



DENVER HEALTH PAYROLL

2025 Payroll Packet

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Important Contact Information

- Payroll Department: (303) 602 – 7450
Email: PayrollDept@dhha.org
Employment verifications: EmploymentVerification@dhha.org
- HR: (303) 602 - 6947
Payroll / Employment Verification Option
Benefits and Leave of Absence- Option 2
All other or Workday questions - Option 5

All other HR Department Contact information is located on the Pulse site under the HR sub site option

- IT Help Desk: (303) 436 - 3777
IT assistance
Deduct-It setup: call or enter a Freshservice ticket to helpdesk
- Badging Office: (303) 602 - 0288
Badge access assistance

January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Q1

PP#	Pay Period Dates	Pay Date
1	12/15/24 - 12/28/24	1/7/2025
2	12/29/24 - 01/11/25	1/21/2025
3	01/12/25 - 1/25/25	2/4/2025
4	01/26/25 - 02/08/25	2/18/2025
5	02/09/25 - 02/22/25	3/4/2025
6	02/23/25 - 03/08/25	3/18/2025

April

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Q2

PP#	Pay Period Dates	Pay Date
7	03/09/25 - 03/22/25	4/1/2025
8	03/23/25 - 04/05/25	4/15/2025
9	04/06/25 - 04/19/25	4/29/2025
10	04/20/25 - 05/03/25	5/13/2025
11	05/04/25 - 05/17/25	5/27/2025
12	05/18/25 - 05/31/25	6/10/2025
13	06/01/25 - 06/14/25	6/24/2025

July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Q3

PP#	Pay Period Dates	Pay Date
14	06/15/25 - 06/28/25	7/8/2025
15	06/29/25 - 07/12/25	7/22/2025
16	07/13/25 - 07/26/25	8/5/2025
17	07/27/25 - 08/09/25	8/19/2025
18	08/10/25 - 08/23/25	9/2/2025
19	08/24/25 - 09/06/25	9/16/2025
20	09/07/25 - 09/20/25	9/30/2025

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Q4

PP#	Pay Period Dates	Pay Date
21	09/21/25 - 10/04/25	10/14/2025
22	10/05/25 - 10/18/25	10/28/2025
23	10/19/25 - 11/01/25	11/11/2025
24	11/02/25 - 11/15/25	11/25/2025
25	11/16/25 - 11/29/25	12/9/2025
26	11/30/25 - 12/13/25	12/23/2025



Pay Date



Recognized Holiday



Bank Holiday

DHHA HOLIDAYS - 2025

New Year's Day 2025	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Thanksgiving Day	Thursday, November 27, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Day 2026	Thursday, January 1, 2026

How to Calculate your Net Pay

1 **Example: \$2,868.95** minus 2 **\$333.64** minus 3 **\$453.82** minus 4 **\$3.81** equals 5 **\$2,077.68**

Denver Health and Hospital Authority 777 Bannock St Denver, CO 80204-4507
Luella Shakespeare 16 Avon Way Denver, CO 80203

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Luella Shakespeare	Denver Health and Hospital Authority	00037289	04/09/2023	04/22/2023	05/02/2023	

	Hours Worked	Gross Pay	Employee Pre Tax Deductions	Employee Taxes	Employee Post Tax Deductions	Net Pay
Current	50.25	2,868.95	333.64	453.82	3.81	2,077.68
YTD	552.00	33,737.75	4,049.86	5,624.29	128.96	23,934.64

Earnings						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount	Amount	YTD
Acting Charge Nurs	04/09/2023 - 04/15/2023	12	1.55	18.60			40.86	454.80
Acting Charge Nurs	04/16/2023 - 04/22/2023	24.5	1.55	37.98	239	368.64	296.21	3,895.74
Call-Back Regular F			0		73.5	4,008.71	111.00	1,245.00
Critical Staffing Ince			0		73.5	1,470.00	5.75	28.75
Diff. Selected Serv			0		459.25	2,337.76		
Education - Internal	04/16/2023 - 04/22/2023	1.75	41.45	72.54	1.75	72.54		
GTL (Group Term L04/09/2023 - 04/22/2023		0	0	0.70	0	6.42		
Holiday Pay - Work			0		8	436.32		
Illness			0		35	1,390.94		
Leave w/out Pay - F04/09/2023 - 04/22/2023		12.5	0	0.00		0.00		
Night Shift	04/09/2023 - 04/15/2023	24	4.65	111.61				
Night Shift	04/16/2023 - 04/22/2023	26.25	4.65	122.07	552	2,566.92		
PTO	04/09/2023 - 04/22/2023	9.25	41.45	383.42	9.25	383.42		
Preceptor Differenti			0		36.75	110.25		
Regular Pay	04/09/2023 - 04/15/2023	24	41.45	994.80				
Regular Pay	04/16/2023 - 04/22/2023	24.5	41.45	1,015.53	468.75	17,506.95		
Standby Pay	04/09/2023 - 04/22/2023	20	5	100.00	131.75	658.75		
Voluntary OT Bonus			0		0	2,000.00		
Weekend Shift	04/09/2023 - 04/15/2023	8	1.55	12.40	196.25	426.55		
Earnings				2,869.65		33,744.17		
						Employee Taxes	453.82	5,624.29

Taxes
Federal Tax: Based on submitted W4 or a Flat Rate based on Earnings type
State Tax: Uses Federal W4 unless otherwise entered/instructed
Monthly City Tax: (Denver only) Flat rate on 1st Check of the Month
Medicare: 1.45% of Gross. Additional .90% tax is added once Federal Taxable Wages reach \$200,000.

Earnings
Total wages and imputed income earned before pre tax & post tax deductions are taken.

Employee Pre Tax Deductions				Employee Post Tax Deductions			
Description	Amount	YTD		Description	Amount	YTD	
401a Plan	163.44	2,077.66		Accident Insurance	3.81	34.29	
457b Pre-Tax EE Contribution	118.62	1,507.98		STD Buy-Up Taxable		94.67	
Delta Dental EPO1B	4.70	42.30					
Med - DH Care	43.86	394.74					
Supplemental Vision	3.02	27.18					
Employee Pre Tax Deductions	333.64	4,049.86		Employee Post Tax Deductions	3.81	128.96	

Employer Paid Benefits				Taxable Wages			
Description	Amount	YTD		Description	Amount	YTD	
401 DH Basic Contribution	79.08	1,005.32		Medicare - Taxable Wages	2,654.63	31,365.73	
401 DH Enhanced Contribution	79.08	1,005.32		Federal Withholding - Taxable Wages	2,536.01	29,857.75	
457b DH Match	92.26	1,172.88		State Tax Taxable Wages - CO	2,536.01	29,857.75	
Basic Life and AD&D	2.93	26.76		City Tax Taxable Wages - DNVR	2,869.65	33,573.97	
Dental Delta Prefer -Employer	13.13	118.17					
LTD	21.34	173.72					
Med - DH Care -Employer	248.52	2,236.60					
Employer Paid Benefits	536.34	5,738.77					

Absence Plans			
Description	Accrued	Reduced	Available
Bereavement	0	0	24
Paid Time Off (PTO)	4.58	9.25	68.54

Payment Information			
Bank	Account Name	Account Number	USD Amount
Brokenwood Bank	Brokenwood Bank *****8518	*****8518	2,077.68 USD

What's New?

- Visible Leave Balances
- Up to 10 Separate Payment Elections
- Clearly Defined Taxable Wages
- Clearly Defined Adjustments by Applicable Pay Period

What Is...?

