



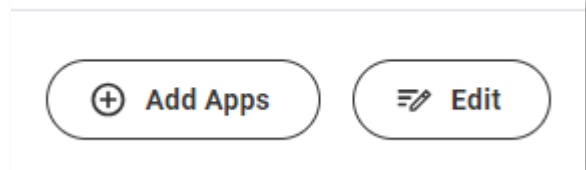
How to View Your Paystub

Payslips/Paystubs will appear the day before your pay day. Your paystub will break down your Earnings, Taxes, and Benefit Deductions. To view the Payroll Schedule and additional Payroll Information, please click [here](#). If you have any questions, please contact LUPayroll@liberty.edu.

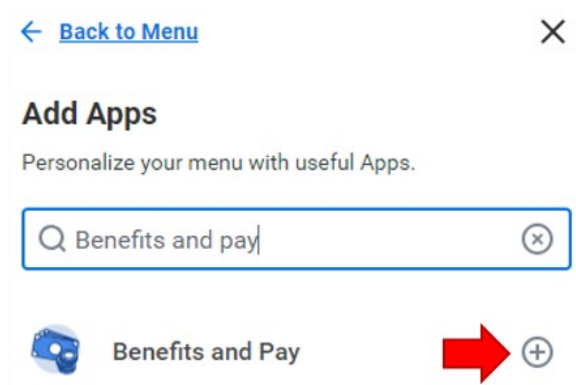
1. Click on **Menu** in the top right corner of Workday.



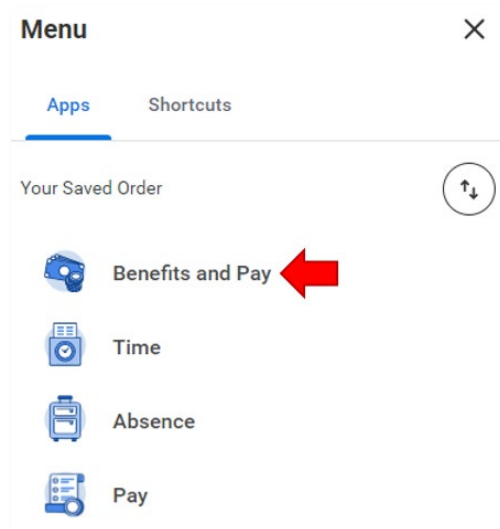
2. Click **Add Apps** at the bottom of the Menu page.



3. Type in **Benefits and Pay**. Click on the **plus button** next to Benefits and Pay. Once the Benefits and Pay disappears from this page, click **Back to Menu**.



4. Click the **Benefits and Pay** app.





How to View Your Paystub

5. Find the Most Recent Pay box and click **View Most Recent Pay**.

Tasks and Reports

Payment Elections Change Benefits My Tax Documents

Overview

Most Recent Pay
Your next pay day is April 5, 2024.

\$1,066.76
Take Home Pay

Gross Pay \$1,431.02

[View Most Recent Pay](#)

Deductions
Taxes and deduct

OASDI (Federal)
Federal Withhold
403(b) Pre-Tax
State Tax (Virgini

Compensation Summary
Your current compensation assignments.

\$18.00

6. This will show you your most recent payslip. To view older payslips click **Return to My Payslips**. This will allow you to view all of your payslips in order from newest to oldest.

Payslip Buzz Lightyear: 03/16/2024 (Regular) - Complete

Previous Payslip **Return to My Payslips** Print Payslip Image