

# Payroll Information

## Accessing Payroll Information Away from Work

Active associates can access the My Workday@Regions website from any computer, tablet, or mobile phone. This provides convenient, direct access to view and maintain your personal and pay information while away from work (with the exception of managerial tasks).

- Payslips
- W-2 (most recent year)
- Tax Withholding Elections
- Payment Elections (Direct Deposit)
- Review Time Off
- Name and Address Information

**Note:** Terminated associates do not have access to My Workday@Regions. Updates made on My Workday@Regions do not affect payments issued by Cigna.

To access My Workday@Regions away from work, you will need to access the off-network site.

- Type the following address into your device's internet browser.  
<https://wd5.myworkday.com/regions/login.html?redirect=n>
- Or click the following hyperlink.  
<https://wd5.myworkday.com/regions/login.html?redirect=n>

The first time you enter the website, you will need to use the following default login information.

- **User Name:** Associate ID
- **Password:** Regions + Last 4 digits of your Social Security Number + Last 2 digits of your birth year (example: Regions999975)
- After you log in, you will be required to create a new password and answer four security questions.

If you experience issues accessing My Workday@Regions, please contact the HR Connect Team for assistance. The HR Connect Team also assists with questions regarding payment of time off while on Leave of Absence.

## HR Connect Team

(877) 562-8383

Option 1 - Benefits

Option 2 - Payroll

Option 4 - General HR

Available Monday-Friday, 7:00am-5:00pm CST