

Payroll Fundamentals

Course Manual and Activity Guide

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PAYROLL FUNDAMENTALS FOR WORKDAY 26

DESCRIPTION

This is an instructor-led course that is designed to prepare you to configure and use the core elements of Payroll – those elements that are shared across countries. You will also learn to process payroll.

This is not a stand-alone course. You must also take a country-specific Learn Independent course.

GOAL AND OBJECTIVES

The goal of this course is to prepare you to configure and use Workday Payroll. After completing this course, you will be able to:

- Explain the payroll process.
- Process payroll.
- Set up Workday Payroll and the payroll processing framework.
- List steps to set up taxes.
- Define earnings, deductions, and other pay components.
- Set up withholding orders.
- Set up payroll accounting.
- Set up banking and settlement.
- Configure payroll business processes.
- Configure payroll security.
- Use Workday Payroll to perform payroll processing tasks.
- Use delivered payroll reports.
- Create custom payroll reports.

CHAPTER 1 – PAYROLL OVERVIEW

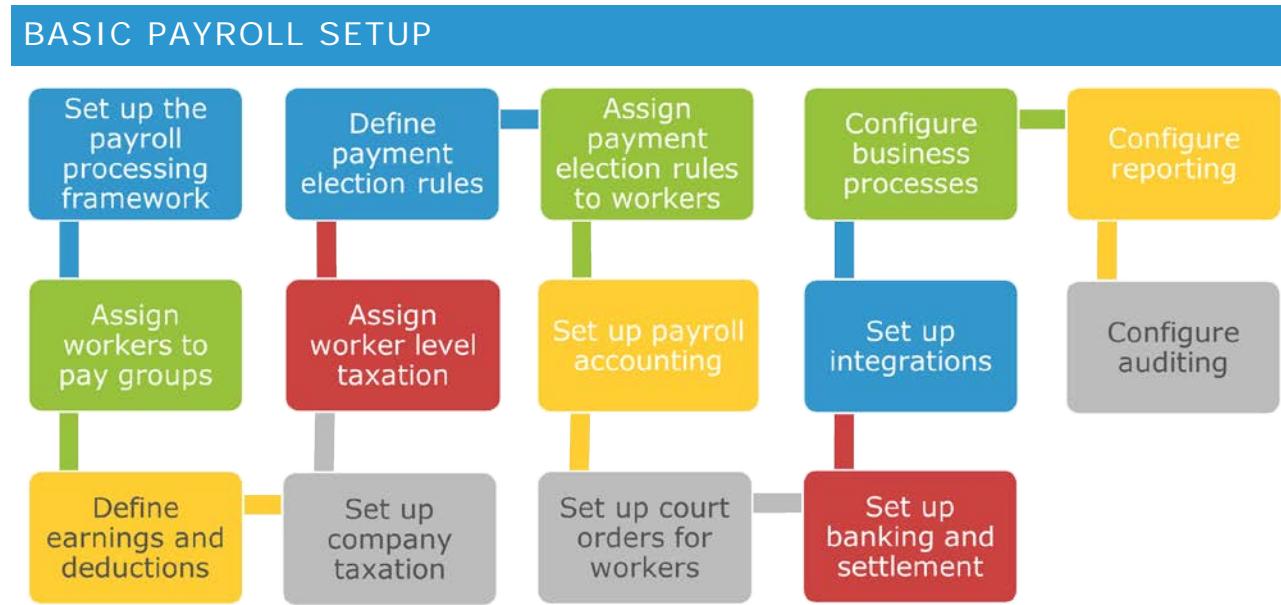
OVERVIEW

In this chapter, you become familiar with Workday Payroll, including sources of payroll data, the general sequence of steps in the payroll process, and how payroll is set up. You will also get some experience processing payroll.

OBJECTIVES

By the end of this chapter, you will be able to:

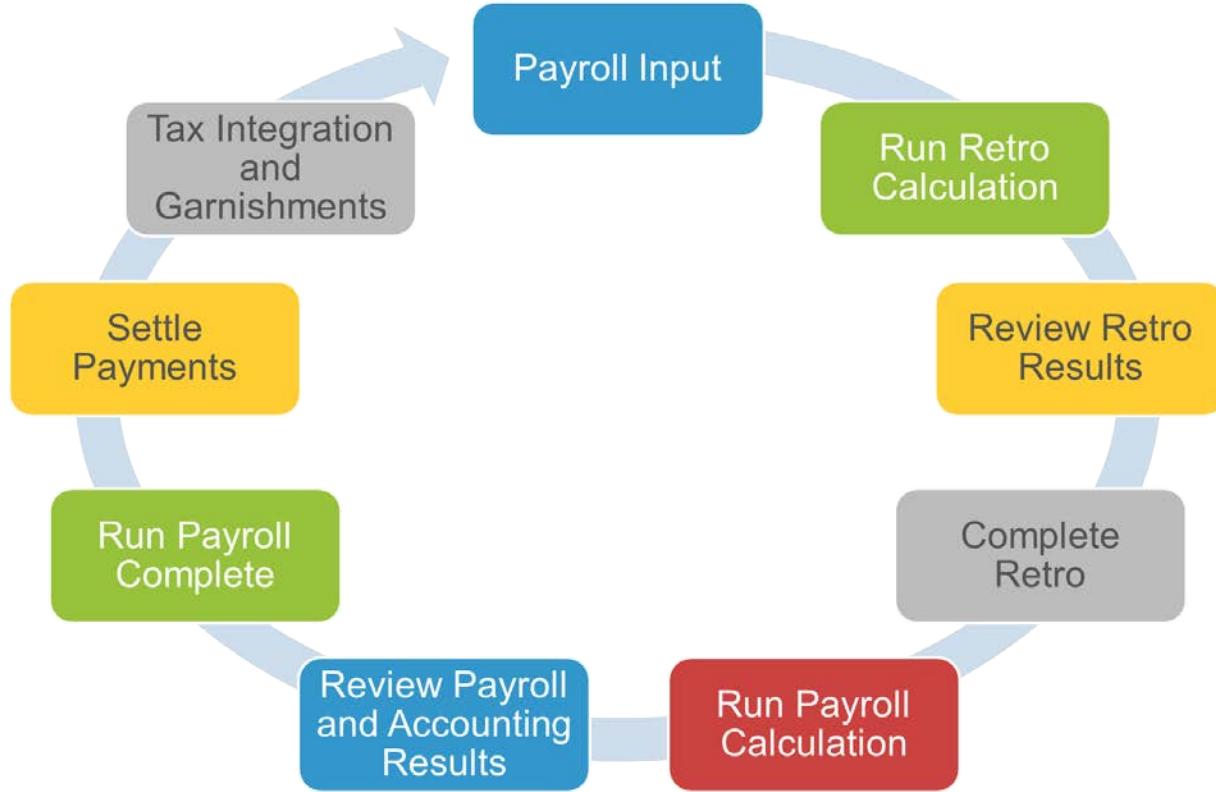
- Identify the steps in the payroll process.
- Identify sources of payroll data.
- Describe basic payroll setup.
- Process payroll.



Before you can run payroll, there is significant setup. First, you have to tell Workday when to pay, what to pay, and who to pay. You do this by setting up the payroll processing framework – period schedules, run categories, and pay groups.

PAYROLL PROCESSING STEPS

At a high level, Workday payroll processing consists of the steps shown in this diagram.



Workday enforces a processing sequence; it requires you to complete retro before you can continue the regular payroll process. You can complete the sequence over and over again, but eventually you have to complete retro and re-run pay calculation, then complete pay calculation.

You run the payroll process to:

- Calculate and complete payroll.
- Generate payroll accounting entries.
- Track both the overall progress of a pay run and the movement of individual payees through the payroll process using pay calculation and accounting statuses.

Each of these steps is described in the table that begins on the following page.

PAYROLL PROCESSING IS ITERATIVE

In practice, the payroll process is iterative. Certain steps need to be run multiple times in order for additions and updates to data to be processed. For example:

- Run pay calculation
- Run retro calculation
- Review retro results
- Complete retro
- Run pay calculation
- Run pay complete

You will learn more about these steps as you go through this course, but they are briefly described in the table below.

Step	Description
ADD PAYROLL INPUT	<p>There are multiple ways to add payroll input:</p> <ul style="list-style-type: none"> • Add <i>Payroll Input for a Worker</i> task • As a related action off a worker, select Payroll > Add Input • As a related action off an In Progress payroll result, select Payroll Input for Worker and Period > Add Input • Run an EIB (Enterprise Interface Builder) integration
RUN PAY CALCULATION	<p>Using the <i>Run Pay Calculation</i> task, select the pay period to calculate, the Pay Run Groups or Pay Group Details, and the Calculation Statuses to calculate. The payroll has a status of In Progress when at least 1 worker has gross-to-net results. This process creates both Gross to Net and Accounting results.</p>
RUN RETRO CALCULATION	<p>Retroactive calculations are made when benefits change, a change in compensation occurs, an allowance plan assignment change, etc. It can also calculate earnings or deductions added or removed since the original calculation. Only certain retroactive changes are supported.</p>
REVIEW RETRO RESULTS	<p>Check the results of retro processing for accuracy and completeness.</p>
COMPLETE RETRO	<p>Once the <i>Run Retro Pay Complete</i> task is run, the retro pay calculation process is marked Complete and cannot be rerun. Retro processing must be complete before Run Pay Complete can be run.</p>

Step	Description
REVIEW PAYROLL AND ACCOUNTING RESULTS	Use delivered reports to review Gross to Net results. Workday automatically generates accounting entries when you calculate on-cycle and off-cycle payrolls. It generates entries for accruals and accrual reversals as part of normal, on-cycle runs based on the accrual dates specified on the period schedule.
RUN PAYROLL COMPLETE	The Complete Pay Calculation process step has been run for the pay group and there are no payees in Requires Calculation, Pending Completion, on Hold, or in Error.
SETTLE PAYMENTS	When you process a settlement run, Workday launches the Settlement Run Event business process to settle its unpaid open items and pending payments as a single unit. Once you approve and complete the sub-processes (if applicable), Workday updates the settlement run status to Complete. The settlement process also generates the accounting entries associated with each payment and sends them to Workday's financial accounting.
TAX INTEGRATION AND GARNISHMENTS	Use a tax filing integration to send periodic, quarterly, and annual tax information from Workday Payroll to a third-party service provider. Workday hosts and maintains tax-filing integrations to ADP, MasterTax, and Ceridian. Workday supports employer garnishment calculations, including disposable earnings limits, fee limits, and allocation methods. Workday also supports integrations with third party vendors that provide garnishment payment services (e.g., Ceridian).

SOURCES OF PAYROLL DATA

Workday Payroll can pull data from the workers' profiles, benefits, compensation, tax details, absence, time tracking, work schedule, and other sources.



All of the data has the potential to affect payroll results, whether it is entered in Payroll, HCM, Absence, etc.

WORKER DATA INPUT

- Basic biographical data, including:
 - Home and work addresses
 - Government IDs (SSN in the US)
- Worker and job data, such as:
 - Pay rate type (hourly or salaried)
 - Employee type (regular or temporary)
 - Time type (full or part time)
- Benefit elections
- Compensation data
 - Base compensation
 - Allowance plans
 - One-time payments
 - Severance
 - Merit
 - Bonus process

- Payroll tax withholding elections
 - Federal
 - State
 - Province
 - Local
- Payment elections
 - Direct deposit
 - Check
 - Manual
- Absence data
 - Time Offs (such as floating holidays, personal time off, sick time, and vacation time)
 - Statutory leaves
- Withholding orders / court orders
 - Creditor garnishments
 - Support orders
 - Tax levies
 - Direct earnings attachment
 - Earnings arrestment
- Time Tracking data
- Work schedules

PAYROLL INPUT

Earning and deduction inputs include such things as:

- Voluntary deductions
- One-time payments
- Hours
- Adjustments to tax balances and taxable wage balances



ACTIVITY 1.1 – PAYROLL PROCESS OVERVIEW

Business Case: Your Payroll Partner has asked you, the Payroll Administrator, to demonstrate to her how the Workday payroll process functions. You will use a tenant with training data for the demonstration.

- ➔ **Sign in as Logan McNeil (lmcneil).**

RUN PAY CALCULATION

1. Select **Run Pay Calculation** from the Payroll Work Area.
2. Enter the following information:

Field	Entry Value
Period	12/28/2015 – 01/03/2016 (Weekly (Mon-Sun))
Pay Run Groups and/or Pay Group Details	USA Weekly: Regular (Weekly)
Calculation Statuses	Not Yet Started (defaults in)

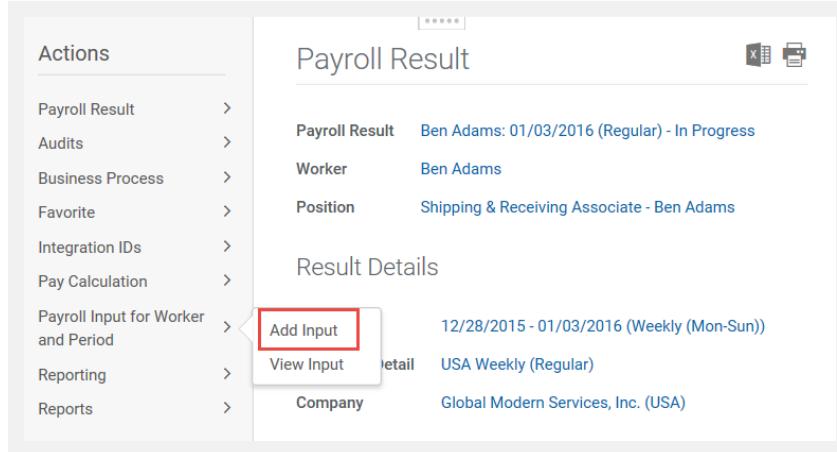
3. Click **OK**.
4. Click the **Refresh** button until the calculation Status indicates Completed.

REVIEW PAY CALCULATION RESULTS

1. Click the **number** in the In Progress Column.
2. Click the **Payroll Result** column for Ben Adams.
3. Verify that his Net pay is \$0.00.

ADD PAYROLL INPUT FOR BEN ADAMS

- From the *View Payroll Result Ben Adams: 01/03/2016 (Regular) – In Progress* link, select the related action **Payroll Input for Worker and Period > Add Input**.



- Accept the Start Date and End Date defaults.
- Accept the Processing Options defaults of **One-time, Override**, and **Regular Run Category**.
- In the Input grid, select **Create Batch ID** in the Batch ID field.
- Enter **your initials** in the Batch ID field, and select **Payroll** in the Usage field.



Note: You should create a standard naming convention for the Batch ID field, such as your initials and the date, or another pre-determined identifier.

- Click **OK**.
- In the Input grid, select **Hourly Pay [USA]** in the Pay Component field.
- Click the **Add Row** icon in the Input Details section. The Hours (unprorated) type populates by default.
- Enter **40** in the Value column.
- Click **OK**.
- Click the **Re-Calculate Result** button.
- Click **OK**. Review each tab on the Payroll Result page. Did the pay results for Ben Adams change?
- Click **Done**.

ADD MORE PAYROLL INPUT

1. Access the **Add Payroll Input by Worker** task from the search box or by selecting it from the Payroll Work Area.
2. Enter the following information:

Field	Entry Value
Worker(s)	Manny Soto
Batch ID	Your initials
Start Date	12/28/2015
End Date	01/03/2016
Pay Component	Overtime – Hourly (1x) [USA]
Processing Defaults	<ul style="list-style-type: none"> • One-time • Override • Regular Run Category

3. Click **OK** to continue.
4. Add a row in the Input Details column. The Type Hours (unprorated) populates by default.
5. Enter **5** in the Value column.
6. Click **OK** and **Done**.

ON YOUR OWN: ADD PAYROLL INPUT FOR WORKER

Add payroll input for Kelly Brown of \$10 for a United Way deduction. To enter her payment, use your existing Batch ID, 12/28/2015 through 12/25/2016, Ongoing, Override, and Regular Run Category as the Processing Defaults.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	12/28/2015 – 01/03/2016 (Weekly (Mon-Sun))
Pay Run Groups and/or Pay Group Details	USA Weekly: Regular (Weekly)
Calculation Statuses	Requires Re-calculation
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**, and then click the **Refresh** button until the status displays completed.
4. Click the **number** in the In Progress column.
5. Click the **Payroll Result** column for Manny Soto and verify his overtime pay.
6. Access the **Pay Calculation Results for Worker** report.
7. Enter **Kelly Brown** in Worker field and click **OK**.
8. Click the magnifying glass in the **Payroll Result** column.
9. Scroll to the bottom of the Gross to Net tab and verify the United Way deduction.

VIEW PAYROLL ACCOUNTING

1. Access the **Payroll Accounting by Company/Period** report.
2. Enter the following information:

Field	Entry Value
Company	Global Modern Services, Inc. (USA)
Period	12/28/2015 – 01/03/2016 (Weekly (Mon-Sun))
Accounting Status	Created

3. Click **OK**.
4. Review the report.

REVIEW PROCESS MONITOR

1. Access the **Process Monitor** report.
2. Select **Job** for the Process Types field.
3. Click **OK**.
4. Were there any failures or errors?

RUN PAY COMPLETE

1. Access the **Run Pay Complete** task.
2. Enter the following information:

Field	Entry Value
Period	12/28/2015 – 01/03/2016 (Weekly (Mon-Sun))
Pay Run Groups and/or Pay Group Details	USA Weekly: Regular (Weekly)
On-cycle/Off-cycle	On-cycle

3. Select the **OK to Proceed** checkbox.
4. Click **OK**, and then click the **Refresh** button until the Status displays Completed.

CREATE SETTLEMENT RUN

1. From the Payroll Work Area, select **Settlement Work Area**.
2. Click the **Create** button.
3. Enter the following information:

Field	Entry Value
Company	Global Modern Services, Inc. [USA]
Currency	USD
Settlement Run Name	GMS – 2016/01/07
Settlement Run Date	01/07/2016
Auto Select Filters	System Filters > All Available Pay Groups

4. Accept the other defaults and click **OK**.

5. Click the **Process** button.
6. Click **Refresh** until the Settlement displays Completed.

VIEW DIRECT DEPOSITS

1. Access the **View Direct Deposit Register** report.
2. Select **Citibank Checking** in the Bank Account field.
3. Click **OK** and review the report.

PRINT CHECKS

1. Navigate to **Logan's Inbox**.
2. Note the task **Print Checks: Citibank Checking for Payroll On-Cycle Payment (Check) on [date]** is open.
3. Select the **Print Checks** radio button.
4. Click **OK**.
5. Click **Refresh** until you see the PDF file of the checks. This may take a few minutes.
6. Click the PDF file to review the checks.

PAYROLL REPORTS AND TASKS

You can use Sitemap to see all Workday-delivered payroll reports and tasks. From Sitemap, click one of these payroll categories to see the corresponding reports and tasks:

- Payroll Processing/Results
- Payroll Worker Data
- Set Up Payroll

Available Reports and Tasks

To view a report, click the report name. To start a task, click the task name.

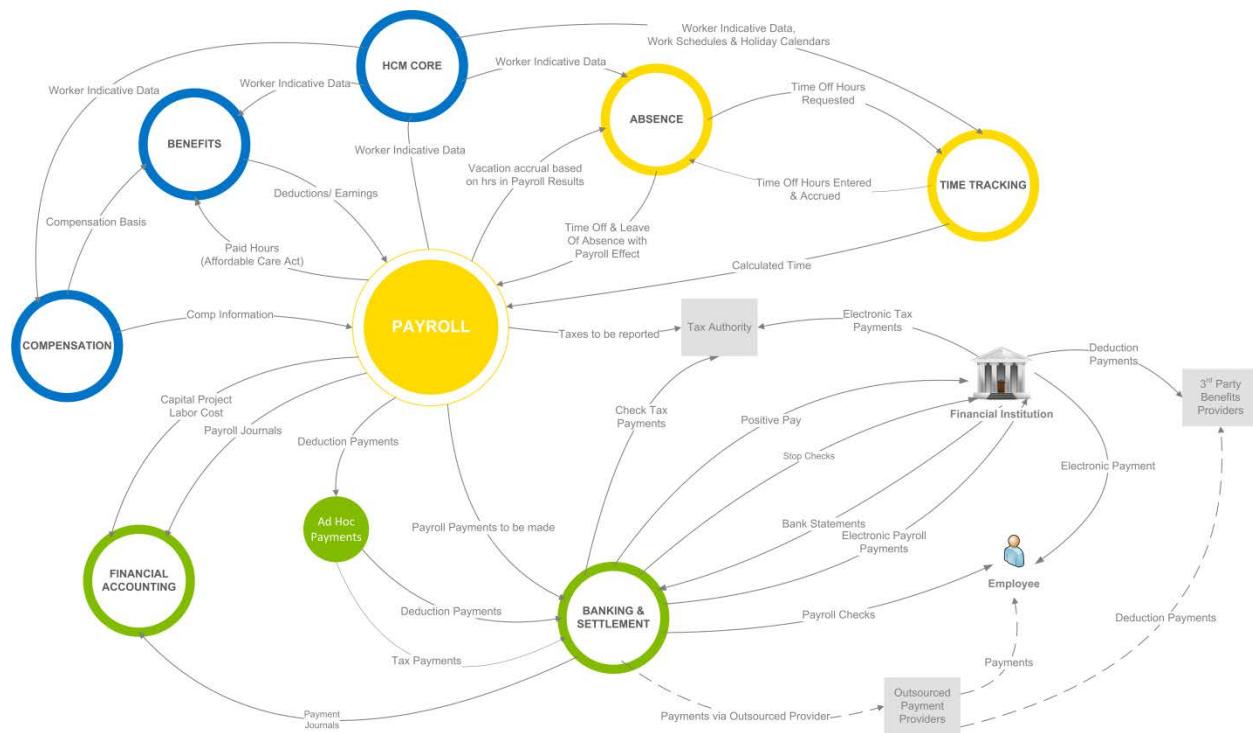
Reports	Tasks
Accumulation Types All Balance Periods All Common Pay Agents All Deductions All Earnings All Earnings and Employee Deductions Costing Allocations All Employer Paid Expense Costing Allocations All Fringe Benefit Recovery Costing Allocations All Pay Accumulations All Pay Balances More (70)	Company Payroll Printing Options Copy Payroll Commitment Rule Create Balance Period Create Batch ID Create Company Relationship Create Deduction Create Earning Create Fringe Benefit Commitment Rule Create Pay Accumulation Create Pay Balance More (80)

TOUCHPOINTS

Because Workday is a unified solution, you have to consider the cross functional impact of certain configuration decisions.

This touchpoints diagram provides insight into how one area of the product impacts another. There are configuration decisions that need to be made with current and possibly future phases of implementation in mind. Your consultants will work with you to identify and plan for these touchpoints.

This diagram represents the touchpoints for the current Workday release.



LEGEND			
	Functional area for which the context diagram is being created.		Business document or transaction that has an interaction with the functional area under consideration.
	Functional area having an interaction with the functional area that is under consideration and for which the context diagram is created.		External entity, such as an organization or users that have an interaction with the functional area under consideration.



KNOWLEDGE CHECK

1. There are many steps to setting up payroll, including setting up the payroll processing framework and assigning workers to pay groups.
 - a. True
 - b. False
2. Running payroll is an iterative process.
 - a. True
 - b. False
3. What data has the potential to affect payroll results?

CHAPTER 2 – PAYROLL PROCESSING FRAMEWORK

OVERVIEW

The payroll processing framework consists of a number of elements that must be planned and configured prior to running regular payrolls. In this chapter, you will learn how to set up these elements according to company requirements.

OBJECTIVES

By the end of this chapter, you will be able to:

- Configure a tenant for Payroll.
- Create period schedules.
- Define gross and net pay accumulations.
- Define run categories.
- Define payment election rules.
- Create pay groups.
- Assign workers to pay groups.

EDIT TENANT SETUP – PAYROLL

You use the *Edit Tenant Setup – Payroll* task to configure the tenant for Payroll, which includes the following activities:

- Selecting countries.
- Enabling mid-period costing.
- Specifying the accounting date for off-cycle payments.
- Disabling payslip self-service options.
- Overriding W-2 and W-2C Form alignment.
- Specifying W-2 and W2C electronic signature text.
- Selecting ID definition for withholding orders.

Edit Tenant Setup - Payroll

Tenant Setup gms01

Supported Countries

Workday Payroll Countries

- Canada
- United Kingdom
- United States of America

Costing Allocations

Enable Mid Period Costing

Enable Employee Deduction Costing

Position Required for Costing Allocations

Payroll Accounting

Use Payment Date as Accounting Date for Off-cycle Payments

Payslips

Disable Payslip Printing (Business Form) in Self-Service

Disable Payslip Viewing (Online Version) in Self-Service

Print Payslips Using Report Designer Layout in Self-Service

Canada Year End Tax Documents Electronic Signature Text

Use Default Workday Signature Text

Year End Tax Documents Signature Text * Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

W-2/W-2C Form Alignment Override (W-2 Default values Top=6, Left=4.5; W-2C Default...

Top	0
Left	0

US Year End Tax Documents Electronic Signature Text

Use Default Workday Signature Text

US Year End Tax Documents Electronic Signature Text * Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

Timesheet Setup Options

ID Sequence Generators

ID Definition for Withholding Orders



Note: Timesheets are no longer used in implementations as they've been deprecated. However, some early customers still use them.

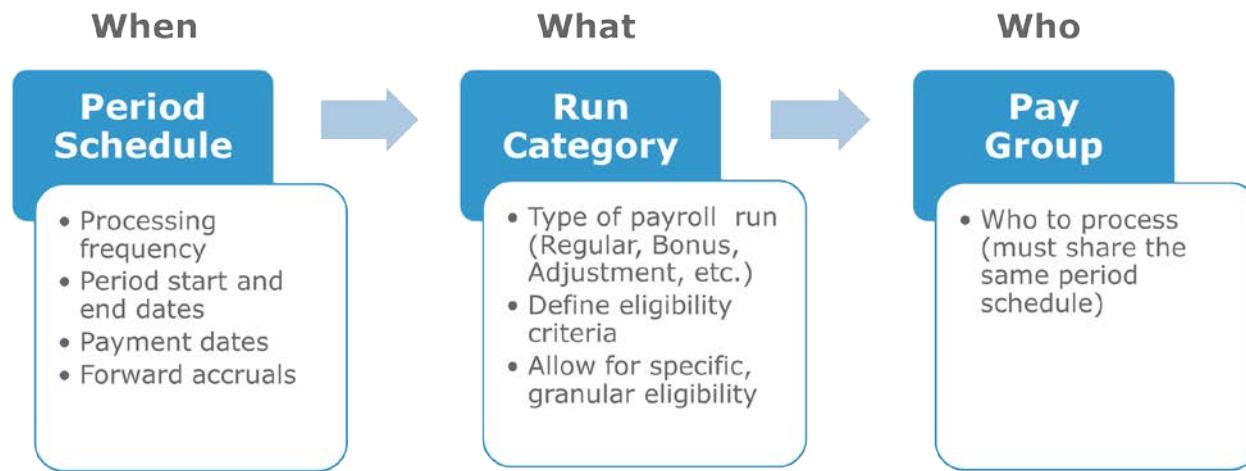
The table below describes each field on the page.

Field	Description
WORKDAY PAYROLL COUNTRIES	<p>Select the countries in which you're planning to use Workday Payroll.</p> <p>These countries determine the values available in the Country field that appears on various payroll pages.</p>
COSTING ALLOCATIONS	<p>Select Enable Mid Period Costing to have Workday prorate costed earnings when allocations change mid-period.</p> <p>By default, Workday costs earnings according to the allocations in effect on the period end date.</p>
PAYROLL ACCOUNTING	<p>Workday uses the period end date as the accounting date in journal lines for off-cycle payments unless you select Use Payment Date as Accounting Date for Off-cycle Payments.</p> <p>The accounting date determines to which ledger period to post the journal lines. If this date falls within an open ledger period, Workday posts the journal lines to the open period. If the ledger period is closed, it posts to the next open ledger period.</p>
PAYSLIPS	<p>Specify whether employees can print or view payslips from self-service pages when the payroll self-service domain is enabled.</p> <p>Disable Business Printing (Business Form) in Self-Service: Prevents display of the Print Payslip Image button and PDF version of the payslip. In Workday mobile applications, prevents display of the View PDF Statement button when displaying the mobile payslip details.</p> <p>Disable Business Printing (Online Version) in Self-Service: Prevents display of the View Payslip button and online version of the payslip. In Workday mobile applications, the YTD Gross and YTD Net amounts are not displayed when displaying mobile payslip details.</p>
W-2/W-2C FORM ALIGNMENT OVERRIDE	<p>For the US only. If necessary, adjust the default alignment of W-2 and W-2C form stock.</p> <p>The Top alignment is the distance in millimeters between the top margin of the W-2 form and the start of the topmost W-2 quadrant boxes. The default setting is 6 millimeters.</p> <p>The Left alignment is the distance in millimeters between the left margin of the W-2 form and the start of the leftmost W-2 quadrant boxes. The default setting is 4.5 millimeters.</p>

Field	Description
W-2/W-2C ELECTRONIC SIGNATURE TEXT	For the US only. Applies when you enable employees to opt out of receiving a printed copy of the W-2/W-2C. Select Use Default Workday Signature Text to have Workday display a default message to employees when they are presented with the option of opting out of receiving a hard copy W-2 and W-2C. To display your own message instead, clear the checkbox and enter your message in the text box.
ID SEQUENCE GENERATORS	Enables you to associate a withholding order sequence generator for the Withholding Order ID field on the <i>Record US Withholding Order for Worker</i> and the <i>Record CAN Withholding Order for Worker</i> tasks. Create the sequence generator on the <i>Create ID Definition/Sequence Generator</i> task.

PAYROLL PROCESSING FRAMEWORK

The payroll processing framework is comprised of period schedules, run categories, and pay groups. The association between these three elements tells Workday when to process payroll, what to process, and who to process.



PERIOD SCHEDULES

Period schedules control whether an employee is paid weekly, semi-monthly, monthly, etc. They have start and end dates and payment dates.

Period schedules define consecutive periods, such as weekly or monthly, for payroll processing and time tracking. If configured, Workday Payroll, Absence, and Time Tracking can share period schedules. Shared schedules are appropriate only if time period and pay period dates match.

After you create pay period schedules, you can assign them to pay groups. Pay groups with the same frequency can use the same period schedule, as long as all dates match (start, end, and payment dates).

Name: Weekly (Mon-Sun)

Frequency: Weekly

Usage: Payroll, Timesheets, Time Tracking

Regular Pay Day: Weekly - Friday

Payment Date Auto-Adjust:

- Saturday: -1
- Sunday: -2

Payroll:

- Payment Date Offset Days Default: 5
- Pay Group Usage Count: 3
- Pay Group Detail for Period Schedule:
 - CAN Weekly: Regular (Weekly)
 - GBR Hourly: GBR Regular (Weekly)
 - USA Weekly: Regular (Weekly)
- Run Category Usage Count: 2
- Run Category:
 - GBR Regular
 - Regular

Timesheet:

Periods: Canadian Annualization Factors

Period	Period Number	Period Start Date	Period End Date	Payroll Payment Date
Q	52	12/19/2016	12/25/2016	12/29/2016
Q	51	12/12/2016	12/18/2016	12/22/2016
Q	50	12/05/2016	12/11/2016	12/15/2016
Q	49	11/28/2016	12/04/2016	12/08/2016

You can build period schedules directly in Workday or import them using Enterprise Interface Builder (EIB) or iLoad (consultants only).

Period Schedule Usage

The period schedule usage identifies the application that uses the schedule, such as Payroll and Time Tracking. For each period, you can specify the period start date, period end date, and payroll payment date. By default, Workday sets the payroll payment date to the period end date.

Payment Date Auto-Adjust

This optional setup prevents payment dates from falling on a weekend. For example: Enter -1 in the Saturday field to change payment dates that fall on a Saturday to the previous Friday. This option is most commonly used when the date varies, which usually occurs with semi-monthly and monthly pay frequencies.

Payment Date Auto-Adjust

Saturday	-1
Sunday	-2

Payment Date Offset

If the payment date always falls the same number of days before or after the period end date, you can enter an offset value to have Workday automatically enter the payment date. This is commonly used with weekly and bi-weekly schedules.

Payroll

Payment Date Offset Days Default	5
Pay Group Usage Count	3
Pay Group Detail for Period Schedule	CAN Weekly: Regular (Weekly) GBR Hourly: GBR Regular (Weekly) USA Weekly: Regular (Weekly)
Run Category Usage Count	2
Run Category	GBR Regular Regular

To set up a payment date offset:

- Save the period schedule.
- From the period schedule name, select the related action Period Schedule > Edit.
- Expand the Payroll section.
- Change the Payment Date Offset Days Default.
- Continue to build the period schedule.

Time Tracking

Workday Payroll and Workday Time Tracking can share the same period schedules depending on when you pay employees for time worked. For each period, you specify:

Field	Purpose
OPEN TIME ENTRY	Date and time that workers can begin entering time for the period. Leave this field empty if there are no restrictions.
LOCK TIME ENTRY	Date and time that workers can no longer enter time or change time entries for the period. You can make payroll administrators and other users exempt from the lockout so that they can make last minute changes to time blocks during the initial lockout period. Exempt users must belong to a user-based or role-based security group associated with the Time Tracking: Exempt from Lockout domain
UNLOCK FOR ADJUSTMENTS	The end of the lock period. Unlocking the period after payroll is complete makes it possible for users to enter and correct time for the period.
CLOSE TIME ENTRY	The final close date and time for the period. Users can no longer make additional time entries and corrections for the time period

Payroll General Ledger (GL) Accruals

Accruals in accounting allow you to keep assets and liabilities in the financial reporting periods that they belong.

Forward accruals are used to estimate payroll payments in a future payroll period that spans two financial reporting periods. For each pay period, you can specify on the period schedule whether to create a forward accrual and the details of the accrual. General Ledger (GL) accruals allow you to create a forward accrual on a specified accrual date and reverse it on a specified accrual reversal date. Workday creates the forward accrual as a ratio of the number of days in the pay period to be estimated (days to accrue) over the work or calendar days in a full financial accounting period.