- 401a: Social Security Replacement: 6.2% Mandatory deduction each pay check
- GTL (Group Term Life): Taxable premium for GTL valued over \$50,000 (based on annual salary)
- 457b Pre Tax or 457b ROTH: Retirement contributions (auto enrolled upon hire at 3.5%)
- 401 DH Basic Contribution: 3% Employer Social Security Replacement for all DH employees
- 401 DH Enhanced Contribution: 3% Employer contribution for all benefit eligible employees working .to FTE and above
- 457b DH Match: Match to employee 457b contribution up to 3.5%

COMMONLY USED PAY CODES

Pay Code Abbreviation	Full Name	Calculation
CBR Call Reg	Call back Regular Hours	Hours x Base Rate x 1.5
CHD Charge	Charge Nurse Differential pay	\$1.54 x Hours
CTP Cert Pay	Certification Pay	Pay Is Job code based: Hours x Rate*
EDI Edu-Int	Education Internal	Hours x Rate
FLR Flr Reg	Floor Orientation Regular	Hours x Rate
HOL Holiday	Non Worked Holiday pay	Hours x Rate
HWK Hol Wrkd	Holiday worked	Hours x Base Rate x 1.5
ILL Illness	Sick	Hours x Rate
LCN LWO LowC	Leave Without Pay-Low Census	Unpaid
LWO LWOP	Leave Without Pay	Unpaid
OVC OT Call	Call back Overtime pay	Hours x Base Rate x 1.5
OVT Overtime	Regular Overtime pay (over 40 hours)	Hours x Base Rate x 1.5
PCI Pro-Cap	Pro-Cap Pay Level III	\$1.00 x Hours
PII Pro-Cap	Pro-Cap Pay Level IV	\$2.00 x Hours
PTO PTO	Paid Time Off (Illness, Vacation, etc.)	Hours x Rate
REG Regular	Regular Hours Worked	Hours x Rate
RET Retro	Retro pay	Difference between previous pay rate and new pay rate
SHE Eve Shift	Evening Shift Differential pay	Pay Is Job code based: Hours x Rate**
SHN Ngt Shift	Night Shift Differential pay	Pay Is Job code based: Hours x Rate**
SHW Weekend	Weekend Shift Differential pay	Pay Is Job code based: Hours x Rate**
STB Standby	Standby/On-call pay	Flat Rate of \$5.00 x Hours
TUI Tuft NT	Tuition Reimbursement	Amount submitted per class up to \$15,000 lifetime max

*Please refer to the Certification Pay Policy on PolicyStat

**Please refer to the Shift & Weekend Differentials Policy on PolicyStat

COMMONLY USED POST TAX DEDUCTION CODES

Deduction Code Abbreviation	Full Name	Calculation
STDBUTX	STD Buy-Up Taxable	Flat Rate Established by Benefits Dept*
Vol AD&D	Voluntary AD&D Employee	Flat Rate Established by Benefits Dept*
Vol Fam	Voluntary AD&D Family	Flat Rate Established by Benefits Dept*
Vol Life	Voluntary Employee Life	Flat Rate Established by Benefits Dept*
Vol Sps	Voluntary Spouse Life	Flat Rate Established by Benefits Dept*
Vol Child	Voluntary Child Life	Flat Rate Established by Benefits Dept*
457Roth	457b After-Tax EE Roth Contribution	Percentage x Gross Biweekly Pay
Legal	Legal Plan	Flat Rate Established by Benefits Dept
GiftShop	Gift Shop Purchase	Purchase amount processed via DeductIT
Café	Cafeteria Purchase	Purchase amount processed via DeductIT
MetLife	MetLife	Flat Rate Established by Benefits Dept*
Fitness	Fitness Center	Biweekly Flat Rate of \$7.50
Subway	Subway Sandwich Shop Purchase	Purchase amount processed via DeductIT
DenParks	Denver Parks & Rec	Flat Rate Established by the City of Denver*
DHMPCoPa	DHMP CoPay	Purchase amount processed via DeductIT
Pharm	Pharmacy CoPay	Purchase amount processed via DeductIT

*Please contact the Benefits Department for additional information on these programs

How to Punch In and Punch Out

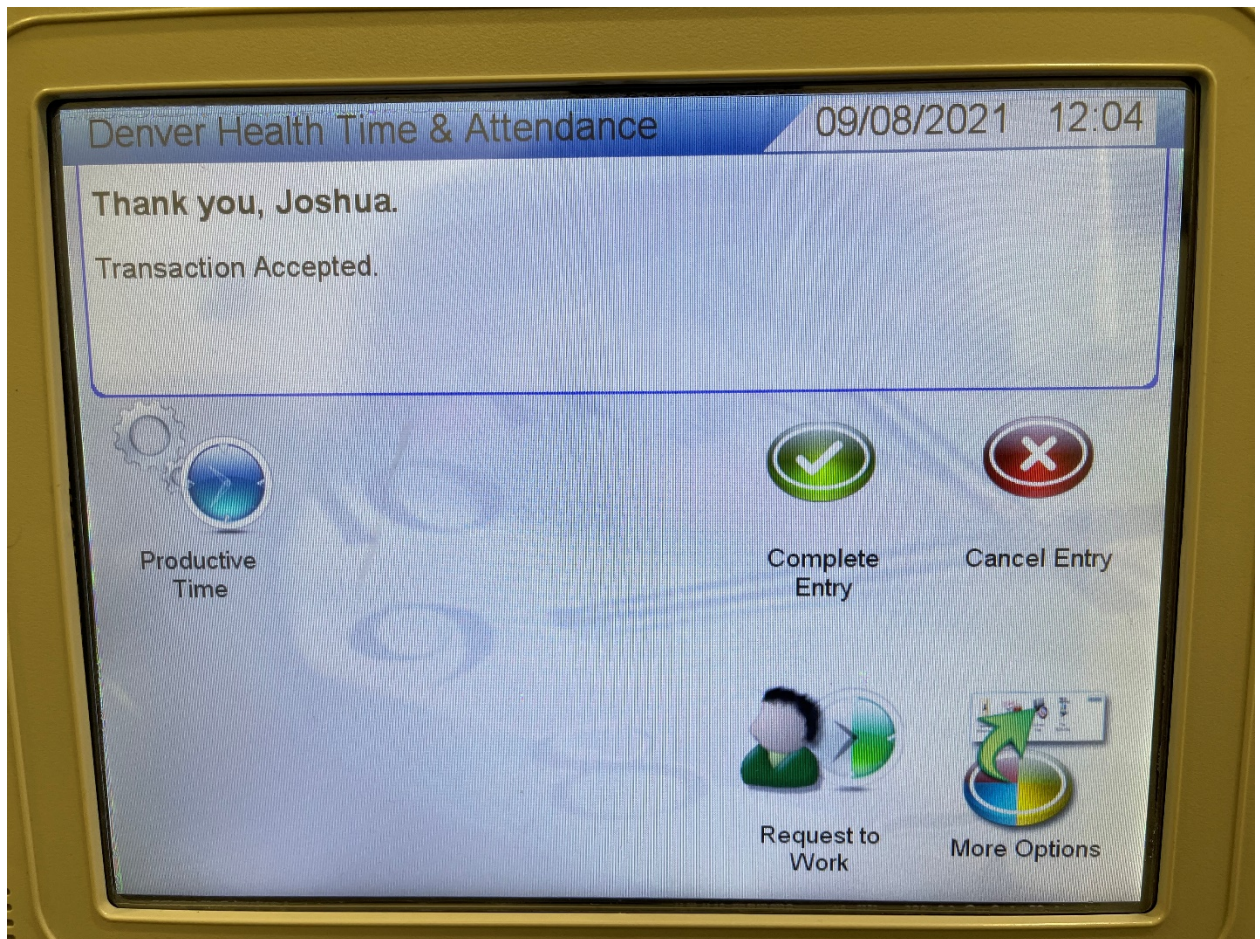
All hourly employees should Punch in at the beginning of their shift and punch out at the end of their shift. It is important that you record punches correctly to avoid any errors or delay in your pay – Always consult with your manager of any discrepancies.

