## Benefits and Pay Hub Sample E-mail for Distribution to Agency Employees:

Good afternoon,

We are excited to announce the new **Benefits and Pay Hub** app that will replace the **Pay** and **Payroll** apps is in Workday. The **Benefits and Pay** **Hub** app will be available along side the old **Pay** and **Payroll** apps during the month of February for employees to become familiar with the new app.

Under the **Benefits and Pay Hub** you can find the same information as the **Pay** and **Payroll** apps all in one place:

* Payment Information
	+ Payslips
	+ Payment Elections (Direct Deposit)
* Tax Information
	+ Federal and State Withholding Elections (W-4)
	+ Tax Documents (2023 & 2024 W-2)
* Benefits
	+ Health Care (PEBB Health Insurance)
	+ Optional Insurance Benefits and Retirement (PERS and OSGP)
* Compensation

Open up the help article [Benefits and Pay Hub Guide](https://wd5.myworkday.com/oregon/email-universal/inst/25755%241850/rel-task/2998%2440834.htmld) for a video walk through of the new Hub. Click on each link below to access the Help Article instructions for information under the new **Benefits and Pay Hub**.

***Please Note:*** *Help Articles will be updated with the reference to Benefits and Pay Hub on Jan. 27, 2025.*

**Overview**

* Help Article “[Workday Overview](https://wd5.myworkday.com/oregon/email-universal/inst/25755%24829/rel-task/2998%2440834.htmld)”
* Help Article [“Profile Overview”](https://wd5.myworkday.com/oregon/email-universal/inst/25755%241515/rel-task/2998%2440834.htmld)
* Help Article [“How to Read Your Payslip”](https://wd5.myworkday.com/oregon/email-universal/inst/25755%241155/rel-task/2998%2440834.htmld)

**Payment Information**

* Help Article [“Benefits and Pay Hub Guide”](https://wd5.myworkday.com/oregon/email-universal/inst/25755%241850/rel-task/2998%2440834.htmld)
* Help Article [“Payment Election (Direct Deposit)”](https://wd5.myworkday.com/oregon/email-universal/inst/25755%241029/rel-task/2998%2440834.htmld)

**Tax Information**

* Help Article [“Entering and Updating Federal and State Tax Elections (W-4)”](https://wd5.myworkday.com/oregon/email-universal/inst/25755%24451/rel-task/2998%2440834.htmld)
* Help Article [“How to View and Read your W-2"](https://wd5.myworkday.com/oregon/email-universal/inst/25755%241589/rel-task/2998%2440834.htmld)
* Help Article [“Elect to Receive Electronic Copy of W-2"](https://wd5.myworkday.com/oregon/email-universal/inst/25755%241816/rel-task/2998%2440834.htmld)

**Benefits**

* Help Article [“Overview of Benefits”](https://wd5.myworkday.com/oregon/email-universal/inst/25755%24955/rel-task/2998%2440834.htmld)
* Current PEBB Benefit Elections are displayed
* PERS and Oregon Savings Growth Plan contributions are displayed
* PEBB Benefits are updated in Workday from the PEBB system