



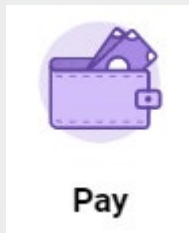
Your Pay in Workday

A Guide to Understanding Your
Pay, Taxes, and Deductions

HRSTM
January 2023

Access the Pay App

- Go to **View All Apps** to access the [Pay app](#)



- Under **Pay**, you have the following **Action** and **View** options

Actions

Withholding Elections

Payment Elections

View

Payslips

My Tax Documents

Access the Pay App

- Beneath the **Action** and **View** options, and once available, you can also access your three (3) most recent **Payslips** by pay date

Payslips

01/14/2022 (Period End: 01/07/2022)

Actions: Withholding Elections

- View your tax withholding elections for Federal, State, and Local taxes
- Update this information, if needed
- Per IRS guidelines, if you are exempt from Federal taxes, you must update this election on an annual basis
- Please note the following depending on your state of residence:
 - If you live in MD, you must select your county of residence.

Actions: Withholding Elections

- If you do not live in MD, and reside in DC, VA, WV, PA, or MA, you must complete the form for your state of residence AND the MD form as a non-resident. You will be taxed in BOTH states if you do not do this.
- If you do not live in MD, or any of the reciprocal states listed above, you should complete only the MD form as a non-resident.
- If you are a Military Spouse eligible for this exemption, you will need to complete the MD form, as well as the applicable state form if you live in a reciprocal state.

Actions: Payment Elections

- View your payment elections for Payroll Payments (on-cycle and off-cycle paychecks) and Expense Payments (reimbursements)
- Update this information, if needed
- Accounts must be added and validated by payroll before employees can allocate Payroll and/or Expense Payments to the accounts
- Note that approved Expense Payments are processed every week on Fridays and are not included with your regular pay. They are deposited directly into the account designated in your Payment Elections.

View: My Tax Documents

- View your printing election for your annual W2 (beginning with 2022)
- Edit this information, if needed, which has defaulted to receiving a paper and electronic copy

Current Year End Form Printing Election You are currently receiving both electronic and paper copies of your Year End Tax Documents.

New Election

☒ Receive electronic copy of my Year End Tax Documents
☐ Receive both electronic and paper copies of my Year End Tax Documents

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

OK Cancel

View: Payslips

- View your Payslips by payment date (most recent on top)
- Select **View** or **Print**

[Results](#) [Input](#) [Payslips](#) [Payment Elections](#) [Tax Elections](#) [Costing Allocations](#) [Withholding Orders](#) [Tax Documents](#) [Pay Group](#)

Turn on the new tables view ☐

Payslip Printing Details 1 item

Company	Payslip Printing Details
Montgomery College	Worker does not receive a paper copy of payslips.

Print Multiple Payslips

Turn on the new tables view ☐

Payslips 3 items

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount		
06/18/2021	05/29/2021	06/11/2021	Montgomery College	\$\$\$	\$\$\$	View	Print
06/04/2021	05/15/2021	05/28/2021	Montgomery College	\$\$\$	\$\$\$	View	Print
05/21/2021	05/01/2021	05/14/2021	Montgomery College	\$\$\$	\$\$\$	View	Print

Payslips: View

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		05/29/2021	06/11/2021	06/18/2021	

Turn on the new tables view ☐

Current and YTD Totals 2 items



Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	1,808.40	132.28	374.45	7.42	1,294.25
YTD	21,684.30	2,455.08	3,928.49	88.18	15,212.55

Turn on the new tables view ☐

Taxable Earnings/Tax Free Reimbursement 7 items



Description	Dates	Hours	Rate	Amount	YTD
Administrative Hours - College Closed	05/29/2021 - 06/11/2021	40.00	22.55	902.00	7,035.60
Annual Leave					180.40
Bereavement Leave					902.00
Holiday Pay	05/29/2021 - 06/11/2021	8.00	22.55	180.40	1,443.20
Imputed Income - Group Term Life Insurance	05/29/2021 - 06/11/2021	0.00	0.00	1.08	3.24
Regular Pay	05/29/2021 - 06/11/2021	32.00	22.55	721.60	12,086.80
Shift Pay	06/05/2021 - 06/11/2021	4.00	1.10	4.40	36.30
Total:				1,809.48	21,687.54

Turn on the new tables view ☐

Employee Taxes 4 items



Description	Amount	YTD
OASDI	111.81	1,231.56
Medicare	26.15	288.03
Federal Withholding	129.65	1,310.70
State Tax - MD	106.84	1,098.20
Total:	374.45	3,928.49

Payslips: Print

Results Input **Payslips** Payment Elections Tax Elections Costing Allocations Withholding Orders Tax Documents Pay Group

Turn on the new tables view ☐

Payslip Printing Details 1 item



Company	Payslip Printing Details
Montgomery College	Worker does not receive a paper copy of payslips.