These instructions will assist you with properly punching in and out (If you are working remotely please see “Remote Punch” section)

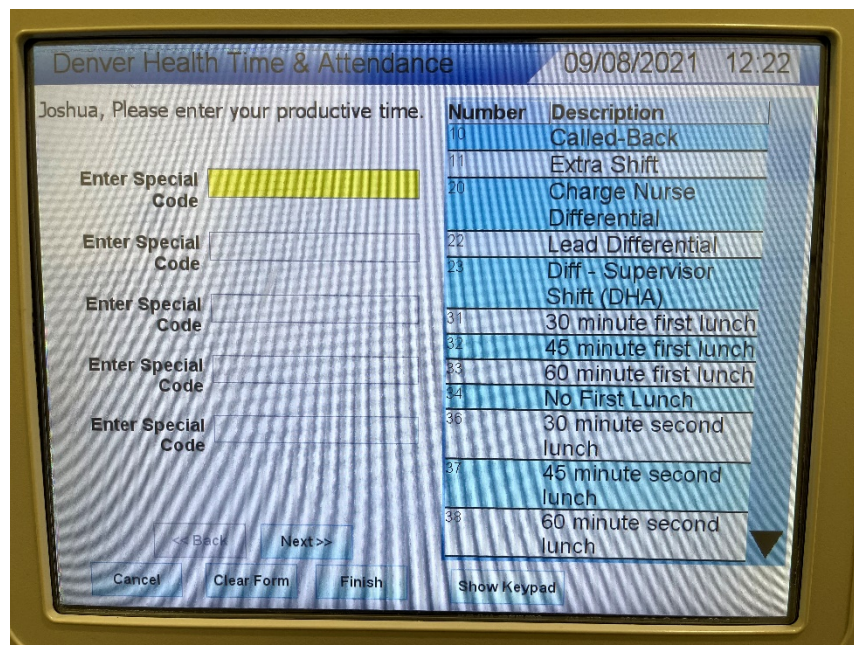
1. Locate a badge reader usually by elevators of your location.



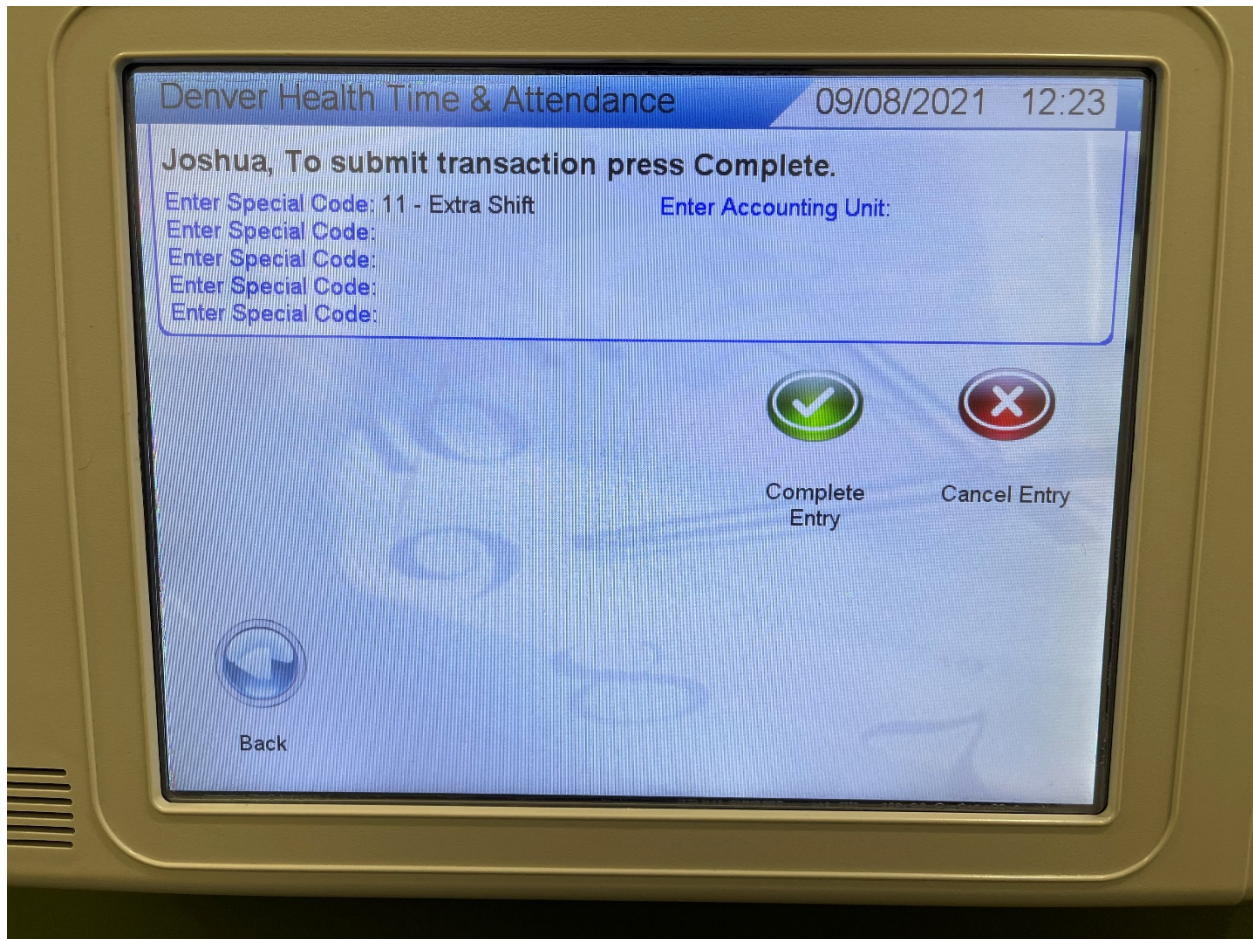
2. Scan your badge at the terminal and wait for the prompt



3. Click the green "Complete Entry" button so the system accurately records your punch.
4. If you use special codes (specified by your manager) you can enter in those codes in the badge reader as so:
 - a. Click "Productive Time" and it will bring you over to this screen
 - b. Choose the code from the list and click "finish"



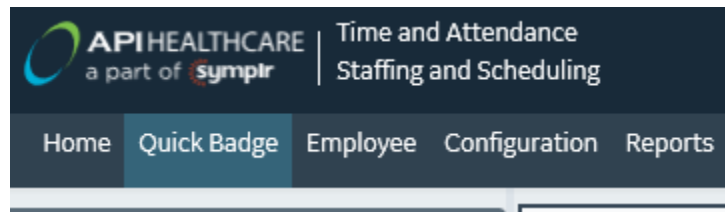
- c. Wait for this screen to pop up that shows your special codes entered and click "Complete Entry"



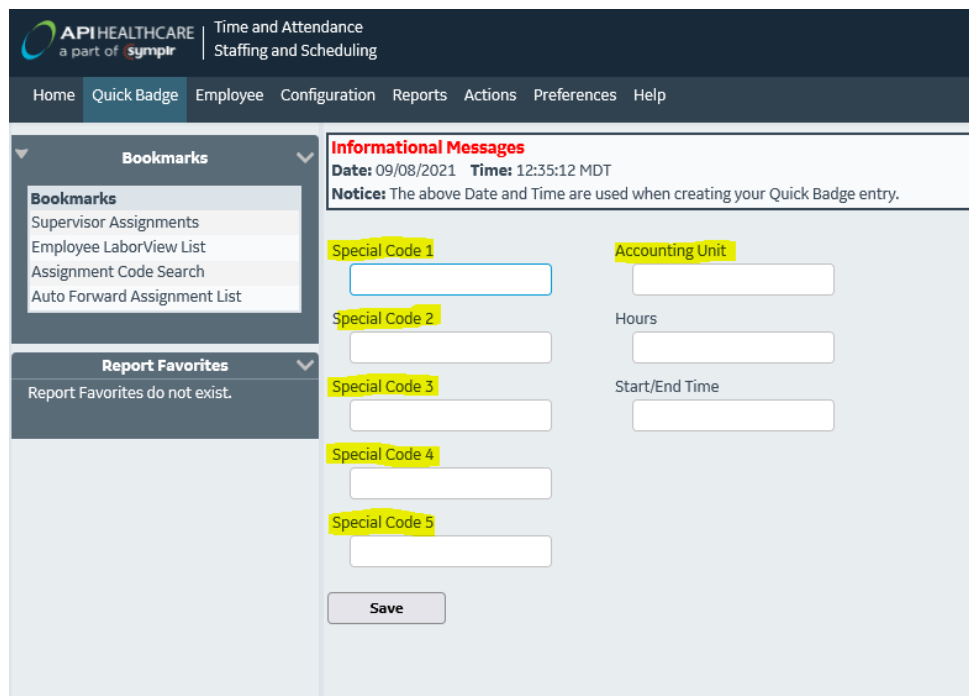
Online Based Clocking In/ Out

For employees working remotely or not in a physical location with a badge reader, you want to follow these instructions to clock in and clock out (this permission is granted for employees who work remotely, not all employees will have this feature please discuss with your manager if you are allowed remote clock-ins)

