

## Viewing and understanding payslips



Use the instructions below to view payslips issued after January 2016. For access to payslips issued between January 2009 and December 2015, see [Viewing Archived Payslips](#).

1. Log into Workday (<https://workday.bowdoin.edu>) using your Bowdoin username and password.
2. Click on the Pay icon in the Application pane.
3. In the View panel, click Payslips. A list of payslips displays with the most recent payslips at the top.
4. Click the View button for the payslip you want to view.


Payslip Printing Details 1 item

Company	Payslip Printing Details
Bowdoin College	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 28 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Bowdoin College	03/01/2018	03/31/2018	03/30/2018			View	Print
Bowdoin College	02/01/2018	02/28/2018	02/28/2018			View	Print



5. Click Print Payslip Image if you would like to print the payslip for your records.

Workday will generate a PDF of your payslip for printing. You may see a message that tells you the request is being processed while the payslip image is being generated. The process typically takes less than 30 seconds.

6. Once it is generated, the PDF opens in your browser window. Use the print button in your browser to print the PDF.

See the following pages of this document for details about the calculations and amounts that appear on your payslip.

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