Print Multiple Payslips

Turn on the new tables view ☐

Payslips 3 items



Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount		
06/18/2021	05/29/2021	06/11/2021	Montgomery College	\$\$\$	\$\$\$	View	Print
06/04/2021	05/15/2021	05/28/2021	Montgomery College	\$\$\$	\$\$\$	View	Print
05/21/2021	05/01/2021	05/14/2021	Montgomery College	\$\$\$	\$\$\$	View	Print

Payslips: Print

Description of each section, top to bottom, left to right

- **Table 1:** Name, M#, pay period begin and end dates, check date, check number (blank if processed as Direct Deposit)
- **Table 2:** Pay summary with gross pay (includes all gross pay before taxes and deductions plus imputed income if applicable), deductions, taxes, and net pay (amount of paycheck)
- **Taxable Earnings/Tax Free Reimbursement:** summary of your gross pay before applicable deductions, including hours worked, shift pay, holidays and leave, TSI, Special Project Pay, etc.

Payslips: Print

Description of each section, top to bottom, left to right

- **Employee Taxes:** all applicable taxes
 - OASDI stands for ***Old Age, Survivors, and Disability Insurance***, which are your Social Security taxes
- **Pre Tax Deductions:** all applicable deductions not subject to Federal or State taxes, such as medical, dental, pension, 403b/457b
- **Post Tax Deductions:** all applicable deductions on your taxed income, such as life insurance, disability, union dues

Payslips: Print

Description of each section, top to bottom, left to right

- **Employer Paid Benefits/Memo:** summary of the amounts paid on your behalf by Montgomery College
- **Taxable Wages:** summary of taxable wages by tax type
- **Tax Withholdings (no section header):** listing of Federal and State withholding status, total allowances, and additional withholding, if applicable
- **Payment Information:** listing of all banks, account numbers, and amounts of deposits, if applicable

Payslips: Print

Description of each section, top to bottom, left to right

- **Note that if there are no applicable items in a particular section, it will not populate on the Payslip**

Payslip Sample: Hourly (Staff: Non-shift)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Holiday Pay	12/25/2021 - 01/07/2022	40	35.13	1,405.20	1,405.20	OASDI	153.27	153.27
Imputed Income - Group Term Li	12/25/2021 - 01/07/2022	0	0	12.58	12.58	Medicare	35.85	35.85
Regular Pay	01/01/2022 - 01/07/2022	39.5	35.13	1,387.64	1,387.64	Federal Withholding	327.21	327.21
Sick Leave	12/25/2021 - 01/07/2022	0.5	35.13	17.57	17.57	State Tax - MD	169.47	169.47
Taxable Earnings/Tax Free Reimbursement				2,822.99	2,822.99	Employee Taxes	685.80	685.80

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
403(b) - TIAA	100.00	100.00	Basic Life Insurance	2.65	2.65
403(b) - Valic/AIG	150.00	150.00	Dependent Life	0.44	0.44
Alternate Cont. Pension	255.75	255.75	Long Term Disability	1.60	1.60
Dental	17.84	17.84	Optional Life Insurance	43.22	43.22
FSA Health Care	90.00	90.00	Spouse Life Insurance	4.90	4.90
Medical	236.49	236.49			
Vision	6.55	6.55			
Pre Tax Deductions	856.63	856.63	Post Tax Deductions	52.81	52.81

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	7.96	7.96	OASDI - Taxable Wages	2,472.11	2,472.11
Dental ER	53.53	53.53	Medicare - Taxable Wages	2,472.11	2,472.11
LTD College Contribution	4.81	4.81	Federal Withholding - Taxable Wages	1,966.36	1,966.36
Medical College Contribution	709.48	709.48	State Tax Taxable Wages - MD	2,222.11	2,222.11
Employer Paid Benefits / Memo	775.78	775.78			

Taxable Earnings include examples of **regular pay hours, sick leave hours, holiday pay hours, imputed income earning amount**