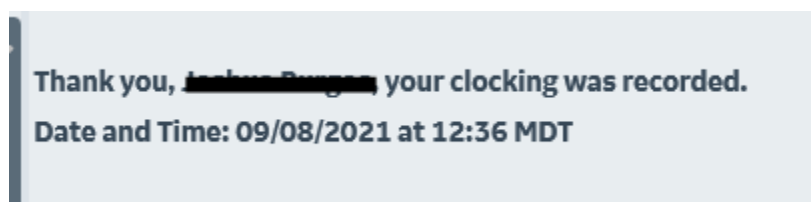
1. Navigate to time and attendance on your desktop and login
2. Next to the Home button, you should see “Quick Badge”
 - a. Click “Quick Badge”



3. It will bring you to this screen, here is where you can enter in any special codes, or if you are clocking into a different AU. Fill out the proper field items and click “Save”
 - a. If not entering in any special codes, just click “Save” and the system will record your transaction

The image is a screenshot of the 'Quick Badge' entry screen. At the top is a dark blue header with the API Healthcare logo and the text 'Time and Attendance Staffing and Scheduling'. Below the header is a navigation bar with buttons: 'Home', 'Quick Badge' (active), 'Employee', 'Configuration', 'Reports', 'Actions', 'Preferences', and 'Help'. On the left side, there is a sidebar with 'Bookmarks' (Supervisor Assignments, Employee LaborView List, Assignment Code Search, Auto Forward Assignment List) and 'Report Favorites' (Report Favorites do not exist). The main content area has an 'Informational Messages' section with 'Date: 09/08/2021' and 'Time: 12:35:12 MDT', and a notice: 'The above Date and Time are used when creating your Quick Badge entry.' Below this are five 'Special Code' fields (1-5) and three fields for 'Accounting Unit', 'Hours', and 'Start/End Time'. A 'Save' button is at the bottom.

4. Wait for the confirmation message and your punch has been successfully recorded



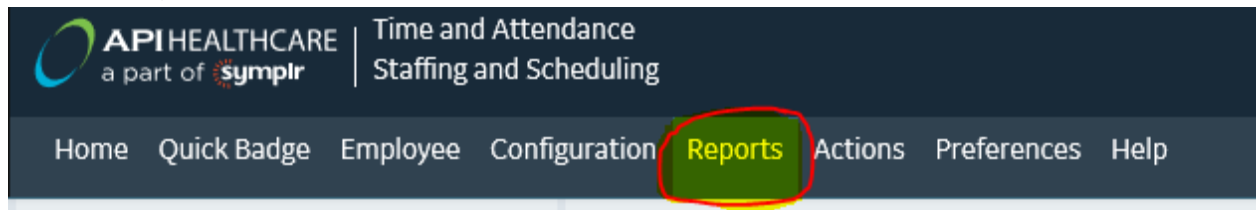
What if I have discrepancies on my timecard / paycheck?

Timecard Report (TCR Archive)

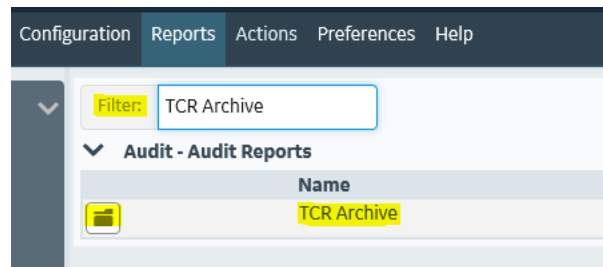
Please discuss with your manager so they can submit a TCR Archive report if the pay period is closed, **open pay periods can still be fixed before** API closes. Below are instructions on how to do so:

*It is best employees take ownership of their timecard and check them *daily for hourly* employees or at least *once a week for salary* employees – This avoids any discrepancies in your paycheck – please allow 1 to 2 pay cycles for discrepancies to be fixed.

- 1) Navigate to the reports section in API (You must be a timecard approver or manager to access this)



- 2) In the filter bar search for “TCR Archive” and click the folder to open report criteria



- 3) Enter in the Start date / End Date / First Name and Last Name of the discrepancy date and the employee you are searching for. This will bring up a list of employees and you click the folder of the pay period that needs editing.
- 4) Download / Print off the report and note the changes and discrepancies that need to be made on the first page.
- 5) Navigate to the “Sign Off” section and provide a manager’s signature (Employee signature not required).

Sign Offs

Supervisor Number: Name: Signature:
Employee Signature:

- 6) Your manager needs to submit the report to our payroll office at PayrollDept@dhha.org or submit a reshser ice ticket.

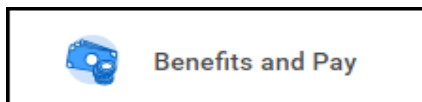
allow **1 – 3 pay cycles** for the discrepancy to be fixed.

Managing Your Pay & Tax Information

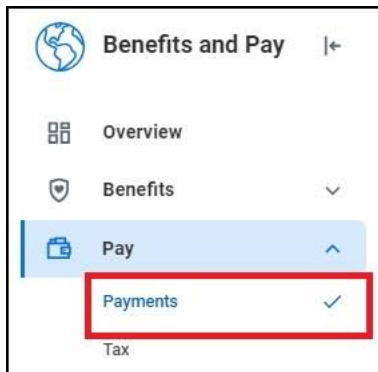
The **Benefits and Pay** application is where you can **View** or **Change** your pay information. This includes updating your **Payment Elections**, such as your direct deposit information, or **Withholding Elections**, such as your tax elections. The **Benefits and Pay** application is also where you will **View** and **Print** your pay slips.

View/Edit Direct Deposit Information

1. To get started, click the menu icon (application.



2. Expand the **PAY** Section, click **Pay** (MENU) or [View All Apps](#) and click the **Benefits and Pay**



- If you have an existing account saved in Workday, and would like to update it, click **Edit**. To add a new or additional account, click **Add**.

Person **Carlos Carrot**

Default Country **United States of America**

Default Currency **USD**

Status **Successfully Completed**

Last Updated **12/07/2022 12:14 PM**

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Example bank *****4182	United States of America	Example bank	Checking	*****4182	Edit Remove View

Add

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Example bank *****4182	*****4182	Balance Yes	Edit

- You will need to provide your account information. Review the Workday-provided **Sample Check** for instructions regarding where to find key account information on a bank check.

Account Holder Name Carlos Carrot

Account Country United States of America

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000

DATE _____

\$ _____ Dollars

YOUR BANK NAME
5678 1st St.
Anywhere, CA 94000

DO NOT INCLUDE Check #

⑆ 23456789 ⑆ 000 234567890 ⑆ 00 123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

5. Under **Account Information**, enter your **Routing Transit Number**, **Bank Name**, **Account Number** information and select your **Account Type**. You are not required to enter a **Bank Identification Code** or **Account Nickname**.

Account Information

Account Nickname (optional)

Routing Transit Number

*

Bank Name

*

Bank Identification Code

Account Type

*

☒ Checking

☐ Savings

Account Number

*

6. Click **OK** to save your changes or new account information.

OK

Cancel

7. When you have successfully entered your information, a pop-up notification will appear to confirm that your changes have been saved.

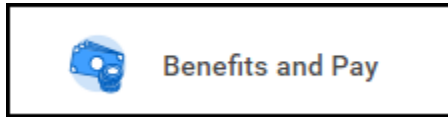
You have submitted

[View Details](#)

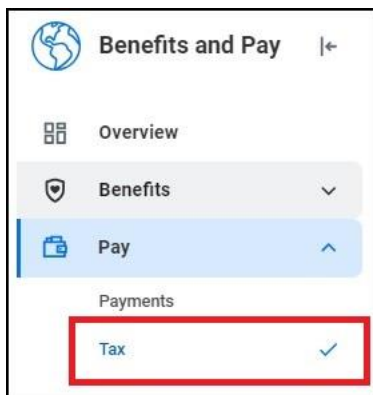
X

Update Tax Elections

1. To get started, click the menu icon ( MENU) or [View All Apps](#) and click the **Benefits and Pay** application.



2. Expand the **Pay** section, click **Tax**.



3. Scroll between the **Federal**, and **State** sections on the page to choose which elections you would like to update and press **Update** below that section.

