

HOW TO VIEW, PRINT OR READ YOUR PAYSリップ

HOW TO CHANGE YOUR TAX WITHHOLDINGS

+ CLICK ON WHAT YOU WOULD LIKE TO DO

**VIEW
MY PAYSリップ**

**PRINT
MY PAYSリップ**

**READ
MY PAYSリップ**

**CHANGE MY
TAX WITHHOLDINGS**

THIS GUIDE EXPLAINS HOW TO:

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

VIEW
MY PAYSLLIP

PRINT
MY PAYSLLIP

READ
MY PAYSLLIP

CHANGE MY
TAX WITHHOLDINGS



Personal
Information



Org Chart



Pay



Time



Career



Performance

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.



VIEW
MY PAYS Lip

PRINT
MY PAYS Lip

READ
MY PAYS Lip

CHANGE MY
TAX WITHHOLDINGS

Name	Address	
Medimmune LLC	One Medimmune Way Gaithersburg, MD 20878 United States of America	+1 (855) 393-40

INSTRUCTIONS

1. Follow the [instructions to view your payslip](#).
2. Click to open the payslip you want to print.
3. Click **Print Payslip Image**.
4. A PDF version of your payslip will open in a new browser window. You can either save the PDF to your computer or print it.
5. You must have Adobe Acrobat Reader installed on your computer in order to print your payslip. Visit the [IT Self Service Portal](#) and click **Order Software (AZ Software Store)** under the **Submit a Request** section. Search for **Adobe Acrobat Reader**.

Submit a Request
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Get Answers
Frequently asked Questions

Frequently Requested Items
A to Z of Available Services
Order Software (AZ SoftwareStore)

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List of Top 10 Tips
Key Information for New Starters



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CHANGE MY
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AstraZeneca Pharmaceuticals LP 1800 Concord Pike Wilmington, DE 19803 +1 (855) 393-4056
Gary Gibbs 2114 Joyce Ave Newport, KY 41071

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Non-Exempt Employee	AstraZeneca Pharmaceuticals LP	87654321	10/09/2016	10/22/2016	10/28/2016	

	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	2,326.98	3,518.22	677.55	5,586.47

Earnings						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Basic Life Imp Inc	10/09/2016-10/22/2016	0	0	15.54	77.70	QASDI	180.82	794.72
Cash Back Medical	10/09/2016-10/22/2016	0	0	23.08	115.40	Medicare	42.24	185.86
Holiday	10/09/2016-10/22/2016	8	32.77	262.16	786.48	Federal Withholding	410.35	1,693.48
Overtime @ 1.5x	10/16/2016-10/22/2016	8	81.93	393.24	393.24	State Tax - KY	125.39	543.83
Regular Pay Hourly	10/16/2016-10/22/2016	64	32.77	2,097.28	9,889.92	State Tax - OH	71.23	300.33
Vacation Pay	10/09/2016-10/22/2016	4	32.77	131.08	1,114.18			
Earnings						2,922.38	12,186.92	
						Employee Taxes	829.83	3,518.22

Pre Tax Deductions				Post Tax Deductions			
Description	Amount	YTD	Description	Amount	YTD		
401K EE Pre Tax	519.08	2,280.83	401K Loan 1	133.19	665.95		
Dental Benefit	7.85	39.25	Accidental D&D	2.32	11.60		
Vision Benefit	1.38	6.90					
Pre Tax Deductions			Post Tax Deductions				
528.31 2,326.98			135.51 677.55				

Taxable Wages			
Description	Amount	YTD	
QASDI - Taxable Wages	2,913.15	12,818.05	
Medicare - Taxable Wages	2,913.15	12,818.05	
Federal Withholding - Taxable Wages	2,394.07	10,537.22	

Federal		State
Marital Status	Single	
Allowances	0	0
Additional Withholding	0	0

Payment Information				
Bank	Account Name	Account Number	USD Amount	Payment Amount
ACME BANK	ACME BANK *****1111	*****1111		1,413.19 USD

NO.	DESCRIPTION
1	Displays your name, legal entity, employee ID, the pay period beginning and ending dates, and your check (pay) date.
2	This is a summary of your pay, deductions and taxes for the pay period and year-to-date (YTD).
3	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, your pay will appear as "Regular Salary".
4	Displays your current and year-to-date (YTD) taxes, including federal and state taxes.
5	Shows your current and year-to-date (YTD) pre-tax deductions.
6	Displays your current and year-to-date (YTD) post-tax deductions.
7	Shows your current and year-to-date (YTD) taxable wages.
8	Displays your federal and state tax elections.
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.



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CHANGE MY
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Personal Information

Org Chart

Pay **1**

Time

Career

Performance

← Pay

Actions

Withholding Elections **2**

Payment Elections **2**

External Links

Change Federal/State Tax Elections **2**

Payslips

11/30/2016 (Period End: 11/30/2016)

11/15/2016 (Period End: 11/15/2016)

10/31/2016 (Period End: 10/31/2016)

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, [click here](#).
4. For instructions on how to **CHANGE OR VIEW** your current federal/state tax withholdings, [click here](#). 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](#).

