10/2/2016 0 0 23.0 Holiday 10/09/2016-10/2/2016 8 32.77 262.1 Overtime @ 1.5x 10/16/2016-10/2/2016 8 81.93 383.2 Regular Pay Hourty 10/09/2018-10/2/2016 64 32.77 131.0 Vacation Pay 10/09/2018-10/2/2016 4 32.77 131.0 Earnings 2,922.3 2,922.3 2,922.3	6 786.49 Federal-Withholding 410.35 1,893.48 4 393.24 State Tax KY 125.39 543.83 8 9,899.92 State Tax- OH 71.23 300.33	6	Shows your current pay (earnings) and year-to-date (YTD) totals. If you are a non-exempt employee, you will see details about the hours you submitted on your timesheet. If you are an exempt employee, you pay will appear as "Regular Salary".			
Pre Tax Deductions Description Amount YTD D 401K EE Pre Tax 519.08 2.280.83 4	Post Tax Deductions Vitro 000000000000000000000000000000000000	4	Displays your current and year-to-date (YTD) taxes, including federal and state taxes.			
5 Pre Tax Deductions 528.31 2,326.98 F Taxable W Taxable W	6 ost Tax Deductions 135.51 677.59	6	Shows your current and year-to-date (YTD) pre-tax deductions.			
Description OASDI - Taxable Wages Medicare - Taxable Wages Federal Withholding - Taxable Wages	Ages Amount YTD 2,913.15 12,918.05 2,913.15 12,918.05 2,913.15 12,918.05 2,394.07 10,537.22	6	Displays your current and year-to-date (YTD) post-tax deductions.			
	Federal State	7	Shows your current and year-to-date (YTD) taxable wages. Displays your federal and state tax elections.			
Marital Status Allowances Additional Withholding Bank Account Name	Single 0 0 0 mnation Account Number USD Amount Payment Amount	8				
ACME BANK ACME BANK *****1111	••••••1111 1,413.19 USD 9	9	Displays your direct deposit banking information.			
			This payslip is for illustration purposes only. Not all possibilities or scenarios are included. Your payslip will correctly reflect your earnings, deductions and banking information.			





INSTRUCTIONS

- 1. From the Workday landing page, select the Pay worklet.
- 2. In the menu that appears, you can view your current withholding elections or payment elections under *Actions*. To change your tax elections, click *Change Federal/State Tax Elections*. You will be automatically logged in to CIC Plus, the system that captures this information.
- 3. For instructions on how to **SUBMIT** federal/state tax withholdings for the first time, <u>click here</u>.
- 4. For instructions on how to **CHANGE OR VIEW** your current federal/state tax withholdings, <u>click here</u>. Please note that when you change your tax withholdings, the system will move your previous information into archive and will create a new form for you to enter information.



5. For instructions on how to CHANGE YOUR DIRECT DEPOSIT INFORMATION, click here.