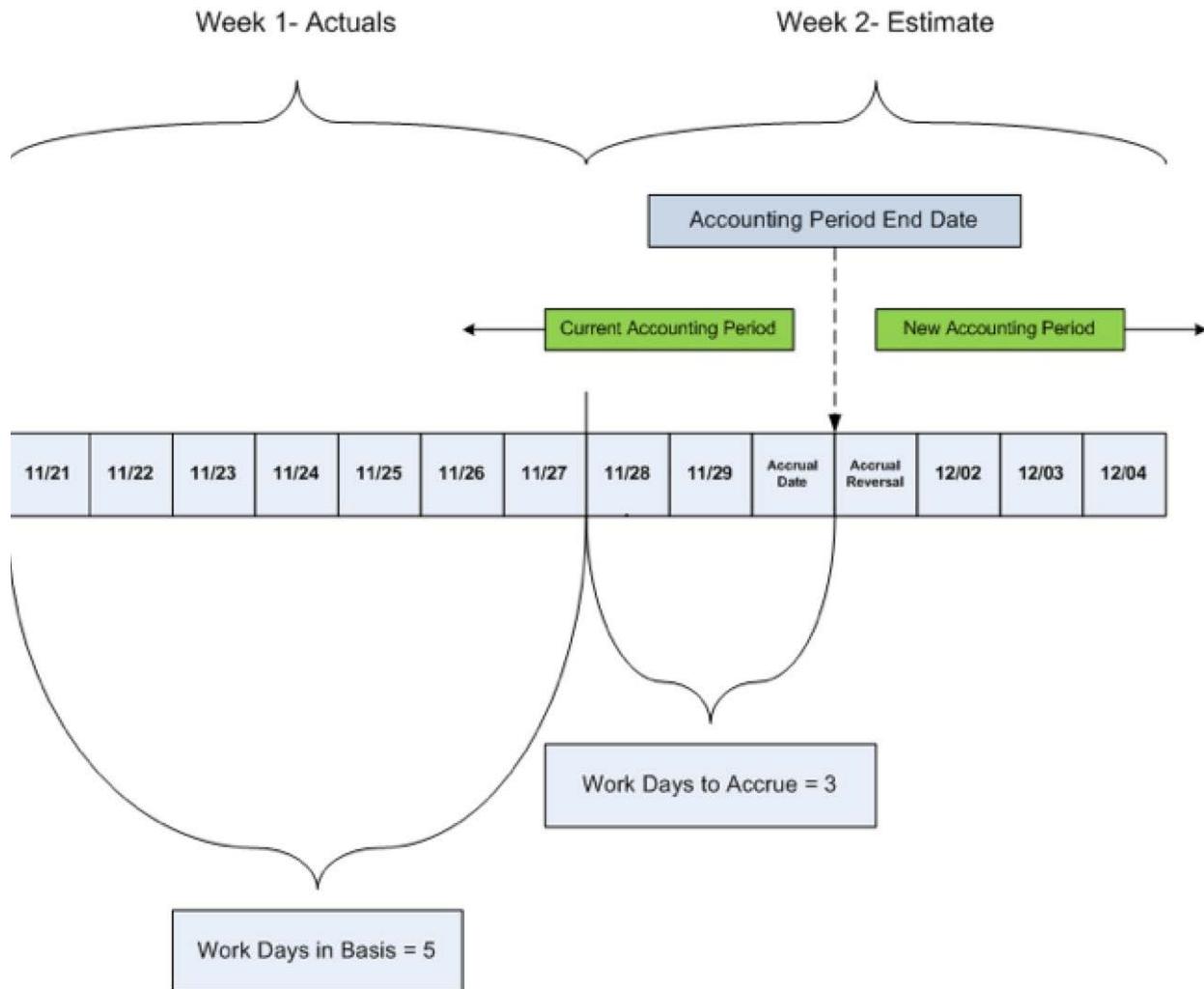
Use forward accruals to estimate payroll payments in a future payroll period that spans two financial reporting periods. For each period, you specify:

Field	Purpose
DAYS TO ACCRUE	Number of days for which you are estimating payroll costs.
DAYS IN BASIS	Number of work or calendar days in a full financial reporting period—typically the most recent full pay period before the period for which you are estimating payroll costs.

Field	Purpose
ACCRUAL DATE	Date of the accounting entry—typically the last day of the accounting period.
ACCRUAL REVERSAL DATE	Any day after the accrual date, but typically the first day of the next accounting period.

The following diagram illustrates how Week 11/21 – 11/27 of a weekly payroll calendar can be used as a basis for estimating payroll costs for the 3 days in Week 11/28 – 12/04 that precede the accounting period end date:

- Days to Accrue/Days in Basis = 3/5 (workdays).
- 3/5 represents portion of basis to project forward as cost estimate.
- You can use work days or calendar days to define ratio of days over days.
- Notice that accounting setup is required to calculate forward accruals.



Payroll Settlement Date Overrides

Payroll Settlement Date Overrides allow you to override payment dates for countries with a bank calendar or holiday schedule that is different from the US. For example, if Canada Day falls on a US payroll payment date, you can override the payment date for Canada for that period.

For each period, you specify:

Field	Purpose
COUNTRY	The country for which the override should take place.
OVERRIDE DATE	The payroll payment date that should be used for the specified country.



EXPLORE A PERIOD SCHEDULE



Sign in as Logan McNeil (lmcneil).

1. Access the **View Period Schedule** report.
2. Select **Weekly (Mon-Sun)** and click **OK**.

DISCUSSION

1. Is Absence a Usage option?
2. What is the purpose of the Payment Date Auto-Adjust?
3. Can you edit the Period Number?
4. Click the arrow next to Payroll to expand the section and answer the following questions:
 - a. Which run categories use this period schedule?
 - b. What is the purpose of the Payment Date Offset Days Default?
 - c. Does this period schedule include Forward Accruals?



ACTIVITY 2.1 – CREATE A PERIOD SCHEDULE

Business Case: The company requires two period schedules for payroll usage: 1_Weekly and 1_Semi-monthly.

For the 1_Weekly period schedule, the payment date is five days after the period end date.

For the 1_Semi-monthly period schedule, the period end date is the payment date. If the payment dates fall on Saturday or Sunday, the payment date should be the previous Friday.

- ➡ **Sign in as Logan McNeil (lmcneil).**

CREATE A WEEKLY PERIOD SCHEDULE

1. Access the **Create Period Schedule** task.
2. Enter the following information:

Field	Entry Value
Name	1_Weekly
Frequency	Weekly
Usage	Payroll (ignore the warning messages that appear regarding the Payment Date Auto-Adjust fields)

3. Click **OK** to save the Payroll usage setting.
4. From the the 1_Weekly period schedule, select the related action **Period Schedule > Edit**.
5. Expand the Payroll section and enter **5** in the Payment Date Offset Days Default field.

6. Add four rows to the Periods table and enter the following information:

Period Start Date	Period End Date	Payroll Payment Date <i>(Defaults based on the Payment Date Offset Days Default)</i>
04/04/2016	04/10/2016	04/15/2016
04/11/2016	04/17/2016	04/22/2016
04/18/2016	04/24/2016	04/29/2016
04/25/2016	05/01/2016	05/06/2016

7. Click **OK** and **Done** to save your work.

ON YOUR OWN: CREATE A SEMI-MONTHLY PERIOD SCHEDULE

Create a 1_Semi-monthly period schedule. The payment date should be the same as the period end date. If the payment date falls on Saturday or Sunday, use the Payment Date Auto-Adjust setting to adjust the payment date to the previous Friday.

Create the periods using the following start dates:

- 04/01/2016
- 04/16/2016
- 05/01/2016

In the Payment Date Auto-Adjust section, enter the following information:

Field	Entry Value
Saturday	-1
Sunday	-2

HIGH VOLUME INPUT USING ENTERPRISE INTERFACE BUILDER (EIB)

You can upload period schedules, payroll input adjustments, overrides, and other payroll data into Workday from a spreadsheet using the Enterprise Interface Builder (EIB). Using the EIB, you can build simple inbound and outbound integrations between Workday and external endpoints.

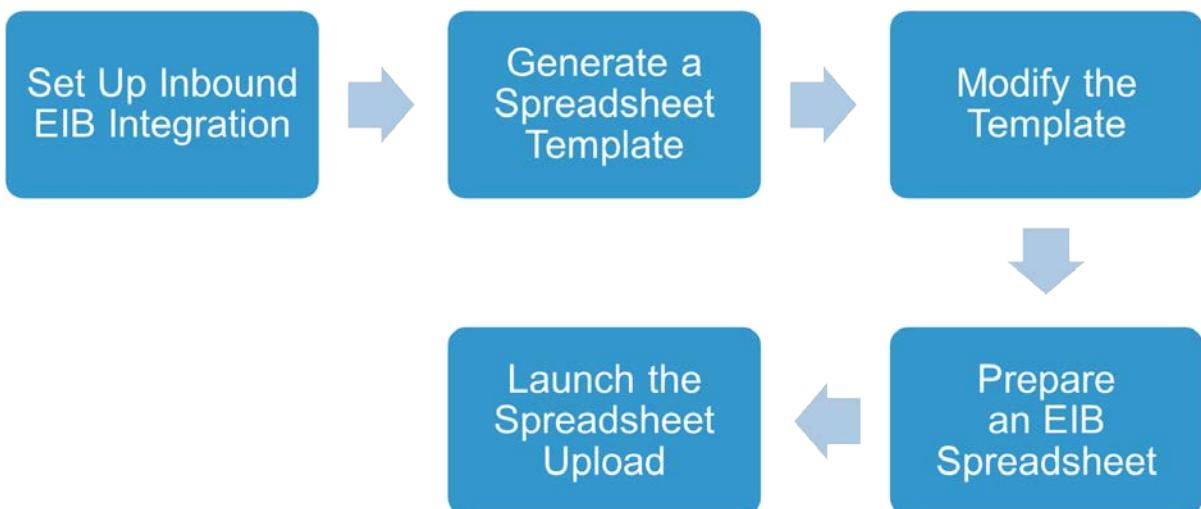
Workday represents the integration as an Enterprise Interface, which you build and configure before the integration is ready to launch. You can create simple inbound or outbound integrations in a few steps using the wizard, which guides your setup with appropriate options based on the data flow.

The EIB has four components:

Integration System	Integration Data Source	Integration Transformation	Integration Transport Protocol
<ul style="list-style-type: none"> Defines the integration in Workday Contains all components required to perform the task 	<ul style="list-style-type: none"> Data Workday receives from an external source OR Data that the integration extracts from Workday 	<ul style="list-style-type: none"> Converts the data into a format that Workday or the receiving endpoint can understand Workday provides some delivered transformations, but other can be created 	<ul style="list-style-type: none"> Defines how Workday imports data from or exports data to an external endpoint

STEPS TO SET UP AN INBOUND EIB INTEGRATION

There are five steps involved in setting up EIBs from templates using web service operations:



THE EIB TEMPLATE

The following is a partial screenshot of the .xml EIB spreadsheet used for Period Schedules.

	A	B	C	D	E	F	G
1	Period Schedule						
2	Area	All	Period Schedule Data (All)				
3	Restrictions	Required	Optional	Optional	Optional	Required	Required
4	Format	Text	Y/N	Period_Schedule_ID	Text	Text	Frequency_ID
5	Fields	Spreadsheet Key*	Add Only	Period Schedule	Period Schedule ID	Period Schedule Name*	Frequency*
6		1	1_MONTHLY		1_Monthly	Monthly	
7		1	1_MONTHLY				
8		1	1_MONTHLY				
9		1	1_MONTHLY				
10		1	1_MONTHLY				

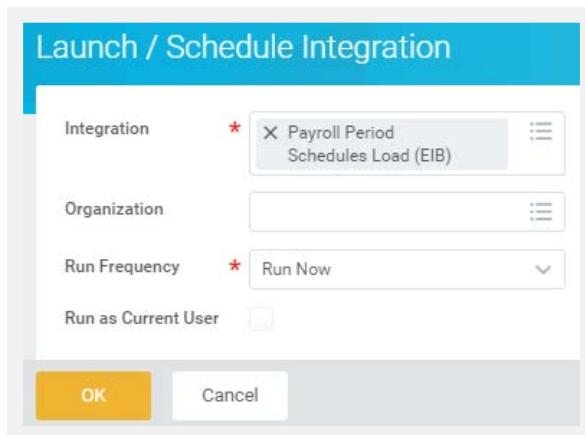
Editing this spreadsheet with the required fields is important in order to properly fill out the spreadsheet for loading.

LAUNCH THE EIB (INTEGRATION SYSTEM)

This task supports integrations built with the Enterprise Interface Builder (EIB) and most integrations in the Workday Integration Network.

Steps

1. Access the *Launch / Schedule Integration* task.



- Select an integration system from the Integration prompt.
- If you have more than one integration process event defined for this integration system, select the Organization associated with the integration process event that you want to use.
- Select a Run Frequency.

Option	Description
RUN NOW	The integration runs immediately when you click OK. No schedule details are necessary.
RUN ONCE IN THE FUTURE	The integration runs at the date and time that you specify.

Option	Description
DAILY RECURRENCE	The integration runs every x days on the specified day (or every weekday) at the specified time. The schedule operates from the specified start date to end date.
WEEKLY RECURRENCE	The integration runs every x weeks on the specified day at the specified time. The schedule operates from the specified start date to end date.
MONTHLY RECURRENCE	The integration runs in the specified months (or every month) on the specified day of the month or week, at the specified time. The schedule operates from the specified start date to end date.

2. Enter the information on the Schedule an Integration page.

← Schedule an Integration

Request Name * Payroll Period Schedules Load (EIB)

Integration System Payroll Period Schedules Load (EIB)

Run Frequency Run Now

Integration Criteria

Parameters 2 items

Integration Service Component	Field	Value Type	Value
(Attachment) Put Period Schedule (Web Service)	<input checked="" type="checkbox"/> Integration Attachment	Specify Value	<input type="text"/>
(Workday Web Service) Put Period Schedule (Web Service)	<input checked="" type="checkbox"/> Load Error Limit	Use System Default	<input type="text"/>

OK Cancel

- (Optional) In the Request Name field, enter a unique name to identify the integration request. This field defaults to the Integration Name. The request name is displayed in the Process Monitor and Scheduled Future Processes reports to help you identify a specific process request.
- (EIB integrations only) In the Integration Criteria grid, select the Value Type for each integration service component.

Option	Description
DETERMINE VALUE AT RUNTIME	This option lets you select a field that tells Workday how to determine the value each time the integration runs, for example, Current Date.
SPECIFY VALUE	This option lets you enter the value that Workday should use as the integration criteria. When you specify a value, a recurring integration uses the same value each time it runs.
USE SYSTEM DEFAULT	The integration will use the value that is configured in the Enterprise Interface definition.

You can use calculated fields to create additional date fields that are available for selection at the Value prompt and whose values are determined at run time. For example, create a calculated field whose value is computed as 90 days ago. This value is automatically computed when the background process is initiated.

3. If you are scheduling the integration to run later, define the schedule on the Schedule tab:

Run Frequency	Schedule Criteria
RUN ONCE IN THE FUTURE	Specify a Start Date, Start Time, and Time Zone.
DAILY RECURRENCE	Select a Recurrence Type. If you select Recurs Every x Day(s), enter a number between 1 and 366 to specify the number of days between recurrences. Specify a Start Time and Time Zone. Specify a Start Date and an End Date.
WEEKLY RECURRENCE	In the Recurs Every x Week(s) field, enter a number between 1 and 52 to specify the weekly frequency. Select one or more Day(s) of the Week to schedule each recurrence. If Recurs Every x Week(s) is greater than 1, you can select only one day. Specify a Start Time and Time Zone. Specify a Start Date and an End Date.
MONTHLY RECURRENCE	Select one or more Month(s) to schedule each recurrence. Select the Recurrence Type and then specify which Day(s) of the Month or Day of the Week to schedule each recurrence. Specify a Start Time and Time Zone. Specify a Start Date and an End Date.

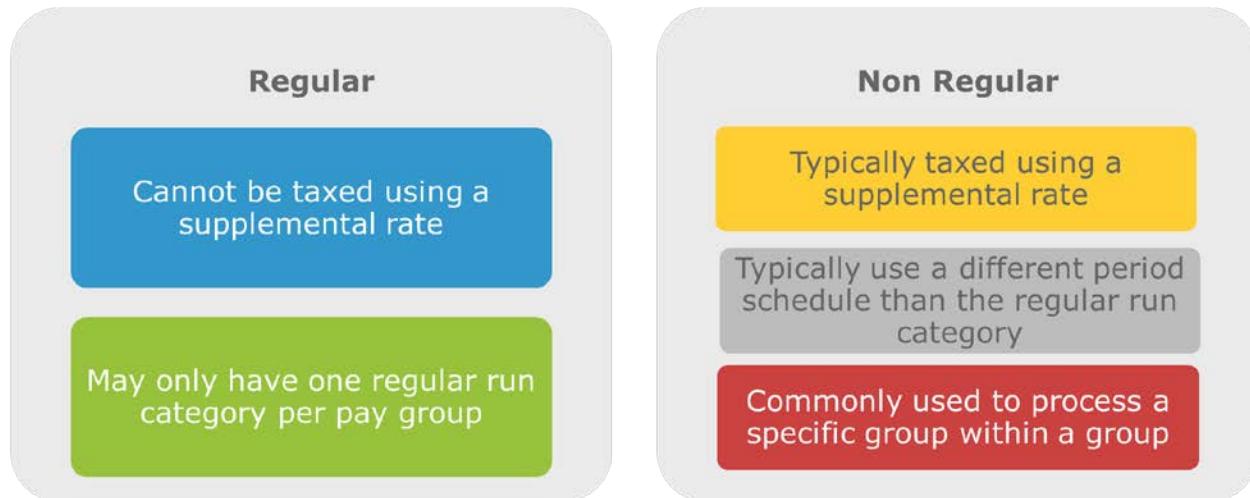
RUN CATEGORIES

When you calculate payroll, on-cycle or off-cycle, Workday refers to the run category to determine who and what to process for the pay period. A run category specifies:

- Which workers to process.
- Which pay components to process.
- The minimum net amount when net pay validation occurs.
- Which pay components to process, including which to process automatically for terminated workers, workers on leave, and when making off-cycle payments.

RUN CATEGORY TYPES

The run categories most commonly used in payroll processing are:



Once run categories are set up, you must assign them to pay groups. For example, you can assign a regular run category and a bonus run category to a Monthly pay group. More than one pay group can use the same run category. Then, you must set up payment elections for run categories with the *Maintain Payment Election Rules* task.

RUN CATEGORY: GENERAL TAB

Identifies the general information at the top, such as whether the run category is used in a payroll interface and if the run category is designated as Regular. Regular run category signifies that it is used for processing regular on-cycle payroll.

The Workers to Process section identifies selection Criteria for workers for whom payroll will be processed for the run category. (Active workers will usually be included.) The Gross/Net section identifies gross-to-net, additional pay components to calculate, and additional payroll processing taxation details.

Minimum net pay can be set on the run category, but it is a best practice to default minimum net pay on the run category to 0.

Edit Run Category Regular

Name	Regular
Run Category Country	(empty)
Used in Payroll Interface	No
Regular Run Category	Yes

General Nonactive (On Cycle, On Demand Replacement) Off Cycle (On Demand Additional, Manual)

Workers to Process

5 items

Status
Active
On Leave
Terminated with One-time Compensation Payment
Terminated with One-time Payroll Input
Terminated with Pay Through Date

Gross / Net

Gross Pay Accumulation	Gross
Net Pay Accumulation	Net
Additional Pay Components to Calculate	(empty)
Additional Pay Component Groups to Calculate	Employee Reported Tips [USA] Employer Paid Benefits [CAN USA] Memo Entries Non Cash Taxable Benefits Sales Taxes [CAN] Statutory Taxes (ER) [USA] Statutory Taxes (ER) - Canada [CAN] Vacation Pay Earned [CAN]

Payroll Processing

Non Regular Taxation	No
Use State Supplemental Flat Tax Rate	No
Minimum Net Amount	0

Additional Information

Usage by Pay Group Details 10

The fields on the General tab are described in the following table.

Field	Description
WORKERS TO PROCESS	<p>Identifies which workers the run category will process. Active workers will usually be included (unless this is a special Reduction in Force run), but what about workers on leave of absence or terminated workers? In this field, you can indicate with specificity using calculation engine criteria (some delivered by Workday) exactly which population you want to process.</p> <p>To populate this section, select criteria from the prompt to filter the workers included in a payroll run. You can include any Boolean calculation in the run calculation criteria. Run calculation criteria return a value of true or false.</p> <p>Use cases:</p> <ul style="list-style-type: none"> Run category for bonuses, in which only the workers in the pay group who are eligible to receive bonuses are calculated. A regular run category where certain terminated workers are picked up for processing. <p>For bonus run categories, Workday delivers calculations you can use. An example is:</p> <ul style="list-style-type: none"> Payroll Input Exists for an Earning That Is Part of Gross Pay Accumulation for the Run Category. <p>This Instance Value Calculation (IVC) returns true if the worker has payroll input for an earning that is part of the gross pay accumulation associated with the run category being run. It considers the run category and pay group eligibility, but not worker eligibility. The payroll input is valid for the current pay period (that is, it is either period-specific input or ongoing, but it applies to the current period). It does not matter if it is an override or an adjustment.</p> <p>Use this calculation if the only workers to be paid have payroll input, such as a commission or bonus, which is tracked in an external system and paid in a special run. Alternatively, you can create an Instance Set Comparison of your own if you want to pay a particular compensation element, such as Incentive when it exists in compensation such as Compensation Element Exists for Sub Period in Pay Period.</p> <p>Use the above calculation if the run category includes only workers to be paid for selected compensation elements for the pay period being run, such as bonuses that are tracked in Workday Compensation.</p>

Field	Description
GROSS PAY ACCUMULATION	Specify the pay accumulation that calculates gross pay.
NET PAY ACCUMULATION	Specify the pay accumulation that calculates net pay.
ADDITIONAL PAY COMPONENTS TO CALCULATE	Select additional earnings and deductions to calculate that are not part of an employee's gross or net pay, but relate to the result.
ADDITIONAL PAY COMPONENT GROUPS TO CALCULATE	Select additional pay component groups to calculate that are not part of an employee's gross or net pay, but are related to the result, such as: <ul style="list-style-type: none"> • Employer paid benefits • Non-cash taxable benefits • Statutory taxes (ER)
NON REGULAR TAXATION	Check this box for non-regular run categories, such as bonus run categories, where you want taxes withheld at supplemental rates for all earnings processed.
USE STATE SUPPLEMENTAL FLAT TAX RATE	This field applies to the US only. <ul style="list-style-type: none"> • The employee's company is configured to use an aggregate tax method such as the state supplemental tax method for separate checks. • And, the state permits the use of a flat tax method, including Estimated Annual Wages or Same as Federal.
MINIMUM NET AMOUNT	Specify the minimum amount of net pay a worker can receive before Workday begins reducing or eliminating deductions to restore a worker's take home pay. By default, the Minimum Net Amount is zero. <u>Note:</u> You must specify deduction priorities on the Maintain Deduction Priorities page to enable Workday to restore a worker's net pay when total deductions exceed total earnings; if you do not set deduction priorities, net pay may fall below the minimum net amount.
ADDITIONAL INFORMATION	Displays the pay groups using this run category.

RUN CATEGORY: NONACTIVE (ON CYCLE, ON DEMAND REPLACEMENT) TAB

This tab controls the pay components to process for non-active workers, such as worker on leave or terminated.

The on-demand replacement payment replaces the payment that would be generated by the on-cycle payroll. On-demand replacement payments are commonly used when a worker needs to be paid before the on-cycle payroll is complete (e.g., a worker is terminated mid period and needs to be paid upon termination).

Non-active refers to terminated workers and workers on leave who meet the selection criteria defined on the General tab. Rules you define for paying non-active workers in on-cycle pay runs apply to jobs in the same pay group as a worker's primary job.

You can process payroll for non-active workers, such as those on short- or long-term disability and terminated employees with either a payroll run (on-cycle) or on-demand. Use this page to specify what pay components you want calculated based on specific statuses for workers who have already passed the general eligibility page criteria. For instance, if you have special disability payments that must be processed for workers on certain leave of absence types you may use this page to tie the pay component(s) or pay component group(s) to the particular leave type that receives that payment.



Example: Workers who are on Leave Type = Long Term Disability will be paid with the Earnings code = Long Term Disability Pay.



Note: Only leave types with the Payroll Effect option enabled are available for selection.

Pay Components to Calculate	Pay Component Groups to Calculate	Status	Leave Types	Processing Criteria
Long Term Disability Pay		On Leave	Disability > CAN Long Term Disability Disability > USA Long Term Disability	
Salary Base Pay Severance Ongoing		Terminated		Worker: Pay Through Date >= Period Start Date
	Benefits During Leave	On Leave		
Short Term Disability Pay		On Leave	Disability > CAN Short Term Disability Disability > USA Short Term Disability	
Severance - Lump Sum		Terminated		



Example: In the first row above, Canadian workers who are out on Long Term Disability will be paid with the earnings code CAN Long Term Disability.

On the Nonactive (On Cycle, On Demand Replacement) tab, specify which pay components to calculate automatically for non-active workers. You must configure this tab to ensure that non-active workers get paid appropriately.

Workday always calculates statutory taxes (employer and employee) for on-cycle and on-demand replacement payments. For the selected non-active workers who meet pay component eligibility, it also calculates:

- One-time payroll input for the period and one-time or bonus payments from Workday Compensation during on-cycle processing. (To process on-going payroll input, select the pay component on the Nonactive tab.)
- One-time or bonus payments from Workday Compensation in on-demand replacement payments. (To process one-time or ongoing payroll input, select the pay components on the Input grid in the *Run On Demand Payment for Worker* task.)

The fields on the Nonactive (On cycle, On Demand Replacement) tab are described below.

Field	Value
PAY COMPONENTS TO CALCULATE	The pay component must belong to the gross, net, or additional pay components specified on the General tab.
PAY COMPONENT GROUPS TO CALCULATE	<p>The pay component group must belong to the gross, net, or additional pay components groups specified on the General tab, such as Employer Paid Benefits.</p> <p>If you frequently process the same set of deductions for additional payments, you can create a pay component group and assign it to multiple run categories</p>
STATUS	Specify whether to calculate the component for employees who are Terminated or On Leave. The combination of pay component (or pay component group) and status must be unique.
LEAVE TYPES	<p>When the status is On Leave, select the leave types for which to calculate the pay component. Only leave types with the Payroll Effect option enabled are available for selection.</p> <p>To calculate the pay component for all leave types that have the Payroll Effect option enabled, skip this field.</p>
PROCESSING CRITERIA	<p>Define criteria for calculating the pay component or pay component group.</p> <p>All criteria in the same row must be met. If you define criteria in separate rows (OR logic), criteria in at least one row must be met.</p> <p>If you don't define processing criteria for a status, Workday processes the pay component for all workers with that status.</p> <p>Workday provides many calculations you can use as criteria.</p> <p>Some Workday-owned calculations, such as Payroll Input Exists for an Earning that is Part of Gross Pay Accumulation for the Run Category, are too broad to use as processing criteria.</p>

RUN CATEGORY: OFF CYCLE (ON DEMAND ADDITIONAL, MANUAL) TAB

Off-cycle payments occur outside of a regularly scheduled (on-cycle) pay run. Some common uses of off-cycle, on-demand additional, and manual payments include:

- Record advance or replacement payments
- Record third-party payments for sick pay
- Record the exercise of non-qualified stock options
- Move taxes from one jurisdiction to another
- Correct payroll errors
- Record adjustments in the current or prior year
- Pay terminated workers
- Pay retroactive differences calculated by the Run Retro Pay Calculation process (in additional payments only)

Pay Components to Calculate	Pay Component Groups to Calculate	Type of Run	Off Cycle Reasons	Status	Leave Types	Processing Criteria
401(k) [USA] 401(k) Catch-up [USA] 401(k) Employer Match [USA] 401(k) Roth [USA]		On Demand Payment	Additional Pay Bonus	Active		
Tuition Reimbursement - Rollover to Taxable [USA]		On Demand Payment		Active		

Use this page to indicate what, if any, pay components or pay component groups you want to calculate automatically for additional on-demand payments and manual payments. For instance, Workday will not automatically calculate employee retirement plan contributions on an off-cycle payroll run that is an on-demand additional or a manual payment unless you add it to this page for processing.

After you define run categories, you assign them to pay groups. When you calculate payroll, Workday refers to the pay group and run category to determine who and what to process.

The fields on the Off Cycle (On Demand Additional, Manual) tab are described in the table below.

Fields	Description
PAY COMPONENTS TO CALCULATE	The pay components included on this tab must belong to the gross, net, or additional pay components specified on the General tab.
PAY COMPONENT GROUPS TO CALCULATE	Select a grouping of earnings or deductions to calculate. Tip: If you always process the same set of deductions for workers on leave, consider creating a pay component group for this purpose. You can assign the same pay component group to multiple run categories.
TYPE OF RUN	The type of additional off-cycle payments the instructions apply to: Manual Payments or On Demand Payments.
OFF-CYCLE REASONS	To resolve the component only for additional payments made for specific reasons, select the reasons.
STATUS	The status of employees for whom to calculate the pay component or pay component group: Active, Terminated or On Leave. The combination of pay component and status must be unique.
LEAVE TYPES	When the status is On Leave, select to which leave types the pay component applies. Only leave types with the Payroll Effect option enabled are available for selection.
PROCESSING CRITERIA	Define criteria for calculating the pay component or pay component group. Workers must meet these criteria in addition to the pay component eligibility requirements defined with the <i>Create Earning</i> or <i>Create Deduction</i> task (Criteria tab). All criteria specified in the same row must be met. If you define criteria in separate rows (OR logic), criteria in at least one row must be met.

Off-cycle payments are covered in more detail in Chapter 10 – Payroll Processing.

PAY ACCUMULATIONS

A pay accumulation is a set of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations for which Workday can calculate a total. You specify which values add to or subtract from the pay accumulation.

Use accumulations to:

- **Sum** the value of a group of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations.
- **Add** the value of some payroll elements to the total pay accumulation value while subtracting the values of others.

Workday delivers several pre-defined pay accumulations, such as:

- Federal Taxable Wages by Company
- Local Withholding Subject Wages by Company
- EI Wages by Company
- Gross Wages (T4) by Company/Province
- GBR Gross
- GBR Net

When defining run categories, remember that Gross and Net pay are specific types of accumulations.

Gross Pay Accumulation	Gross
Net Pay Accumulation	Net
Additional Pay Components to Calculate	(empty)



Reminder: All run categories must be associated with Gross and Net pay accumulations.

PAY COMPONENT GROUPS (PCGS)

Like pay accumulations, pay component groups (PCGs) play an important role in the definition of run categories. A pay component group is a set of related earnings, deductions, and pay component-related calculations that returns an aggregate value for use in payroll calculations and reports.

Workday uses pay component groups for calculations and reporting. Workday delivers pay component groups for deductions, such as for taxes and withholding orders, and others for earnings, such as Adds to Gross and Employer Paid Benefits. You can also create your own Pay Component Groups (PCGs) to facilitate calculations.

When you create new earnings, deductions, or pay component-related calculations, remember to add them to the appropriate pay component groups. Associate additional pay components or pay component groups with a run category to calculate the value of earnings/deductions that:

- Do not reduce gross pay
- Are calculated for or in relation to the employee.

The screenshot shows a configuration interface for Pay Component Groups (PCGS). At the top, there is a section labeled "Gross / Net" with a dropdown arrow. Below this, there are three rows of settings:

Gross Pay Accumulation	Gross
Net Pay Accumulation	Net
Additional Pay Components to Calculate	(empty)

Below these rows, there is a section labeled "Additional Pay Component Groups to Calculate" which contains a list of five items, each with a blue link:

- Employee Reported Tips [USA]
- Employer Paid Benefits [CAN USA]
- Memo Entries
- Non Cash Taxable Benefits
- Sales Taxes [CAN]

PCGS, PAY ACCUMULATIONS, AND PAY BALANCES COMPARED

The table below outlines the differences between PCGs, Pay Accumulations, and Pay Balances.

Field	Value
PAY COMPONENT GROUP	<p>Can include a combination of earnings, deductions, and pay component related calculations.</p> <p>Sums the values of all pay components in the group.</p> <p>Returns a single value each time it is referenced.</p> <p>Does not represent multiple periods of time (such as month-to-date or quarter-to-date) or multiple results for the same period.</p>
PAY ACCUMULATION	<p>Can include a combination of earnings, deductions, pay component related calculations, pay component groups, and other pay accumulations.</p> <p>Supports addition and subtraction. Some pay components can add to the value and others can subtract from it.</p> <p>Returns a single value each time it is referenced.</p> <p>Does not represent multiple periods of time (such as month-to-date or quarter-to-date) or multiple results for the same period.</p> <p>Ability to display results on the Pay Accumulations/Balances tab on the Payroll Result page.</p>
PAY BALANCE	<p>Can include a combination of earnings, deductions, pay component related calculations, pay component groups, and pay accumulations.</p> <p>Returns a value for a balance period, such as month-to-date, year-to-date, or fiscal period.</p> <p>Ability to display the pay balance on the Pay Accumulations/Balances tab of the Payroll Result page.</p>



ACTIVITY 2.2 – DEFINE GROSS AND NET PAY ACCUMULATIONS

Business Case: The company has identified their requirements for gross and net pay. Both pay accumulations are for the US.

Gross

- Name: 1_Gross
- Code: CL GR
- Uses the Workday-delivered PCG: Adds to Gross

Net

- Name: 1_Net
- Code: CL NT
- Uses the Gross Pay Accumulation created above

The following should be subtracted from the 1_Net pay accumulation:

- Post tax deductions
- Pre tax deductions
- Statutory Taxes EE [USA]
- Withholding Orders (All): Deductions [USA]

Sign in as Logan McNeil (lmcneil).

DEFINE GROSS PAY

1. Access the **Create Pay Accumulation** task.
2. Enter the following information:

Field	Entry Value
Name	1_Gross
Code	CL GR
Country	United States of America
Type	Gross
Add to Pay Accumulation - Pay Component Groups	Adds to Gross [CAN USA]

3. Click **OK** and **Done** to save your work.

DEFINE NET PAY

1. Access the **Create Pay Accumulation** task.
2. Enter the following information:

Field	Entry Value
Name	1_Net
Code	CL NT
Country	United States of America
Type	Net
Add to Pay Accumulation - Pay Accumulations	1_Gross [USA]
Subtract from Pay Accumulation - Pay Component Groups	<ul style="list-style-type: none">• Post Tax Deductions• Pre Tax Deductions• Statutory Taxes (EE) [USA]• Withholding Order (All): Deductions [USA]

3. Click **OK** and **Done** to save your work.



EXPLORE A RUN CATEGORY



Sign in as Logan McNeil (lmcneil).

1. Access the **View Run Category** report.
2. Select the **Regular** run category from the prompt and click **OK**.

DISCUSSION

1. Which workers are eligible to be processed in this run category?
2. Are Statutory Taxes calculated in this run category?
3. Does the pay group USA Monthly use this run category? (Hint: Click the 9 in the Additional Information group box.)
4. On the Nonactive tab, what are the pay components to calculate when a worker is on the Leave Type of Long Term Disability?
5. On the Nonactive tab, will the Severance – Lump Sum pay component be calculated for this run category?
6. On the Off Cycle tab, will the 401(k) Catch Up [USA] pay component be calculated for this run category?



ACTIVITY 2.3 – CREATE A RUN CATEGORY

Business Case: The company has identified that they need a run category named 1-Regular. These are the details:

- Used in the US.
- Not used in Payroll Interface.
- Used as a Regular Run Category.

Workers to process for the 1-Regular run category are as follows:

- Active
- On Leave
- Terminated with One-Time Compensation Payment
- Terminated with One-time Payroll Input
- Terminated with Pay Through Date

The run category should calculate these pay accumulations: 1_Gross and 1_Net.

The run category should calculate these pay component groups:

- Employer Paid Benefits [CAN USA]
- Statutory Taxes (ER) [USA]

➊ Sign in as Logan McNeil (lmcneil).