Payslip Sample: Hourly (Staff: Shift)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Essential Pay Overtime	01/01/2022 - 01/07/2022	9	30.085	270.77	270.77	OASDI	112.85	112.85
Holiday Pay	12/25/2021 - 01/07/2022	48	20.04	961.92	961.92	Medicare	26.39	26.39
Imputed Income - Group Term Li	12/25/2021 - 01/07/2022	0	0	17.70	17.70	Federal Withholding	157.13	157.13
Regular Pay	01/01/2022 - 01/07/2022	32	20.04	641.28	641.28	State Tax - MD	127.74	127.74
Shift Pay	01/01/2022 - 01/07/2022	2	1.1	2.20	2.20			
Taxable Earnings/Tax Free Reimbursement				1,893.87	1,893.87	Employee Taxes	424.11	424.11

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
Dental	6.26	6.26	AFSCME Union Dues	19.64	19.64
Employees Cont. Pension	112.23	112.23	Basic Life Insurance	2.23	2.23
Medical	67.38	67.38	Long Term Disability	0.92	0.92
Pre Tax Deductions	185.87	185.87	Post Tax Deductions	22.79	22.79

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	6.69	6.69	OASDI - Taxable Wages	1,820.23	1,820.23
Dental ER	18.78	18.78	Medicare - Taxable Wages	1,820.23	1,820.23
LTD College Contribution	2.75	2.75	Federal Withholding - Taxable Wages	1,708.00	1,708.00
Medical College Contribution	202.13	202.13	State Tax Taxable Wages - MD	1,820.23	1,820.23
Employer Paid Benefits / Memo	230.35	230.35			

Taxable Earnings include examples of **regular pay hours, essential pay hours, shift pay hours, holiday pay hours, imputed income earning amount (no hourly rate)**

Payslip Sample: Hourly (Casual Temps, Interpreters, and Students)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Casual Temp Pay	05/14/2022 - 05/27/2022	64	26	1,664.00	19,942.00	OASDI	128.96	1,313.78
Sick and Safe Leave	05/14/2022 - 05/27/2022	16	26	416.00	1,248.00	Medicare	30.16	307.26
						Federal Withholding	181.93	1,798.43
						State Tax - MD	138.45	1,389.71
Taxable Earnings/Tax Free Reimbursement				2,080.00	21,190.00	Employee Taxes	479.50	4,809.18

Taxable Wages		
Description	Amount	YTD
OASDI - Taxable Wages	2,080.00	21,190.00
Medicare - Taxable Wages	2,080.00	21,190.00
Federal Withholding - Taxable Wages	2,080.00	21,190.00
State Tax Taxable Wages - MD	2,080.00	21,190.00

Taxable Earnings include examples of **Casual Temp Pay** hours for **Casual Temps**, **Sign Interpreter** hours for **Interpreters**, **Regular Pay** and/or **FWS Student** hours for **Student Workers**, and **Safe and Sick Leave** hours

Payslip Sample: Salary (Staff/Administrators)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Holiday Pay	12/25/2021 - 01/07/2022	40	29.73	1,189.20	1,189.20	OASDI	132.82	132.82
Imputed Income - Group Term Li	12/25/2021 - 01/07/2022	0	0	7.27	7.27	Medicare	31.06	31.06
Regular Pay	12/25/2021 - 01/07/2022	40	0	1,189.20	1,189.20	Federal Withholding	218.29	218.29
						State Tax - MD	213.12	213.12
Taxable Earnings/Tax Free Reimbursement				2,385.67	2,385.67	Employee Taxes	595.29	595.29

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
Dental	6.26	6.26	Basic Life Insurance	2.65	2.65
Health Savings Acct	150.00	150.00	Group Legal	8.31	8.31
Medical	78.64	78.64	Long Term Disability	1.36	1.36
Parking	6.00	6.00	MC Foundation Contribution (Pledge #1)	25.00	25.00
Teachers' Reformed Cont. Pension	216.44	216.44	Optional Life Insurance	20.94	20.94
Vision	2.54	2.54			
Pre Tax Deductions	459.88	459.88	Post Tax Deductions	58.26	58.26

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	7.96	7.96	OASDI - Taxable Wages	2,142.23	2,142.23
Dental ER	18.78	18.78	Medicare - Taxable Wages	2,142.23	2,142.23
HSA ER Contrib	500.00	500.00	Federal Withholding - Taxable Wages	1,925.79	1,925.79
LTD College Contribution	4.08	4.08	State Tax Taxable Wages - MD	2,142.23	2,142.23
Medical College Contribution	235.92	235.92			
Employer Paid Benefits / Memo	766.74	766.74			

Taxable Earnings include examples of **regular pay hours (no hourly rate)**, **holiday pay hours (with hourly rate)**, **imputed income earning amount (no hourly rate)**

