

FOR INSTRUCTIONS ON HOW TO LOG INTO WORKDAY GO TO: [workday.risd.edu](http://workday.risd.edu)  
Once you log in, be sure to click on the RISD, in the top left corner. Then choose the PAY icon.

**RISD** Q Search

Welcome, Cynthia Driscoll

**Announcements**  
2 items

- COVID-19 Temporary Remote Work Request**  
Click 'Create Request' for temporary remote work and click here for process job aid.  
[Create Request](#)
- Performance Review Time**  
Please go to your inbox and start your self-evaluation. For more information, click here.  
[My Inbox](#)

**Applications**  
20 items

- Team Performance
- Pay Cycle Command Center
- Performance
- My Team
- Personal Information
- Pay**

From there choose Payslips:

**RISD** Q Search

**Pay**

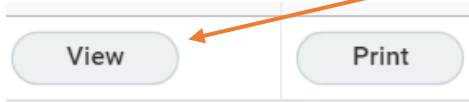
**Actions**

- Withholding Elections
- Payment Elections

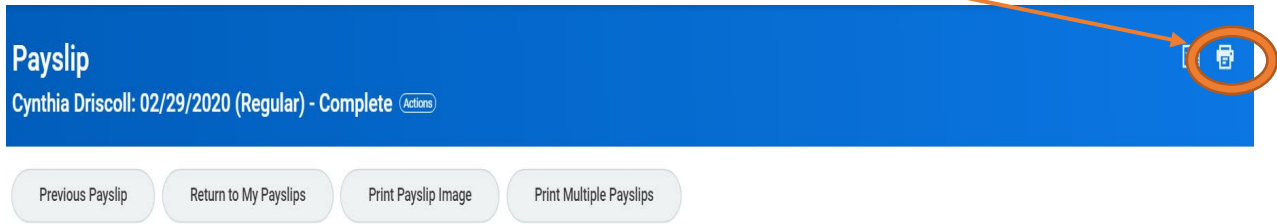
**View**

- Payslips**
- Timesheets
- Total Rewards

Once you click on Payslips – choose the “View” instead of print to get the best printout.



Once your pay slip appears, choose the small printer icon in the top right corner.



THIS BOX WILL APPPEAR – CLICK TO DOWNLOAD YOUR PAYSリップ AND THEN PRINT OR SAVE IT.