CREATE 1_REGULAR RUN CATEGORY

1. Access the **Create Run Category** task.
2. Enter the following information:

Field	Entry Value
Name	1-Regular
Run Category Country	United States of America
Regular Run Category	Select checkbox

ENTER WORKERS TO PROCESS

1. Add five rows to the Workers to Process grid.
2. Enter the following information in the grid:

Row	Status
1	Active
2	On Leave
3	Terminated with One-time Compensation Payment
4	Terminated with One-time Payroll Input
5	Terminated with Pay Through Date

3. Verify that the Workers to Process grid looks like this:

The screenshot shows a grid titled "Workers to Process" with 5 items. The columns are labeled "Status" and "Selection Criteria". The rows contain the following data:

	*Status	*Selection Criteria
(-)	Active	(+)
(-)	On Leave	(+)
(-)	Terminated with One-time Compensation Payment	(+)
(-)	Terminated with One-time Payroll Input	(+)
(-)	Terminated with Pay Through Date	(+)

4. Enter the following information in the Gross / Net section:

Field	Entry Value
Gross Pay Accumulation	1_Gross [USA]
Net Pay Accumulation	1_Net [USA]
Additional Pay Component Groups to Calculate	<ul style="list-style-type: none"> • Employer Paid Benefits [CAN USA] • Statutory Taxes (ER) [USA]

5. Click **OK** and **Done** to save.

PAYMENT ELECTION RULES

Payment election rules must be configured for each run category defined in Workday. If you do not configure payment election rules for a run category, you will receive an error when you process payees in that run category and you will not be able to complete the payroll run.

Payment election rules are used to control how to pay workers for each type of pay they receive. They define:

- The payment types (e.g., check and direct deposit)
- The number of elections allowed for each pay type
- How payments are distributed among split payment elections

Payment election rules control both the payment options that an employee can select on his or her own behalf, and that an administrator can select on behalf of a worker.

After payment election rules are configured, workers can use the self-service *Maintain Payment Elections* task to specify how they want to receive payments and administrators can make elections on a worker's behalf using the *Maintain Payment Election Rules* task.



Reminder: If the rules for a run category are not defined, payroll cannot be completed. An error message will appear when payees in the run category are processed.

This table lists the fields and payment options available on the payment elections page:

Field	Value
RULE TYPE	Select Payroll Rule as the rule type.
ELECTION RULE NAME	The name that workers will see when making payment elections, such as Regular Payments and Bonus Payments.
RUN CATEGORY	Select a payroll Run Category, such as Regular or Bonus, to associate with the rule. You can assign each run category to one rule only.
CRITERIA FOR EMPLOYEE VISIBILITY	(Optional) Select to control which pay types a worker can see when creating new payment election enrollments. For example, say you have a population of employees that are not eligible for a bonus, you could select eligibility criteria that must be met for a bonus payment election rule to be visible in self-service.

Field	Value
ALLOWED PAYMENT TYPES FOR PAYMENT ELECTIONS	<p>Select the payment types available to workers when setting up their payment elections. The only payment types available to workers are the ones you specify in this field.</p> <p>The choices include Check, Direct Deposit, or Manual.</p> <p>The payment type for a payment election rule must be one of the allowed payment types of the bank account from which your company makes payroll payments. For example, if you allow employees to select direct deposit as their preferred payment type, make sure that the bank account used to make these payments includes direct deposit as an allowed payment type.</p>
ALLOWED PAYMENT TYPES FOR TRANSACTION OVERRIDES	<p>Select the payment types available to payroll users who might need to override workers' payment elections when doing off-cycle payments.</p> <p>For payroll rules, your selections will be available for overrides of on-demand payment elections (on the On Demand Pay Calculation Details page).</p>
OVERRIDE PAYMENT TYPE FOR PENDING PRENOTES	<p>Select a payment type to use as an override if the prenote for the worker's bank accounts has a status of Pending or In Progress. These statuses can occur when the worker establishes a bank account to use for direct deposit, or later changes bank account information.</p>
OVERRIDE PAYMENT TYPE FOR ERROR PRENOTES	<p>Select a payment type to use as an override if the prenote for the worker's bank accounts has a status of Error. This status can occur if the worker specified an incorrect account or routing number.</p>
MAX NUMBER OF ELECTIONS	<p>Enter the maximum number of payment elections that a worker can have for a given payroll rule.</p> <p>For example, you can set the value to 3 for a Regular Payment rule to allow workers to divide their regular pay up to a maximum of three ways.</p>
ALLOW MIX OF PAYMENT TYPES	<p>Select the checkbox to allow workers to select a combination of allowed payment types when they make their payment elections.</p> <p>Clear the checkbox to allow workers to select only one allowed payment type.</p>
ALLOW DISTRIBUTIONS BY	<p>(Optional) If the Max Number of Elections allows workers to have more than one election, specify whether workers can distribute their pay across their payment elections by Amount or Percentage, or both.</p>

Field	Value
DEFAULT PAYMENT TYPE/SAME DEFAULT AS	<p>Default Payment Type: Select this option and a payment type from the prompt to pay workers using this payment type by default whenever a worker doesn't have a payment election yet for the type of pay that the rule defines.</p> <p>Same Default As: Select this option and another payment election rule to use that rule's default whenever a worker doesn't have a payment election yet.</p>



EXPLORE PAYMENT ELECTION RULES



Sign in as Logan McNeil (lmcneil).

1. Access the **Maintain Payment Election Rules** task.

DISCUSSION

1. What are the Allowed Payment Types for the UK (GBR) for the Regular run category?
2. What is the Default Payment Type for the Bonus run category?
3. How many payment elections can a worker elect on the Regular run category?
4. For the Bonus run category, can payments be split between Check and Direct Deposit?



ACTIVITY 2.4 – DEFINE PAYMENT ELECTIONS FOR RUN CATEGORY

Business Case: You need to add the new run category (1-Regular) to the Regular Payments election rule.

You also need to verify the following:

- Allowed Payment Types: Check and Direct Deposit
- Allow Distributions By: Amount and Percent
- Default Payment Type: Check

Sign in as Logan McNeil (lmcneil).

MAINTAIN PAYMENT ELECTION RULES

1. Access the **Maintain Payment Election Rules** task.
2. In the rule for Regular Payments, add the **1-Regular** run category.
3. Ensure that the requirements for payment types and distributions are met.
4. Click **OK** and **Done**.

PAY GROUPS

Pay groups are an organization type that is unique to Payroll. They are used to group workers for payroll processing and they define the rules governing when pay is calculated. Run Categories and Period Schedules are assigned to Pay Groups, and workers are generally assigned to one pay group at a time, so all workers in the same pay group are paid on the same schedule.

Pay groups can also govern what payments workers can receive. You can make earnings and deductions available to workers in selected pay groups (i.e., pay groups help to define pay group eligibility for earnings, deductions, and other components of pay).



Note: Only one run category per pay group can be defined as Regular.

A pay group can contain employees from many different divisions, departments, companies, and even supervisory organizations. For example, although Workday runs tax filing by company, it processes workers by pay group. While workers are typically assigned to pay groups based on shared period schedules, they may also be divided into pay groups by exempt and non-exempt status, work schedule (Saturday through Wednesday as opposed to Monday through Friday), and so on; they need not be divided by company, bank account, or management team.

Workers can belong to only one pay group unless they have multiple jobs (positions). Workday calculates worker-based pay components once for each of a worker's pay groups per company.



Note: Workers cannot be added to a pay group until they have been assigned to a company.

A pay group must be associated with one country and that association defines the default currency.

Used in Payroll Interface	No
Country	United States of America

Business process events for payroll are driven by pay group organizations.

PAY GROUP SECURITY

Because a pay group is an organization type, like a company or supervisory organization, it can be secured to organization roles to control who can set up and run the payroll process and which employees the role can access.

Like other organizations, a pay group can be secured to organization roles, such as Payroll Partner, or custom roles that determine who can oversee and run the payroll process.

There can be more than one Payroll Partner per pay group managing and overseeing the payroll process. The same Payroll Partner can have responsibility for multiple pay groups. One or more Payroll Partners can manage the payroll process for a pay group.

The Payroll Partner has authority only over the specific pay groups to which he/she is assigned. The Payroll Administrator role has management authority over all pay groups in an organization.

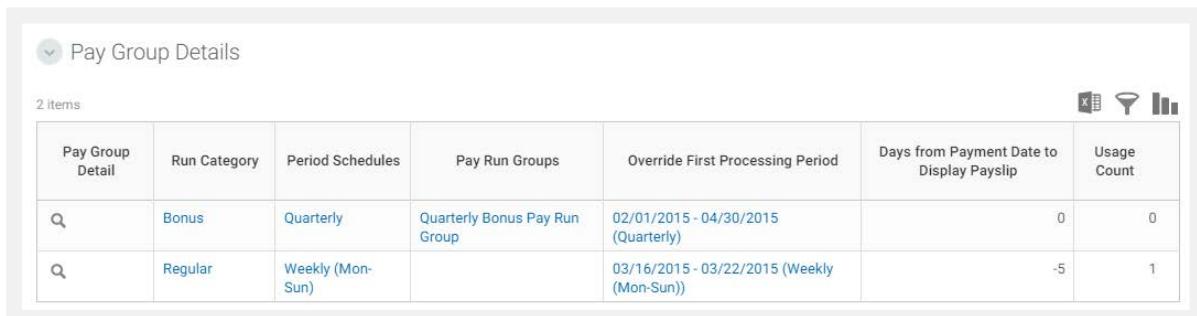
PAY GROUP VISIBILITY

When creating the organization type of Pay Group, you have the option to select the visibility.

Group	Details
ADMINISTRATORS ONLY	Makes the organization visible by the organization owner or worker with an organization role for the organization (whether assigned directly, defaulted, or inherited).
ADMINISTRATORS ONLY - ALL ORGANIZATIONS	Makes the hierarchical organizations visible by the organization owner or worker with an organization role for the organization (whether assigned directly, defaulted, or inherited). This option is not applicable to Pay Groups.
EVERYONE	Makes the organization public and visible to everyone.
MEMBERS ONLY	Makes the organization visible to the organization owner, supporting worker, or workers assigned as organization members only.

PAY GROUP DETAILS

In the Pay Group Details section, you can assign one or more run categories and corresponding period schedules to the pay group. When you calculate payroll, you select the pay group details, pay run groups, or both to process. Workday can calculate one run category for each pay group included in a run.



Pay Group Detail	Run Category	Period Schedules	Pay Run Groups	Override First Processing Period	Days from Payment Date to Display Payslip	Usage Count
	Bonus	Quarterly	Quarterly Bonus Pay Run Group	02/01/2015 - 04/30/2015 (Quarterly)	0	0
	Regular	Weekly (Mon-Sun)		03/16/2015 - 03/22/2015 (Weekly (Mon-Sun))	-5	1

OVERRIDE FIRST PROCESSING PERIOD

The Override First Processing Period field can be used to:

- Indicate the initial parallel run date
- Specify the initial processing period for a pay group if the initial period differs from the first period in the period schedule (This is useful when the go live date comes after the start of the year; for example, a mid-year implementation.)

During mid-year payroll implementations, it is often necessary to import historical data into the system for periods that precede the go live date. In this situation, you should set the initial processing period to the first “non-historical” period processed by Workday Payroll—in other words—the period following the last period for which you imported historical data.



Example: Consider the following example for a US implementation:

- The Workday Payroll go live date is April 1, 2015
- You load historical data for payees for the 1st quarter of 2015
- The company uses a monthly payroll calendar

When you set up the pay groups, select April 2015 in the Override First Processing Period field, as April is the first pay period that will be calculated and processed using Workday Payroll.

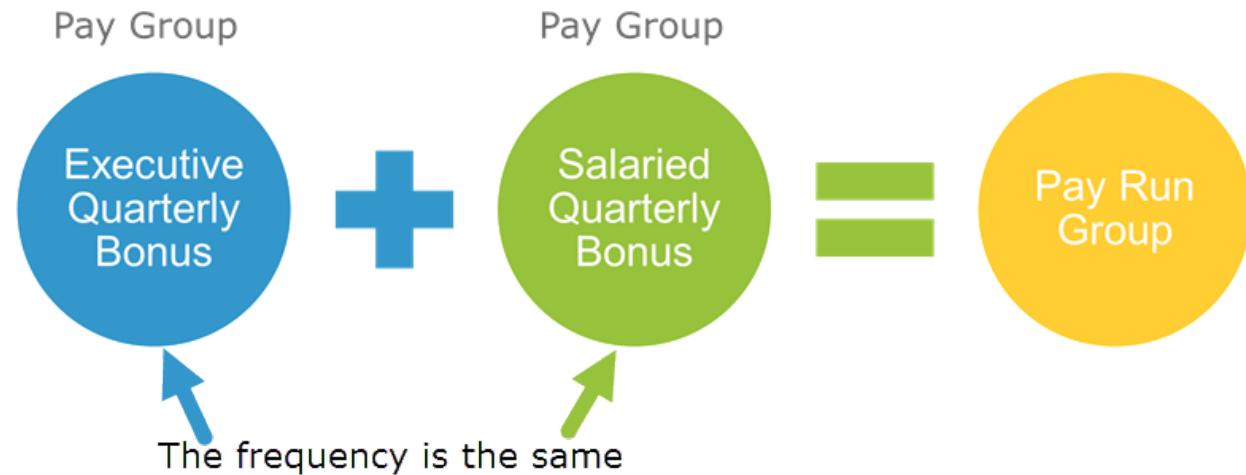
This example does not apply to all countries. For example, The UK does not convert quarterly balances.

DAYS FROM PAYMENT DATE TO DISPLAY PAYSILP

You can specify when payslips become viewable via employee self-service by entering the number in the Days from Payment Date to Display Payslip field. The number can be positive or negative. However, the payroll status must be Complete for the payslip to be viewable.

PAY RUN GROUPS

Pay run groups are an optional convenient feature. A pay run group associates a set of pay groups with selected run categories that can be processed and reported on together. When payroll is calculated or reports are run, the pay run group can be selected, rather than the individual pay groups.



PAY GROUP ASSIGNMENT

You can assign workers to pay groups using several methods:

- Automatic Pay Group Assignment
- Manual Assign Pay Group
- Sub-Process of a staffing transaction
- Using iLoad (payroll consultants only)

AUTOMATIC PAY GROUP ASSIGNMENT

You can create pay group selection rules so that workers and positions are automatically assigned to a pay group.



Note: There can only be one active pay group rule per pay group. In other words, five pay groups requires five rules, so a best practice is to define a pay group automatic assignment rule when you create the pay group.

The screenshot shows the 'View Pay Group Automatic Assignment Rule' page for 'Pay Group Rule: U.S. Administrative - Regional (Bi-weekly)'. The page includes a back arrow, a title bar, and a table with the following details:

Condition Rule	Pay Group Rule: U.S. Administrative - Regional (Bi-weekly)
Description	Pay Group Rule: U.S. Administrative - Regional (Bi-weekly)
Comment	(empty)
Category	(empty)
Derived Logic	Primary Work Address - Country in the selection list United States of America And (Job Profile - Proposed in the selection list Facilities Administrator, Receptionist, Travel Coordinator Or Position - Current in the selection list Director, Facilities Operations - Catherine Gibson)

Below the table, there are two tabs: 'Rule Conditions' (selected) and 'Rule Usage'. The 'Rule Conditions' tab displays a table with three items:

And/Or	(Source External Field or Condition Rule	Relational Operator	Comparison Type	Comparison Value)
And	(<input checked="" type="checkbox"/> Primary Work Address - Country	in the selection list	Value specified in this filter	United States of America)
And	(<input checked="" type="checkbox"/> Job Profile - Proposed	in the selection list	Value specified in this filter	Facilities Administrator Receptionist Travel Coordinator)
Or		<input checked="" type="checkbox"/> Position - Current	in the selection list	Value specified in this filter	Director, Facilities Operations - Catherine Gibson)

These tasks can be used to manage pay group automatic assignment rules:

- Create Pay Group Automatic Assignment Rule
- View Pay Group Automatic Assignment Rule
- Edit Pay Group Automatic Assignment Rule
- Delete Pay Group Automatic Assignment Rule
- Test the Pay Group Automatic Assignment Rule
- Apply the Pay Group Automatic Assignment Rule to a Pay Group

To create a pay group assignment rule:

1. Access the *Create Pay Group Automatic Assignment Rule* or *Edit Pay Group Automatic Assignment Rule* task.

You can use the Copy Condition from Rule field to copy a similar rule and modify it here.

2. For the Source External Field or Condition Rule field, select one or a combination of these types of conditions. Workday processes conditions on the same row as AND conditions (both need to be true) and conditions on a separate row as OR conditions (only one needs to be true).
 - a. Company
 - b. Country
 - c. Location
 - d. Supervisory Organization
 - e. Custom Organization
 - f. Employee Type
 - g. Union
 - h. Pay Rate Type
 - i. Management Level
 - j. FLSA Job Exempt
3. Select a relational operator and specify the comparison value. Example: If the Source External Field or Condition Rule is Location - Current, enter a Comparison Value such as London.

The resulting pay group will default for the following business processes:

- Assign Pay Group
- Edit Position
- Add Additional Job
- Hire
- Change Job
- Start International Assignment

When you run the Assign Pay Group business process on its own, you'll need to click Submit. When you run the other business processes, the default pay group will automatically be submitted for approval.

When a worker meets the criteria of the rule, the defaulted pay group appears in the Proposed Pay Group field in the Assign Pay Group business process. You can override the defaulted pay group in the Proposed Pay Group field on the Assign Pay Group business process.

Position	Senior Site Engineer I - Terry Givens
Supervisory Organization	Property Management Department
Effective Date	09/19/2015
Current Pay Group	USA Weekly
Proposed Pay Group	*

When the worker does not meet the criteria of the rule or when more than one pay group is valid for the worker according to the rule (unless the worker has multiple positions), the Proposed Pay Group field in the Assign Pay Group business process remains blank. You must manually assign a pay group for the worker.

To test a pay group assignment rule:

1. Access the Test Pay Group Automatic Assigned Rule report.
2. Select the Pay Group Automatic Assignment Rule.
3. Enter the worker's name in the Worker Event field, and select the event you want to test.
4. If the worker has multiple positions, Workday displays the Position field. Select the Position

The report displays the results for the fields you used in your rule, as well as Worker, Company, Position, Location, and Current Pay Group.

To apply a pay group automatic assignment rule:

1. Access the *Create Pay Group* task.
2. In the All Pay Group Assignment Rules section, enter a Start Date that is later than the Availability Date of the pay group.
3. Select one Pay Group Automatic Assignment Rule.

Workday assigns a default pay group (which you can override) to all eligible workers when the next business process event occurs. Workday displays it on the Assign Pay Group business process in the Proposed Pay Group field automatically populated with the pay group.

When the rule identifies no pay group or more than one, the Proposed Pay Group field is left blank and you must assign one.

The All Pay Groups report displays the active Pay Group Automatic Assignment Rule associated with the pay group and its Start Date and End Date.

MANUAL ASSIGN PAY GROUP

Assign Pay Group is a standalone business process that allows you to manually assign the pay group to a worker. You can also use this process to assign the pay group to worker and position if using Multiple Job functionality.

SUB-PROCESS OF A STAFFING TRANSACTION

You can add the Assign Pay Group business process as a sub-process to a staffing transaction. Here are the steps:

1. Determine which staffing transactions you can update.
 - a. Access the *Assign Pay Group* business process.
 - b. From its related actions menu, select Business Process > View Definition.
 - c. Review the Allowed Subprocess For tab.

Business Process Assign Pay Group (Default Definition)

Effective Date: 12/10/2015
Due Date: 2 Days

Security Group Restrictions

View Diagram

Allowed Subprocess For	Related Links	More
Allowed Subprocess For 9 items		
Business Process Type	Workflow Definition(s)	
Hire	Hire (Default Definition) Hire for Field Marketing Group Hire for Global Modern Services Hire for IT HelpDesk Department Hire for Legal	
Edit Position	Edit Position (Default Definition) Edit Position for Global Modern Services	

2. Assign a worker to a pay group as part of a staffing transaction.
 - a. Edit the business process (such as Change Job) that should include the Assign Pay Group sub-process.
 - b. Add Assign Pay Group after the staffing change step, such as Change Organization Assignments.
 - c. Enter the role responsible for the pay group assignment in the Group field, such as the Payroll Administrator.

The next time your company runs this business process, Workday presents the payroll administrator with a request to assign a pay group. If the pay group has been automatically assigned, the payroll administrator can review it.



Note: A worker can only be assigned to a pay group *after* they have been assigned to a company. The company is the primary organization for Financials and plays an important role for payroll, as this is where the tax identification number is located.



EXPLORE A PAY GROUP



Sign in as Logan McNeil (lmcneil).

1. Access the **View Pay Group** report.
2. Select **USA Weekly** and click **OK**.
3. Select the **Pay Group** tab.

DISCUSSION

1. Notice that the layout of this page is different from what you have seen previously. Can you explain why?
2. Which run categories are included in this pay group?
3. In which pay run group is the Bonus run category?
4. For the Regular run category, when can they view their payslip?
5. Is Manny Soto in the pay group? (Hint: Select the Members tab.)
6. Who are the Payroll Partners for this pay group? (Hint: Select the Roles tab.)



ACTIVITY 2.5 – CREATE PAY GROUP

Business Case: The company requires two pay groups: 1_Weekly and 1_Semi-monthly.

- ➊ **Sign in as Logan McNeil (lmcneil).**

DEFINE A 1_WEEKLY PAY GROUP

1. Access the **Create Pay Group** task.
2. Enter the following pay group information:

Field	Entry Value
Availability Date	01/01/2016
Name	1_Weekly
Subtype	Pay Group (defaults in)
Visibility	Administrators Only
Country	United States of America

3. Add a row in the Pay Group Details grid and enter the following information:

Field	Entry Value
Run Category	1-Regular
Period Schedule	1_Weekly
Override First Processing Period	04/04/2016 – 04/10/2016 (1_Weekly)
Days from Payment Date to Display Payslip	-1

4. Click the **Assign Roles** tab and notice how Logan shows up already assigned to the Organization Partner role.



Note: The Organization Role of Organization Partner is linked to the Role Based Security Group of the same name. This role maintains the assigned organizations and has approval authority for organization business processes.

5. Add a row to the Assign Roles grid and enter the following information:

Field	Entry Value
Role	Payroll Partner
Assigned To	Director, Payroll Operations – Betty Liu

6. Click **OK** to save.

7. Review the information.

ON YOUR OWN: DEFINE A 1_SEMI-MONTHLY PAY GROUP

Create a 1_Semi-monthly pay group that should be made available as of 01/01/2016. The pay group should meet the following requirements:

- Visible to administrators only.
- Apply to the US.
- Select the 1-Regular run category and the 1_Semi-monthly period schedule.
- Select 04/01/2016 – 04/15/2016 (1_Semi-monthly) for the Override First Processing Period field.
- Logan McNeil is assigned the Organization Partner role, by default.
- Assign Betty Liu to the Payroll Partner role.



ACTIVITY 2.6 – ASSIGN PAY GROUP

Business Case: You need to assign the new pay groups, 1_Weekly and 1_Semi-monthly, to workers.

1_Weekly:

Aidan Mitzner
 Ben Adams
 Evelyn Welch
 Jen Waters
 Kelly Brown
 Kevin Turner
 Manny Soto
 Terry Givens
 Todd Hardy

1_Semi-monthly:

Anthony Rizzo
 Eric Lazlo
 Jared Ellis



Sign in as Logan McNeil (lmcneil).

ASSIGN THE 1_WEEKLY PAY GROUP TO WORKERS

1. Access the **Assign Pay Group** task.
2. Enter the following information:

Field	Entry Value
Effective Date	01/01/2016
Worker	Aidan Mitzner

3. Click **OK** to continue.
4. Select **1_Weekly** in the Proposed Pay Group field.
5. Click **Submit**.
6. Click the **Review** button to open the review step, and then click **Approve**.
7. Click **Done**.

8. Repeat these steps to assign the 1_Weekly pay group to the following workers:
 - a. Ben Adams
 - b. Evelyn Welch
 - c. Jen Waters
 - d. Kelly Brown
 - e. Kevin Turner
 - f. Manny Soto
 - g. Terry Givens
 - h. Todd Hardy

VERIFY PAY GROUP ASSIGNMENT

1. Access the **1_Weekly** pay group.
2. Click the Members tab.
3. Verify the correct workers are assigned to the pay group.

ON YOUR OWN: ASSIGN 1_SEMI-MONTLHY PAY GROUP TO WORKERS

Assign the 1_Semi-monthly pay group to the following workers:

- Anthony Rizzo
- Eric Lazlo
- Jared Ellis

Verify that the correct workers are assigned to the pay group.



KNOWLEDGE CHECK

1. If the payment election rules for a run category are not defined, payroll cannot be completed.
 - a. True
 - b. False
2. You can create as many Regular run categories in a pay group as needed.
 - a. True
 - b. False
3. What is pay accumulation in Workday?
4. Match each definition to the correct payroll processing framework element.

Definition	Payroll Processing Framework Element
An organization type that is unique to payroll. It is used to group workers for payroll processing. It defines the rules governing when pay is calculated and what payments they can receive.	Period Schedule
It controls payroll processing frequency, period start and end dates, payment dates, and forward accruals.	Run Category
It specifies the type of payroll to run (e.g., Regular, Bonus). It defines criteria for selecting employees for processing, pay components to calculate, tax treatment, and minimum net pay.	Pay Group

CHAPTER 3 – SETTING UP TAXES

OVERVIEW

This chapter introduces you to the general steps to set up tax reporting for companies in the US and Canada, as well as how tax information is set up in the UK. These processes are covered in greater detail in the country-specific courses.

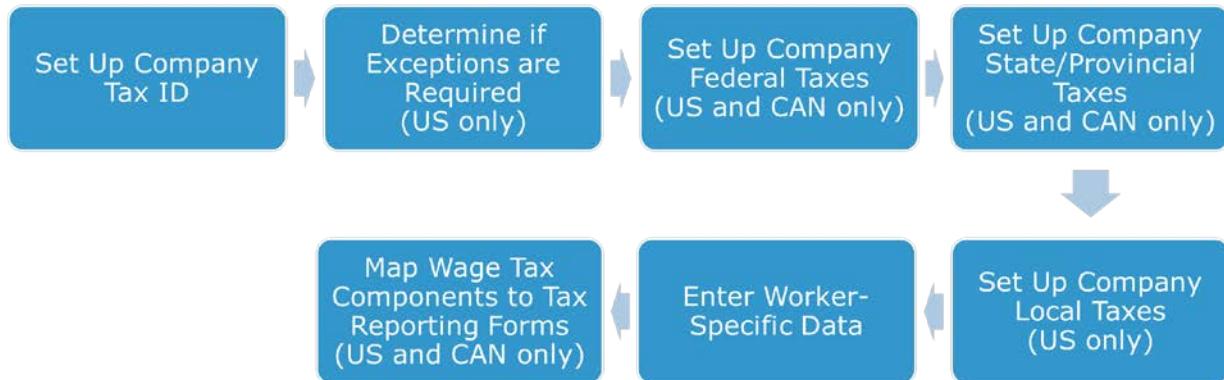
OBJECTIVES

By the end of this chapter, you will be able to:

- Identify general tax setup steps.
- Describe Workday's role in maintaining tax data.
- Use the Payroll Compliance Updates dashboard.
- Set up worker tax elections.

GENERAL TAX SETUP STEPS

Tax setup will differ by country, but generally involves the following steps:



WORKDAY-DELIVERED TAX DATA

Workday provides and maintains the following:

- Information on default tax values, which are delivered as Payroll Tax Authority Defaults. These values are used for new hires that haven't previously entered their tax withholding elections.
- Deductions and pay component groups associated with payroll tax data according to country tax authorities.
- Federal, state/province, and local tax data for payroll tax processing.

One or more start dates indicate when values go into effect and determine which fields to display for which time frame for various tax reporting pages. Workday only accepts valid values for the associated tax authority.



EXPLORE COMPANY TAX ID SETUP

➡ **Sign in as Logan McNeil (lmcneil).**

1. Access the **Edit Company Tax ID** task.

DISCUSSION

1. Select **Global Modern Services, Ltd (Canada)** and click **OK**. What is the Tax ID called in Canada?
2. Click the back arrow at the top of the page. Select **Global Modern Services SA (France)** and click **OK**. What is the Tax ID called in France?
3. Click the back arrow at the top of the page. Select **Global Modern Services, PLC (U.K.)**. What is the Tax ID called in UK? (Hint: This is a bit of a trick question. We just want you to note the differences.)
4. Click the back arrow at the top of the page. Select **Global Modern Services, Inc. (USA)**. What is the Tax ID called in the US?



EXPLORE PROVINCE AND STATE/LOCAL TAX ID SETUP

- ➡ Sign in as Logan McNeil (lmcneil).

PROVINCE

1. Access the **Edit Company Province CAN Tax Reporting** task.
2. Select the company, **Global Modern Services, Ltd (Canada)**.
3. Select the province, **Quebec**, and then click **OK**.

What tabs are displayed?

4. Click the back arrow.
5. Select the province, **Ontario**, and then click **OK**.

What tabs are displayed?

STATE/LOCAL

1. Access the **Edit Company State and Local US Tax Reporting** task.
2. Select the company, **Global Modern Services, Inc. (USA)**.
3. Select the state, **Pennsylvania**, and then click **OK**.

What is the current SUI rate for PA?

Are any local taxes configured?

4. Click the back arrow.
5. Select the state **Florida**, and then click **OK**.

What tabs are displayed?



Note: Complete one or more of the country-specific Learn Independent courses for details and practice with country-specific payroll tax setup.

SET UP WORKER TAX ELECTIONS

Federal tax elections are loaded for workers during implementation. After implementation, payroll administrators and partners can add worker tax elections using the tasks listed below. Also, workers in the US and Canada can maintain their own federal tax withholding elections through the Employee Self-Service (ESS) Withholding Elections page. All US state withholding forms and Canadian province tax elections are available through ESS.

Note: Workers in the UK do not have an option to elect tax withholdings through ESS because these values are assigned by the government.

Payroll Administrators and Payroll Partners	Employees	Inbound Web Services
<ul style="list-style-type: none"> Set up the appropriate security. Add tax elections using the tasks: Add Worker US Tax Elections Add Worker CAN Tax Elections Add Worker UK Tax Elections 	<ul style="list-style-type: none"> Set withholding elections through the Employee Self Service task. (US and CAN only) 	<ul style="list-style-type: none"> (Optional) Load federal, state, and local tax elections.

If an employee is missing tax elections, Workday uses the default withholding elections, including the default marital status, on the Payroll Tax Authority Defaults page to calculate tax withholding. In the UK, there are additional default criteria, such as gender and age. You can enter tax details on behalf of employees.

For Canada and the US, prior to adding worker tax elections, the following tasks must be completed. Note: Work and home addresses are not required for setting up taxes for workers in the UK.

Company	Employee
<input type="checkbox"/> Defined for federal taxes. <input checked="" type="checkbox"/> Defined for provincial/state taxes (Canada and the US.).	<input type="checkbox"/> Assigned to a company. <input type="checkbox"/> Assigned to a pay group. <input type="checkbox"/> Have a valid work address. <input type="checkbox"/> Have a primary home address.

The following assist with auditing and maintaining worker tax setup:

- View Workers with Missing US Tax Elections* report: Lists workers in a company who are missing federal or state tax elections at the end of the selected period.
- Copy Tax Elections for Workers* task: Copies the tax elections for workers from one company or pay group to another, for events such as acquisitions.
- Workers by Employee / Contingent Worker Type* report: Lists primary home and primary work addresses for workers.



EXPLORE SETTING UP WORKER TAX ELECTIONS (US AND CANADA)

Sign in as Logan McNeil (lmcneil).

1. Access the **Add Worker US Tax Elections** task.
2. Select **Teresa Serrano** in the Worker field.
3. Click **OK**.

DISCUSSION

1. Expand the **Current Active Elections** section.
2. How many allowances does Teresa claim for Federal Withholding?
3. How many allowances does she claim for State Withholding?
4. Access the **Add Worker CAN Tax Elections** task.
5. Select **Alain DuBois** in the Worker field.
6. Select **Global Modern Services, Ltd (Canada)** in the Company field.
7. Click **OK**. Notice that the page is significantly different based on country. You will learn more about setting up worker tax elections in the country-specific course.

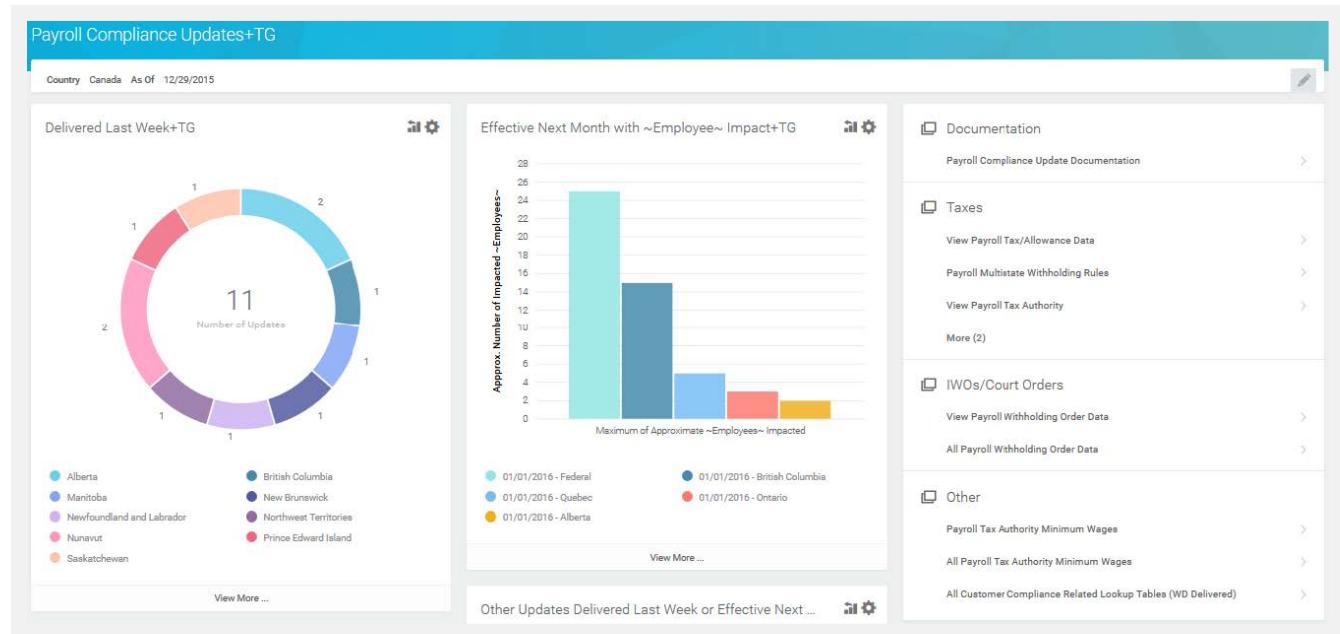
PAYROLL COMPLIANCE UPDATES DASHBOARD

Workday delivers and maintains federal, state (US only), provincial (Canada only), and local (US only) tax data required for payroll tax processing, including rates, limits, and calculations. Compliance-related changes are delivered with the weekly service updates.

To manage compliance changes, use the Payroll Compliance Updates dashboard, which provides visualization of the most impactful compliance changes and access to important details. The dashboard helps you answer the following questions:

- How can I tell what compliance updates Workday delivered in the last service update?
- How do I remember compliance updates that may impact upcoming payrolls when Workday delivered them weeks or months ago?
- What specific rates, limits, and calculations are used?

The Payroll Compliance Updates dashboard displays three worklets and a menu listing related tasks and reports, providing a single-point-of-access for managing payroll compliance updates.



There are two required fields that you are prompted to complete when accessing the dashboard—Country and As Of date. If you are using payroll for only one country, the Country field populates automatically.

Payroll Compliance Updates+TG

Country *

As Of * 12 / 29 / 2015

OK Cancel

The purpose of each worklet is described below. You can click any graphical segment within a worklet to access details and related actions.