Tax Elections
Worker Carlos Carrot
Company 1111 Denver Health and Hospital Authority
Work State Colorado
Home State (empty)

Federal
Withholding 1 item

Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Nonresident Alien	Exempt from NRA Additional Amount	Lock In Letter	Exempt	No Wage/No Tax	Last Updated
Q	04/21/2024	Single or Married filing separately	0	0.00	No	0.00	0.00	0.00	No	No	No	No	No	05/16/2024 01:17:59 PM

Update

State
Colorado Withholding 1 item

State WH Election	Effective Date	Marital Status	Number of Allowances	Annual Withholding Allowance	Additional Amount	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated
Q	04/21/2024	Single or Married filing separately	0	0.00	0.00	No	No	No		No	05/16/2024 01:18:09.137 PM

Update

4. The **Company**, **Effective Date**, **State** and **Withholding Form Type** fields will auto-populate. Modify them if applicable, then click **OK**.



Complete State and Local Withholding Elections

Worker: Carlos Carrot

Company: * 1111 Denver Health and Hospital Authority

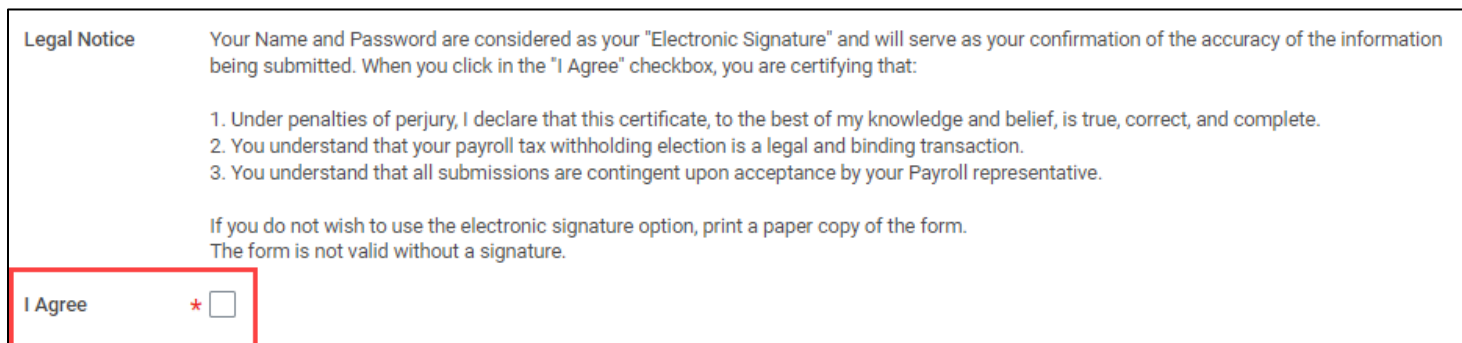
Effective Date: * 12/07/2022

State: * Colorado

Withholding Form Type: * W-4 - Withholding

OK **Cancel**

5. Fill out the form, as applicable. Fields marked with a red asterisk (*) are required. Once completed, review the legal notice and click the **I Agree** box at the bottom of the form.



Legal Notice

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I Agree * ☐

6. Once finished, click **OK**.



OK **Cancel**

7. When you have successfully submitted your update a **confirmation message** will appear.

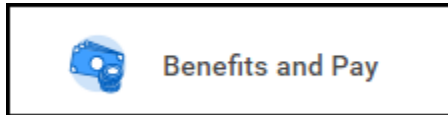
×

You have submitted

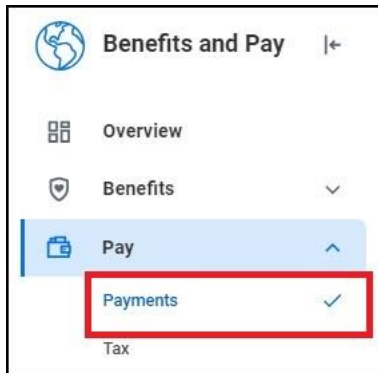
[View Details](#)

Viewing and Printing Your Payslip

1. To get started, click the menu icon ( MENU) or  [View All Apps](#) and click the **Benefits and Pay** application.



2. Expand the **Pay** section, click **Payments**.



3. This will bring you to the **Worker Payments Information** page. You will see your most recent payslip displayed. To see details about this payment, click **View Most Recent Pay**.

Payroll Hub - Worker Payments Information

[Compare Period](#)[Pay History](#)[Earnings/Deductions History](#)

Recent Pay

Most Recent Pay

Your next pay day is April 16, 2024.

\$2,508.57

Take Home Pay

Gross Pay \$3,680.00

[View Most Recent Pay](#)

Deductions

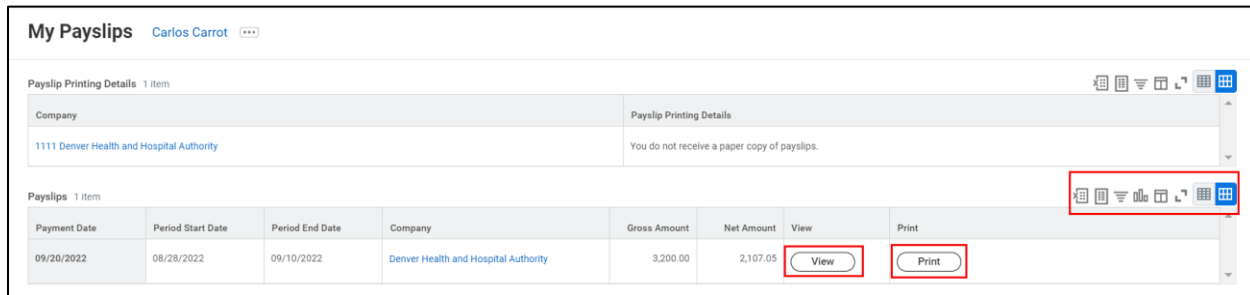
Taxes and deductions from your most recent payslip.

\$1,171.43

Total

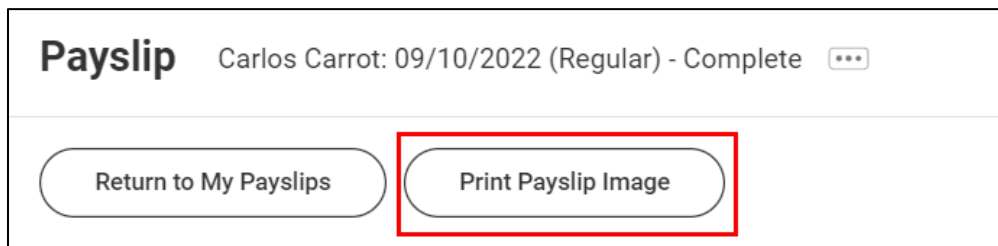
Federal Withholding (Federal)	\$424.24
401a Plan	\$229.80
OASDI (Federal)	\$208.00

4. To see other payslips, scroll down to the **Payslips** section. Next to each payslip record, you will see details about that particular payslip, such as **Period Start Date**, **Period End Date**, **Payment Date**, **Gross Amount** and **Net Amount**. You can **View** or **Print** each payslip(s).

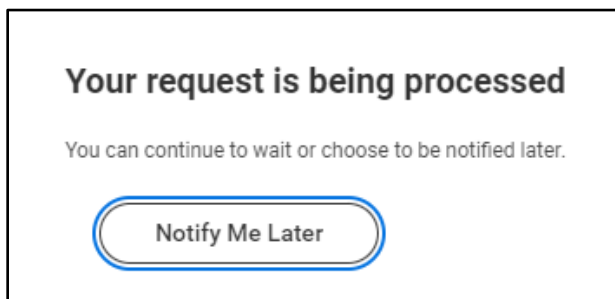


Click **View** to see a detailed view of the selected payslip, including **Current and YTD Totals**, **Earnings**, **Tax Information** and more. You can export any of this information to Excel by clicking the **spreadsheet** icon () and you can expand the view for easier reading by clicking the **expand** icon ().

5. On the View page, you can also elect to **Print Payslip Image**.



6. You can request that Workday notify you once the images are ready by clicking on **Notify Me Later**. Workday will send you a **Notification** when your payslips are ready to print.



