

## ACCESS WORKDAY

You can access Workday via the following options:

### Within Cabrini

1. When logged in to a Cabrini computer, you will find a Workday logo on the desktop. Click this link to launch the Workday application. This will launch Workday, signed in to the same profile that is logged in to the computer.
2. Or, click on the link below to launch Workday on your computer's default web browser:



<https://wd3.myworkday.com/wday/authgwy/cabrini/login.html>

### Outside Cabrini

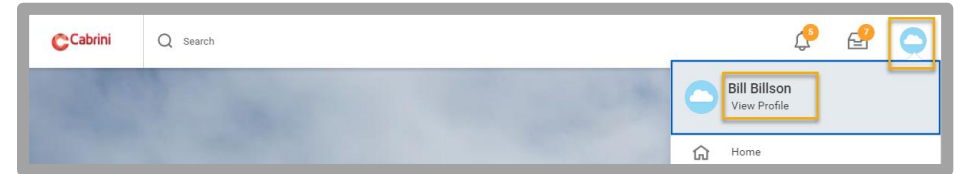
1. Use the same link to log in from a computer outside Cabrini:  
<https://wd3.myworkday.com/wday/authgwy/cabrini/login.html>
2. This link can also be found on the STAFF page at [www.cabrini.com.au](http://www.cabrini.com.au).
3. You will be required to enter the following details to login:
  - a. Username - Your Cabrini Email
  - b. Password - Your Cabrini Password

We recommend accessing Workday with Google Chrome.

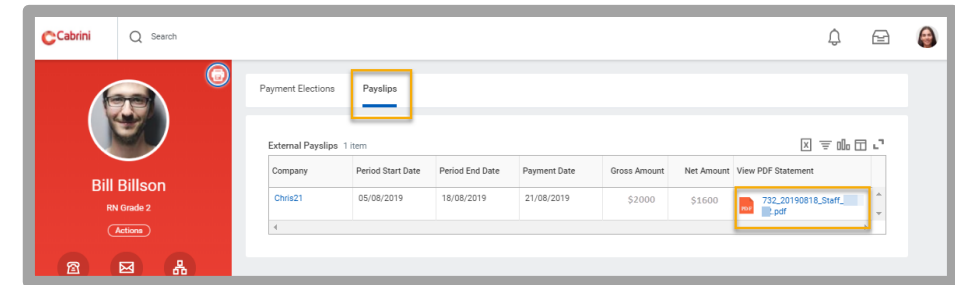


## VIEW PAYSLIPS

1. Click the **cloud or photo** in the top right of the screen,
2. Then, click on **your name** (View Profile).



3. In your Profile page, click the **Pay** tab on the left-hand side.
4. Click into the **Payslips** tab at the top of the page.



5. Click the PDF link to view a copy of your payslip; this can be downloaded and/or printed.

## SHORTCUT TO PAYSLIPS

- Type **Payslip** into the search bar, then click **My Payslips**.



**Note:** Only payslips issued after 21 August '19 will be visible in Workday. To view/print previous payslips, please contact Payroll on 9605 5477.