The Delivered Last Week worklet

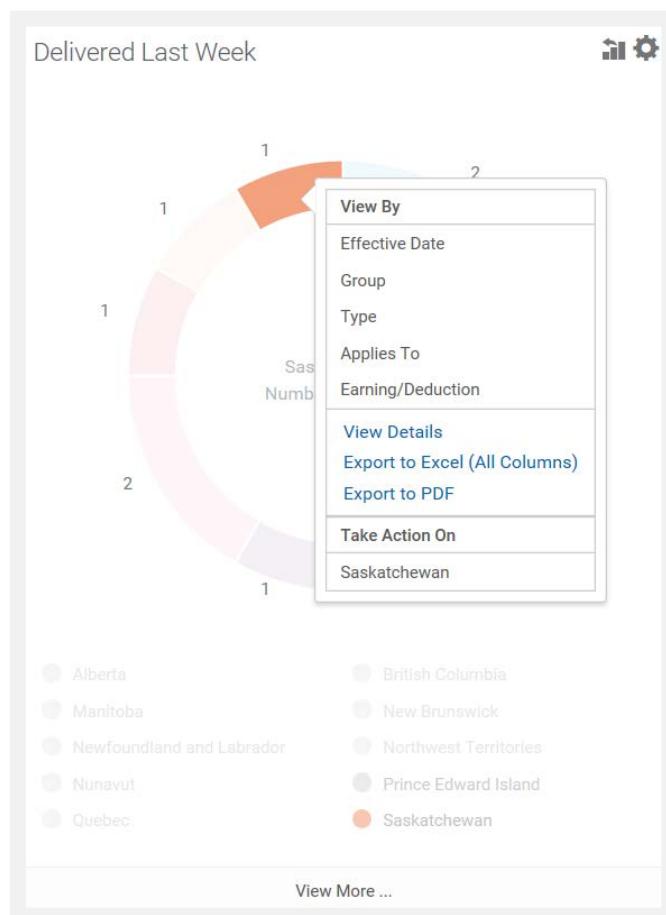
- Provides visualization to updates delivered in the last seven days (As Of date – seven).
- Counts the number of updates delivered, summarized by update group (such as federal or province for Canada).
- Allows you to drill down into details to identify the approximate number of workers who may be impacted by the update.

The Effective Next Month with Employee Impact worklet

- Provides visualization to updates effective in the next month (As Of date + one month) that will impact one or more workers.
- Allows you to drill into details for information on all updates, even those with an estimate of zero workers affected.

The Other Updates Delivered Last Week or Effective Next Month worklet

- Identifies minimum wage and lookup table updates.
- Provides visualization to the types of updates that were delivered in the last seven days (As Of date – seven), or that are effective in the next month (As Of date + one month).
- Allows you to drill into details.



The dashboard also includes a navigation menu with access to common compliance tasks and reports. You can configure the menu using [Maintain Dashboards > Configure Menu](#).

The screenshot shows a vertical navigation menu with the following structure:

- Documentation**
 - [Payroll Compliance Update Documentation](#)
- Taxes**
 - [View Payroll Tax/Allowance Data](#)
 - [Payroll Multistate Withholding Rules](#)
 - [View Payroll Tax Authority](#)
 - [More \(2\)](#)
- IWOs/Court Orders**
 - [View Payroll Withholding Order Data](#)
 - [All Payroll Withholding Order Data](#)
- Other**
 - [Payroll Tax Authority Minimum Wages](#)
 - [All Payroll Tax Authority Minimum Wages](#)
 - [All Customer Compliance Related Lookup Tables \(WD Delivered\)](#)



Alert: Workday estimates the potential number of employees impacted by a compliance change to provide a high-level estimation. This number is an estimate only and should be used as an indicator of potential impact and not an absolute.



KNOWLEDGE CHECK

1. What are the prerequisites for setting up worker tax elections (Canada/US)?
 2. If you do not set up company Federal/State/Local tax reporting, Workday calculates taxes using default tax values for a worker's state and location.
 - a. True
 - b. False
 3. Workday delivers and maintains tax data required for payroll tax processing, including rates, limits, and calculations.
 - a. True
 - b. False

CHAPTER 4 – THE CALCULATION ENGINE

OVERVIEW

Workday's calculation engine is a core system utility that provides you with many of the building blocks you will use to define payroll calculations, as well as the business logic and rules governing payroll calculations. It is used to build all payroll earnings and deductions. Workday delivers many payroll calculations, including all statutory and tax withholding calculations. In this chapter, we will look at some of these.

When creating earnings and deductions you can provide the criteria and configuration required to perform complex payroll calculations with information such as:

- The pay component groups to which they belong.
- The pay group, run category, and worker eligibility criteria that determines for whom to calculate.
- The calculation, including proration, worktags, related calculations, and pay component related calculations that it performs for payroll.
- Where the payment comes from for earnings, the compensation element, time code, benefit plan, and costing.
- For deductions, the benefit plan to map to deductions.
- Limits that determine when to stop paying an earning or taking a deduction.

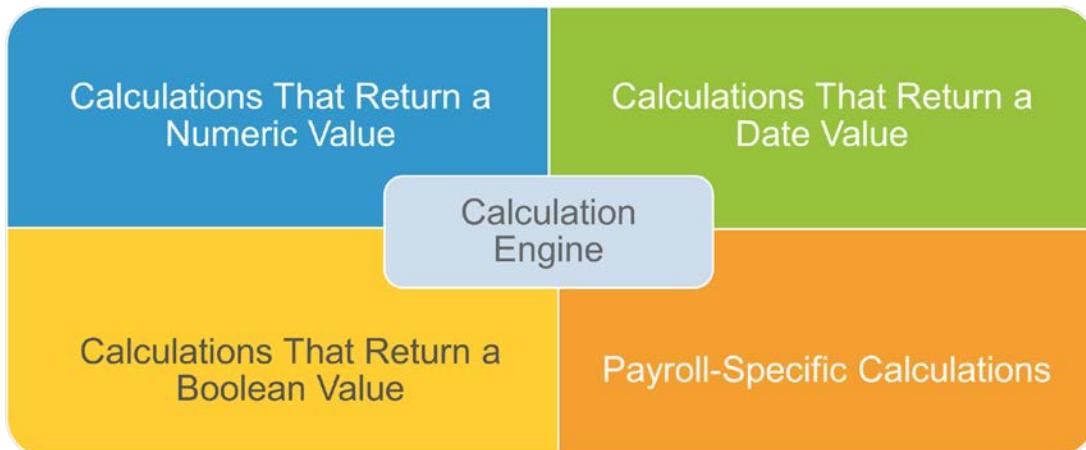
OBJECTIVES

By the end of this chapter, you will be able to:

- Identify the types of calculations in the calculation engine.
- Build simple calculations.

CATEGORIES OF CALCULATIONS

There are four basic categories of calculations in the calculation engine. For the most part, they are categorized based on what they return (e.g., a numeric value, a date value), as you see in the diagram below. Some calculations are Workday-owned and some are created based on customer requirements (tenanted).



CALCULATIONS THAT RETURN A NUMERIC VALUE

AGGREGATE

These calculations return the sum, average, minimum, or maximum of two or more values.



Example: An aggregate calculation can be used to return the sum of all time off paid for a given period to reduce salary wages.

← View Aggregate Calculation Sum Time Off Payouts (U.S. GMS) ...

Name	Sum Time Off Payouts (U.S. GMS)
Category	Absence Payroll

Calculation Usage

1 items

Function	Operand
Sum	USA Paid Time Off Adjustment (Salaried) - Time Off Paid USA Vacation Adjustment (Hourly) - Time Off Paid USA Vacation Time Off (GPS) - Time Off Paid

Rounding Round to nearest 0.5

ARITHMETIC

These calculations add, subtract, divide, or multiply two (and only two) values. However, one of those values could itself be another calculation.



Examples:

- Base (unprorated) * Percent
- Salary (base pay minus time off)

View Arithmetic Calculation (Workday Owned) **Base (unprorated) * Percent**

Name: Base (unprorated) * Percent
Category: Payroll
Comment: This calculation is intended to be used in conjunction with an Earning/Deduction definition in the "Calculation" logic. When using this calculation, you must also define applicable Related Calculations (and corresponding Values).
Related Calculations:
1) Base
2) Percent

Calculation	Usage						
1 items	<table border="1"><thead><tr><th>1st Operand</th><th>Operator</th><th>2nd Operand</th></tr></thead><tbody><tr><td>Base (unprorated)</td><td>Multiply</td><td>Percent</td></tr></tbody></table>	1st Operand	Operator	2nd Operand	Base (unprorated)	Multiply	Percent
1st Operand	Operator	2nd Operand					
Base (unprorated)	Multiply	Percent					

Rounding: Round up to nearest 0.01

CONDITIONAL

Returns a value based on "if" statements, or conditions.

Examples:



- "If" an employee is in Shift 2, apply a shift premium of \$1/hr.
- "If" an employee is in Shift 3, apply a shift premium of \$2/hr.
- Otherwise, use a default value of zero.

← View Conditional Calculation **Shift Differential Rates - Worktag** Shift ...

Name: Shift Differential Rates - Worktag Shift
Category: Payroll
Comment: Shift differential rates:
1st Shift = not eligible
2nd Shift = \$1/hr
3rd Shift = \$2/hr

Calculation Usage

Conditional Calculations 2 items

Calculation Condition	Order	Condition	Result
...	a	2nd Shift via Input Worktag	1
...	b	3rd Shift via Input Worktag	2

Default Response 0



Note: Conditional calculations can be used to return more than just a value. They can return a date as well.

CONSTANT VALUE

Returns a value based on a constant, such as the overtime multiplier of 1.5.



Example: Calculate overtime pay if the overtime multiplier is a "constant" (rate * hours * 1.5).

A screenshot of a software application window titled "View Constant Value Calculation 1.5". The window displays the following information:

- Name: 1.5
- Category: Common
- Calculation tab (selected):
 - Numeric Value: 1.5
- Usage tab (disabled)

DATE DIFFERENCE

Returns the number of days, months, or years (the interval) between two dates.



Example: Return a dependent's age (current calendar year end date minus the dependent's date of birth).

← View Date Difference Calculation **Dependent Age at Calendar Start Date** ...

Name	Dependent Age at Calendar Start Date
Category	Absence Payroll

Calculation Usage

Calculation 1 items

Interval	Start Date	End Date
Year	Dependent: Date of Birth	Date: Current Calendar Year End Date (based on Period Start Date)

DATE EXTRACT

Uses data in the system to extract a date.



Example: Return the day on which the period ends.

← View Date Extract Calculation (Workday Owned) Day: Period End Date - Day ⋮

Name Day: Period End Date - Day

Category Payroll

Comment Returns the Day of the Period End Date.

Example:
Period End Date is 31-Mar-2008.
This calculation resolves to 31.

Calculation | Usage

Calculation 1 items

Interval	Date
Day	Period: Period End Date

INSTANCE VALUE

Retrieves values from HCM, Payroll, Time Off, and Benefits.



Example: Determine if there are any active state tax levy orders for a worker.

← View Instance Value Calculation (Workday Owned) IWO Calc: State Tax Levy Active Orders ...

Name	IWO Calc: State Tax Levy Active Orders
Category	Payroll
Comment	Returns a boolean attribute to convey whether any Active State Tax Levy Orders exist for the Worker / Period.

Calculation | Usage

Instance Set	Worker
Related Instance	(empty)
Report Field	IWO (State Tax Levy) Active Orders

LOOKUP TABLE

Returns a value from a table based on another value.



Example: Graduated tax calculation based on income.

← View Lookup Table (Workday Owned) Tax Calc (State-WI) 01-Apr-2014 Supplemental Graduated Tax ⌂ ⌂ ⌂

Name Tax Calc (State-WI) 01-Apr-2014 Supplemental Graduated Tax

Lookup Table Data Usage

Lookup Table Data 4 items

Search Value	Return Value
0	0.04
10910	0.0584
21820	0.0627
240190	0.0765

ADVANCED LOOKUP TABLE

Provides a single place to update data and can handle high volumes during payroll calculation.

Advanced functionality includes:

- Effective-dating capability for search and return values. For example, rates that are updated on a regular basis.
- Up to 10 columns for return values
- Country specification
- Report field search criteria
- Numeric calculation search criteria
- Default values without search criteria for storing parameters by effective date



ACTIVITY 4.1 – BUILD AN HOURLY WAGES CALCULATION

Business Case: Your Payroll Partner would like to see how to build an hourly wages calculation.



Note: This calculation is Workday-delivered, but you are re-creating it for demonstration purposes.

- ➡ **Sign in as Logan McNeil (lmcneil).**

SELECT THE TYPE OF CALCULATION TO BUILD

1. Access the **Create Arithmetic Calculation** task. (Since an hourly wage is Rate * Hours, an arithmetic calculation is the type you need.)
2. Enter **1_Hourly Wages** in the Name field.
3. Select the Category **Payroll**.
4. Enter the following information:

Field	Entry Value
1st Operand	Hours (unprorated)
Operator	Multiply
2nd Operand	Rate
Rounding	Round down to nearest 0.01

5. Click **OK** and **Done**.

REVIEW THE CALCULATION

1. Search for the **All Arithmetic Calculations** report.
2. Select the Category **Payroll** and click **OK**.
3. Validate that your calculation is in the list.

CALCULATIONS THAT RETURN A DATE VALUE

BUILD DATE

Returns a date: year, month, and day.



Example: A build date can be used in a calculation to define a pension earning that determines whether an employee was hired as of January 1 of the current year.

← View Build Date Calculation (Workday Owned) Date: Current Calendar Year Start Date (based on Payment Date) ⚙️

Name	Date: Current Calendar Year Start Date (based on Payment Date)
Category	Payroll
Comment	Returns Current Calendar Year Start Date (based on Payment Date).

Example:
Payment Date is 31-May-2008.
This calculation resolves to 01-Jan-2008.

Calculation Usage

Calculation 1 items ⚙️

Year	Month	Day
Year: Payment Date - Year	1	1

CONDITIONAL

Returns a date based on "if" statements.



Example: Can be used in a calculation to return the tax year-end date based on payment date.

- If the payment date month is <=March, then the calculation resolves to one result.
- If the payment date month is >=5, then the calculation resolves to another result.

← View Conditional Calculation (Workday Owned) GBR Tax Calc: Tax Year End Date Based on Payment Date ⋮

Name GBR Tax Calc: Tax Year End Date Based on Payment Date

Category Payroll

Comment Returns the Tax Year End Date based on the pay period Payment Date.

Calculation Usage

Conditional Calculations 2 items

Calculation Condition	Order	Condition	Result
...	a	Payment Date Month <= 3	GBR Tax Calc: Tax Year End Date for Payment Date between 1-Jan and 31-Mar
...	b	Payment Date Month >= 5	GBR Tax Calc: Tax Year End Date for Payment Date between 1-May and 31-Dec

Default Response GBR Tax Calc: Tax Year End Date for Period Payment Date between 1-Apr and 30-Apr

CONSTANT DATE

Returns a specific date.



Example: The constant date December 31, 2013 is used in a calculation where the employer needs to know if the hire date was before December 31, 2013.

[← View Constant Date Calculation 12/31/2013](#)

Name	12/31/2013
Category	Common
Calculation Usage	
Date Value	12/31/2013

DATE INCREMENT/DECREMENT

Adds or subtracts days, months, or years from a date and returns the resulting date.



Example: Can be used in a calculation to identify the quarter end date.

[← View Date Increment/Decrement Calculation \(Workday Owned\) Date: \[X\]\(#\) \[Print\]\(#\)](#)

[Current Calendar Quarter End Date \(based on Period End Date\)](#)

Name	Date: Current Calendar Quarter End Date (based on Period End Date)								
Category	Common								
Comment	Returns Current Calendar Quarter End Date (based on Period End Date).								
Example: Period End Date is 31-Jul-2008. This calculation resolves to 30-Sep-2008.									
Calculation Usage									
Calculation 1 items									
<table border="1"> <thead> <tr> <th>Start Date</th> <th>Year</th> <th>Month</th> <th>Day</th> </tr> </thead> <tbody> <tr> <td>Date: Current Calendar Quarter Start Date (based on Period End Date)</td> <td>3</td> <td>-1</td> <td></td> </tr> </tbody> </table>		Start Date	Year	Month	Day	Date: Current Calendar Quarter Start Date (based on Period End Date)	3	-1	
Start Date	Year	Month	Day						
Date: Current Calendar Quarter Start Date (based on Period End Date)	3	-1							

CALCULATIONS THAT RETURN A BOOLEAN (TRUE OR FALSE) VALUE

VALUE COMPARISON

Used to set up a comparison between one operand and another using a relational operator, such as equal to, greater than, less than, not equal to, etc.



Example: Use a value comparison calculation to determine if an employee has wages eligible for retirement savings.

The screenshot shows a Workday interface for viewing a value comparison calculation. The title bar says "View Value Comparison Calculation RRSP Eligible Wages > 0". The main area displays the calculation details:

Name	RRSP Eligible Wages > 0
Category	Payroll

Below this, there are two tabs: "Calculation" (which is selected) and "Usage". The "Calculation" tab shows a table with one item:

Calculation	1 items	X
1st Operand	Operator	2nd Operand
Retirement Savings Eligible Wages	greater than	0

INSTANCE SET COMPARISON

Used to set up a comparison between a Class Report Field (CRF) and a user-specified value using a relational operator such as "in the selection list," "not in the selection list," "exact match with the selection list," "is empty," and "is not empty."



Example: Use an instance set comparison to return true if a worker, as of the period end date, resides in any province beside Manitoba.

The screenshot shows the 'View Instance Set Comparison Calculation (Workday Owned) Worker (CAN): Resident Province <> Manitoba' page. It includes fields for Name, Category, and Comment, and tabs for Calculation and Usage. The Calculation tab displays a table with one item:

Source Field	Relational Operator	Target Instance
<input checked="" type="checkbox"/> Worker Resident Province (as of Period End)	NOT exact match with the selection list	Manitoba



Note: CRFs enable you to reference worker, job, compensation, organization, and other data.

LOGIC

Used to build true/false calculations using "and/or" logic. These are often used to build conditional calculations.



Example: Use a logic calculation to return true/false that payroll input exists for a worker and the worker was terminated as of the period start date.

← View Logic Calculation (Workday Owned) Worker: Terminated Workers with One-time Payroll Input for Period ...

X

Name	Worker: Terminated Workers with One-time Payroll Input for Period
Category	Payroll
Comment	This logic calculation will check whether a worker is terminated as of pay period start date AND whether that worker has any one-time payroll inputs for the run category. If yes, return TRUE, otherwise return FALSE. Can be used in the Selection Criteria field to pick up terminated worker with one-time payroll input for payroll processing.

Calculation Usage

Calculation 2 items

Operator	Operand
	Calculation
AND	Worker: Primary Job: Worker is Terminated as of Period Start Date
	One-time Payroll Input Exists for the Run Category



ACTIVITY 4.2 – CREATE AN INSTANCE SET COMPARISON CALCULATION

Business Case: You need to demonstrate for the Payroll Partner how to build an instance set comparison calculation.

- ➊ Sign in as Logan McNeil (lmcneil).

CREATE THE CALCULATION

1. Access the **Create Instance Set Comparison Calculation** task.
2. Enter **1_Housing Allowance** in the Name field.
3. Select the Category **Payroll**.
4. Under Calculation, enter the following information:

Field	Entry Value
Source Field	Compensation Element Exists for Sub Period in Pay Period
Relational Operator	in the selection list
Target Instance	Housing Allowance

5. Click **OK** and **Done**.

REVIEW THE CALCULATION

1. Search for the **All Instance Set Comparison Calculations** report.
2. Select the Category **Payroll** and click **OK**.
3. Validate that your calculation is in the list.

PAYROLL-SPECIFIC CALCULATIONS

EARNINGS

Earnings can be set up to retrieve the value of compensation elements, such as base pay, allowance, or Non Cash Taxable Benefits. Earnings are essential building blocks of payroll. They are referred to as pay components and can be added to pay component groups, such as Federal Taxable Wages or Adds to Gross.

You can set up earnings to retrieve values such as:

- Base pay
- Hours from Workday Time Tracking
- Values entered through payroll input
- Allowance (e.g., car, housing, mobile)
- Paid time off
- Benefits, such as employer contributions to health care or insurance

The screenshot shows the 'View Earning Effective Date Bonus' page in Workday. At the top, there's a summary section with details: Name (Bonus), Code (BONUS), Category (Payroll), and Current Status (Active). Below this, there are tabs for 'Effective Dated' (selected) and 'Non-Effective Dated'. Under 'Effective Dated Details', it shows an Effective Date of 01/01/2000. A 'Criteria' section indicates 'Run Category Eligibility' is 'Regular'. A 'Worker Eligibility' section lists one item: 'Payroll Input Exists for Pay Component (Sub Period)'. In the 'Calculation Details' section, 'Payroll Input' is selected for Calculation, and 'Yes' is selected for Input Amount Allowed?.



EXPLORE AN EARNING

- ➊ Sign in as Logan McNeil (lmcneil).

REVIEW THE CAR ALLOWANCE EARNING

1. Access the **All Earnings** report.
2. Select the Owner **Customer** and click **OK**.
3. View the earning **Car Allowance [USA]**.

DISCUSSION

1. Is the earning federally taxable? (Hint: Look in the Groups section of the Non-Effective Dated tab. Select **Federal Taxable (Withhold Taxes) [USA]** to review the pay component groups.)
2. For which run category is this earning eligible? (Hint: Look in the Criteria section of the Effective Dated tab.)
3. Which workers are eligible for this earning? (Hint: Look in the Worker Eligibility section of the Effective Dated tab.)

DEDUCTIONS

Deductions are calculations that are set up to retrieve values such as tax withholdings, benefits (e.g., medical, dental, vision), or employee retirement plan contributions. Like earnings, they are essential building blocks of payroll.

General deductions are created only on the Payroll side. Benefit Plan rates and amounts must be created in Benefits and then mapped to a deduction created on the Payroll side so that the benefit is deducted and taxed accordingly.

The screenshot shows the 'View Deduction' page for 'GBR Conjoined Arrestment [GBR]'. The top navigation bar includes a back arrow, the deduction name, and a three-dot menu. Below the header, the deduction details are listed:

Name	GBR Conjoined Arrestment
Code	W_GBR_CAO
Default Payslip Name	Conjoined Arrestment
Category	Payroll
Country	United Kingdom
Comments	Deducts conjoined arrestment orders issued within Scotland.
Current Status	Active

Below the details, there are tabs for 'Effective Dated' (selected) and 'Non-Effective Dated'. A 'Viewing:' dropdown is shown with a three-dot menu icon. The 'Effective Dated Details' section shows the effective date as 01/01/2000. It includes a 'Criteria' section for 'Worker Eligibility' with two items:

- GBR Calc: Conjoined Arrestment Active Orders
- GBR CO Calc: Begin Date ge Latest Hire Date
- GBR CO Calc: P45 Leaver Issue Date Exists and P45 Leaver Issue Date > Latest Hire Date = FALSE
- Payroll Input (Overtime) Exists for Pay Component

The 'Calculation Details' section shows the calculation type as 'Withholding Order (All): Order Deduction Amount Calculation'. The 'Calculation Worktag' section lists 'Calculation Worktag', 'Withholding Order', 'Worktag Type', and 'GBR CAO'. The 'Related Calculations' section shows one item:

Related Calculation	Default Calculation	Override Calculation	Input Allowed?	Results		Override Related Calculation for Ongoing Multiple Jurisdictions	Pay Component Related Calculation
				Do Not Store / Do Not Store if Zero	Display?		
Arrestable Earnings (PTD)		GBR CO Calc: 0 (if CMA Only) or PTD Disposable Earnings Amount incl Current GTN (based on Payment Date)	No	<input checked="" type="radio"/> Do Not Store	Yes	Do Not Apply Percentage Splits / Apply Percentage Splits	GBR Conjoined Arrestment [GBR] - Arrestable Earnings (PTD)



EXPLORE A DEDUCTION

⌚ Sign in as Logan McNeil (lmcneil).

1. Access the **All Deductions** report.
2. Select the Owner **Workday** and click **OK**.
3. View the deduction **AZ: Arizona Job Training Tax - Employer Paid [USA]**.

DISCUSSION

1. What worker eligibility criteria have been placed on this deduction? (Summarize.)
2. Using the filter on the All Deductions report, explore a deduction from France. Does it look similar to the US deduction?

PAY BALANCES

You can set up pay balances to calculate values for earnings, deductions, pay component-related calculations, pay component groups, or pay accumulations over a balance period that includes multiple gross-to-net results, such as quarter-to-date, year-to-date, or fiscal periods. The example below shows the calculation of the year-to-date balance of a student loan in the current fiscal year.

View Pay Balance GBR: Student Loan Deducted YTD [GBR] ...

Name	GBR: Student Loan Deducted YTD
Code	W_GBR_SL_YTD
Category	Payroll
Display On Result	Yes
Country	United Kingdom
Comments	Returns the value of the Employee Student Loan Deductions for Tax Year to Date.
Filter Worktags	Company Payroll ID

Pay Calculation/Balance Period Usage

Pay Calculation/Balance Period 1 items

Pay Component	Balance Period
GBR Student Loan [GBR]	GBR Stat Calc: YTD Current Tax Year (using Country Tax Year and Hire Date)



EXPLORE A PAY BALANCE

⌚ Sign in as Logan McNeil (lmcneil).

1. Access the **All Pay Balances** report.
2. View pay balance **GBR: Student Loan Deducted YTD [GBR]**.

DISCUSSION

1. What pay component is included in the pay balance?
2. What is the balance period?

PAY ACCUMULATIONS

Remember that a pay accumulation is a set of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations for which Workday can calculate a total. Accumulations return values used in payroll calculations. They support both addition and subtraction; some pay components can add to the value and others can subtract. Pay accumulations return a single value based on the pay period being calculated (not based on a balance).



Note: Use a pay balance, rather than a pay accumulation, when you want to retrieve a value that represents multiple periods of time or multiple results for the same period.

Accumulations sum the value of a group of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations.



OR

Add the value of some payroll elements to the total pay accumulation value while subtracting the values of others.



You define accumulations to calculate the value of the earnings and deductions that contribute to gross or net pay and you must associate these gross and net pay accumulations with every run category you define in Workday Payroll.

Edit Pay Accumulation Net ...

Name	* Net
Code	* NET
Category	Payroll
Country	<input type="button" value="..."/>
Type	X Net <input type="button" value="..."/>
Comments	Net
Filter Worktags	<input type="button" value="..."/>

[Add and Subtract Calculations](#) | [Calculate/Display Exceptions](#) | [Usage](#)

Add to Pay Accumulation

Earnings	<input type="button" value="..."/>
Deductions	<input type="button" value="..."/>
Pay Accumulations	X Gross <input type="button" value="..."/>
Pay Component Groups	<input type="button" value="..."/>
Pay Component Related Calculations	<input type="button" value="..."/>

Subtract from Pay Accumulation

Earnings	<input type="button" value="..."/>
Deductions	<input type="button" value="..."/>
Pay Accumulations	<input type="button" value="..."/>
Pay Component Groups	X Post Tax Deductions <input type="button" value="..."/> X Pre Tax Deductions <input type="button" value="..."/> X Statutory Taxes (EE) [USA] <input type="button" value="..."/>



EXPLORE A PAY ACCUMULATION

➡ Sign in as Logan McNeil (lmcneil).

1. Access the **All Pay Accumulations** report.
2. View the pay accumulation **Gross Wages (T4) by Company/Province [CAN]**.

DISCUSSION

1. Do bonuses add to this pay accumulation?
2. Does this accumulation include team bonuses?

PAY COMPONENT GROUPS

Remember that a Pay Component Group (PCG) sums the values of all pay components in the group and returns a single value each time it is referenced. Workday calculates the value of a pay component group for the period or sub-period that is processed. A PCG can contain a combination of earnings, deductions, and pay component-related calculations.

To facilitate the creation of calculations, Workday delivers commonly used PCGs for calculating taxes, withholding orders, gross pay, and employer-paid benefits. You can create additional PCGs as needed for processing and reporting. You can create them either before or after creating earnings and deductions.

Common customer-owned PCGs are:

- Bonus Earnings - Regular [CAN]
- Retirement Savings Eligible Wages [USA]



Reminder: Pay component groups **only sum** values. If you need to perform subtraction, use pay accumulations or arithmetic calculations instead.

PCGs do not represent:

- Multiple periods of time (such as month-to-date or quarter-to-date).
- Multiple results for the same period.

In this example, the GBR Adds to Gross pay component group is used in the definitions of the earnings that are listed.

← View Pay Component Group **GBR Adds to Gross [GBR]** ...

Name	GBR Adds to Gross
Category	Payroll
Pay Component Usage	Earnings
Country	United Kingdom
Comments	This Pay Component Group is delivered as a placeholder to use to associate with all Earnings that add to Gross in the United Kingdom. By doing this, customers only need to associate this Group to any new Earnings that contribute to Gross.

Adds to Group Exceptions for Taxes Exceptions for Withholding Orders Usage

Adds to Group 1 items

Earnings	Deductions	Pay Component Related Calculations
Basic Wages [GBR] Bonus Wages [GBR] Child Care Voucher [GBR] GBR ASPP [GBR] GBR SAP [GBR]		



EXPLORE A PAY COMPONENT GROUP

➡ Sign in as Logan McNeil (lmcneil).

1. Access the **All Pay Component Groups** report.
2. View the pay component group **Withholding Order (All): Periodic Earnings [USA]**.

DISCUSSION

1. What is the purpose of this pay component group?

2. Name three earnings that include this PCG:

3. Are there any Pay Component Exceptions for Taxes? (Hint: Check the Exception for Taxes tab.)

4. Is this PCG widely used? (Hint: Check the Usage tab.)



KNOWLEDGE CHECK

1. Which type of calculation returns the sum, average, minimum, or maximum of two or more values?

2. Which type of calculation can you use to return a true/false value?

CHAPTER 5 – EARNINGS AND DEDUCTIONS

OVERVIEW

When creating earnings and deductions you can provide the criteria and configuration required to perform complex payroll calculations with information such as:

- The pay component groups to which they belong.
- The pay group, run category, and worker eligibility criteria that determines for whom to calculate.
- The calculation, including proration, worktags, related calculations, and pay component related calculations that it performs for payroll.
- Where the payment comes from for earnings, the compensation element, time code, benefit plan, and costing.
- For deductions, the benefit plan to map to deductions.
- Limits that determine when to stop paying an earning or taking a deduction.

OBJECTIVES

By the end of this chapter, you will be able to:

- Create earnings.
- Create deductions.
- View net pay validation.
- Maintain payroll audit configurations.
- Specify limits for recouping arrears.

EARNINGS AND DEDUCTIONS

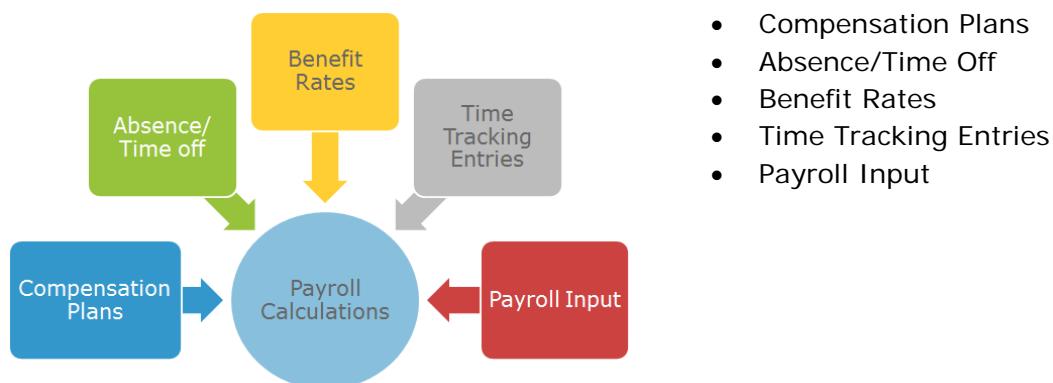
Earnings and deductions enable you to provide Workday with the fundamental building blocks it needs to make complex payroll calculations.

Both earnings and deductions rely on the calculation engine to determine how they are resolved and processed.

COMMON SOURCES OF PAYROLL CALCULATION VALUES

Workday provides numerous data retrieval elements, such as Instance Value Calculations and Related Calculations. You can use these elements to pull compensation, absence, and other values into earning/deduction calculations.

Common sources of values used in payroll calculations are:



Note: Appendix B lists many (but not all) data retrieval elements.

EARNINGS

You set up earnings to retrieve the value of:

- Compensation elements, such as base pay or allowance.
- Benefits, such as employer contributions to health care or insurance.
- Paid and unpaid time off.
- Hours from Workday Time Tracking.
- Payroll input.

There are one-time earnings, which may or may not be set up on the Compensation side, and recurring earnings, such as allowances or base pay, which must be set up in both Compensation and Payroll.

EARNINGS PREREQUISITES

Earnings prerequisites depend on the type of earning you are creating:

Earning Source	Prerequisites
COMPENSATION	Set up compensation elements, such as: <ul style="list-style-type: none">• Salary• Hourly• Allowance• Merit• Bonus• One-time• Commission
BENEFITS	Set up benefit plans, such as: <ul style="list-style-type: none">• Health care• Insurance• Retirement savings plans
TIME OFF	Set up time off plans.
WORKDAY TIME TRACKING	Set up time calculation tags.
POSITION-BASED	Configure tenant to support multiple jobs.
PAYROLL INPUT	None



ACTIVITY 5.1 – CREATE AN ALLOWANCE PLAN

Business Case: You need to set up an Allowance Plan for Chicago-based employees to give them a \$50.00 monthly mileage allowance. This will add to gross, but is exempt from taxes in this example.

This allowance plan will be used in the **1_Mileage Allowance** earning you will create later.

- ➡ **Sign in as Logan McNeil (lmcneil).**

CREATE ALLOWANCE PLAN

1. Access the **Create Allowance Plan** task.
2. Enter an Effective Date of **01/01/2016**.
3. Select the radio button for **Amount Based Plan**.
4. Click **OK**.
5. Enter the following information:

Field	Entry Value
Plan Name	1_Mileage Allowance Plan
Eligibility Rules	Location – Chicago
Compensation Element	Allowance
Amount	50.00
Currency	USD
Frequency	Monthly
No Override	Select checkbox
Exclude from Merit	Select checkbox

6. Click **OK**, but *do not* click Done.

ALLOWANCE PLAN ROLL OUT

1. From the **1_Mileage Allowance Plan**, select the related action **Compensation Plan > Rollout Compensation Plan to Employees**.

2. Enter the following information:

Field	Entry Value
Process Name	1_Mileage Allowance Plan Roll Out
Effective Date	01/01/2016
Reason	Adjustment > Market Adjustment
Compensation Plans	1_Mileage Allowance Plan (defaults)
By Compensation Eligibility Rule	Location – Chicago

3. Click **OK** to save and begin the rollout process.
4. Click the **Refresh** button until Percent Complete is at 100%.
5. Access the **View Compensation Plan Rollout Process** report.
6. Select **Rollout Compensation: 1_Mileage Allowance Plan Roll Out** and click **OK**.
7. Click **39** next to Employees to verify that Kelly Brown was assigned the 1_Mileage Allowance Plan.

CREATE EARNING

To create an earning, you specify:

- General Information
- Effective Dated Details
- Non-Effective Dated Details

GENERAL INFORMATION

When creating an earning, you must specify the name and code. All other fields in this section are optional.

The screenshot shows the 'Create Earning' dialog box. At the top, it says 'Create Earning'. Below that, there's a section labeled 'Earning (empty)' with a status message '(empty)'. The form contains the following fields:

- Name:** A required field marked with a red asterisk (*).
- Code:** A required field marked with a red asterisk (*).
- Default Payslip Name:** An optional field.
- Category:** Set to 'Payroll'.
- Country:** A dropdown menu.
- Comments:** A text area for additional notes.