7. You can access your notifications by clicking on the bell icon () at the top right corner of the page. Once in your **Notifications** page, click on the **Document Available** item in the left pane. Following this, click the PDF beside **Details** on the right-hand side of the screen to open the payslip image.

Viewing: All

Sort By: Newest

From Last 30 Days

Document Available

Payslip_to_Print_-_Report_Design_08_22_2022.pdf is now available in My Reports

1 day(s) ago

Document Available

1 day(s) ago

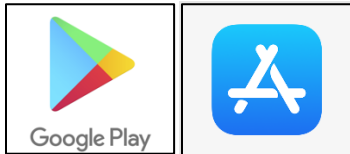
Payslip_to_Print_-_Report_Design_08_22_2022.pdf is now available in My Reports

Details

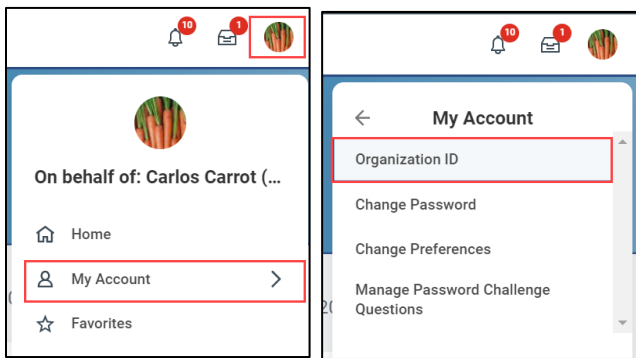
Payslip_to_Print_-_Report_Design_08_22_2022.pdf

Viewing Your Payslip on Mobile App

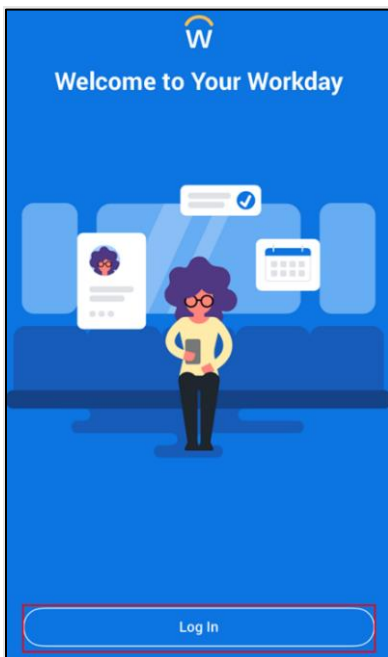
1. To get started, download the **Workday Mobile App** from the **App Store** or **Google Play Store**.



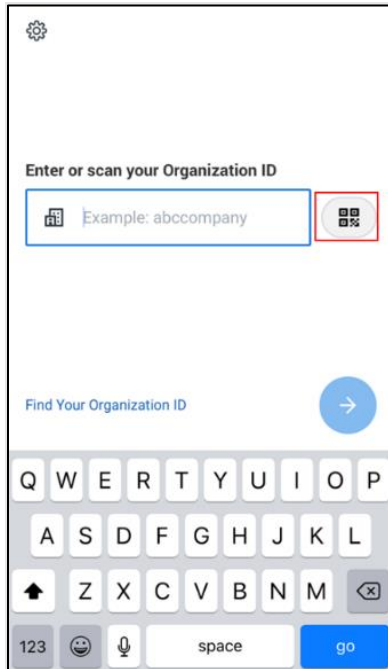
2. Before you log into the mobile app, log into the **Workday desktop application**. Access your **Organization ID**, by clicking on your avatar or Profile icon in the top right-hand corner, then click **My Account**. Next, click **Organization ID**.



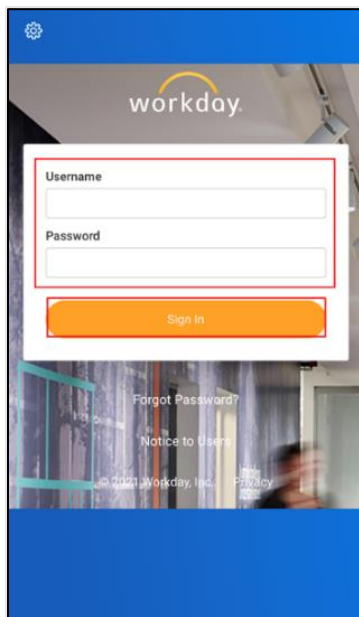
3. A pop-up window with **Your Organization ID** and a **QR code** will appear. Your Organization ID is **denverhealth**.
4. Open the **Workday Mobile Application** and click **Log In**.



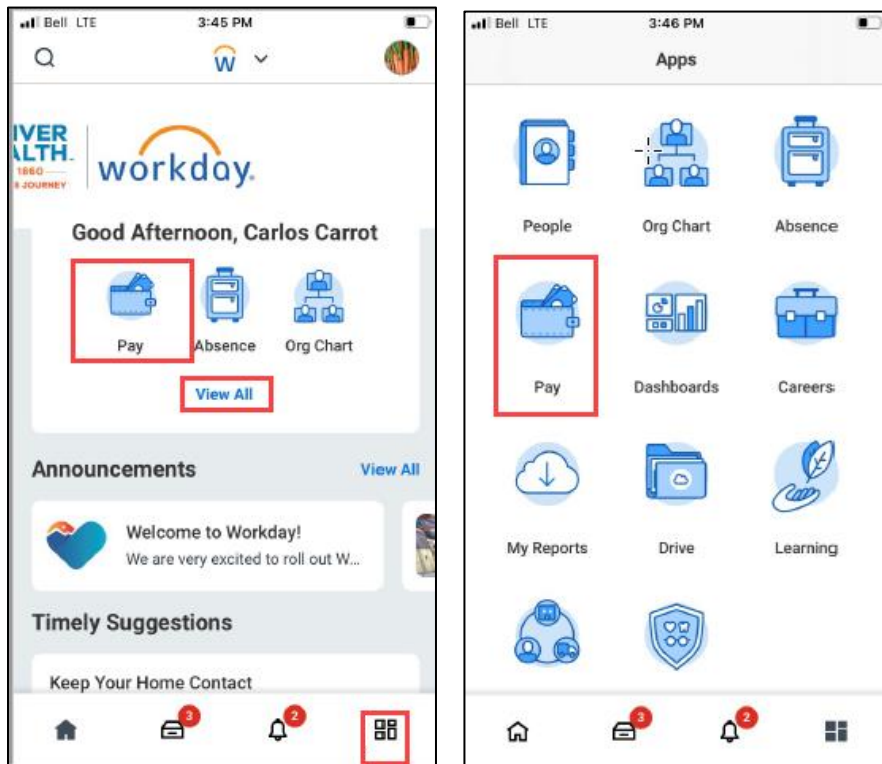
5. You will see a screen prompting you to **Enter or Scan Your Organization Screen ID**. Click on the **QR code** icon () to the right of the search box and scan the **QR code** from Step 3 or type in the **Organization ID**.



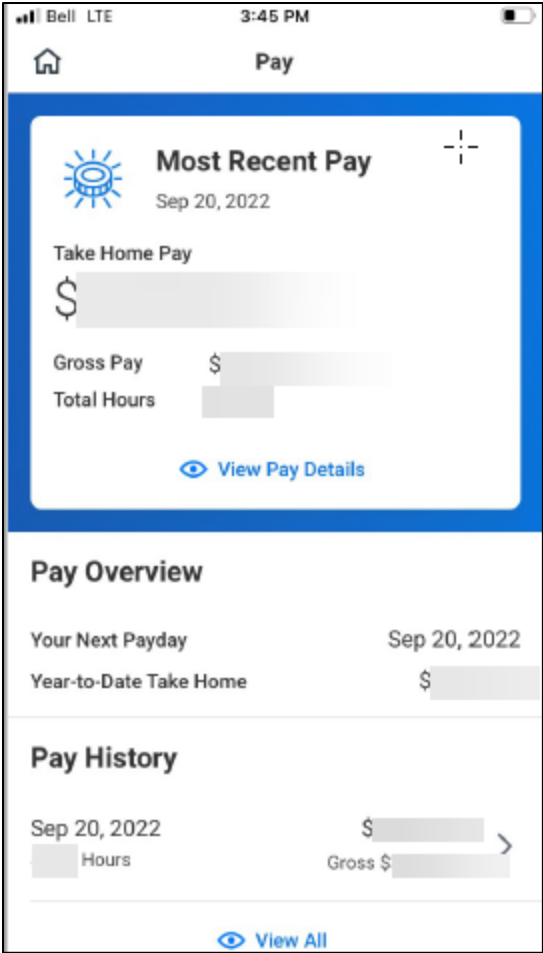
6. A login screen will appear on your mobile device. Enter your Denver Health **Username** and **Password**, then click on the **Sign In** button. You can elect to have Workday remember your device, enable Touch ID and/or push notifications, and set up a PIN, if you would like.