Payslip Sample: Full-Time Faculty (10-Month)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Academic Pay - Amount Earned	12/25/2021 - 01/07/2022	0	0	2,961.15	2,961.15	OASDI	353.22	353.22
Holiday Pay	12/25/2021 - 01/07/2022	40	74.03	2,961.20	2,961.20	Medicare	82.61	82.61
Imputed Income - Group Term Life Insurance	12/25/2021 - 01/07/2022	0	0	16.35	16.35	Federal Withholding	1,032.07	1,032.07
						State Tax - MD	424.68	424.68
Taxable Earnings/Tax Free Reimbursement				5,938.70	5,938.70	Employee Taxes	1,892.58	1,892.58

Pre Tax Deductions			Post Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD
403(b) - TIAA	325.00	325.00	AAUP Union Dues	25.70	25.70
Dental	15.87	15.87	Basic Life Insurance	3.45	3.45
Medical	210.36	210.36	Long Term Disability	2.85	2.85
Parking	10.00	10.00			
Vision	5.30	5.30			
Pre Tax Deductions	566.53	566.53	Post Tax Deductions	32.00	32.00

Employer Paid Benefits / Memo			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
Basic Life ER	10.35	10.35	OASDI - Taxable Wages	5,697.17	5,697.17
Dental ER	47.61	47.61	Medicare - Taxable Wages	5,697.17	5,697.17
LTD College Contribution	8.55	8.55	Federal Withholding - Taxable Wages	5,372.17	5,372.17
Medical College Contribution	631.07	631.07	State Tax Taxable Wages - MD	5,372.17	5,372.17
TIAA ORP	429.37	429.37			
Employer Paid Benefits / Memo	1,126.95	1,126.95			

Taxable Earnings include examples of **academic pay EARNED** amount (no hourly rate), holiday pay hours (at rate), imputed income earning amount (no hourly rate)

Payslip Sample: Full-Time Faculty (12-Month with Deferred Pay)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Academic Pay - Amount Deferred	12/25/2021 - 01/07/2022	0	0	-871.67	-871.67	OASDI	158.56	158.56
Academic Pay - Amount Earned	12/25/2021 - 01/07/2022	0	0	1,888.41	1,888.41	Medicare	37.08	37.08
Holiday Pay	12/25/2021 - 01/07/2022	40	47.22	1,888.80	1,888.80	Federal Withholding	211.24	211.24
Imputed Income - Group Term Life Insurance	12/25/2021 - 01/07/2022	0	0	1.05	1.05	State Tax - MD	186.35	186.35
Taxable Earnings/Tax Free Reimbursement				2,906.59	2,906.59	Employee Taxes	593.23	593.23

Taxable Earnings include examples of **academic pay DEFERRED** amount as a negative (no hourly rate), **academic pay EARNED** amount (no hourly rate), **holiday pay** hours (at rate), **imputed income** earning amount (no hourly rate)

Payslip Sample: Part-Time Faculty (12-Month with Period Activity Pay)

Taxable Earnings/Tax Free Reimbursement						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Part Time Faculty Pay	12/25/2021 - 01/07/2022	43.66	0	1,203.69	1,203.69	OASDI	74.63	74.63
						Medicare	17.45	17.45
						Federal Withholding	76.77	76.77
						State Tax - MD	78.72	78.72
Taxable Earnings/Tax Free Reimbursement				1,203.69	1,203.69	Employee Taxes	247.57	247.57

Taxable Wages		
Description	Amount	YTD
OASDI - Taxable Wages	1,203.69	1,203.69
Medicare - Taxable Wages	1,203.69	1,203.69
Federal Withholding - Taxable Wages	1,203.69	1,203.69
State Tax Taxable Wages - MD	1,203.69	1,203.69

Taxable Earnings include examples of **Period Activity Pay**
amount (no hourly rate)

Guidance for Reviewing Your Payslip

- Understand the difference between *what* we are paid for and *how* we are paid:
 - *what* we are paid for includes credits including our rate of pay, whether hourly or salary, other gross earnings that we may be eligible for, as well as debits for what we may have signed up for in terms of benefits, retirement, parking, union dues, etc.
 - *how* we are paid includes our tax withholdings and payment elections
- Contact Payroll@montgomerycollege.edu and/or HRBenefits@montgomerycollege.edu for assistance if you think there may be an error.

Workday Support Resources

- IT Service Desk
 - 240-567-7222
 - itservicedesk@montgomerycollege.edu
- HR Help Desk
 - 240-567-5353
 - hrstm@montgomerycollege.edu
- OBS Finance
 - 240-567-5292
 - procure@montgomerycollege.edu
 - finance.obs@montgomerycollege.edu