At the bottom of the dialog, there are two tabs: 'Effective Dated' and 'Non-Effective Dated'. The 'Effective Dated' tab is selected, indicated by a blue underline.

Field	Description
NAME	Enter the name of the earning. The name should clearly reflect the purpose of the earning.
CODE	Enter a unique value of up to 20 characters. This value is used for Workday integrations, such as loading large amounts of payroll input using an EIB.
DEFAULT PAYSLIP NAME	You can override this default on Maintain Payroll Payslip Configuration.
COUNTRY	If you specify a country, only that country can use the earning. If you leave the field blank, any country can use the earning.

EFFECTIVE DATED TAB

Effective dating your earnings allows you to change your definitions as of a specific point in time. Some common reasons one would do this:

- Rate change used in a calculation, such as Union Dues, as of a point in time.
- Worker eligibility changes for the earning.
- Bonus earnings are no longer paid in a Regular run category, but rather a separate Bonus run category as of specific point in time.

You must provide an effective date when you first create an earning. Any earning created before December 2014 has a default effective date of 2000-01-01

To create a new effective-dated definition of an existing earning or deduction:

1. Access the *Edit Earning* task.
2. Select Add New Effective Date.
3. Enter the new effective date.
4. When you click OK, you can see a sub-section on the Effective Dated tab for each pay component definition.

Workday uses the most recent effective-dated definition that is the same as or earlier than the pay period end date. If you add or edit an earning or deduction in the middle of a pay period, it applies to the whole pay period. Workday does not prorate effective dating. Non-effective dated features always apply.

If you add or edit an earning or deduction definition with a retroactive effective date, it resolves for workers with supported retroactive events. However, it does not cause a retroactive event.

CRITERIA

It is important to set up deductions and earnings using exacting criteria because this allows the calculation engine to function most efficiently. Using precise criteria can reduce the time needed to calculate payroll. If you don't set up pay component eligibility, Workday tries to calculate the payroll for every run category, pay group, worker, and for all pay runs.

Criteria

Run Category Eligibility: Regular

Pay Group Detail Eligibility:

Worker Eligibility 1 items

Order	*Worker Eligibility
+ -	Compensation: Compensation Element Value Exists and <> 0

Scheduling 0 items

Order	*Scheduling
No Data	

Field	Description
RUN CATEGORY ELIGIBILITY	The run category or categories in which an earning is resolved.
PAY GROUP DETAIL ELIGIBILITY	The pay group or groups for which an earning can be resolved.
WORKER ELIGIBILITY	Controls which workers are eligible for the earning. Use Worker Eligibility criteria to prevent a zero value from appearing on an employee's payslip.
SCHEDULING	Controls when a pay component is resolved, such as: <ul style="list-style-type: none"> On the first pay period of the month. Example: Scheduling: First Period of Month (based on Payment Date). When payroll input is entered. Example "Payroll Input Exists for Pay Component".

When specifying the Worker Eligibility and Scheduling criteria, you can use a Workday-owned calculation or create your own. You can see all available calculations on these reports:

- All Instance Set Comparison Calculation
- All Instance Value Calculation
- All Logic Calculation
- All Value Comparison Calculation

To create your own rules, select Create from the Worker Eligibility or Scheduling prompt. You can create one of these types of true or false calculations:

- Create Instance Set Comparison Calculation
- Create Logic Calculation
- Create Value Comparison Calculation

When specifying the Worker Eligibility and Scheduling criteria, all criteria that you specify in the same row must be met (AND logic). If you define criteria in separate rows, the criteria in at least one row must be met (OR logic).



Example: Below are the Worker Eligibility criteria for the Housing Allowance pay component. This earning will only resolve if:

- The pay component has not already been paid in this pay period
AND
The compensation element value of Housing exists for the worker in his/her compensation record.
- OR the Payroll Input Exists for Pay Component.

Worker Eligibility 2 items		
+	Order	*Worker Eligibility
⊕ ⊖	▼ ▼	Pay Component: Not Previously Paid in Period Compensation: Compensation Element Value Exists and <> 0
⊕ ⊖	▲ ▲	✗ Payroll Input Exists for Pay Component

CALCULATION DETAILS

Construct the payroll calculation that returns the final earning value on administrative payroll results and worker payslips. The operands of the calculation are called related calculations, and can be nested calculations. Workday has many Workday-owned calculations and related calculations that you can select, such as Hours (prorated) * Rate, or you can create your own calculations or related calculations.

When creating an earning, you specify the calculation information.

Field	Description
CALCULATION	Calculates the earning amount.
INPUT AMOUNT ALLOWED	If the amount does not come from compensation, a benefit plan, or time tracking and the amount is variable, select Input Amount Allowed to allow the amount to be entered through payroll input. If the calculation is more than one operand, such as Base (unprorated) x Percent, and you want to allow payroll input, select Input Allowed in the related calculations section for each operand.  Note: Workday recommends selecting either Input Amount Allowed for the flat amount or Input Allowed for related calculations, but not both. Important! If you do not select Input Amount Allowed or Input Allowed, you cannot enter or override the value of an earning or one of its components on the Add Payroll Input by Worker Page unless you enter input as a Special Entry.
OVERRIDE FREQUENCY	Enables you to set a frequency, such as Annual or Bi-weekly. If you leave this field blank, Workday calculates the earning based on the worker's pay group frequency.

Workday offers optional features that affect pay component calculation.

The screenshot shows a configuration interface for payroll features. At the top, there's a section titled "Calculation Proration" with three radio button options: "Prorate Using Days Worked" (unchecked), "Prorate Using Calendar Days" (unchecked), and "None of the above" (checked). Below this is a section titled "Gross-Up Calculation (for Supplemental Earnings only)" with a checkbox labeled "Always Gross-Up" (unchecked). Under "FLSA", there's a section titled "Resolve by FLSA Period" with a checkbox (unchecked). In the "Ongoing Multiple Work Jurisdictions" section, there's a checkbox labeled "Do Not Apply Percentage Splits" (unchecked). Finally, under "Calculation Worktag", there's a "Calculation Worktag" input field containing "1234567890", a "More" button, and a "Include Input" checkbox (unchecked).

Field	Description
CALCULATION PRORATION	<p>Certain events, such as a Hire or Termination, can cause a period to be divided into sub-periods, for which you can choose to have the earning or deduction prorated.</p> <ul style="list-style-type: none"> • Prorate Using Days Worked – A proration based on work shift. If an employee is not assigned to a work shift, Workday assumes that the employee works a Monday through Friday schedule. Use <i>Maintain Work Shifts</i> task if your work shift is not Monday through Friday. • Prorate Using Calendar Days – A proration based on days in the month. For example: 17/31. • None Of The Above – Select if you don't want proration. The pay component will be processed in each sub-period.
GROSS-UP CALCULATION (FOR SUPPLEMENTAL EARNINGS ONLY)	<p>To add the taxes you pay for the employee to the employee's wages as taxable income, select Always Gross Up and select a Gross-Up Type.</p>

Field	Description
RESOLVE BY FLSA PERIOD	<p>Workday processes Fair Labor Standards Act (FLSA) work periods that are in sync with weekly and biweekly pay periods.</p>  Note: This is for US Payroll only.
DO NOT APPLY PERCENTAGE SPLITS	<p>Prevents specifying the percentage of work employees perform in each ongoing multiple work jurisdiction for this pay component.</p>  Note: This is for US Payroll only.
CALCULATION WORKTAG	<p>Enter a worktag to associate the earning or deduction with other related earnings, deductions, pay accumulations, pay balances, or payroll input with related information for the pay calculation</p>

Related Calculations are used to pull in values from other calculations and build more complex calculations easier. A related calculation that's used in the definition of an earning or deduction is called a pay component related calculation, or PCRC. PCRCs are available for display on payslips and in other payroll reports. You can use the same PCRC in multiple earnings and deductions.

Below is the Double Time [CAN] earning calculation: Hours (unprorated) * Rate. This calculation comprises two related calculations:

- Hours (unprorated)
- Rate

Each of these related calculations must be further defined in the Related Calculations section under Calculation Details.

Related Calculations 2 items									
Related Calculation	Groups	Default Calculation	Override Calculation	Input Allowed?	Results		Override Related Calculation for Ongoing Multiple Jurisdictions	Retro Adjustment Type	Pay Component Related Calculation
					Do Not Store / Do Not Store if Zero	Display Current / Current and Balances			
Hours (unprorated)	EI Hours [CAN]	Payroll Input	Timesheet: Approved Hours for Earning for Sub-period	Yes	<input type="radio"/> Do Not Store <input type="radio"/> Do Not Store if Zero	<input checked="" type="radio"/> Display Current <input type="radio"/> Current and Balances	<input type="radio"/> Do Not Apply Percentage Splits <input type="radio"/> Apply Percentage Splits	Yes	Double Time [CAN] - Hours (unprorated)
Rate			Double Time Rate	No	<input type="radio"/> Do Not Store <input type="radio"/> Do Not Store if Zero	<input checked="" type="radio"/> Display Current <input type="radio"/> Current and Balances	<input type="radio"/> Do Not Apply Percentage Splits <input type="radio"/> Apply Percentage Splits		Double Time [CAN] - Rate

Field	Description
RELATED CALCULATION	On separate rows, select each related calculation that is part of the earning or deduction calculation. Review any Workday-owned calculations you're using to ensure that they meet your requirements for proration, retro processing, and other conditions.
GROUPS	Select one or more pay component groups to which you want to add the related calculation
DEFAULT CALCULATION	View the default calculation that Workday assigned to the Workday-owned related calculation, or that you assigned when you created the calculations using the <i>Create Related Calculation</i> task.
OVERRIDE CALCULATION	Allows you to use calculations to retrieve values in addition to the default calculation. If there is not a default calculation, you must specify an override calculation.

Field	Description
INPUT ALLOWED?	Select this setting to allow payroll input for the value.
DO NOT STORE / DO NOT STORE IF ZERO	<p>Controls whether Workday stores the value of the PCRC each time it calculates it.</p> <ul style="list-style-type: none"> • To improve performance when the PCRC is only used in an intermediary calculation, select Do Not Store. • To store the PCRC calculated value to display it, report on it, or make it available to other calculations, select Do Not Store if Zero or None of the Above. <p>When you select Input Allowed? Workday stores input regardless of your selection.</p>
DISPLAY CURRENT/CURRENT AND BALANCES	<p>Select to display the pay component result on a worker's <i>View Payroll Results</i> report.</p> <ul style="list-style-type: none"> • Display Current displays the Amount value. • Current and Balances displays the Amount value and the balances (such as MTD,PTD, and YTD) that are set up in the <i>Maintain Pay Results – Balance Period Mapping</i> task.
HOURS FOR REPORTING: RESULT	Applies only to Hours related calculations. Select to display the Hours PCRC value in the pay result. Workday then makes the Hours PCRC value available for reporting through the Hours Worked for Result field.
HOURS FOR REPORTING: RESULT LINE	Applies only to Hours related calculations. Select whether to Add or Subtract the Hours PCRC value from the aggregation of all PCRC values for the pay result line. Workday then makes the Hours PCRC value available for reporting through the Result Line Hours field.
DO NOT APPLY PERCENTAGE SPLITS / APPLY PERCENTAGE SPLITS	<p>Applies when defining one of these:</p> <ul style="list-style-type: none"> • A taxable earning • An imputed earning • A pretax deduction <p>Companies using ongoing multiple work jurisdictions can split the PCRC by percentages. Define the percentages for employees on the Tax Allocations tab of the Add Worker US Tax Elections. To use the default setting (which comes from the related calculation), select None of the Above; or select an option to override the default.</p> <p> Important: The Do Not Apply option is available for pay components and for individual PCRCs. Determine whether to split the entire pay component or the PCRC.</p>

Field	Description
RETRO ADJUSTMENT TYPE	<p>If you plan to use the <i>Run Retro Pay Calculation</i> task to calculate retroactive payments, define the related calculation with the adjustment type of Bring Forward Difference on the <i>Create Related Calculation</i> task. Workday then selects Retro Adjustment Type automatically.</p> <p>It indicates that the <i>Run Retro Pay Calculation</i> task forwards the difference between the original value and the recalculated value to the current period. Without this setting, Workday forwards the original value.</p>
PAY COMPONENT RELATED CALCULATION	<p>The PCRC is the result of the related calculations that you define here for this earning.</p>

LIMITS

Workday can apply limits when calculating a worker's pay. You can:

- Define one or more limits for earnings or deductions.
- Apply a limit to the combined value of multiple pay components.
- Override a limit for an employee.

The example below shows the limits for a 401(k) retirement deduction in the US. Based on these limits, Workday deducts the 401(k) pre-tax employee contribution up to the IRS 401(k) and 415(c) annual limits.

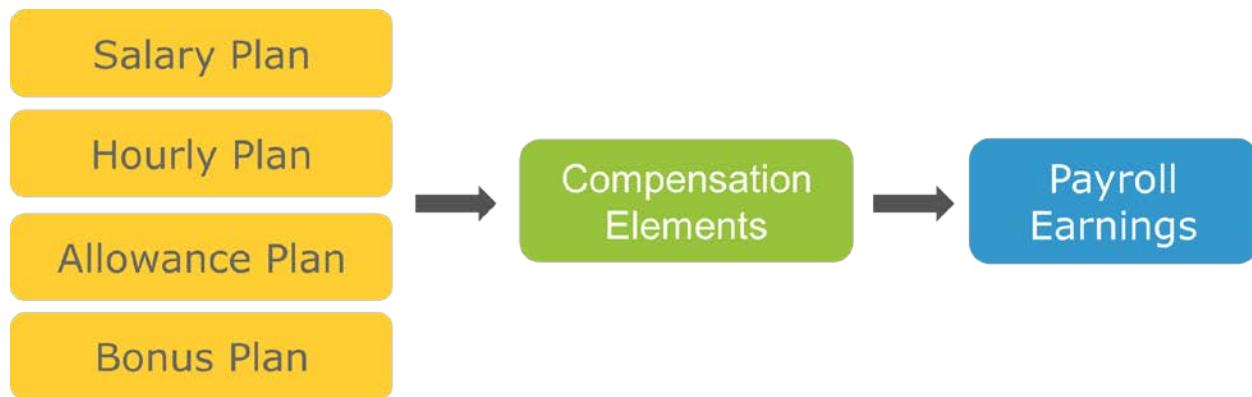
Limits 2 items				
	Value	Balance Period	Based On	Include Current Value
(+)	Elective Deferral Annual Limit for 401(k), 403(b), 457(b) and 408(k) SEP Plans	YTD - Current Calendar Year (based on Payment Date)	401(k) Total Contributions: EE [USA]	
(-)	IRS Annual Contributions Limit Value (only looks at the specified dollar value / not at annual compensation)	YTD - Current Calendar Year (based on Payment Date)	401(k) Total Contributions: EE + ER [USA]	

Field	Description
VALUE	<p>The limit that applies to the pay component related calculation. It can be a simple numerical constant or a more complex calculation.</p> <p>Example: A limit based on an employee's union.</p> <p>You can apply Workday-owned limits or create your own.</p>

Field	Description
BALANCE PERIOD	The period to which the limit applies. For example, a month-to-date or year-to-date balance period.
BASED ON	<p>To limit only the current PCRC itself, leave this field blank. Workday uses the value of the current PCRC by default.</p> <p>To limit the combined value of multiple components, including the current PCRC, select the pay accumulation that sums them, or select Create from the prompt.</p>
INCLUDE CURRENT VALUE	<p>This field applies only when a limit is based on a pay accumulation that includes more than one pay component or pay component related calculation.</p> <p>Select the pay component related calculations as follows to control the order in which to apply the limit:</p> <ul style="list-style-type: none"> On the pay component related calculation to take first when the limit is reached, leave the Include Current Value field blank. On the pay component related calculation to take second when the limit is reached, select the value of the pay component above. <p> Example: Assume the limit is based on a pay accumulation that sums the year-to-date values of Pay Component Related Calculation A and Pay Component Related Calculation B.</p> <p>To have Workday resolve Pay Component Related Calculation A first, complete the Include Current Value field as follows:</p> <ul style="list-style-type: none"> For A, do not select a value. For B, select A. <p>If the accumulation includes a third pay component related calculation, Pay Component Related Calculation C, complete the Include Current Value field as follows:</p> <ul style="list-style-type: none"> For A, do not select a value. For B, select A. For C, select A and B.

COMPENSATION ELEMENT

Map the payroll earning to a compensation element so that Workday Payroll knows from which plan to pull compensation values.



When creating the earning, you map the compensation element on the Effective Dated tab.

Field	Description
COMPENSATION ELEMENT	This mapping enables Workday to retrieve the correct rates, percentages, and other values based on relevant data, such as the worker's compensation record or salary amount.
CAUSES PRORATION	Enabling this field causes Workday to prorate the earning in response to changes in the worker's compensation.

Workday recognizes mid-period data changes that can create sub periods. When you configure Workday for proration, Workday calculates the gross-to-net or pay component for each sub period. Gross-to-net proration results in a separate payment for each sub period.



Note: Sub-periods are created as part of Workday core functionality. Creation of sub-periods cannot be controlled using configuration.

The following table shows a list of mid-period changes that cause proration:

Type of Change	What's Prorated
HIRE WORKER	Gross-to-Net
TERMINATE WORKER	Gross-to-Net
SWITCH PRIMARY JOB	Gross-to-Net
PAY GROUP	Gross-to-Net
COMPANY	Gross-to-Net
PRIMARY WORK STATE	Gross-to-Net
LEAVE REQUEST (WORKER-BASED LEAVE)	Gross-to-Net
LEAVE RETURN (WORKER-BASED LEAVE)	Gross-to-Net
COMPENSATION CHANGE	Pay Component
END OF ONE DISBURSEMENT PLAN PERIOD AND BEGINNING OF ANOTHER (FOR ACADEMIC CONTRACT PAY)	Pay Component

For earnings based on compensation elements, select Causes Proration if you want any change to a worker's compensation to cause proration based on an earning's proration rule (either Prorate Using Days Worked or Prorate Using Calendar Days).



Note: If you want changes to a worker's compensation to cause proration, you must first select a proration rule on the Calculation Details tab.

Payroll Input

Payroll input entered through the *Add Payroll Input by Worker* task doesn't cause proration. One-time payments are made in full for the pay period with the specified end date. Ongoing input is prorated when a supported mid-period data change occurs, if the earning is defined for proration.

On-Demand (Off-Cycle) Payments

Replacement payments are prorated the same as the on-cycle payments they replace.

For gross-to-net proration, additional payments create a separate payment for each sub period, entering the prorated values and Sub-Period Target Date for each payment.

For pay component proration, create a single payment, entering the prorated value for each sub period on a separate row in the Input grid and completing the corresponding End Date field to target each row of input to the appropriate sub-period.

Manual (Off-Cycle) Payments

There is no automatic proration for manual (off-cycle) payments. You must manually calculate and enter the prorated amount for each sub period, as you would for on-demand additional payments.

Proration of Costed Earnings

Workday prorates the costs for earnings that are subject to pay component proration when:

- Mid-period costing is enabled on your Workday tenant, and
- A worker's cost allocations change mid-period.

An earning proration method (as selected from the Calculation Proration section on the Effective Dated tab of the *Create Earning* task) determines if costs are prorated based on calendar or workdays. When no proration method is selected, or if proration is based on days worked and a worker has no shift assignment, Workday assumes that workdays are Monday through Friday.

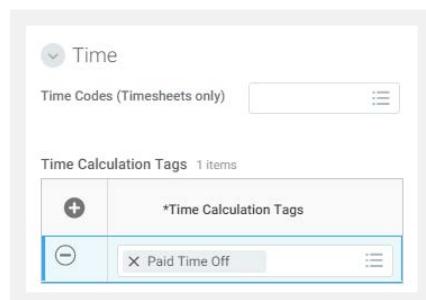
Rounding

Workday rounds prorated values as follows:

- For an earning, up 2 digits
- For a deduction:
 - 0.5 and over is rounded up
 - 0.4 and under is rounded down

TIME

An earning can be mapped to a time calculation tag, as shown, so that payroll can retrieve approved calculated time.



Field	Description
TIME CODES (TIMESHEETS ONLY)	<p>For earnings paid through timesheets, specify the time code.</p> <p> Note: For new implementations, timesheets are no longer used. They have been replaced by time tracking.</p>
TIME CALCULATION TAGS	<p>For earnings that pay hours entered through Workday Time Tracking, specify which hours to retrieve in the Time Calculation Tag field on the Time tab by selecting the time calculation tags for the calculated hours.</p>

THE NON-EFFECTIVE DATED TAB

Not everything in an earning/deduction definition can be effective-dated. The fields listed below are not effective-dated:

- Name
- Code
- Default Payslip Name
- Category
- Country
- Comments
- Pay Component Groups
- Re-Calculate in Retro
- Benefits info
- Costing
- Time Code
- Compensation Element
- Pay Component Related Calculations



Note: Since effective dating is relatively new functionality (with Workday 23), all existing earning and deduction definitions have been converted to an effective date of 01/01/2000.

GROUPS

In Workday, we refer to earnings and deductions generically as pay components, so an earning is a pay component, a deduction is a pay component, and a group of them is a pay component group. You can group those that are often used together into pay component groups, such as Adds to Gross.

Each group sums the values of the earnings or deductions it contains. Aggregating them in this way can be convenient for payslips and other reports. For a list of all pay component groups delivered by Workday, run the *All Pay Component Groups* report.

The screenshot shows the 'Hourly Wages [GBR]' pay component group in the Workday interface. At the top, there's a blue header bar with a back arrow and the text 'View Earning Hourly Wages [GBR]'. Below the header, there's a table with the following data:

Name	Hourly Wages
Code	GBRHOURLY
Category	Payroll
Country	United Kingdom
Current Status	Active

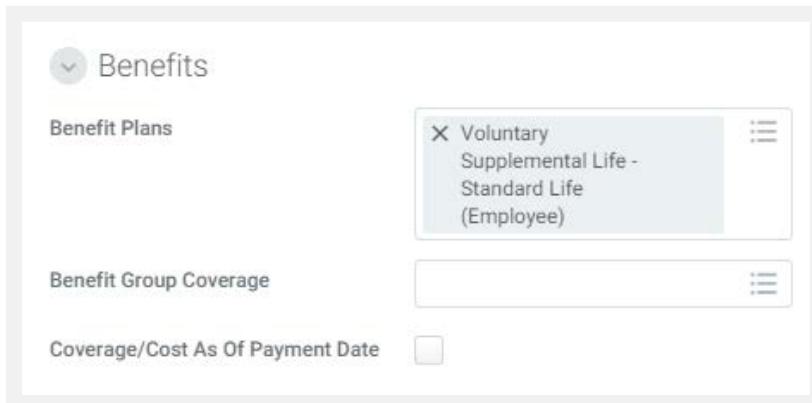
Below the table, there are two tabs: 'Effective Dated' and 'Non-Effective Dated', with 'Non-Effective Dated' being selected. A note below the tabs states: 'Edits made to details in this tab are not effective dated and will always apply.' Under the 'Groups' section, there is a dropdown menu expanded to show a list of groups:

- Groups
 - GBR Adds to Gross [GBR]
 - GBR Arrestable Earnings Definition D [GBR]
 - GBR Attachable Earnings DEA [GBR]
 - GBR Attachable Earnings Definition A [GBR]
 - GBR Attachable Earnings Definition B [GBR]
 - GBR Attachable Earnings Definition C [GBR]
 - GBR Nitable Pay [GBR]
 - GBR Pen AE Qualifying Earnings [GBR]
 - GBR Taxable Pay [GBR]

It is imperative that you add the earnings or deductions you create to the appropriate pay component groups in order for the pay component to resolve (calculate). Add the earning to the appropriate pay component group, if it exists. A CREATE prompt is available if you need to create a pay component group that is not yet available.

BENEFITS

Similar to Compensation Elements used to map compensation plans, you can map benefit deductions to a benefit plan. The connection you establish between an earning and its corresponding plan enables Workday Payroll to retrieve the correct rates, percentages and other values based on the worker's benefit elections.



Field	Description
BENEFIT PLANS	Specify the benefit plans mapped to this earning.
BENEFIT GROUP COVERAGE	Select the group the plan covers.
COVERAGE/COST AS OF PAYMENT DATE	Specify whether the calculation engine will look at the coverage/cost as of "payment date," instead of the default period end date.

COSTING

By default, a worker's earnings and deductions are allocated to the cost center and region associated with their supervisory organization. You can override the default cost center and region for all instances of a given earning for all employees by selecting a different cost center or other organizations available for payroll costing on the Costing tab of the Create Earning page.

You can specify how to allocate all instances of an earning for all employees across:

- Cost centers
- Projects
- Grants
- Other organization types and locations

The screenshot shows the 'Costing' tab of a Workday interface. At the top, there is a section for 'Exclude From Forward Accrual' with a checkbox. Below this is a table with two rows. The first row has columns for 'Start Date' (with a red asterisk) and 'End Date'. The second row shows a single item with columns for 'Order', 'Default from Organization Assignment', 'Costing Override Worktag', and '*Distribution Percent'. The 'Costing Override Worktag' column contains 'Cost Center: 32000 Research & Development' and the 'Distribution Percent' column contains '50'.

Field	Description
EXCLUDE FROM FORWARD ACCRUAL	Overrides a forward accrual for a pay period that spans multiple financial reporting periods.
START DATE END DATE	Enter the start date and optional end date for the allocation. Dates must not overlap previous or future instructions.
DEFAULT FROM ORGANIZATION ASSIGNMENT	Used to allocate a percentage of the earning to the cost center, fund, or other organizations assigned to the employee.
COSTING OVERRIDE WORKTAG	Used to allocate a percentage of the earning to other organizations.
DISTRIBUTION PERCENTAGE	Specifies the percentage of distribution.

This table shows how Workday allocates labor costs for workers by default, and which types you can reallocate.

Type Of Labor Costs	Default Allocation	Reallocate?
EMPLOYEE EARNINGS BELONGING TO THE "ADDS TO GROSS PAY" PAY COMPONENT GROUP	<p>Allocated to the cost centers, projects, grants, and other organization types associated with the worker's supervisory organization, and to the worker's location, if you enabled these worktags for payroll costing.</p>  <p>If you use the <i>Change Organization Assignments</i> task to change a worker's cost center, fund, or other organization type, Workday allocates the worker's earnings to these organizations instead.</p> <p>For workers with multiple positions, Workday allocates workers earnings to the organization assignments associated with their supervisory organization.</p>	Yes
EMPLOYER-PAID EXPENSES	<p>Based on the distribution of the worker's gross pay earnings. These are taxes and benefits that add to labor costs, but not to a worker's gross or net pay. They are identified as additional pay components or in additional pay component groups for the run category. If using multiple jobs, expenses for worker-based pay components are allocated to the worker's primary position.</p> <p>You can override Employer Paid Expense allocations at the Pay Group level on the Edit Employer Paid Expense Costing Allocation page.</p>	Yes
OTHER DEDUCTIONS AND NET PAY	Allocated to the cost centers, projects, grants, and other organization types associated with the worker's (or primary position's) organization by default, but you can enable Deduction Costing on the Edit Tenant Setup – Payroll page.	No
FRINGE BENEFIT EXPENSES	Based on the distribution of the worker's gross pay earnings.	No
FRINGE BENEFIT RECOVERY	Allocated according to the balancing worktag, if worktag balancing is enabled.	Yes

Workday applies the allocation instructions in effect on the pay period end date to the entire period unless you select the Enable Mid Period Costing checkbox on the *Edit Tenant Setup – Payroll* task. When instructions span pay periods, the available values are those in effect on the end date of the last period included in the instruction's Start and End dates.



Example: The current pay period is January 1 to January 31. Amina has worker overrides for January 10 - January 15. Because the pay period end date falls outside of the override dates, Workday applies the organization assignment defaults. If you change the allocation end date to February 15, Workday applies the allocation instructions to the January pay period.

Proration and Mid-Period Changes to Cost Allocations

If you select Enable Mid Period Costing on the *Edit Tenant Setup – Payroll* task and change costing allocations mid-period, Workday prorates costs for:

- Earnings based on the proration method (calendar days or days worked) displayed on the Calculation Details tab of the *View Earnings* task if you select Causes Proration on the Compensation Element tab.
- Earnings based on calendar days when a proration method isn't specified for the earning or Causes Proration.
- Deductions for employer-paid expenses based on calendar days.

When Payroll passes costs to Workday Financials it also passes the end date of the costing allocation as the Budget Date.

Workday recognizes these mid-period costing allocation changes:

- Region
- Cost Center
- Fund
- Program
- Location
- Project Plan Phase
- Business Unit
- Custom Organizations



Note: Changes to a worker's default organization assignments do not cause costed earnings to prorate. Forward accruals use the costing allocations in effect on the period end date.

PAY COMPONENT SECURITY SEGMENT

The Pay Component Security Segment area appears when specific pay components are secured to specific security segments. These security segments are created so that you can make pay components viewable to Managers, Benefits Partners, or other Administrators who may need to see the resolved value of an earning or deduction, even though they have not been assigned to a managerial or administrative role in Workday Payroll. The values are inaccessible to these roles without the security segments.

Pay Component Security Segment	
	Pay Component
Manager Pay Component Visibility	Bonus Bonus - FLSA Eligible [USA] Call Out Pay - Minimum [USA] Car Allowance [USA] Cell / Mobile Allowance Commission Compensatory Hours Compensatory Time Paid [CAN] Double Time [CAN] Double Time - Hourly (1x) [USA] ● More (73)

USAGE

The Usage section identifies where the earning is used, as shown below.

Usage			
Add to Pay Accumulation	Subtract from Pay Accumulation	Pay Component Security Segment	Pay Results Class Report Field Mapping
Deferred Comp Eligible Wages - Bonus [USA]	Deferred Comp Eligible Wages [USA]	Employee Pay Component Visibility Manager Pay Component Visibility	Bonus Earnings YTD Bonuses YTD Prior Bonuses YTD Second Prior Bonuses



ACTIVITY 5.2 – CREATE A MILEAGE ALLOWANCE EARNING

Business Case: You need to create the 1_Mileage Allowance earning so that payroll can retrieve the value of the 1_Mileage Allowance Plan, using the compensation element from the previous activity. This earning will add to gross, but it is exempt from taxes in this example. This will allow you to automatically pay eligible workers.

- ➔ **Sign in as Logan McNeil (lmcneil).**

CREATE EARNING

1. Access the **Create Earning** task.
2. Enter the following information:

Field	Entry Value
Name	1_Mileage Allowance
Code	MILE

Note: The code must be unique among all earnings and deductions.

EFFECTIVE DATED INFORMATION

1. Enter the following information:

Field	Entry Value
Effective Date	01/01/2016
Run Category Eligibility	1-Regular

2. Insert a row in the **Worker Eligibility** grid.
3. Click the **Prompt** icon and select **By Category > Payroll > Compensation: Compensation Element Value Exists and <> 0.**

Note: We want this earning to calculate only when the system sees a compensation element value not equal to zero.

4. In the Calculation Details section, select **Compensation: Compensation Element Value (using Pay Period Frequency Only)** in the Calculation field.

Note: To prevent an override amount in the Add Payroll Input by Worker task from being entered, leave the Input Amount Allowed? checkbox unchecked.

Note: Since we don't want proration and have no need for related calculations, leave the Calculation Proration value at None of the above.

5. In the Compensation Element section (almost at the bottom of the Effective Dated tab), select **Allowance** in the Compensation Element field.

NON-EFFECTIVE DATED TAB

1. Click the **Non-Effective Dated** tab.
2. In the Groups field, select **Adds to Gross [CAN USA]**.
- Note: We do not need to add to any taxable pay component groups, as this is a tax free earning.
3. Scroll down to the Costing section and select the **Exclude From Forward Accrual** checkbox.
4. Click **OK** and **Done**.

VERIFY THE EARNING

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Not Yet Started (defaults)

3. Click **OK**.
4. Click the **Refresh** button until the Status displays Completed.
5. Click the **number** in the In Progress column.
6. Locate worker Kelly Brown's results. Click the **Payroll Result** column for Kelly.
7. Review the Gross to Net tab and verify the mileage allowance earning.

DEDUCTIONS

You set up deductions to retrieve the value of things such as:

- Taxes to be withheld.
- Employee pension contributions (from Benefits).
- Medical contributions (from Benefits).
- One-time and recurring deductions from payroll input.

DEDUCTIONS PREREQUISITES

Deductions prerequisites depend on the type of deduction you are creating:

Earning Source	Prerequisites
GENERAL	Set up general deductions, such as: <ul style="list-style-type: none"> • Employee retirement contribution • Payroll input • United Way
BENEFITS	Set up benefit plans, such as: <ul style="list-style-type: none"> • Medical contributions • Retirement/pension plan
POSITION-BASED	Configure your Workday tenant to support multiple jobs.

CREATE DEDUCTION

Creating a deduction is similar to creating an earning, with these exceptions:

Earnings-specific	Deductions-specific
<ul style="list-style-type: none"> • Gross-UP Calculation (for Supplemental Earnings only) • FLSA • Compensation Element • Time • Record of Employment 	<ul style="list-style-type: none"> • Recalculate during Retro (Retro Calculation) • Net Pay Validation/Arrears

When the Recalculate during Retro field is selected, Workday recalculates the deduction in response to supported retroactive changes when you use the *Run Retro Pay Calculation* task.

The Net Pay Validation/Arrears section appears when a deduction is subject to Net Pay Validation. You can track and recoup arrears only for deductions with assigned priorities.

MINIMUM NET PAY AND ARREARS PROCESSING

Workday Payroll allows you to set a minimum net pay amount for employees and set deduction priorities so that high priority deductions are taken first. This is helpful when looking at employees who defer a large part of their salary to a retirement plan. Deduction priorities can be adjusted and deductions can be tracked so that arrears can be recouped.

The result of setting up deduction priorities is that Workday reduces or eliminates deductions to restore net pay in reverse order of the rows in the grid and recovers arrears amounts in the same order as the rows in the grid.

Arrears limits control the amount of arrears that can be recovered and the net pay available to cover arrears.

INITIAL GROSS-TO-NET CALCULATION

To adjust net pay during payroll processing, Workday first performs an initial gross-to-net calculation (excluding arrears amounts) to verify that an employee's net pay is at, or above, the net pay minimum (0 by default).



Example: When calculating net pay, Workday deducts only the current period values of deductions A, B, and C ($100 + 50 + 25$), not the arrears amounts.

Deduction	Current Period Amount	Arrears Amount
A	100	50
B	50	25
C	25	10

For employees with positive net pay (net pay > minimum net) and no arrears, there are no subsequent calculations, the initial calculation is used.

Subsequent Calculations when Initial Net Pay is Above the Minimum

For employees with positive net pay (net pay > minimum net) and outstanding arrears, Workday:

- Recoups the arrears based on the deduction priorities defined by the *Maintain Deduction Priorities* task (subject to applicable arrears limits).
- Performs multiple iterations to reduce pre-tax deduction arrears. After each loop, Workday modifies the applicable deduction (based on priority) by adding the positive net value to the deduction value and re-determining net pay. Once two loops produce the same net value, the iterations stop.
- Generates new gross-to-net results.