7. The Workday Mobile home page will show your top applications. Click Pay. If the Pay application is not listed in the top applications, you can click View All or the **Applications** icon ().

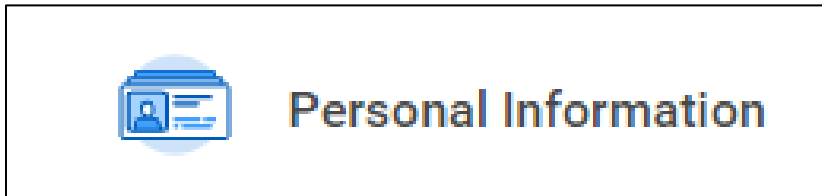


8. Here you will see your **Most Recent Pay**, **Pay Overview** and **Pay History**. Click **View Pay Details** to see a more detailed breakdown of your pay.

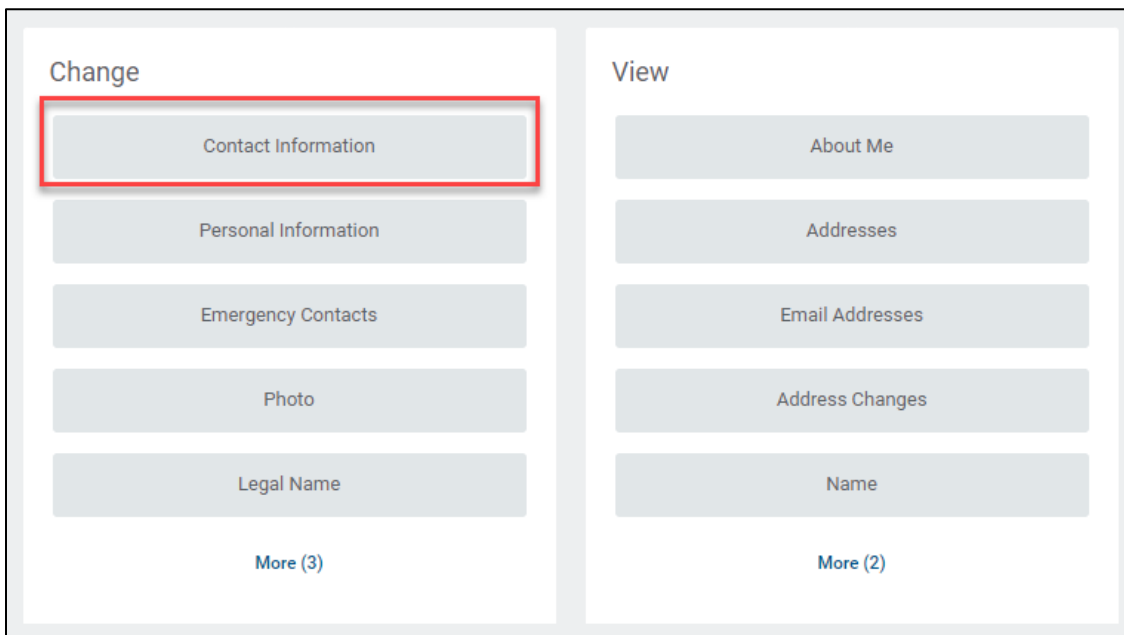


Add/Change Contact Information

1. To get started, click [View All Apps](#) and click the **Personal Information** application.



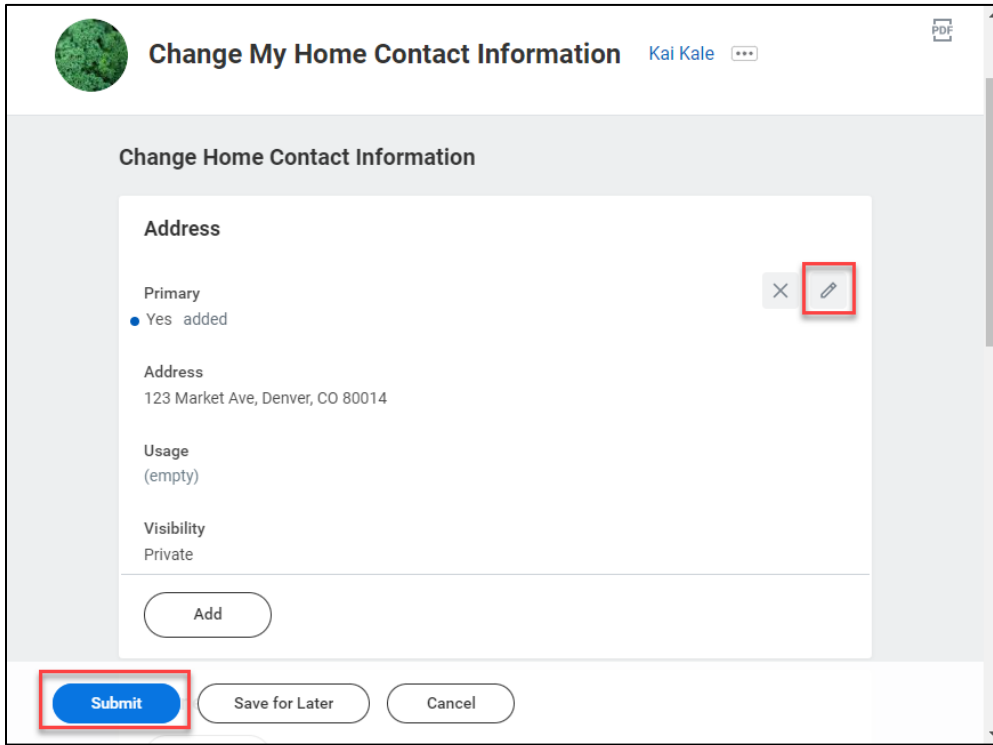
2. Under the **Change** column, click **Contact Information**.



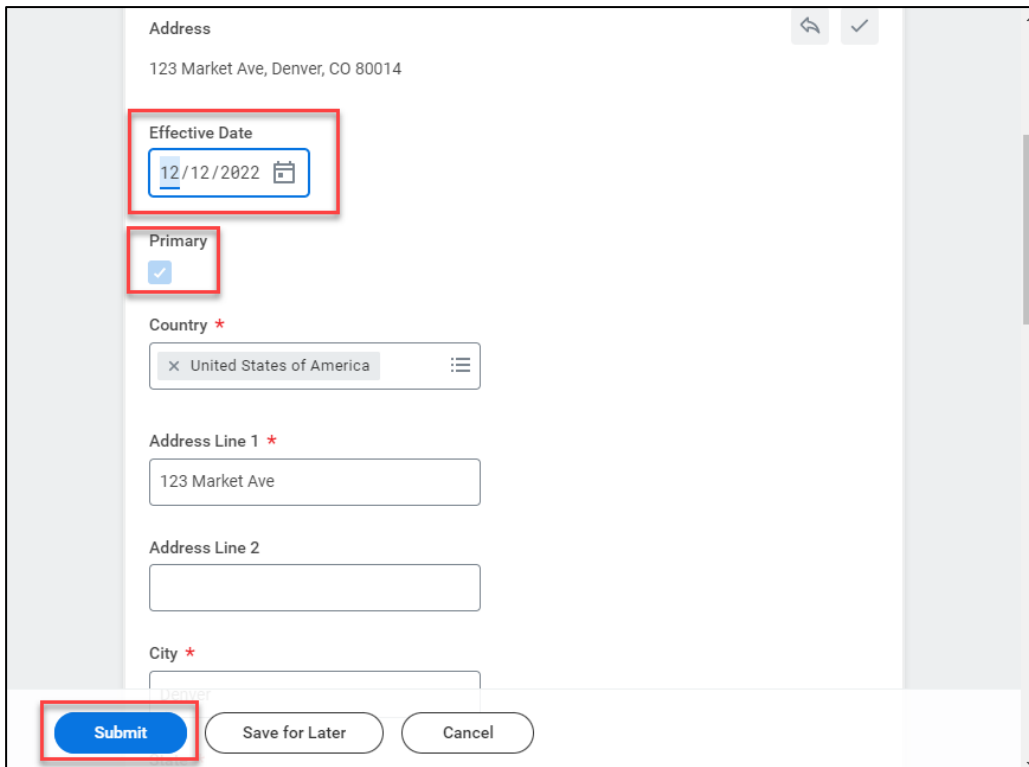
3. You will be brought to the **My Contact Information** page. You have the ability to edit your **Home Contact Information** and your **Work Contact Information**. Click **Edit** and select the type of contact information you would like to edit.



