

Concept: Pay Information

Last updated June 3, 2020

Overview

From your **Pay** worklet, you can access the payroll schedule, your payslips, tax documents, tax withholding elections, and direct deposit information (known as payment elections in Workday).

See a brief summary of each of these major tasks/reports, as well as links to any relevant instructions, below.

Major Tasks

Tax Withholding Elections

Designate the amount you wish CCA to withhold from each paycheck in order to meet your federal, state, and local tax burdens.

- Guide: [View or Update Your Tax Withholding Elections](#)

Payment Elections (Direct Deposit)

Distribute payroll and expense payments between different bank accounts (checking or savings) and specify the payment method, such as by mailed check or direct deposit.

- Guide: [Manage Your Payment Elections \(Direct Deposit Information\)](#)

Payslips

View and print payslips or change whether to receive your payslips electronically or by mail in paper form.

- Guide: [View and Manage Your Payslips](#)

Tax Documents

View the annual tax documents associated with your earnings, such as your W-2, and choose whether to receive your W-2 electronically, by mail, or both. You can also view your Affordable Care Act (ACA) form(s) from a link in the **Pay** worklet.

- Guide: [View and Manage Your Tax Documents](#)

Payroll Schedule

See when you'll be receiving your paychecks for the current calendar year. If you're an hourly employee, you can also see timesheet due dates. CCA issues employee paychecks semi-monthly, though salaried and hourly staff pay dates differ.

- Link: [2021 Payroll Schedule](#)