Subsequent Calculations when Initial Net Pay is Below The Minimum

For employees with negative net pay (net pay < minimum net) and outstanding arrears, Workday:

- Reduces or eliminates deductions based on the deduction priorities defined by the *Maintain Deduction Priorities* task and puts them into arrears.
- Recalculates taxes, if the net pay validation forces the reduction or elimination of pre-tax deductions (from the Pre Tax Deduction pay component group).
- If Workday recalculated taxes and took a partial amount for a pre-tax deduction, it adds the negative net value to the deduction until net pay reaches the minimum net amount, produces the same net value in 2 loops, or completes 50 loops and then places the pre-tax deduction into arrears.
- Generates new gross-to-net results.



Note: *The Run Retro Pay Calculation* task does not put deductions into arrears or attempt to recoup arrears generated for a completed pay calculation.

MINIMUM NET PAY SETUP

Workday allows you to set a minimum net amount for employees. You define the minimum net amount on the *Edit Run Category* page.

The screenshot shows the 'Edit Run Category' interface for a 'Regular' run category. The 'General' tab is active. Key fields include:

- Name:** Regular (marked with a red asterisk)
- Run Category Country:** A dropdown menu.
- Used in Payroll Interface:** An unchecked checkbox.
- Regular Run Category:** A checked checkbox.

Below the tabs, there are three sections with expandable arrows:

- Workers to Process**
- Gross / Net**
- Payroll Processing** (which is expanded, showing:
 - Non Regular Taxation:** An unchecked checkbox.
 - Use State Supplemental Flat Tax Rate:** An unchecked checkbox.)

The **Minimum Net Amount** field is highlighted with a red border and contains the value '0'.



Important! Workday will not enforce the Minimum Net Amount defined on the Run Categories page until you define deduction priorities on the Maintain Deduction Priorities page.

NET PAY VALIDATION AND ARREARS TRACKING AND RECOUPLING

You can configure Workday to take high-priority deductions and place lower-priority deductions in arrears to bring net up to the minimum amount. Follow these steps:

1. Define deduction priorities and arrears handling.
2. Set arrears limits.

DEFINE DEDUCTION PRIORITIES AND ARREARS HANDLING

When performing net pay validation, Workday Payroll compares the employee's net pay to the minimum net amount:

- If net pay falls below this amount, Workday reduces or eliminates deductions to restore net pay based on the priority order specified on the Maintain Deduction Priorities page.
- Deductions are dropped or eliminated beginning with the lowest priority deductions and ending with highest priority deductions.

Below is an example of the Maintain Deduction Priorities page. The highest priority deductions are arranged at the top of the grid while those with lowest priority are at the bottom.

Maintain Deduction Priorities						
	*Deduction	Priority Order	Do Not Take Partial Deduction	Deduction Impacts Other Components of Net Pay	Track Arrears	Recoup Arrears
<input type="button" value="+"/>	X Spouse Life - Standard Life [CAN]	▼▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="+/-"/>	Medical - AETNA - EE (Pre Tax) [USA]	▲▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="+/-"/>	Medical - Blue Cross of CA - EE (Pre Tax) [USA]	▲▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="+/-"/>	Medical - UHC - EE (Pre Tax) [USA]	▲▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="+/-"/>	Medical - AETNA - EE (Post Tax) [USA]	▲▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="+/-"/>	Medical - Blue Cross of CA - EE (Post Tax) [USA]	▲▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below are descriptions of each checkbox.

Field	Description
DO NOT TAKE PARTIAL DEDUCTION	Select Do Not Take Partial Deduction to prevent the deduction if net pay falls below the net pay minimum.
DEDUCTION IMPACTS OTHER COMPONENTS OF NET PAY	Select Deduction Impacts Other Component of Net Pay to recalculate deductions based on a specific, prioritized deduction if the prioritized deduction is reduced or eliminated due to insufficient net pay.
TRACK ARREARS	Select Track Arrears to keep a record of any deduction amount that cannot be taken due to insufficient net pay.

Field	Description
RECOUP ARREARS	<p>Select Recoup Arrears to track and recoup the arrears amount for a deduction. Arrears amounts will be recouped on all Gross To Nets (checks) received in the period.</p> <p>Workday recoups arrears in direct order of priority—beginning with the highest priority deductions in the top rows and ending with the lowest priority deductions in the bottom rows.</p>  <p><u>Note:</u> You cannot recoup arrears if the Track Arrears checkbox is not selected.</p>

You do not need to track or recoup arrears for every deduction that you select for net pay validation. For example, you may decide to reduce or eliminate deductions from payroll calculations in a specific order; however, you do not need to recover these deductions in subsequent payroll calculations. For deductions that you do not want to recoup in subsequent calculations, do not select the Recoup Arrears checkbox.

SET ARREARS LIMITS

For each deduction for which you want to recoup arrears, select the related action

Deduction > Edit Net Pay Validation/Arrears. Use this page to:

- Set default limits on the amount of the arrears balance that can be recovered in a payroll run (required).
- Place conditional limits on the amount of the arrears balance that can be recovered in a payroll run based on pay group, run category, or other customer-defined criteria (optional).
- Conditional limits have priority over default limits; if Workday cannot find a matching limit based on pay group, run type or other criteria, it applies the default limit.

To determine the limits to apply, Workday evaluates the deduction against the rule conditions defined in each row of the grid in order from first row to last and uses the limits associated with the first row that returns a match.

Below is an example of the Edit Net Pay Validation/Arrears page showing both default and conditional arrears limits.

Evaluation Order		Recoup Arrears Criteria	Recoup Arrears Limit
Run Category Eligibility		X Regular	<input type="radio"/> Unlimited for Current Deduction <input type="radio"/> Percent of Current Deduction 0 <input checked="" type="radio"/> Flat Amount for Current Deduction 10 <input type="radio"/> None of the above
Pay Group Detail Eligibility		X CAN Bi-weekly: Regular (Bi-weekly)	<input type="radio"/> Unlimited for Current Deduction <input type="radio"/> Percent of Current Deduction 0 <input checked="" type="radio"/> Flat Amount for Current Deduction 20 <input type="radio"/> None of the above
Additional Criteria		X Benefits: Employee Cost Exists (and > 0)	Flat Amount Limit (When No Current Deduction) 20

The following are descriptions of the fields in Default Recoup Arrears Limits section.

Field	Description
UNLIMITED FOR CURRENT DEDUCTION	Select to recoup the total arrears amount in the current period. <u>Example:</u> Assume that the current amount of a deduction is 200 USD, and that the total arrears amount is 400 USD. If you select Unlimited for Current Deduction, Workday will attempt to recover the entire arrears amount (400 USD), while taking the full amount of the current deduction (200 USD).

Field	Description
PERCENT OF CURRENT DEDUCTION	<p>Select to define a limit equal to a percentage of the current deduction and specify the percentage value.</p> <p><u>Example:</u> Assume that the current amount of a deduction is 100 USD, and that the total arrears amount is 200 USD. If you enter 50% in the Percent of Current Deduction field, Workday will attempt to recover an arrears amount equal to 50% of the current deduction, or 50 USD, while taking the full amount of the current deduction (100 USD).</p>
FLAT AMOUNT FOR CURRENT DEDUCTION	<p>Select to recover a flat amount and specify the flat amount value.</p> <p><u>Example:</u> Assume that the current amount of a deduction is 100 USD, and that the total arrears amount is 100 USD. If the flat amount value is 25 USD, Workday will eliminate 25 USD of the arrears balance while taking the full amount of the current deduction (100 USD).</p>

 **Important!** These limit options apply only when the deduction is processed for a payee in the current payroll period. If a payee becomes ineligible for a deduction with an outstanding arrears balance, or the deduction cannot be processed in the current period for any other reason, Workday applies the flat amount limit defined in the Flat Amount Limit (When No Current Deduction) field.

Below are descriptions of the fields in that you can specify for each row in the table.

Field	Description
RUN CATEGORY ELIGIBILITY	Select the run category or categories to which the unlimited, percentage, or flat amount limit applies.
PAY GROUP ELIGIBILITY	Select the pay group(s) to which the unlimited, percentage, or flat amount limit applies.
ADDITIONAL CRITERIA	Define any additional criteria that must be met for the limit to apply, including eligibility conditions, scheduling conditions, or both.
A. UNLIMITED FOR CURRENT DEDUCTION B. PERCENT OF CURRENT DEDUCTION C. FLAT AMOUNT FOR CURRENT DEDUCTION D. FLAT AMOUNT LIMIT (WHEN NO CURRENT DEDUCTION)	Define the limit that applies to deductions meeting the run category, pay group, and other criteria defined in the current row of the grid.

Workday uses the following logic to determine the arrears limits for a deduction:

1. If there are conditional limits based on an employee's pay group, run category, or other customer-defined criteria, Workday applies the conditional limits.
2. If there are no applicable pay groups, run category, or other conditional limits defined in the Arrears Criteria grid at the bottom of the page, Workday applies the default limits.



Important! Conditional limits have priority over default limits. If Workday cannot find a matching limit based on pay group, run type, or other criteria, it applies the default limit.



ACTIVITY 5.3 – CREATE A PARKING DEDUCTION

Business Case: You will create a parking deduction for the members of the 1_Weekly pay group. They are going to have a \$25 per month deduction taken out for parking at the downtown garage. This is a post-tax deduction so it has no effect on taxable wages and should be subtracted from net.

Sign in as Logan McNeil (lmcneil).

CREATE DEDUCTION

1. Access the **Create Deduction** task.
2. Enter the following information:

Field	Entry Value
Name	1_Weekly Parking
Code	WE_PARK
Default Payslip Name	Parking
Country	United States of America

ENTER EFFECTIVE DATED INFORMATION

1. Enter the following information on the Effective Dated tab:

Field	Entry Value
Effective Date	01/01/2016
Run Category Eligibility	1-Regular
Pay Group Detail Eligibility	1_Weekly: 1-Regular (Weekly)



Note: Leaving Pay Group Eligibility blank would still only take the deduction from workers who were set up with the deduction, but it is more efficient in terms of payroll processing to uniquely identify the workers by the pay group if it only applies to specific pay groups.

2. Add a row in the Worker Eligibility grid and select **Payroll Input Exists for Pay Component (Sub Period)** in the Worker Eligibility field.

This tells the system to only resolve the deduction for employees who have the deduction entered in payroll input.

3. Add a row in the Scheduling grid and select **Scheduling: 1st Period of Month (based on Payment Date)** in the Scheduling field.

This will ensure that the deduction comes out only once per month.

4. Scroll down to the Calculation Details section and select **Payroll Input** in the Calculation field.

5. Select the **Input Amount Allowed?** checkbox.

ENTER NON-EFFECTIVE DATED INFORMATION

1. Click the **Non-Effective Dated** Tab and select **Post Tax Deductions** in the Groups field.

2. Click **OK** and **Done** to save your work.

ENTER A DEDUCTION AT WORKER LEVEL

Use the **Add Payroll Input by Worker** task to add payroll input for the following:

- **Workers:** Kelly Brown
- **Batch ID:** Your initials
- **Start date:** 04/04/2016
- **Pay Component:** 1_Weekly Parking [USA]
- **Processing:** Ongoing, Override, Regular Run Category
- **Amount:** \$25

VERIFY THE DEDUCTION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Requires Re-calculation
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Click the **number** in the In Error column.
6. Click the **Payroll Result** column for Kelly Brown.
7. Review the results. Why is Kelly Brown In Error for this payroll result?



ACTIVITY 5.4 – CREATE AN AUDIT REPORT TO IDENTIFY WORKERS WITH NEGATIVE NET PAY

Business Case: The company wants payroll results below minimum net pay to be flagged on audit reports. Specifically, you need to ensure that negative payroll results are flagged for the pay group 1_Weekly.

- ➊ Sign in as Logan McNeil (lmcneil).

CREATE AN AUDIT REPORT

1. Access the **Maintain Payroll Audit Configurations – Results by Period** report.
2. Select **United States of America** in the Country field.
3. Click **OK**.
4. Add a new row to the report.
5. Enter **1_Net Pay < 0** in the Name field.
6. Add a row to the Configuration Detail grid and enter the following information:

Field	Entry Value
Payroll Calculations	1_Net [USA]
Balance Period	Current Period
Comparison	less than
Comparison Value	0

7. Click **OK** and **Done** to save your work.

VIEW THE AUDIT REPORT

1. Access the **Audit – Pay Calculation Results for a Period** report.

2. Enter the following information:

Field	Entry Value
Country	United States of America
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Payroll Audit Configuration	1_Net Pay < 0

3. Click **OK**.
4. Verify that Kelly Brown appears in the report.



ACTIVITY 5.5 – MAINTAIN DEDUCTION PRIORITIES

Business Case: The company needs you to define deduction priorities to ensure that net pay does not fall below zero.

- ➊ Sign in as Logan McNeil (**lmcneil**).

MAINTAIN DEDUCTION PRIORITIES

1. Access the **Maintain Deduction Priorities** task.
2. Add a row to the grid and enter the following information:

Field	Entry Value
Deduction	1_Weekly Parking [USA]
Track Arrears	Select checkbox
Recoup Arrears	Select checkbox (You can ignore the warning message that appears regarding a default limit for recouping arrears; we'll address it later.)

3. Click **OK** and **Done**.

RE-RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Error
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.

4. Click **Refresh** until the Status displays Completed.
5. Click the **number** in the In Progress column.
6. Click the **Payroll Result** column for Kelly Brown.
7. Review the results.
 - a. What is her Net amount?
 - b. What is her Arrears amount?

VIEW THE AUDIT REPORT

1. Access the **Audit – Pay Calculation Results for a Period** report.
2. Enter the following information:

Field	Entry Value
Country	United States of America
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Payroll Audit Configuration	1_Net Pay < 0

3. Click **OK**.
4. Verify that Kelly Brown no longer appears in the report.



ACTIVITY 5.6 – SPECIFY LIMITS FOR RECOUPLING ARREARS

Business Case: You need to set the recoup arrears rules for the deduction 1_Weekly Parking. Specify a flat amount of 10 for current deductions and 20 when there are no current deductions.

- ➡ **Sign in as Logan McNeil (lmcneil).**

EDIT THE DEDUCTION

1. Access the **View Deduction** report.
2. Select the deduction **1_Weekly Parking [USA]** and click **OK**.
3. From the deduction's Related Actions icon, select **Deduction > Edit Net Pay Validation/Arrears**.
4. Validate that the following checkboxes are selected:
 - a. Track Arrears
 - b. Recoup Arrears
5. In the Default Recoup Arrears Limit section, select **Flat Amount for Current Deduction** and enter the number **10**.
6. Enter **20** in the Flat Amount Limit (When No Current Deduction) field.
7. Click **OK** and **Done**.
8. Access the **Net Pay Validation and Arrears Rules** report.
9. Filter the Deduction column to locate the 1_Weekly Parking deduction.
10. Review your entries.



ACTIVITY 5.7 – EDIT PAY COMPONENT RUN CATEGORY ELIGIBILITY

Business Case: Earlier, you created a new run category called 1-Regular. Now you need to edit several earnings and one deduction to make them eligible for use in the 1-Regular run category.

EDIT EARNINGS

1. Access the **Edit Earning** task.
2. Select **Hourly Pay – Auto Pay** and click **OK**.
3. On the Effective Dated tab, in the Criteria section, add **1-Regular** to the Run Category Eligibility field.
4. Click **OK** and **Done**.
5. Access the **Edit Earnings** task again and add **1-Regular** to the Run Category Eligibility field for each of the following earnings
 - * If you are a consultant, do not add Salary Base Pay to 1-Regular since you created a different salary earning in your supplemental activities.
 - o **Hourly Pay [USA]**
 - o **Overtime – Hourly (1X) [USA]**
 - o **Salary Base Pay ***
 - o **Severance Lump Sum**

EDIT DEDUCTION

1. Access the **Edit Deduction** task.
2. Select the **United Way** deduction and click **OK**.
3. On the Effective Dated tab, in the Criteria section, add **1-Regular** to the Run Category Eligibility field.
4. Click **OK** and **Done**.

RE-RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	In Progress
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Click the number in the In Progress column and review the results.

MANAGE PAY COMPONENTS

In Workday, it is easy to manage your earnings and deductions. You can simply create new pay components by copying an existing pay component definition. In addition, old pay components can be deactivated and unused pay components can be deleted.

COPYING PAY COMPONENTS

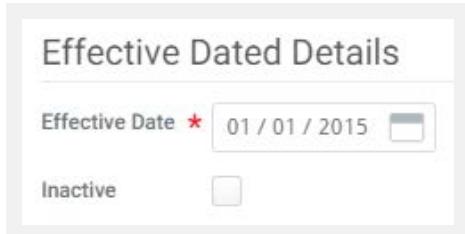
This function allows you to copy an existing definition using effective dating. If multiple definitions or snapshots of the source pay component exist, you can select a specific effective dated snapshot to copy and then edit the new item as necessary. To initiate the copy function, click the related action on the pay component you wish to copy and then select Calculation > Copy. The following window appears:



Clicking the prompt icon displays every available snapshot. Select the snapshot you wish to copy and then click OK. The new pay component will be created in the Copy Pay Component window and named the same as the source pay component, with the text "(Copy)" concatenated at the end, (i.e., Hourly Pay (Copy)). You can rename the new pay component as necessary. Most of the original data from the source pay component, as of the snapshot you selected, is available for you to edit as necessary. However, pay component security does not copy.

DEACTIVATING PAY COMPONENTS

Deactivating earnings and deductions is a simple process. To deactivate an earning, click the related action on the pay component and then select Earning > Edit As Of. Set the effective date and click OK. Then, set the earning to Inactive.

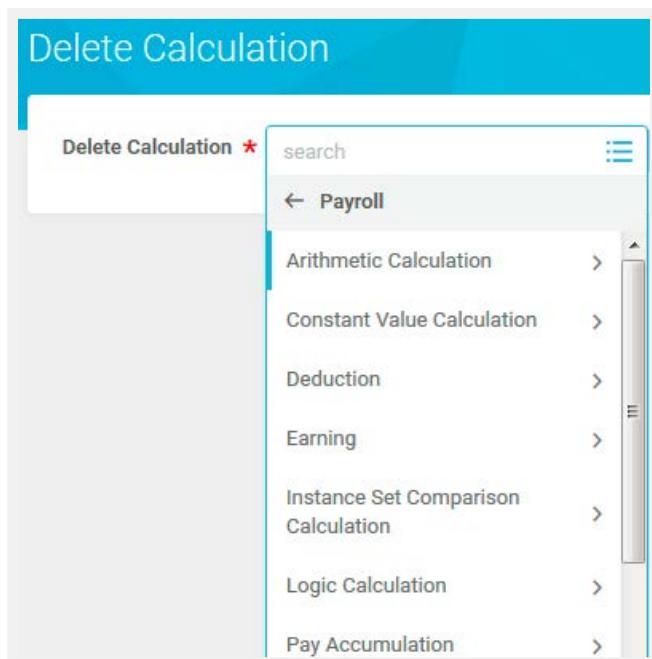


There are some considerations you should be aware of when deactivating a pay component.

- Inactive earnings and deductions do not resolve for the pay period that they are inactivated. In other words, if you deactivate them in the middle of the pay period, they are inactive for the entire period. This includes sub-periods as well.
- Mid-Period changes are inactive for the entire period, with NO proration.
- "Inactive" displays in prompt fields (e.g. Add Payroll Input) for pay components that are inactive as of the current date.
- Pay accumulators and balances include inactive earning and deduction amounts where there is an amount persisted, regardless of the status of the pay component.
- Inactivation of a deduction does not stop the collection of arrears if an arrears balance exists. Arrears balances can be updated for inactive deductions.
- Retroactively changing the status of an earning or deduction should be done with caution. It will create retro difference; however, it does not cause a supported retro event for effected workers.

DELETE UNUSED TENANTED PAY COMPONENTS

Access the *Delete Calculation* task to remove pay components that are not used. If usage exists, the pay component will *not* be available to be deleted. If there is no usage and you confirm the deletion, the pay component and related PCRCs are deleted.





KNOWLEDGE CHECK

1. What are common sources of payroll calculation values?
2. Why is it necessary to use precise criteria when defining earnings and deductions?
3. What is a Pay Component Related Calculation (PCRC)?
4. You can define the order in which to eliminate or reduce deductions if an employee's net pay is zero or drops below the minimum net amount for the run category.
 - a. True
 - b. False

CHAPTER 6 – WITHHOLDING ORDERS / COURT ORDERS

OVERVIEW

Based on country, Workday provides rules and support for setting up and processing numerous types of involuntary earnings withholding orders. Countries have different terms for these orders and differing types of orders. Workday presents dynamic pages based on the country and type of withholding order. In general, they are court orders that require the employer to withhold a certain amount of income per pay period and send that money to a designated agency for distribution.



Note: There are no delivered integrations that submit payments to deduction recipients.



Workday delivers an Electronic Income Withholding Order (e-IWO) integration for US Payroll for that enables states to transmit support orders using electronic methods. The process is described in the *Payroll for the US LI* course.

There are statutory requirements for the percentage of an employee's earnings that can be withheld. These statutes establish withholding limits and set withholding priorities. If an employee has multiple orders and the amount to withhold exceeds the limit, Workday follows statutory rules to determine what to withhold for each order.



Note: Since the types of earnings withholding orders vary by country, this chapter will introduce you to the basic steps for setting up and these orders. The country-specific training will cover these steps in more detail.

OBJECTIVES

By the end of this chapter, you will be able to:

- Create a deduction recipient.
- Record a withholding order.
- Amend a support order.
- Terminate a support order.
- Override the processing priority of a support order.
- View all withholding orders for a worker.

OVERVIEW OF EARNINGS WITHHOLDING ORDERS

Below are the types of involuntary earnings withholding orders by country.

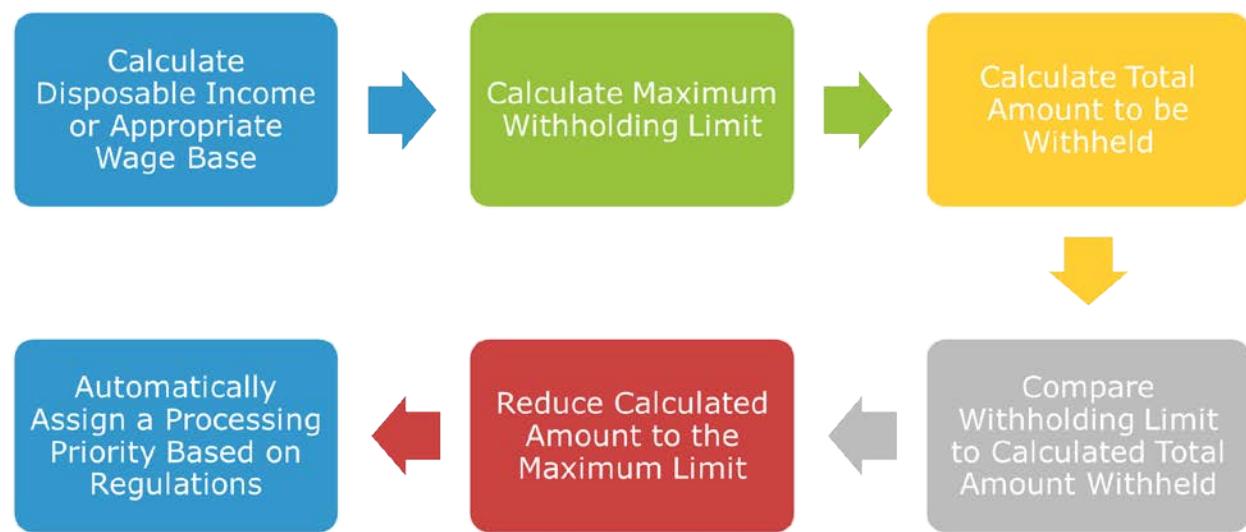
Country	Examples
Canada	Family Maintenance Federal Tax Levy Garnishment Province Tax Levy Wage Assignment
United Kingdom	
England And Wales	AEO Council Tax AEO Fines Post 2004 AEO Maintenance and Pre-2004 Fines AEO Non Priority Deduction from Earnings Order Direct Earnings Attachment
Northern Ireland	AEO Maintenance and Pre-2004 Fines AEO Non Priority Deduction from Earnings Order
Scotland	Conjoined Arrestment Current Maintenance Arrestment Debt Arrangement Scheme Deduction from Earnings Order Direct Earnings Attachment Earnings Arrestment
United States Of America	Bankruptcy order Creditor garnishment Federal administrative wage garnishment Federal student loan Federal tax levy State tax levy Support orders (including lump sum) Wage assignment

Workday does the following based on country and local authorities:

- Determines the amount to withhold from the employee's disposable earning, gross pay, net, or other appropriate wage base, including any agency and employer fees.
- Applies withholding limits.
- Sets garnishment priorities.

If an employee has multiple orders and the amount to withhold exceeds the limit, Workday follows statutory rules to determine what to withhold for each order. You can override the priority defaults for most order types.

PROCESSING INVOLUNTARY WITHHOLDING ORDERS



For each withholding order, Workday Payroll:

- Calculates disposable earnings, gross pay, net, or other appropriate wage base based on the authorities governing the order.
- Calculates the maximum withholding limit according to statutory rules.
- Calculates the total amount to be withheld.
- Compares the withholding limit to the total amount to be withheld.
- Reduces withholding to the limit if the calculated amount exceeds the maximum. If an employee has multiple orders and the amount to be withheld exceeds the withholding limit, the payroll system follows the appropriate rule to determine what to withhold for each order.
- Automatically assigns a processing priority to each order based on state and Federal regulation when an employee has multiple orders.
- Tracks and displays the order on the Withholding Orders for Worker report.



EXPLORE THE ALL PAYROLL WITHHOLDING ORDER DATA REPORT



Sign in as Logan McNeil (lmcneil).

1. Search for the **All Payroll Withholding Order Data** report.
2. Select the country **Canada** and click **OK**.

DISCUSSION

1. For the Pay Component **Withholding Order (Family Maintenance) [CAN]**, what is the name of the Earnings to Add pay component group (PCG)?
2. For the same Pay Component, is there a Deductions to Subtract pay component group (PCG)?
3. Is there a Base Exemption Amount?



EXPLORE A WITHHOLDING ORDER

➡ Sign in as Logan McNeil (lmcneil).

1. Access worker **Camille DeVeaux**.
2. From her name's Related Actions icon, select **Payroll > Withholding Orders**.
3. In the Withholding Order column, click number **5623568 (Original)**.

DISCUSSION

1. What type of order is she paying?
2. What is the Amount Type?
3. How much does she pay and how frequently does she pay it?

STEPS FOR SETTING UP A WITHHOLDING ORDER

The high-level steps for setting up withholding orders are:

1. Identify disposable income or appropriate wage base for a withholding order.
2. Create a deduction recipient.
3. Record the details of the withholding order.

Once you have set up a withholding order, you can calculate payroll and review the results to ensure the correct deduction and fee amounts are withheld.

STEP 1: IDENTIFY DISPOSABLE INCOME OR APPROPRIATE WAGE BASE FOR A WITHHOLDING ORDER

You must add earnings and non-statutory deductions to Workday delivered pay component groups used to calculate disposable income.

The screenshot shows a configuration page for a deduction named "Medical - AETNA - EE (Post Tax) [USA]". The page includes fields for Name, Code, Default Payslip Name, Category, Country, Comments, and Current Status. Below these, there are tabs for Effective Dated and Non-Effective Dated, with the latter being active. A note states: "Edits made to details in this tab are not effective dated and will always apply." At the bottom, there is a section titled "Groups" with a dropdown menu showing "Benefits During Leave", "Post Tax Deductions", and "Withholding Order (All): Medical Insurance [USA]", where the last item is highlighted with a red box.

Name	Medical - AETNA - EE (Post Tax)
Code	MA-EEPO
Default Payslip Name	Medical - AETNA
Category	Payroll
Country	United States of America
Comments	Medical - AETNA - EE (Post Tax)
Current Status	Active

We will not cover how to do this in this course, because the method differs by country. This will be covered in your country-specific course.

STEP 2: CREATE A DEDUCTION RECIPIENT

Use the *Create Deduction Recipient* task to record information for a third-party deduction recipient, including the recipient's name, contact information, method of payment, and details for the settlement account.

You must select a deduction recipient when creating a withholding order; however, you can create a deduction recipient when you record a new withholding order.

Create Deduction Recipient

Deduction Recipient	<input type="text"/> Q
Deduction Recipient Name *	Revenu Quebec
External Entity ID	<input type="text"/>
Deduction Recipient ID	DR-026
Payment Method	* <input checked="" type="checkbox"/> Direct Deposit <input type="button" value="..."/>
Phone	
<input type="button" value="Add"/>	
Address	
<input type="button" value="Add"/>	
Email	
<input type="button" value="Add"/>	
Instant Messenger	
<input type="button" value="Add"/>	
Web Address	
<input type="button" value="Add"/>	
Settlement Bank Account	
<input type="button" value="Add"/>	

STEP 3 – RECORD THE DETAILS OF A WITHHOLDING ORDER

The task used to record a withholding order differs slightly by country:

Country	Task
CANADA	Record CAN Withholding Order for Worker
US	Record US Withholding Order for Worker
UK	Record UK Court Order for Worker

Access the task for the country of your choice, and then select the Worker and Order Type. The order type, such as Bankruptcy Order or Federal Tax Levy, controls which fields display on the resulting page.

The screenshot shows a user interface for recording a withholding order. At the top, a blue header bar reads "Record CAN Withholding Order for Worker". Below this, there are three input fields, each with a red asterisk indicating it is required:

- Worker:** A dropdown menu showing "Alain DuBois" with a clear button "X" and a grid icon.
- Order Type:** A dropdown menu showing "Family Maintenance (CAN)" with a clear button "X" and a grid icon.
- Tax Authority:** A dropdown menu showing "Quebec" with a clear button "X" and a grid icon.

← Record CAN Withholding Order for Worker

Family Maintenance (CAN) (empty)

Worker **★ Alain DuBois**

Type **★ Family Maintenance (CAN)**

Tax Authority **★ Quebec**

Type
 Original Order Amended Order Termination Order

Order Info		Deduction Recipient ★ Revenu Quebec
Case Number	★ FM 12345	Originating Entity
Withholding Order ID		Custodial Party Name
Order Number		Remittance ID Override
Order Date	★ MM / DD / YYYY	No Exemption
Date Received	★ 09 / 27 / 2015	Exemption Amount Override
Begin Date	★ 09 / 27 / 2015	Exemption Frequency (empty)
End Date	MM / DD / YYYY	Exempt Percent Override
Termination Date	MM / DD / YYYY	Memo
Company	★ Global Modern Services, Ltd (Canada)	
Inactive Order	<input type="checkbox"/>	
Pay Period Frequency	★ Semi-monthly	
Monthly Limit	0.00	
Current Total Debt Amount	0.00	
Past Due Total Debt Amount	0.00	

Children Supported 0 items 

+	*Child's Name (Last, First, MI)	*Child's Birth Date
No Data		

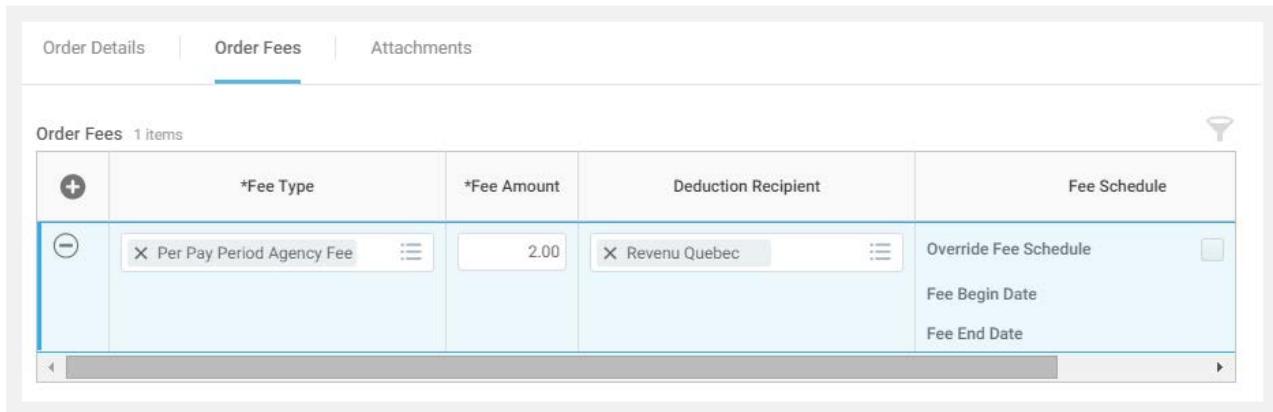
Order Details | Order Fees | Attachments

Order Details 1 items

+	*Support Type	Amount Type	Order Form Amount	Order Form Am
-		select one	0.00	Monthly

Order Fees

Some employers and agencies may charge a fee to the employee for processing withholding orders and only certain types of withholding orders allow fees. When fees are allowed for the withholding order type selected, a tab will appear at the bottom of the page where you can select the type of fee and enter the amount and frequency.

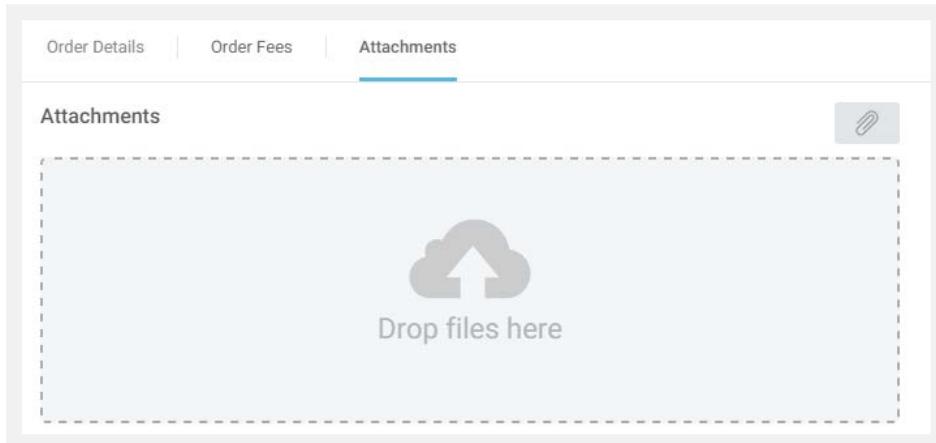


The screenshot shows the 'Order Fees' tab selected in a software interface. It displays a table with one item. The columns are: *Fee Type, *Fee Amount, Deduction Recipient, and Fee Schedule. The row contains: 'X Per Pay Period Agency Fee', '2.00', 'X Revenu Quebec', and a checkbox for 'Override Fee Schedule' which is checked. There are also fields for 'Fee Begin Date' and 'Fee End Date'.

	*Fee Type	*Fee Amount	Deduction Recipient	Fee Schedule
<input type="button" value="+"/>	X Per Pay Period Agency Fee	2.00	X Revenu Quebec	<input checked="" type="checkbox"/> Override Fee Schedule Fee Begin Date Fee End Date

Add an Attachment

You can add an attachment to a withholding order from the Attachments tab. Either drag and drop the file, or click the paper clip icon to select and upload a file.



The screenshot shows the 'Attachments' tab selected. It features a large dashed rectangular area with a cloud icon and the text 'Drop files here'. In the top right corner of this area is a paper clip icon.



ACTIVITY 6.1 – RECORD A WITHHOLDING ORDER

Business Case: Payroll has received a withholding order for worker Ben Adams, which you need to enter into the system and test that it works properly.

- ➔ **Sign in as Logan McNeil (lmcneil).**

RECORD A WITHHOLDING ORDER

1. Access the worker record for **Ben Adams**.
2. From the Related Actions icon beside Ben's name, select **Payroll > Record US Withholding Order**.
3. Enter the **Order Type**.
4. Enter the withholding order for Ben using the information in the court order provided below.

