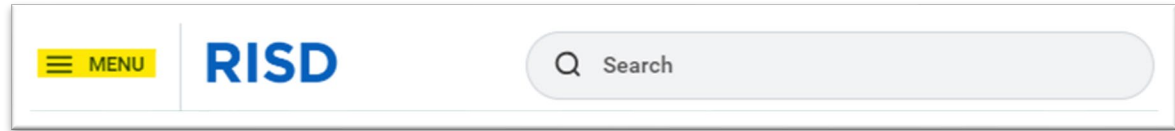


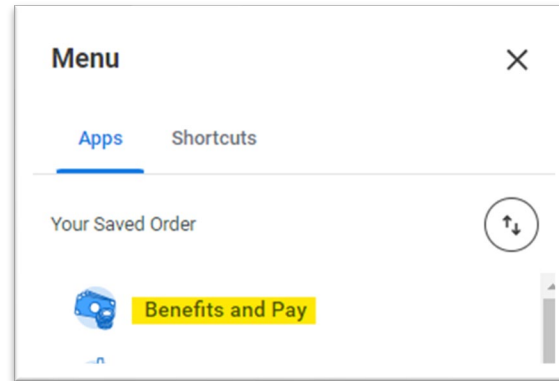
Benefits and Pay Hub Quick Guide

Log into Workday.

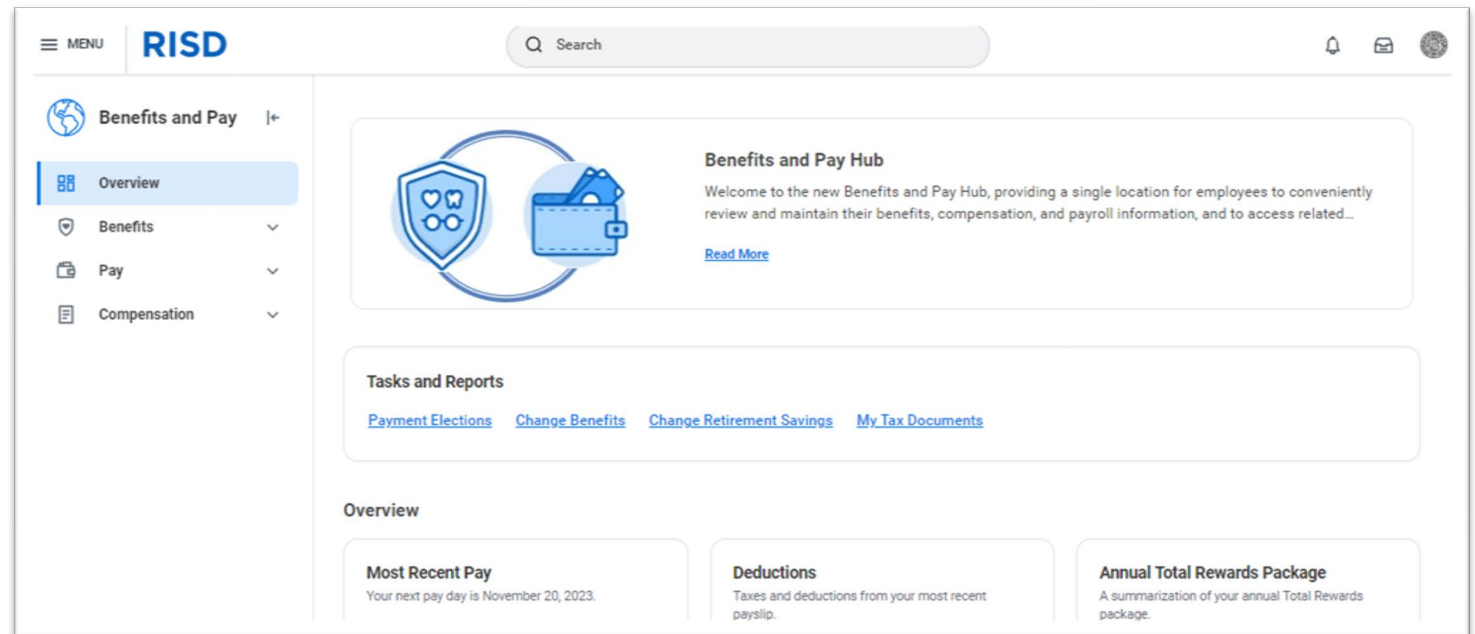
Click **Menu** in the top left from any Workday page.



Click **Benefits and Pay**



The new Benefits and Pay hub will display.



Benefits and Pay Hub Quick Guide

Use side navigation to quickly access benefits, pay and compensation information

Click the links Tasks and Reports to view and/or change benefit, payment (direct deposit), retirement and tax information

Check out the dashboard overview area to see

- Most Recent Pay – drill down for additional pay payslips
- Deductions from your most recent pay
- Benefit Costs – drill down to see more benefit details
- Annual Total Rewards package – detailing the full value of your compensation and benefits

The screenshot shows the 'Benefits and Pay' dashboard. On the left is a side navigation menu with categories: Overview, Benefits (with sub-items: Benefit Elections, Benefits by Date, Dependents, Beneficiaries), Pay (with sub-items: Payments, Tax), and Compensation (with sub-items: Total Rewards, Compensation Summary). The main content area is titled 'Benefits and Pay Hub' and includes a welcome message, a 'Tasks and Reports' section with links for 'Payment Elections', 'Change Benefits', 'Change Retirement Savings', and 'My Tax Documents', and an 'Overview' section. The 'Overview' section contains three main cards: 'Most Recent Pay' showing a gross pay of \$4,833.34 and take-home pay of \$3,685.40; 'Deductions' showing a total of \$1,147.94 with breakdowns for Federal Withholding (\$405.77), Social Security (\$299.69), and State Tax (\$175.81); and 'Current Benefit Costs' showing \$0.00. A fourth card, 'Annual Total Rewards Package', features a donut chart showing a total value of \$58,123, split into 'Your Current Pay' (58,000) and 'Your Current Benefit Elections' (123). A legend at the bottom of the chart identifies the colors for each category. A 'View Total Rewards' link is at the bottom right of the dashboard.