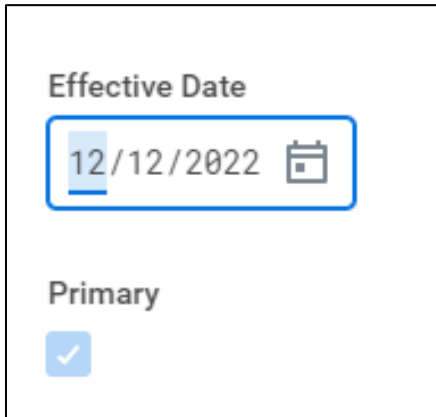
4. To **Edit** your Contact Information, click the pencil icon () in the right-hand corner.



5. Edit your address information in the appropriate fields, as indicated below. Please note any fields with a red asterisk (*****) are required to proceed.



- a. The **Effective Date** is the date in which your new address will become effective in Workday.

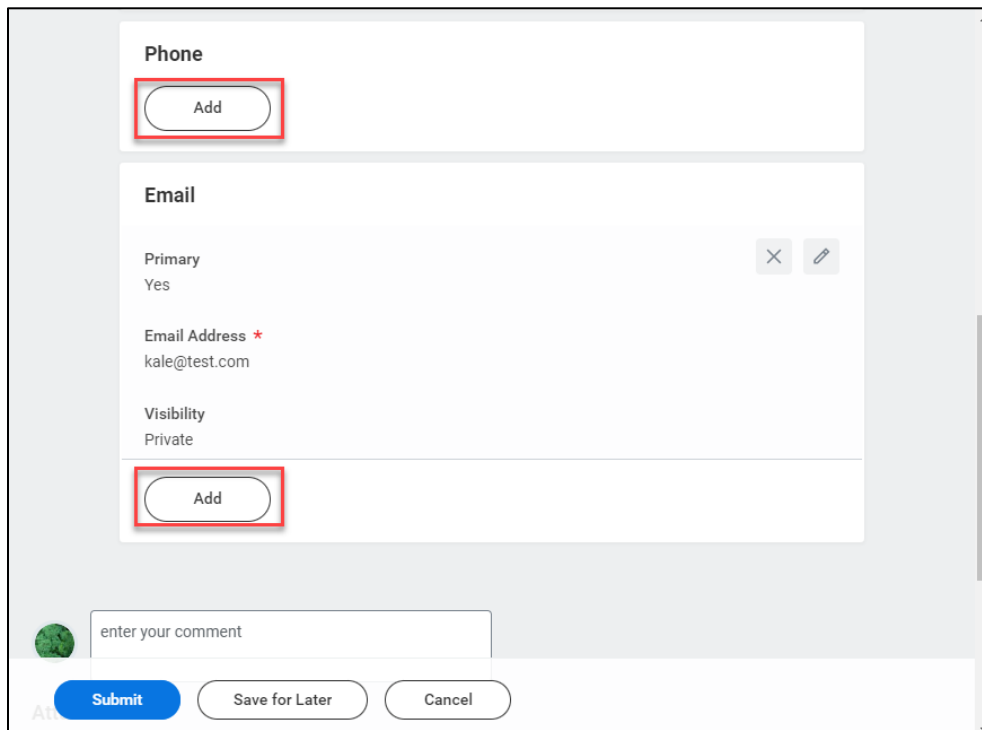


The screenshot shows a form section with the title "Effective Date". Below the title is a date input field containing "12/12/2022" and a calendar icon. Below the date field is a "Primary" label followed by a checked checkbox.

- b. The Primary checkbox will automatically be selected if there is only one address listed in Workday. Deselect this box if this is *not* your **Primary Address**. Note that you must have one Primary Address specified.
- c. Once you have completed that section, click on the checkmark icon (✓) to save your changes and close the section.

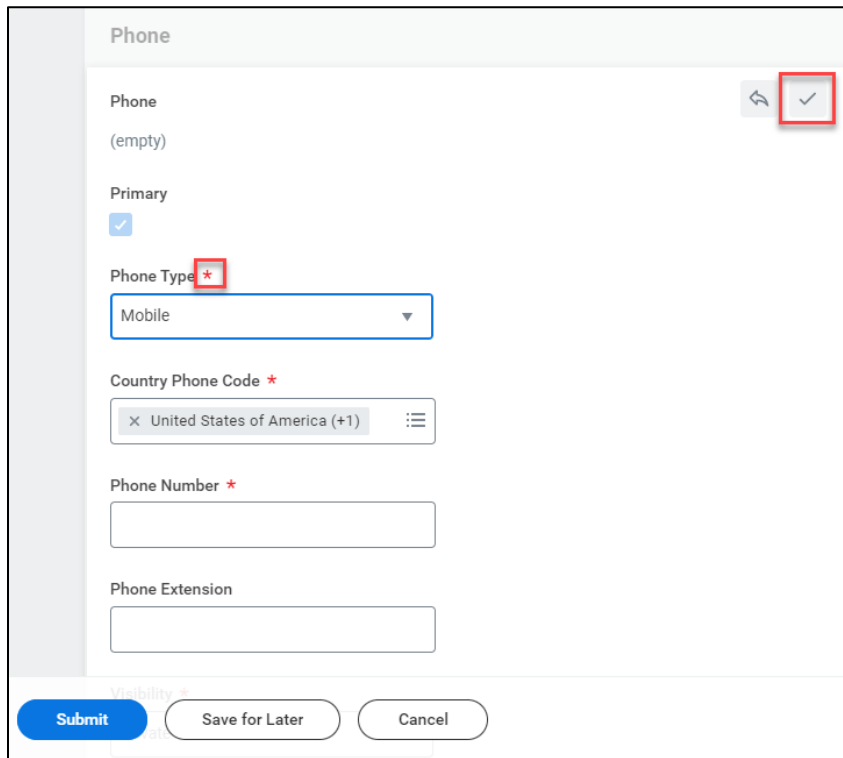
6. If you would like to add a second address, click **Add**. Complete the same fields as described in **Step 5**.

7. To add a **Phone Number** or **Email Address**, click **Add** in the appropriate section.

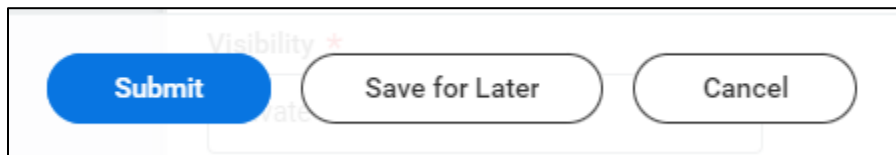


The screenshot shows a form with two main sections: "Phone" and "Email". The "Phone" section has an "Add" button highlighted with a red box. The "Email" section has a "Primary" checkbox checked, an "Email Address" field with the value "kale@test.com", and a "Visibility" dropdown set to "Private". Below the "Email" section is another "Add" button, also highlighted with a red box. At the bottom of the form is a comment box with the placeholder text "enter your comment" and three buttons: "Submit", "Save for Later", and "Cancel".

8. For both **Phone** and **Email**, fields marked with a red asterisk (*) are mandatory. Once you have completed that section, click on the checkmark icon (✓) to save your changes and close the section.



9. Click **Submit** at the bottom of the page when you are done. Or you can **Save for Later** to continue to edit this information at a later time.



10. When you have successfully completed, a pop-up notification will appear to confirm that your changes have been submitted.