Note: Assume that the following order was **received at 1:45 PM PST on 04/04/2016** and the **order date is 04/01/2016**. Set the **begin date to 04/04/2016**.

STATE OF MAINE

SUPERIOR COURT DISTRICT COURT

Case #: **1245-0987**, Location: Cumberland County

Docket No.: 1234C

Plaintiff: Tricia Adams

Defendant: Ben Adams

Name of Obligor: Ben Adams

Obligor's Support Enforcement Member Number (if known): 12345678A

Name of Obligee: Tricia Adams

Withholding Amount to Satisfy Current Support Obligation: **\$ 500.00 biweekly**

This Immediate Income Withholding Order, issued pursuant to 19-A M.R.S.A. § 2651 et seq, is incorporated in the Divorce Judgment or Order of this court of this date. This Order may be used to collect current support and past-due support.

To the payor of income to the obligor from any source:

It is ORDERED that:

Beginning on the next date the obligor is usually paid after you receive a copy of this Order, you shall withhold each week from any amounts due the obligor:

- A. The above stated weekly/biweekly-withholding amount to satisfy the current support obligation;
- B. An additional amount to be applied toward any past-due support owed by the obligor, if a notice of such an additional amount is served on you with a copy of this withholding order; and
- C. A fee of \$2.00 biweekly in addition to the amount withheld for spousal support. The fee shall be sent to the Department of Health & Human Services.

Within 7 days after the next usual date the obligor receives payment and each payment date thereafter, you shall send the amount of any withholding, along with the \$2.00 fee and the obligor's support enforcement member number, if known, to:

Department of Health & Human Services, IV-D Cashier, Box 1098, Augusta, ME 04332. Notice is hereby given that the amount of the withholding shall not exceed the limitations imposed by the United States Code, Title 15, § 1673(b). Within 15 days after such time as you are no longer paying income from any source to the obligor, you shall notify the Department of Health & Human Services in writing of such termination, giving the obligor's name, the obligor's last known address, the obligor's Social Security number, the obligor's support enforcement member number, the date of termination, and, if known, the identity of any new payor of income to the obligor.

This Order shall remain in effect until (1) terminated by order of the court; (2) you are released in writing from its terms by the Department of Health & Human Services; or (3) if this order was implemented by the obligee as a private withholding action, you are released in writing from its terms by the obligee. Knowing failure of a payor to withhold or send support payments required by this Order or to notify in the event of termination of the relationship is a civil violation and may subject the payor to civil liability, including costs, attorney's fees, and a \$100 civil penalty for each such knowing failure. A payor who discharges an obligor from employment or refuses to employ an obligor or who takes disciplinary action against an obligor employed by the payor or who otherwise discriminates against the obligor because of the existence of an income withholding order or the obligations imposed upon the payor by this Order is subject to a civil penalty not to exceed \$5,000 and is also subject to a civil action by the obligor for compensatory and punitive damages, together with attorney's fees and court costs. It is further ORDERED that this Order be incorporated in the docket by reference pursuant to M.R.Civ.P 79(a).

Hints:

- The Pay Period Frequency is set to Weekly. The amount on the order is 500.00 bi-weekly. If you enter this amount into the Order Form Amount field and change the Order Form Amount Frequency to Bi-weekly, Workday will compute the per pay period amount for you. You will then need to enter that amount in the Pay Period Amount field.
- On the Order Fees tab, add a row to the Order Fees grid. Change the Fee Type to Per Pay Period Agency Fee. Then, adjust the Fee Amount according to the frequency with which this withholding is being taken.
- You will need to create a deduction recipient (as indicated in the court order) for the Department of Health and Human Services. Once created, you can specify the Deduction Recipient in the Order Info section and on the Order Fees tab.

TEST THE WITHHOLDING ORDER

- Access the **Run Pay Calculation** task.
- Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	In Progress
Limit Accounting Population Based on Calculation Criteria	Select checkbox

- Click **OK**.
- Click **Refresh** until the Status displays Completed.
- Click the **number** in the In Progress column
- Click the **Payroll Result** column for Ben Adams.
- Verify that the withholding order appears in the payroll results and review Ben's disposable earning amount.



Note: Ben's calculation status did not change from 'In Progress' to 'Requires Recalculation' because entering in a withholding order does NOT change the calculation status of a payroll result.

ADD PAYROLL INPUT

1. From the Related Actions icon beside Ben's name, select **Payroll > Input**.
2. Enter the following information:

Field	Entry Value
Batch ID	Your initials
Start Date	04/04/2016
End Date	04/10/2016
Pay Component	Hourly Pay [USA]
Processing Defaults	<ul style="list-style-type: none"> • One-time • Override • Regular Run Category

3. Click **OK**.
4. Add a row in the Input Details section and enter **40** in the Value field.
5. Click **OK** and **Done**.
6. Access the **Run Pay Calculation** task.
7. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Requires Re-calculation
Limit Accounting Population Based on Calculation Criteria	Select checkbox

8. Click **OK**.
9. Click **Refresh** until the Status displays Completed.
10. Click the **number** in the In Progress column.
11. Click the **Payroll Result** column for Ben Adams.
12. Review Ben's disposable earning amount.

VIEW WITHHOLDING ORDERS FOR A WORKER

Use the Withholding Orders for Worker report to view all active and historical orders for a worker. The report displays all order types by case number. You can view the entire life cycle of a support order from initial order entry to amendment and termination. You can review the life cycle of a support order on the All Orders tab.

From here, you can also enter additional withholding orders for a worker by clicking the Record Withholding Order button.

EDIT, AMEND, TERMINATE, OR DELETE A WITHHOLDING ORDER

You can edit, amend, terminate, or delete certain types of withholding orders for workers in Canada and the United States of America by accessing the report Withholding Orders for Worker, and then selecting the worker and the related action Withholding Order > Edit.

EDITING A WITHHOLDING ORDER

When you use the Edit task to modify an existing support order, Workday tracks the changes as a modification of the original order to distinguish the edited order from an amended or terminated order.

AMENDING OR TERMINATING A SUPPORT ORDER

The Terminate and Amend actions are only available for support orders. Amended and terminated support orders are recorded separately from the original or edited entries so that you can manage and track the entire life cycle of the order, from initial entry to amendment and termination.



Note: You can't change the Company after Workday calculates a result for the withholding order.

Verify that Amended Order/ Terminated Order is selected in the Type group box. (This is selected by default to distinguish the amended order from the original order entry.)

Specify the issue date of the amended order in the Order Date field and indicate when to make the order effective in the Begin Date field.

Amend/Terminate Withholding Order

Support Order (empty)

Worker * Gary Pineda

Type Support Order (USA)

Type

Original Order Amended Order Termination Order

Order Info		Issued In *	Texas
Case Number	* TX1279371-2359	County FIPS Code	
Withholding Order ID		Deduction Recipient *	Texas State Disbursement Unit
Order Number		Originating Entity	
Order Date	* MM / DD / YYYY <input type="text"/>	Custodial Party Name	
Date Received	* 09 / 27 / 2015 <input type="text"/> 12 : 45 PM	Remittance ID Override	
Begin Date	* 09 / 27 / 2015 <input type="text"/>	Supports Second Family	<input type="checkbox"/>
Company	* Global Modern Services, Inc. (USA)	Memo	<input type="text"/>
Inactive Order	<input type="checkbox"/>		
Amount Type	* Amount on Order <input type="button" value="▼"/>		
Pay Period Amount	184.62		
Amount as Percent	0		
Pay Period Frequency *	Bi-weekly <input type="button" value="▼"/>		

Children Supported 1 items

	*Child's Name (Last, First, MI)	*Child's Birth Date
(+)	Talbot, Ella J.	10 / 08 / 2010 <input type="text"/>

Order Details Order Fees Attachments

Order Details 1 items

	Order Form Amount	Order Form Amount Frequency	Pay Period Amount	Amount as Percent	*Support T
(+)	400.00	Monthly <input type="button" value="▼"/>	184.62	0	X Current Child Supp
(-)			184.62		



Note: The amended order becomes effective in the first pay period that includes the amended Begin Date. However, withholding deductions end as soon as a termination order is recorded in the Workday system.

PROCESSING PRIORITY OF A WITHHOLDING ORDER (OPTIONAL)

When a worker has multiple withholding orders, Workday assigns a processing priority to each order based on the rules of the state or federal agency issuing the order. You can override the default processing order assigned to any order type except support orders. To do this:

1. Access the report **Withholding Orders for Worker**.
2. Select **Withholding Order > Override Priority** as a related action off a withholding order to access this task.
3. Replace the system assigned Priority Default number with an Override Value. The lower the override value (number), the higher the priority.

You can access a worker's withholding orders and take related actions on an order by accessing the Withholding Orders for Worker actionable report.

You can view the relative processing priorities of multiple withholding orders by accessing the Withholding Orders for Worker report and reviewing the values in the Priority column.

COPY WITHHOLDING ORDERS FOR WORKERS

When transferring multiple workers, if no successor employer relationship exists, you can select multiple or all Withholding Order types to copy. If a successor employer relationship does exist, Workday uses the income withholding order types that you set up on the *Create Payroll Intercompany Relationship* task. In this case, you can't add or delete a withholding order type when you copy withholding orders.

There are two stand-alone business processes that allow you to copy withholding orders:

- Copy Withholding Orders for a Worker is available from the related actions menu of a worker's Payroll category. It enables you to copy a worker's withholding orders from one company to another in the Workday tenant. You can select individual withholding orders or all withholding orders to copy from the Source Company to the Proposed Company and view them in the Pay > Withholding Orders tab in the workers profile.
- Copy Withholding Orders for Workers: Enables you to perform this action for multiple workers.



Note: Workday provides a link back to the original for copied withholding orders, making it easier to compare them.



KNOWLEDGE CHECK

1. What are the steps for setting up a withholding order?
 2. You need to define the calculation rules and components required to process withholding orders.
 - a. True
 - b. False
 3. You must set up withholding order priorities in Workday.
 - a. True
 - b. False

CHAPTER 7 –SETTING UP PAYROLL ACCOUNTING

OVERVIEW

In this chapter, you will learn how to set up payroll accounting, taking into consideration the significant touch points between Payroll Accounting and other Workday functional areas. You will also learn how to pass Payroll expenses to Workday Financial Accounting, and how to generate and review accounting results. Finally, you will learn how to set up costing overrides and the order in which Workday payroll applies costing overrides to a worker's earnings.

OBJECTIVES

By the end of this chapter, you will be able to:

- Describe the payroll accounting setup steps.
- Map a deduction to an existing accounting posting rule.
- Describe how costing allocations work.
- Modify the available costing worktags.
- Change the costing allocation for a worker and for a deduction.
- Run payroll accounting to verify proper processing.

PAYROLL ACCOUNTING SETUP STEPS

The following table lists the accounting setup steps that must be completed before you can pass payroll expenses to Workday financial accounting. After completing these steps, you can process on- and off-cycle payrolls to generate accounting entries, review accounting results, and correct posting errors, ledger period errors, and other accounting errors.

Step	Task Description	Details
1	Define ledger account types.	Use the <i>Maintain Ledger Account Types</i> task to set up all available account types in the Balance Sheet and Income Statement sections.
2	Define master and child account sets.	Use the <i>Create Account Set</i> task to specify each ledger account type used by payroll.
3	Define default accounts for posting.	From the account posting rule set, click the Edit Default Ledger Accounts button to select the default ledger account to which to post accounting entries for each payroll account posting type.
4	Define posting rule conditions.	From the account posting rule set, click the Edit Posting Rule button to: <ul style="list-style-type: none"> Define detailed posting rule conditions to override posting defaults defined in step 3. Define posting rule conditions for specific pay components such as earnings and deductions.
5	Define a fiscal schedule.	A fiscal schedule is the general calendar that your company can use and share for financial accounting and reporting purposes. Use the <i>Create Fiscal Schedule</i> task to define a fiscal schedule.
6	Define posting intervals.	A fiscal schedule is made up of posting intervals, which are the chronological periods into which your calendar has been divided. Use the <i>Maintain Fiscal Schedule Posting Intervals</i> task to define posting intervals.
7	Define initial fiscal year.	Use the <i>Create Initial Fiscal Year</i> task to define the initial fiscal year.
8	Define subsequent fiscal years.	Use the <i>Create Next Fiscal Year</i> task to define as many subsequent years as needed.

Step	Task Description	Details
9	Associate accounting components with a company.	Use the <i>Edit Company Accounting Details</i> task to specify the fiscal schedule, account set, and the account posting rule set
10	Define ledger types.	Use the <i>Maintain Ledger Types</i> task to define at least one ledger type. For payroll accounting, it is recommended to define the ledger type Actuals.
11	Assign a ledger type to each company.	Use the <i>Create Ledger</i> task to assign a ledger type to each company. Available ledger types are those defined in step 10.
12	Define ledger years and periods for a company.	Use the <i>Create Ledger Year and Ledger Periods</i> task to define ledger years and periods for a company. You must define ledger years and periods for each company ledger defined in step 11.
13	Open ledger periods.	Use the <i>Update Ledger Period Status</i> task to set the ledger period Status to Open.

STEP 1 – DEFINE LEDGER ACCOUNT TYPES

You use the *Maintain Ledger Account Types* task to set up all available account types in the Balance Sheet and Income Statement sections. Although Workday Payroll uses only Asset, Liability, and Expense account types, the best practice is to set up all available account types in the Balance Sheet and Income Statement sections.

The screenshot shows the 'Maintain Ledger Account Types' interface with two main sections: 'Balance Sheet' and 'Income Statement'.

Balance Sheet: Contains 3 items. The table has columns: Account Type, *Display Order, *Account Type Name, Normal Debit Balance, and Count of Ledger Account Types.

Account Type	*Display Order	*Account Type Name	Normal Debit Balance	Count of Ledger Account Types
	1	Asset	<input checked="" type="checkbox"/>	54
	2	Liability	<input type="checkbox"/>	34
	3	Equity	<input type="checkbox"/>	19

Income Statement: Contains 2 items. The table has columns: Account Type, *Display Order, *Account Type Name, Normal Debit Balance, Expense Source, and Count of Ledger Account Types.

Account Type	*Display Order	*Account Type Name	Normal Debit Balance	Expense Source	Count of Ledger Account Types
	4	Income	<input type="checkbox"/>	<input type="checkbox"/>	20
	5	Expense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	79

STEP 2 – DEFINE MASTER AND CHILD ACCOUNT SETS

To allow for flexibility in general ledger integrations, the best practice is to create a master-child account set. This will allow flexibility for changes to the Financials Chart of Accounts. To create the master account set, use the *Create Account Set* task

- Select **Chart of Accounts** to make the payroll account set available in the Account Set selection list on the Create Account Posting Rule Set page (see steps 3, 4).
- In the **Include Account Set** field, use the *Create Account Set* task to create a child account set.

When creating the child account set, do NOT select the Chart of Accounts checkbox. For each row in the Ledger Accounts table, specify an Identifier and an Account Name for each Ledger Account Type used by payroll.

Ledger Accounts 8 items					
	Ledger Account	*Identifier	*Account Name	*Ledger Account Type	Retired
(+)	1_2100	1_2100	Class Accrued Salaries and Wages	Liability	<input type="checkbox"/>
(-)	1_2150	1_2150	Class Accrued Benefits and Payroll Tax	Liability	<input type="checkbox"/>
(-)	1_2175	1_2175	Class Payroll Forward Accrual	Liability	<input type="checkbox"/>
(-)	1_3200	1_3200	Class Retained Earnings	Equity	<input type="checkbox"/>
(-)	1_6000	1_6000	Class Payroll Expenses	Expense	<input type="checkbox"/>
(-)	1_6010	1_6010	Class Benefit Expenses	Expense	<input type="checkbox"/>
(-)	1_6020	1_6020	Class Employer Paid Taxes	Expense	<input type="checkbox"/>
(-)	1_6030	1_6030	Class Commissions	Expense	<input type="checkbox"/>

STEP 3 – DEFINE DEFAULT ACCOUNTS FOR POSTING

To create a new account posting rule set, use the *Create Account Posting Rule Set* task. To view an existing account posting rule set, use the *View Account Posting Rule Set* task.

You can define ledger accounts for each account posting type used by payroll:

- Payroll Deduction.
- Payroll Earnings.
- Payroll Expense (employer deductions, such as matching retirement contributions, that don't affect an employee's net pay).
- Payroll Forward Accrual.
- Payroll Net Pay.

From the account posting rule set, click the Edit Default Ledger Accounts button to select the default ledger account to which to post accounting entries for each payroll account posting type.

Edit Default Ledger Accounts		
Account Posting Rule Set	Standard Account Posting Rule	
Account Set	Corporate	
Default Ledger Accounts 66 items		
	Account Posting Type	Default Ledger Account
	Accumulated Depreciation	X 1700:Accumulated Depreciation
	Business Asset Accrued Liability	2050:Accrued Liabilities
	Business Asset Disposal Donation	7400:Charitable Contributions
	Business Asset Disposal Gain	9000:Gain / Loss on Sale of Assets
	Business Asset Disposal Loss	9000:Gain / Loss on Sale of Assets
	Business Asset Disposal Sale	1225:Accounts Receivable: Non-trade
	Business Asset Multibook Settlement	
	Cash	1000:Cash
	Credit Card Payable	2550:Credit Card Accrual

STEP 4 –DEFINE POSTING RULE CONDITIONS

From the View Account Posting Rule Set report, select the Account Posting Rule Set and click OK. This page contains all the account posting rules associated with the account posting rule set.

The screenshot shows the 'View Account Posting Rule Set' interface. At the top, it displays the rule set name 'Standard Account Posting Rule', account set 'Corporate', and companies '24'. Below this, there are buttons for 'Edit Default Ledger Accounts' and 'Edit Account Posting Rule Set Name'. The main content area shows the rule details: 'Account Posting Rule' is 'Payroll Earnings', 'Default Ledger Account' is '6000:Salaries and Wages', and 'Default Resulting Worktag' is '(empty)'. The 'Description' field states that the payroll earnings posting rule identifies the account used to record the earnings portion of Gross-to-Net payroll. Typically an expense account. There is also an 'Enable Control Account Warning' option. At the bottom of this section are 'Edit Posting Rule' and 'Test Posting Rule' buttons. Below this is a table titled 'Posting Rule Conditions' with 4 items. The table has columns for 'Resulting Ledger Account', 'Resulting Worktags', 'Condition Dimension', and 'Values'. One row is visible: '6030:Pay Agent - Salary Expense' under 'Resulting Ledger Account', with 'Company' dimension and 'Green Planet Solutions, Inc. (USA)' value.

Resulting Ledger Account	Resulting Worktags	Condition	
		Dimension	Values
6030:Pay Agent - Salary Expense		Company	Green Planet Solutions, Inc. (USA)
		Cost Center	41500 HR Operations

Select the Account Posting Rule you want to modify. Then click the Edit Posting Rule button to define the posting rule conditions.

Edit Account Posting Rule

Account Posting Rule	Payroll Deduction			
Account Posting Rule Set	Standard Account Posting Rule			
Description	The payroll deduction posting rule identifies the account used to record the deductions portion of Gross-to-Net payroll as well as deductions not impacting net pay. Typically a liability account.			
Enable Control Account Warning	<input type="checkbox"/>			
Default Ledger Account	<input checked="" type="checkbox"/> 2150:Accrued Benefits and Payroll Tax			
Default Resulting Worktags				
Posting Rule Conditions 1 items				
Evaluation Order	*Resulting Ledger Account	Resulting Worktags	Condition	
			*Dimension	*Values
<input type="button"/> <input type="button"/>	6100:Facilities		<input type="button"/> <input type="button"/>	
			<input type="button"/> <input type="button"/>	<input checked="" type="checkbox"/> Pay Component
				<input checked="" type="checkbox"/> Weekly Parking

To determine where to post a pay component, Workday compares the characteristics of the component against criteria specified in each row of the posting rule in order from top to bottom, stopping at the first row that returns a match; Workday uses the ledger account associated with the first matching row as the posting account. If Workday cannot find a matching row, it posts results to the default ledger account specified in the Default Ledger Account field.

For payroll earnings and expenses, you can direct a forward accrual to accounts other than payroll actuals by using Forward Accrual for both the Dimension and Value.

STEP 5 – DEFINE A FISCAL SCHEDULE

Fiscal schedules are required to run the payroll accounting process. A fiscal schedule is the general calendar that the company can use and share for financial accounting and reporting purposes.

To define a fiscal schedule, you must specify the Fiscal Year Start Date and the Fiscal Year End Dates using the *Create Fiscal Schedule* task.

The screenshot displays a 'View Fiscal Schedule' interface. At the top, there's a header bar with a back arrow, the title 'View Fiscal Schedule', and icons for print and refresh. Below the header, there are three configuration options: 'Fiscal Schedule' with a search icon, 'Fiscal Schedule Name' set to 'Standard Corporate Schedule', and 'Auto Populate Fiscal Periods' set to 'No'. Underneath these settings, a table titled 'Fiscal Years 14 items' is shown. The table has five columns: 'Fiscal Year', 'Fiscal Year Number', 'Fiscal Year Name', 'Fiscal Year Start Date', and 'Fiscal Year End Date'. Each row represents a year from 2005 to 2018, with the name and dates matching the 'Standard Corporate Schedule' entry. The table includes standard data grid controls like a delete icon, a search/filter icon, and a chart/icon icon.

Fiscal Year	Fiscal Year Number	Fiscal Year Name	Fiscal Year Start Date	Fiscal Year End Date
2005 - Standard Corporate Schedule	2005	2005	01/01/2005	12/31/2005
2006 - Standard Corporate Schedule	2006	2006	01/01/2006	12/31/2006
2007 - Standard Corporate Schedule	2007	2007	01/01/2007	12/31/2007
2008 - Standard Corporate Schedule	2008	2008	01/01/2008	12/31/2008
2009 - Standard Corporate Schedule	2009	2009	01/01/2009	12/31/2009
2010 - Standard Corporate Schedule	2010	2010	01/01/2010	12/31/2010
2011 - Standard Corporate Schedule	2011	2011	01/01/2011	12/31/2011
2012 - Standard Corporate Schedule	2012	2012	01/01/2012	12/31/2012
2013 - Standard Corporate Schedule	2013	2013	01/01/2013	12/31/2013
2014 - Standard Corporate Schedule	2014	2014	01/01/2014	12/31/2014
2015 - Standard Corporate Schedule	2015	2015	01/01/2015	12/31/2015
2016 - Standard Corporate Schedule	2016	2016	01/01/2016	12/31/2016
2017 - Standard Corporate Schedule	2017	2017	01/01/2017	12/31/2017
2018 - Standard Corporate Schedule	2018	2018	01/01/2018	12/31/2018

STEP 6 – DEFINE POSTING INTERVALS

A fiscal schedule is made up of posting intervals, which are the chronological periods into which the calendar has been divided. Use the *Maintain Fiscal Schedule Posting Intervals* task to set up these posting intervals.

← Maintain Fiscal Schedule Posting Intervals 1_Class Schedule ⋮			
12 items	Posting Interval	Display Order	*Fiscal Posting Interval Name
		▼ ▼	01 - Jan
		▲ ▼	02 - Feb
		▲ ▼	03 - Mar
		▲ ▼	04 - Apr
		▲ ▼	05 - May
		▲ ▼	06 - Jun
		▲ ▼	07 - Jul
		▲ ▼	08 - Aug
		▲ ▼	09 - Sep
		▲ ▼	10 - Oct
		▲ ▼	11 - Nov
		▲ ▲	12 - Dec

STEP 7 – DEFINE INITIAL FISCAL YEAR

Use the *Create Initial Fiscal Year* task to define the initial fiscal year.

← Create Initial Fiscal Year

Fiscal Schedule	1_Class Schedule
Fiscal Year Number *	2016
Fiscal Year Name *	2016
Fiscal Year Start Date *	01 / 01 / 2016 <input type="button" value="Calendar"/>
Fiscal Year End Date	12/31/2016

Fiscal Periods 12 items

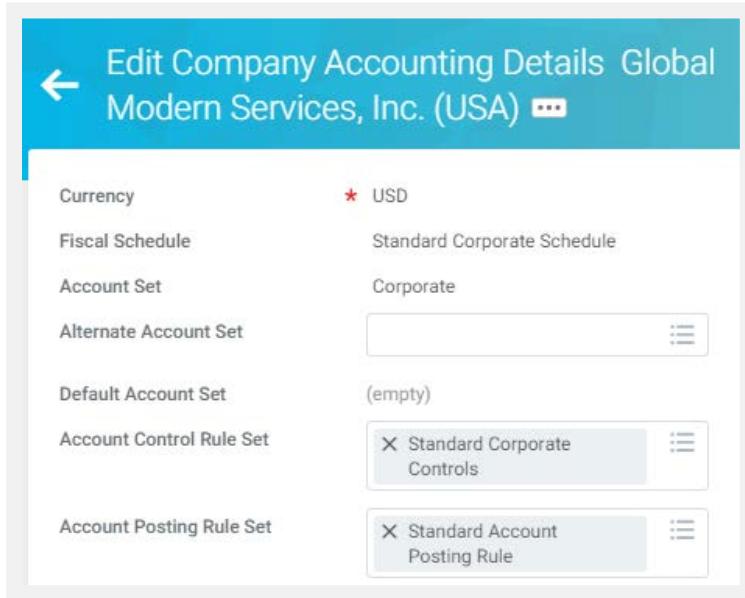
	Fiscal Posting Interval	*Fiscal Period End Date
	01 - Jan	01/31/2016
	02 - Feb	02/28/2016
	03 - Mar	03/31/2016
	04 - Apr	04/30/2016
	05 - May	05/31/2016
	06 - Jun	06/30/2016
	07 - Jul	07/31/2016
	08 - Aug	08/31/2016
	09 - Sep	09/30/2016
	10 - Oct	10/31/2016
	11 - Nov	11/30/2016
	12 - Dec	12 / 31 / 2016 <input type="button" value="Calendar"/>

STEP 8 – DEFINE SUBSEQUENT FISCAL YEARS

Use the *Create Next Fiscal Year* task to define as many subsequent years as needed.

STEP 9 – ASSOCIATE ACCOUNTING COMPONENTS WITH A COMPANY

Use the Edit Company Accounting Details to specify the fiscal schedule, account set, and the account posting rule set. You cannot change these settings after you post payroll accounting results.



Currency: **USD**

Fiscal Schedule: Standard Corporate Schedule

Account Set: Corporate

Alternate Account Set: [empty]

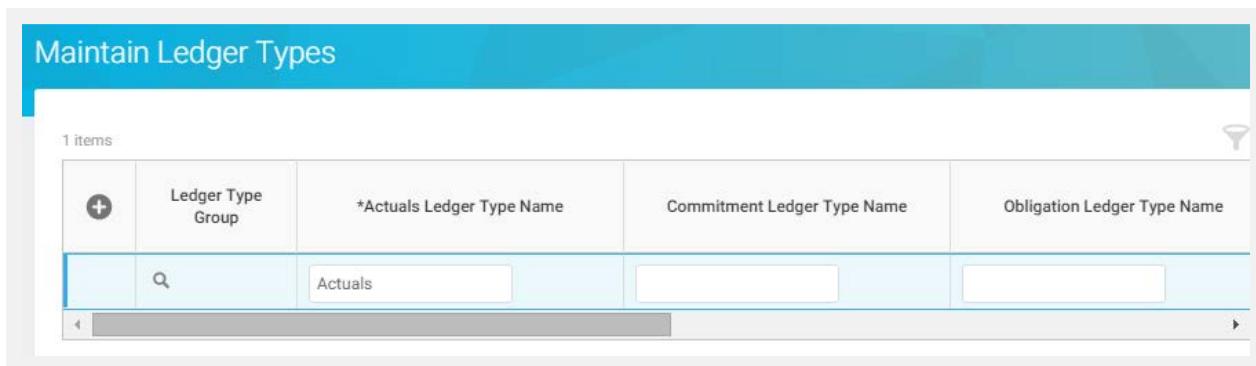
Default Account Set: (empty)

Account Control Rule Set: Standard Corporate Controls

Account Posting Rule Set: Standard Account Posting Rule

STEP 10 – DEFINE LEDGER TYPES

Use the *Maintain Ledger Types* task to define at least one ledger type. For payroll accounting, it is recommended to define the ledger type Actuals.



Ledger Type Group	*Actuals Ledger Type Name	Commitment Ledger Type Name	Obligation Ledger Type Name
[+]	Actuals		

STEP 11 – ASSIGN A LEDGER TYPE TO EACH COMPANY

Use the *Create Ledger* task to assign a ledger type to each company. Available ledger types in the Ledger Type field are those defined in step 10.

The screenshot shows the 'Create Ledger' page. At the top, a company dropdown is set to 'Global Modern Services, Inc. (USA)'. Below it, under 'Actuals', the 'Actuals Ledger Type' is selected as 'Actuals' and the 'Actuals Ledger' is set to 'Global Modern Services, Inc. (USA) : Actuals'. To the right, there's a 'Budget Date' section with a checkbox for 'View Budget Date'. On the right side, a 'Create Commitments' section is visible, showing a table with one item: 'Spend Transactions' (with a checkbox), 'Create Commitment' (with a checkbox), and 'Roll Journals Forward for Procurement' (with a checkbox). The table also has a row for 'Procurement'.

STEP 12 – DEFINE LEDGER YEARS AND PERIODS FOR A COMPANY

Use the *Create Ledger Year and Ledger Periods* task to define ledger years and periods for a company. You must define ledger years and periods for each company ledger defined in step 11.

The screenshot shows the 'Create Ledger Year and Ledger Periods' page. At the top, the company is set to 'Global Modern Services, Inc. (USA)' and the fiscal year is '2017 - Standard Corporate Schedule'. Below, a table titled 'Ledger Years Created' shows one item: a ledger year for 'Global Modern Services, Inc. (USA) : Actuals' created on '09/28/2015 02:51:05.720 PM'. The table has columns for 'Ledger Year', 'Company', 'Ledger', 'Ledger Year Status', and 'Created On'.

STEP 13 – OPEN LEDGER PERIODS

Use the Update Ledger Period Status task to set the ledger period Status to Open.



Important: You must open the ledger period to generate payroll accounting results. You can open the ledger periods anytime in advance.

Maintain Journal Source Mapping to Operational Transactions

Operational journals are the journals that Workday creates automatically for operational transactions (i.e., Payroll) that you enter through the various Workday transaction tasks. Mapping transactions to journal sources tells Workday which journal source to assign to operational journals that it automatically creates for transactions.

Use the *Maintain Journal Source Mapping to Operational Transactions* task to:

- Initially define the journal source by transaction type.
- Remap the journal source that Workday applies to journal entries for all new transactions that you process going forward.
- Existing journal entries retain their original mapping.

Maintain Payroll Journal Options

For better performance and more efficient financial reporting, check the Summarize Payroll Journal Options checkbox. This will consolidate the payroll journals prior to sending results to the General Ledger. Payroll Journals must be summarized so as not to expose payroll employee data to users who have access to journal lines.



ACTIVITY 7.1 – MODIFY POSTING RULES AND REVIEW ACCOUNTING RESULTS

Business Case: You need to map the previously created Parking deduction to an existing accounting posting rule. In order to map the deduction, you will modify the posting rule. Then, you will run payroll accounting to verify that it works as expected.

- ➊ Sign in as Logan McNeil (lmcneil).

VIEW ACCOUNT POSTING RULE SET

1. Access the **View Account Posting Rule Set** report.
2. Select **Standard Account Posting Rule** in the Account Posting Rule Set field.
3. Click **OK**.
4. Scroll down and click the **Payroll Deduction** account posting rule.
5. Click the **Edit Posting Rule** button for payroll deduction.
6. Insert a row in the Posting Rule Conditions grid.
7. In the Resulting Ledger Account field, select **6100: Facilities**.
8. Insert a Row in the Condition grid and enter the following information:

Field	Value
Dimension	Pay Component
Values	1_Weekly Parking [USA]

9. Click **OK** and **Done** to save.

RUN PAYROLL ACCOUNTING

1. Access the **Run Pay Accounting** task.

2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Groups	1_Weekly: 1-Regular (Weekly)
On-cycle/Off-cycle	On-cycle

3. Click **OK**.
4. Click **Refresh** until the status displays completed.

VIEW ACCOUNTING RESULTS

1. Access the **Payroll Accounting by Company/Period** report.
2. Enter the following information:

Field	Entry Value
Company	Global Modern Services, Inc. (USA)
Periods	04/04/2016 – 04/10/2016 (1_Weekly)
Accounting Status	Created

3. Click **OK**.
4. Review the results for the 6100: Facilities ledger account.

SUSPENSE ACCOUNTS

A suspense account is an account temporarily used to carry doubtful receipts and disbursements or discrepancies pending their analysis and permanent classification.

It can be a repository for monetary transactions (cash receipts, cash disbursements & journal entries) entered with invalid account numbers. The account specified may not exist, or it may be deleted or frozen.

It is best practice to use a suspense account when using Workday Payroll. If there is an un-assigned transaction and suspense accounts are not defined, you will need to stop your payroll cycle and resolve the issue before continuing. The decision to use suspense accounts should be discussed and reviewed with the financial accounting resources within the company to ensure everyone is aware of this configuration.

GENERATE ACCOUNTING RESULTS

Workday automatically generates payroll accounting entries as part of the calculation process for on- and off-cycle payrolls. You do not need to run a separate process to generate accounting results.



Note: If you have already run the calculation process and you want to regenerate just the accounting entries without having to recalculate payroll, use the standalone *Run Pay Accounting* task. Note that if you do this, Workday creates accounting entries based on the last set of payroll calculations that you generated.

HOW TO GENERATE ACCOUNTING RESULTS

On-Cycle - Use the *Run Pay Calculation* task to generate accounting results for on-cycle payrolls.

Off-Cycle - For off-cycle payrolls, depending on the type, use one of the following tasks:

- Manual payments – Run Manual Payment for Worker.
- On demand payments – Run On Demand Payment for Worker
- Reversals – Pay Calculation > Reversals, as a related action on a worker's completed payroll results

If you calculate payroll and then modify the account posting rules or other accounting setup, use the *Run Pay Accounting* task to regenerate the accounting entries only—without having to rerun the entire payroll calculation process. Note that if you do this, Workday will create accounting entries based on the last set of payroll calculations that you generated. If there are errors in the payroll results, those will be reflected in the accounting entries.

REVIEW ACCOUNTING RESULTS

Once the payroll process is complete, you can no longer correct accounting errors. Therefore, you should review accounting results and correct errors after you review and reconcile payroll calculations, but before completing the payroll.

In some cases, customers may need to recalculate payroll after making corrections; in other cases, they can simply regenerate accounting entries.

For example, the following errors require that you recalculate payroll to regenerate both payroll and accounting entries:

- Correcting an employee's cost center.
- Updating the definition of an earning.

Examples of errors that require you to only rerun accounting include:

- Posting a special allowance to the wrong account.
- Posting to a ledger period that was not opened.

You can rerun the pay calculation and payroll accounting processes as many times as necessary after correcting accounting errors.

ACCOUNTING RESULTS REPORTS

Run the following reports to view payroll accounting results:

Report Name	Description
PAYROLL ACCOUNTING BY COMPANY / PERIOD	<p>Use to view both high-level and detailed accounting information by Company and Period. This is the primary report for viewing accounting results.</p> <p>The <i>Payroll Accounting by Company/Period</i> report enables you to:</p> <ul style="list-style-type: none"> • View accounting results based on accounting status: <ul style="list-style-type: none"> ○ Select Created for payroll runs that have been successfully calculated (the payroll status is In Progress). ○ Select Posted for payroll runs that have been completed (the payroll status is Complete). • View accounting results based on accounting types: Accrual, Accrual Reversal, and Actual. <p>If you have selected Actual results, you have the option to narrow down the results to Show Prior Year or Show Current; otherwise, the report will show both.</p>

Report Name	Description
	<p>In addition, the <i>Payroll Accounting by Company/Period</i> report enables you to:</p> <ul style="list-style-type: none"> • Review the Credit, Debit, and Net Amounts created or posted to each ledger account. • From the summary view, click a number to view line item details of an account's debit, credit, or net amount. <p> Note: To parse amounts based on different reporting dimensions, use the arrow next to any number and select the dimension through which to view summary or detail information for that amount.</p> <ul style="list-style-type: none"> • Access other reports that identify accounting journals with errors. • If there are journal entries with errors, the <i>Fix All Journals With Errors for Company</i> button appears at the top of the page. Click this button to access the <i>Fix Operational Journals With Errors</i> report, where you can identify journals with errors and regenerate accounting results. <p> Tip: You must fix all errors and then rerun the payroll calculation and accounting processes to see a complete and accurate display of the journal entries.</p>
PAYROLL ACCOUNTING BY PERIOD/PAY GROUP	Use to view high-level accounting results by period and pay group.
VIEW PAYROLL RESULTS REPORT (ACTUAL TAB)	<p>Use to view accounting results for an individual worker.</p> <p>To access the <i>View Payroll Results</i> report, click the magnifying glass icon in the Pay Results column of the <i>Pay Calculation Results for Group of Workers</i> or <i>Pay Calculation Results for Worker</i> report.</p>

IDENTIFY AND FIX OPERATIONAL JOURNALS WITH ERRORS

To identify and fix operational journals with errors:

1. Access the *Fix Operational Journals with Errors* task.
 2. Identify the journals with errors and fix the data that caused the errors.
- 

Note: To fix journal errors, you must be assigned the Accountant or other authorized role.
3. Click the Select button on a row to regenerate the accounting results for a specific journal after correcting the problem.
 4. Click the Select All button to regenerate on - and off-cycle accounting results for operational journals with errors all at once after correcting the problems.

You can also use the *Run Pay Accounting* task to regenerate accounting results for all journals—regardless of whether they contain errors.

RERUN PAYROLL ACCOUNTING

Each time you run the pay calculation to process on-cycle or off-cycle payroll, Workday calculates payroll results and generates accounting entries in Draft status. Regular on-cycle runs only generate forward accrual and forward accrual reversal entries, based on the forward accrual dates on the period schedule.

After reviewing and correcting the accounting errors, you can generate new accounting results for a pay group or pay run group without recalculating payroll. The steps to rerun payroll accounting are:

1. Access the *Run Pay Accounting* task.
2. Select Prior Period if you are generating accounting entries for a prior period.
3. The current period in progress determines the current year from which to go back three years.
4. Select the Period for which to generate accounting entries:
 - o For current periods, select a period in progress from the Period prompt.
 - o For prior periods, select a prior year (up to three years prior to the current period) and a period from the Prior Period to Process by Year prompt.
5. Select the pay run group and/or pay groups to process.
6. Select Off-cycle, On-cycle, or both.
7. (Optional) To rerun the accounting process in the future, select a Start Date.

COST ACCOUNTING

Cost accounting establishes the actual cost of operations for a cost center. Employees are assigned a cost center, grant, fund, etc., by position at 100%. The posting defaults (related to the worker) may be overridden by rules established for costing allocation overrides. Costing overrides allows for the grouping of costs according to their common characteristics and allow for percentage splits.

CONFIGURE COST ALLOCATIONS

Use the *Change Organization Assignments* task to define cost centers and regions and assign them to supervisory organizations.

The screenshot shows the 'Change Organization Assignments' page. On the left, there are filter and search fields. On the right, there are two main grids:

- Default Organization Assignments:** Shows 1 item for Steve Morgan. The columns are Assign Organizations, Worker, Position, Organization Type, Current Organizations, Default Organizations, and Proposed Organization. The 'Assign Organizations' column has a checked checkbox.
- Override Organization Assignments:** Shows 5 items. The columns are Organization Type and Proposed Organizations. The rows are Company, Cost Center, Region, Division, and Growth/Share.

Follow these steps to select the worktags you can use for payroll costing allocation:



Note: Worktags are keywords that you can assign to transactions and supporting data to make their business purposes clear and establish common relationships through classification.

1. Access the *Maintain Worktag Usage* report.
2. Select Payroll Costing Allocation from the panel on the left.
3. Click the Edit Worktag Usage button to select primary and additional worktags.

Maintain Worktag Usage

Taggable: Payroll Costing Allocation
Type: Financial Transaction

Primary Worktag Types (Maximum 10) 0 items

Worktag Type	Required	Disallow Inactive Values in UI
No Data		

Additional Worktag Types 6 items

Worktag Type	Required	Disallow Inactive Values in UI
Cost Center	Yes	
Division		
Project		
Project Phase		
Project Task		
Region	Yes	

Edit Worktag Usage

- Add worktag types to the grid to make them available as worktags in financial transactions.
- The Available for Payroll Costing Allocation category makes worktags available for payroll costing allocation.
- The Required checkbox makes the worktag required for payroll costing allocation.

COSTING ALLOCATION OPTIONS

You can use the *Assign Costing Allocation* task to specify how to allocate earnings for a worker or position (position restriction). You can specify allocations across:

- Cost centers
- Projects
- Grants
- Other organization types
- Locations

If you enable multiple jobs functionality on your Workday tenant, workers can have cost allocations that differ by position.

The screenshot shows the 'Assign Costing Allocation' page for a worker named Kelly Brown. At the top, there's a 'Copy Costing Allocation' checkbox, followed by 'Start Date' (01/01/2000) and 'End Date' fields. To the right, it displays 'Default Organizational Assignments (As of Start Date)' and 'Cost Center: 30000 Office of COO'. Below this, a section titled 'Costing Allocation Attachments' shows two items. The first item has an 'Order' of 1, 'Default (As of Start Date)' of 'Cost Center: 30000 Office of COO', and a 'Required with no Default (Must have Costing Override)' field. The second item has an 'Order' of 2, 'Default (As of Start Date)' of 'Cost Center: 40000 Office of CHRO', and a 'Required with no Default (Must have Costing Override)' field. Both items have a 'Worktags' column with an edit icon and a 'Distribution Percent' column showing 60% and 40% respectively, totaling 100%. A 'Remove' button is available for each row. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Worktags	*Distribution Percent
<input type="button" value="+"/>	▼▼	Cost Center: 30000 Office of COO		<input type="button" value="..."/>	60
<input type="button" value="+"/>	▲▲			<input type="button" value="..."/>	40
					100

You can use the *Edit Earning and Employee Deduction Costing Allocation* task to specify how to allocate earnings and deductions for all workers. You can specify allocations across:

- Business units
- Cost centers
- Custom organizations
- Funds
- Grants
- Object classes
- Programs
- Projects
- Regions

← Edit Earning and Employee Deduction Costing Allocations Car Allowance [USA] ⋮

Start Date *	04 / 01 / 2015		
End Date	MM / DD / YYYY		
2 items			
Order	Default from Organization Assignment	Costing Override Worktag	*Distribution Percent
<input type="button" value="+"/> <input type="button" value="-"/>	▼ ▲ <input checked="" type="checkbox"/>		50
<input type="button" value="+"/> <input type="button" value="-"/>	▲ ▲ <input type="checkbox"/>	Cost Center: 72100 Field Marketing Region: US - Northeast	50

You can also use the *Edit Employer Paid Expense Costing Allocation* task to specify how to allocate employer-paid expenses for a selected pay group.

PROCESSING PRIORITY OF COSTING INSTRUCTIONS

Workday applies costing instructions in the sequence shown in the following table.

Processing Sequence without Multiple Jobs	Processing Sequence with Multiple Jobs Enabled
<ul style="list-style-type: none"> • Worktag Overrides • Worker Earning (Specific Earning For A Worker) • Earning (For All Workers) • Worker (All Earnings For A Specific Worker) • Worker's Supervisory Organization 	<ul style="list-style-type: none"> • Worktag overrides • Earning for a worker's position • Worker earning (specific earning for a worker) • Earning (for all workers) • Worker's position (all earnings for a worker's position) • Position restriction • Worker (all earnings for a specific worker) • Position's supervisory organization • Primary position's supervisory organization

Workday payroll applies costing overrides to a worker's earnings in this order:

1. If there are no overrides, Workday uses the default cost center and region defined for the worker's supervisory organization.
2. If there is a single override at any level, the override takes priority over the worker's default cost center and region.
3. If there are multiple overrides, Workday applies the override with the highest priority based on the following logic:
 - a. Add Payroll Input for Worker(s) overrides supersede overrides at any other level.
 - b. Worker-Earning overrides have the next highest priority and are applied if there are no overrides at the payroll input for worker level.
 - c. Earning level overrides have next highest priority and are applied if there are no overrides at the payroll input for worker or worker-earning overrides.
 - d. Worker level overrides have the lowest priority and are applied only if there are no overrides at any higher level.



COSTING ALLOCATION OPTIONS

You can enter cost allocation instructions for:

- A worker - You can specify how to allocate all earnings or a selected earning and deduction for a worker or a worker's position using *Assign Costing Allocation* task. This task is a business process (BP), which can be enabled as a sub-process of the Termination BP.
- An earning and deduction for all workers - Specify how to allocate all instances of an earnings and deductions for all employees across business units, cost centers, custom organizations, funds, grants, object classes, programs, projects, and regions using *Edit Earning and Employee Deduction Costing Allocation*.
- A position - Specify how to allocate earnings for a particular position (position restriction) across cost centers, regions, or both. Workers hired into the position will inherit these default allocations. Workers already in the position will inherit the allocation instructions only if they have no worker-specific allocations defined using *Assign Costing Allocation*.
- Employer Expenses – Employer expenses can be allocated at two levels of costing, using the *Edit Employer Paid Expense Costing Allocation* task:
 - Pay Group + Company + Employer Paid Expense
 - Pay Group + Employer Paid Expense

COST ALLOCATION VALIDATION

You can create custom cost allocation validation rules to ensure you have set up cost allocations correctly. Using the *Maintain Payroll Costing Validation* task, you can create rules with two different severities:

- Warning: displays a warning message; however you can still enter the item.
- Critical: hard error message; you must correct the item causing the error in order to save the entry.

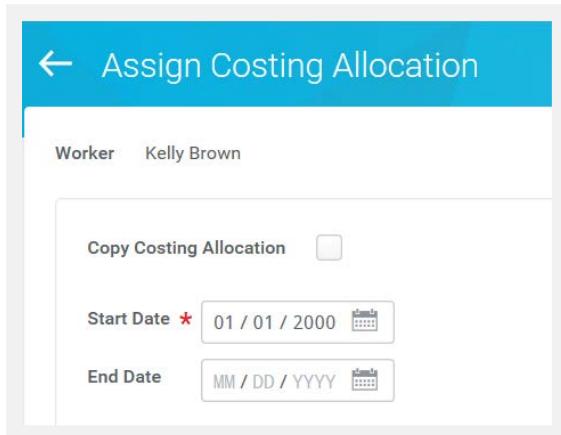
This validation occurs on both the stand-alone *Assign Costing Allocation* business process, and when the business process is used as a sub-process.

Severity	Validations
Critical	<button>New Validation</button>
Warning	<button>New Validation</button>

Maintain Validations

COPY COSTING ALLOCATIONS

The *Assign Costing Allocation* task has a Copy Costing Allocation option that allows you to copy costing allocations for a particular worker. This becomes particularly helpful when you have workers with many different costing allocations broken out in very small percentage amounts. When things change for these individuals, this copy function allows you to copy all of the allocations for a particular worker, and then enter the appropriate changes, without having to reenter everything.





ACTIVITY 7.2 – CONFIGURE COSTING ALLOCATIONS

Business Case: The company needs you to make Region available for payroll costing allocations.

⌚ **Sign in as Logan McNeil (lmcneil).**

MODIFY THE AVAILABLE COSTING WORKTAGS

1. Access the **Maintain Worktag Usage** task.
2. Select **Payroll Costing Allocation** from the panel on the left.
3. Click the **Edit Worktag Usage** button at the bottom of the page.
4. Add a row to the Additional Worktag Types grid.
5. Select **Region** in the Worktag Type field and select the **Required** checkbox.
6. Click **OK** and **Done**.



ACTIVITY 7.3 – MODIFY COSTING ALLOCATION

Business Case: The company needs you to modify the costing allocation for Kelly Brown. Then, you will Run Pay Accounting and review the results.

- ➊ Sign in as Logan McNeil (lmcneil).

VIEW ALL WORKERS COSTING ALLOCATIONS

1. Access the **All Workers Costing Allocations** report.
2. Review the allocation details for Kelly Brown.

MODIFY COSTING ALLOCATION

1. Access the worker record for **Kelly Brown**.
2. As a related action off Kelly Brown's name, select **Payroll > Assign Costing Allocation**.
3. Accept the date that defaults.
4. Click **OK**.
5. Accept the Start Date default.
6. Enter **04/03/2016** in the End Date field.
7. Click **Submit**.
8. Review the Details and Process section.
9. Click **Done**.

RUN PAYROLL ACCOUNTING

1. Access the **Run Pay Accounting** task.

2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Groups	1_Weekly: 1-Regular (Weekly)
On-cycle/Off-cycle	On-cycle

3. Click **OK**.
4. Click **Refresh** until the Status displays **Completed**.

VIEW ACCOUNTING RESULTS

1. Click the **number** in the In Progress column.
2. Click the **Payroll Result** for Kelly Brown.
3. Select the **Actuals** tab and verify the Cost Center is 30000 Office of COO. This should be the only Cost Center listed.
4. Which Ledger account is assigned to her 1_Weekly Parking [USA] deduction?
5. Pull up Kelly's results from the run we processed earlier. (Hint: you can click the Previous Results for Worker button on the Kelly's current Payroll Result.)
6. Select the **Actuals** tab and notice that there are two cost centers available:
 - o 30000 Office of COO
 - o 40000 Office of CHRO



ACTIVITY 7.4 – EDIT EARNING COSTING ALLOCATION

Business Case: Finance has asked us to make sure that 50% of every mileage allowance is automatically posted to field marketing since each worker getting a car allowance is required to drive with magnetic logo advertisements of the company on each door panel.

- ➊ Sign in as Logan McNeil (**lmcneil**).

VIEW ALL EARNINGS COSTING ALLOCATIONS

1. Access the **All Earnings and Employee Deductions Costing Allocations** report.
2. Notice the costing allocations for the current earnings and deductions.

EDIT EARNING AND DEDUCTION COSTING ALLOCATION

1. Access the **Edit Earning and Employee Deduction Costing Allocations** task.
2. Select **1_Mileage Allowance** in the Pay Component field.
3. Click **OK**.
4. Enter **01/01/2016** in the Start Date field.
5. In the first row, select the **Default from Organization Assignment** checkbox and enter **50** in the Distribution Percent field.
6. Add a row to the grid and enter the following information:

Field	Entry Value
Costing Override Worktag	<ul style="list-style-type: none"> Cost Center 72100 Field Marketing Region: US - Northeast
Distribution Percentage	50

7. Click **OK** and **Done**.

RUN PAYROLL ACCOUNTING AND VIEW THE RESULTS

1. Access the **Run Pay Accounting** task.
2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Groups	1_Weekly: 1-Regular (Weekly)
On-cycle/Off-cycle	On-cycle

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Click the number in the In Progress column.
6. Select the **Payroll Result** for Kelly Brown.
7. Click the **Actuals** tab and verify the mileage allowance is split equally between the 30000 Office of COO and 72100 Field Marketing cost centers. Also look for the worktag Region: US - Northeast.

Hint: Filter on the mileage earning in the Additional Worktags column.

CURRENCY CONVERSION

Currency converts after net pay validation. If the pay groups (Country on the *Create Pay Group* task) and company accounting are set to different currencies, Workday calculates payroll in the pay group currency and passes the results to accounting in both currencies, which are then available for reporting.

Workday bases its currency conversion rates on the Default currency conversion rate that you set as of the period end date. Use the *Maintain Currency Conversion Rate* task to manage these rates.

Report	Description
CURRENCY RATES AS OF DATE	View a list of all currency rates at a specific date and time.
HISTORIC CURRENCY RATES	Report displays currency rates sorted by Rate Type and Effective Date. Prompts user for Source, Target currency and optional Rate Type and From Date.



Note: Workday does not convert currency for pay balances, arrears, commitments, obligations, and fringe benefits actual.



KNOWLEDGE CHECK

1. When defining ledger account types, which types should be set up for payroll?

2. You can define default accounts for posting and modify posting rule conditions.
 - a. True
 - b. False

3. You can specify default allocations for all earnings for a selected worker.
 - c. True
 - d. False

CHAPTER 8 – SETTING UP BANKING AND SETTLEMENT

OVERVIEW

To complete the payroll cycle, you need to establish how payments will be made and validate account information. In this chapter, you will learn how to set up accounts for employee payments, and configure the settlement process to complete a pay cycle.

To set up banking, you must define the business entities that provide company financial and banking services and hold physical bank accounts, define branches of a financial institution, establish standard bank accounts at a financial institution, and establish petty cash accounts. If needed, you can associate an official logo with the financial institution so that it displays in preview windows and pages.

You must set up the settlement process by defining the valid ways to make payment, (i.e., cash, check, or electronic transfer), defining each bank account to use for routing payments during a settlement run, and defining bank routing rules for each company to control which bank accounts the settlement process uses to route payments that you initiate in Workday. You must also set up organization-level definitions for business processes associated with settlement runs. Optionally, you can define settlement run custom filters to specify which types of payments to include in the settlement run.

OBJECTIVES

By the end of this chapter, you will be able to:

- Describe how to configure banking and settlement.
- Define payment election rules.
- Enter payment elections for a worker.
- Configure a payroll payslip.
- Define a bank account.
- Define a routing rule.

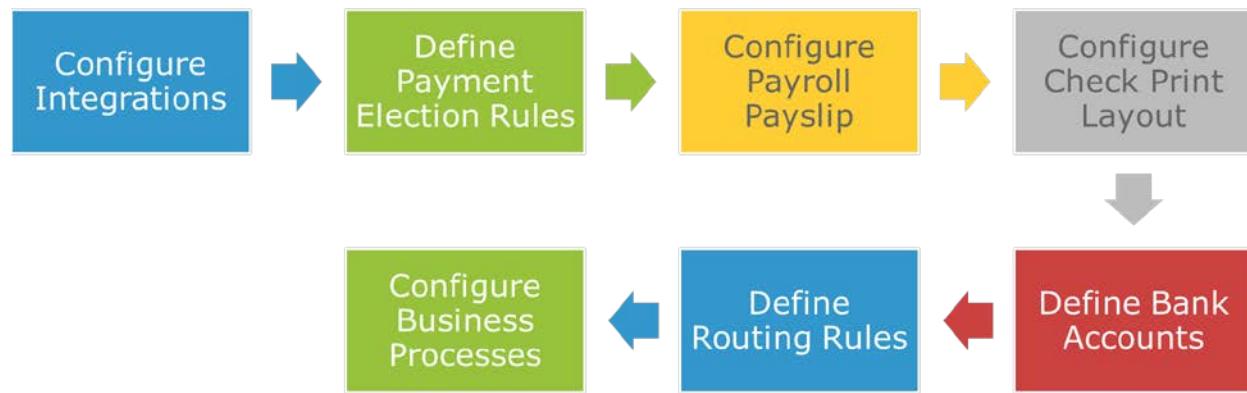
PREREQUISITES TO BANKING AND SETTLEMENT CONFIGURATION

Before setting up banks and other financial institutions, you must define:

- Companies and company hierarchies
- Payment types

BANKING AND SETTLEMENT CONFIGURATION

Some of the steps involved in configuring banking and settlement are country-specific. The graphic below provides an overview. Details are addressed in the country-specific training.



CONFIGURE INTEGRATIONS

You must integrate Workday with bank accounts for settlement processing and check printing. You create one or more integration systems for each combination of bank and payment type. The integration system specifies:

- Which payment protocol to use.
- How to format the payment data to meet your bank's requirements.
- Whether to encrypt the file or generate a unique filename each time the integration runs.
- Where to deliver the payment file.

The integration systems that you assign to a bank account drive the generation of payment files for settlement processing. If you have two accounts at the same bank, and each uses the same payment type, you can use the same integration system in each bank account for that payment type. You can also assign multiple integration systems to a single bank account for payments of the same type in different categories or countries.

Workday settlements support:

- Automated Clearing House (ACH) standards including cash concentration or disbursement with addenda (CCD+) and without (CCD), corporate trade exchange (CTX), cross border payments, and prearranged payments or deposits (PPD).
- BACS (Bankers' Automated Clearing Services) Standard 18 for payments in the United Kingdom.
- ISO 20022 payment protocols, including Version 2 (WPN - ISO 20022 template) and Version 3 (WPN - ISO 20022 V3 template). These templates also support BACS.

The specific details for configuring integrations will be covered in the country-specific training.

DEFINE PAYMENT ELECTION RULES

You can define the rules that determine how workers can set up their payment elections through self-service, or that determine how administrators and partners can make elections on their behalf. Using the *Maintain Payment Election Rules* task, you can define payment election rules for:

- Expenses
- Payroll
- Payroll interface

In the US and Canada, payments can be made by check or by direct deposit into an employee's account. Employers can allow employees to specify the distribution of their pay into more than one account by either amount or percent.

In the UK, only direct deposits through the BACS (Banker's Automated Clearing Services) system are allowed.



ACTIVITY 8.1 – ENTER PAYMENT ELECTIONS

Business Case: As the Payroll Administrator, you need to enter direct deposit payment elections for worker Manny Soto.

- ➡ **Sign in as Logan McNeil (lmcneil).**

ENTER PAYMENT ELECTIONS

1. Search for **Manny Soto**.
2. From the Pay tab, click the **Payment Elections** tab.
3. Click the **Add Elections** button.
4. Notice the defaults for the Payment Type and Use for Pay Type fields.
5. Enter the following information:

Field	Entry Value
Account Nickname	Main Checking Account
Bank Name	CFEFCU - Checking
Routing Transit Number	263181384
Account Number	12345678

6. Click **OK**.
7. Notice the Payment Elections section with the direct deposit information.
8. Click **Done**.



Note: Use the *Audit Missing Payment Elections* report to identify workers who are missing payment elections for one or more pay types.

CONFIGURE PAYROLL PAYSPLIT

Use the *Maintain Payroll Payslip Configuration* task to control what information is printed on worker payslips. You can choose to display any pay component, including earnings, deductions, pay component groups, and related calculations. Workday allows you to configure unique payslips for each country.

Below is an example of the *Maintain Payroll Payslip Configuration* screen for Canada. The fields on the page remain the same for each country, but the Payslip Calculations prompt selections are unique to each country.

The screenshot shows the 'Maintain Payroll Payslip Configuration' screen for Canada. At the top, there's a header bar with a back arrow and the title 'Maintain Payroll Payslip Configuration'. Below the header, it says 'Country Canada'. The main area has three tabs: 'Sections' (which is selected), 'Payslip Override Names (Workday Pay Components)', and 'Payslip Printing'. Under the 'Sections' tab, there's a table with columns: *Payslip Group, ID, Label, and *Payslip Calculation(s). One row is expanded to show more details:

	*Payslip Group	ID	Label	*Payslip Calculation(s)
(-)	Absence Plans	PAYROLL_PAYSPLIT_CONFIGURATION	Time Off	<input checked="" type="checkbox"/> CAN Compensatory Time Off <input checked="" type="checkbox"/> CAN Paid Time Off <input checked="" type="checkbox"/> CAN Sick Time <input checked="" type="checkbox"/> Floating Holiday Plan
(-)	Earnings	PAYROLL_PAYSPLIT_CONFIGURATION-4-9	Regular Earnings	Adds to Gross [CAN USA] Non Cash Taxable Benefits

SECTIONS

Workday provides several predefined payslip groups that contain related payroll calculations for areas such as absence plans and taxable wages. You can add one or more payroll calculations and related calculations to each payslip group. Each pay component is displayed in the appropriate group on the payslip.

LABEL OVERIDES

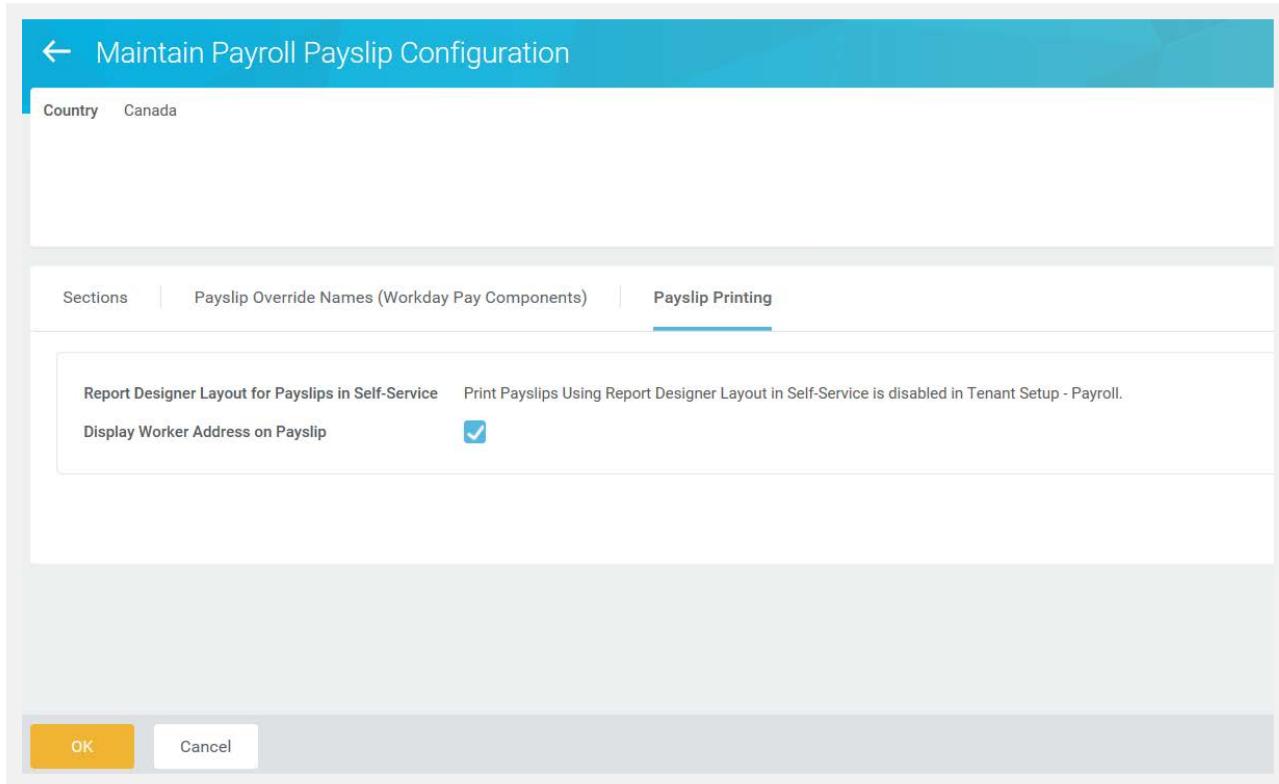
You can override the display labels for payslip groups and individual payroll calculations that appear on payslips. The method varies depending on what type of label you want to override. You also have the ability to override the name on the Workday-owned pay components (taxes).

- Payslip groups: Assign a label in the *Maintain Payroll Payslip Configuration* task.
- Pay components: Assign a payslip override name in the relevant task for the pay component (for example, *Edit Earning* or *Edit Deduction*).

DISPLAY WORKER ADDRESS ON PAYSPLIT

On the Payslip Printing tab, you can select the Display Worker Address on Payslip checkbox if you want to display the employee address on standard or custom payslips layouts that use the Payslip Employee Address and Payslip Address Indicator report fields.

Turn this functionality on so workers can use payslips for proof of employment. When this option is selected both the employee's name and address display on the payslip, formatted in a way that is consistent with their paygroup country standards. This is optional and does not have to be turned on.



CONFIGURE CHECK PRINT LAYOUT

Workday delivers three business form layouts for checks and advices. Each layout contains a metadata XSL style sheet that defines the default placement of fields, company logo, and signature on checks and advices. To customize the default configuration, you can create XSLT (Extensible Stylesheet Language Transformations) check print layouts.

The layout that Workday uses at print time depends on whether the printout is a:

- Financial check.
- Payroll check.
- Payslip.

If you use the default business form layout configuration rather than define your own check print layouts, use preprinted check stock. To use blank check stock, use the *Create Check Print Layout (XSLT)* or *Edit Check Print Layout (XSLT)* task to configure the information described below.

CHECK OPTIONS

In this section, you can configure a check print layout to:

- Indicate whether to print the check or advice at the top, middle, or bottom of the page.
- Establish position of dates, amounts, and other information based on millimeter measurements from the top and left margins of the page.

For example, indicate how far down from the top of the page and how far from the leftmost margin to place the check Date.

BLANK CHECK OPTIONS

If you are using blank check stock instead of pre-printed stock, specify the placement of all printed fields, static text, Magnetic Ink Character Recognition (MICR), and images. To suppress fields from printing, define the top and left margins in zero positions (0,0).



Note: To override the standard Workday MICR format, which combines the bank ID, bank account, and check number, you can customize the MICR in the Formatted MICR field from the *Create or Update Bank Account* task.

You can use the same blank check stock across multiple companies and bank accounts. To produce a fully-negotiable check on plain check stock:

- Use check stock with built-in security features (microprinting, watermarks, etc.).
- Use magnetic ink/toner for check to be machine-readable.

SIGNATURE OPTIONS

You can indicate whether to include a signature and specify its placement in millimeters from the top and left margins of the page. You can also include a second signature that's required when the amount is over a specified value.

MARGIN ADJUSTMENT

You can adjust the top, bottom, left, and right margins of the check print layout as necessary to ensure that the PDF does not have any content in unprintable areas.

When adjusting the margins, be aware that the XSL stylesheets (which are part of the delivered business form layouts) for the payroll check and payslip forms have preset margins while the financial check form does not.

CHECK IMAGE OPTIONS

You can indicate whether to include the company logo and specify its placement in millimeters from the top and left margins of the page.

For example, place the company logo 5 mm down from the top and 150 mm in from the left margin of the page.

FINANCIAL CHECK OPTION

You can indicate whether to include the company name on remittances.

PAYROLL CHECK COVER PAGE OPTIONS

You can indicate whether to include the following information on payroll checks:

- A cover page.
- The name of the employee's location.
- The name of the employee's department.
- The name of the employee's manager.
- The name of the employee's supervisory organization.

You can establish the position of employee and company addresses in millimeters from the top and left margins of the page. You can also indicate whether to include the print sort order on each check.



Note: Payslips and check print layout can be customized using BIRT (Business Intelligence Reporting Tools). BIRT is a Workday reporting tool used to create custom business form layouts using Workday Studio Report Designer. To use a custom layout for payslips or check print layout, design the form in Workday Studio. Once the design is complete, consult Community for details on configuring Workday to use the custom forms.

DEFINE BANK ACCOUNTS

Bank accounts in Workday allow you to:

- Create, make, and receive payments.
- Reconcile the books.
- Manage cash.

Before creating a bank account, you must define the financial institution used by payroll and set the default currency for a company.

ACCOUNT TYPES

You can define two kinds of accounts in Workday: bank accounts and petty cash accounts.

- Bank Accounts are tied to financial institutions and can be used to make payroll, supplier, expense, and cash payments, or to receive payments from customers.
- Petty cash accounts are similar to bank accounts, but are not tied to a financial institution. They are typically used to cover minor expenses that can be paid in cash, including ad hoc supplier payments or expense payments, but can also be used to receive cash payments from customers.

Before you can settle payroll payments, you must complete the following banking setup steps:

- Define the bank accounts that can be used to make payroll payments.
- Identify the payment type (e.g., check or direct deposit) that can be used to make payments to an employee from these accounts.
- Specify the integration system to use for routing electronic payments from these accounts to an employee's bank account during settlement processing.
- Define a bank routing rule for each company to control which bank accounts the settlement process uses to route payments that you initiate in Workday.

The following is a bank account that has been set up for the bank HSBC in the UK.

Account Information		Account Details	
Account Name	HSBC Operating	Country	United Kingdom
Bank Account Type	Bank Account	Financial Institution	HSBC Bank plc
Bank Account Open Date	MM / DD / YYYY	Bank Branch	HSBC Bank plc - HSBC - Strand
Account Closed	<input type="checkbox"/>	Branch Name	
Bank Account Close Date	MM / DD / YYYY	Bank Sort Code	601613
Organization	Global Modern Services, PLC (U.K.)	Account Number	31926819
Account Currency	GBP	Name On Account	
<input checked="" type="radio"/> Accept All Currencies <input type="radio"/> Accept These Currencies		Roll Number	
Allowed Payment Types	Cash Check Credit Card Debit Card Direct Debit Direct Deposit EFT Manual Wire		
	IBAN MIDLGB22BHX Target Balance 0.00 Bank Statement Format BAI2		

Reconciliation Configuration		Bank Account Usage
Advanced Mode	<input type="checkbox"/>	Primary Account Usage
Perform Automatic Bank Reconciliation	<input type="text"/>	<input checked="" type="checkbox"/> Ad Hoc Payment <input checked="" type="checkbox"/> Customer Payment <input checked="" type="checkbox"/> Customer Refund <input checked="" type="checkbox"/> Expense Credit Card Payment <input checked="" type="checkbox"/> Expense Payment <input checked="" type="checkbox"/> Intercompany Payment <input checked="" type="checkbox"/> Prenote Payment <input checked="" type="checkbox"/> Procurement Card Payment <input checked="" type="checkbox"/> Supplier Payment <input checked="" type="checkbox"/> Tax Payment
Bank Reconciliation Rule Set	(empty)	
Perform First Notice Item Reconciliation	(empty)	
First Notice Item Rule Set	(empty)	
Group Customer Payments into a Deposit	<input type="checkbox"/>	
Group Electronic Payments for Reconciliation	<input type="checkbox"/>	
Submit Reconciled Statements Automatically	<input type="checkbox"/>	Allow Additional Usage <input checked="" type="checkbox"/>
Check Options		
Enable Positive Pay	<input type="checkbox"/>	
Last Check Number Used	<input type="text"/> 287	
Check Print Layout	<input type="text"/> <input checked="" type="checkbox"/> Workday Pre-Printed Check Stock Layout	
Use Branch Address	<input type="checkbox"/>	

BANK ACCOUNT USAGE

When you define a bank or petty cash account in Workday, you must select an account usage to indicate the purpose of the account. For example, you can set up accounts to make payroll, supplier, expense account, or to receive customer payments. The same account can have multiple uses.



Note: Only bank accounts with Ad Hoc Payment usage selected will be available in the Bank Accounts for Cash Transactions prompt list on the Create Ad Hoc Bank Transaction page.

To use a bank account for payroll payments select Payroll Off-Cycle Payment and/or Payroll On-Cycle Payment in the Primary Account Usage field.

ALLOWED PAYMENT TYPES

When you define bank accounts in Workday, you must specify the allowed payment type(s) for that account. These can be direct deposit, check, cash, or any other authorized means of making payments from that account. For example, you can set up an account to cover payroll expenses that allow only payments in the form of a check or direct deposit.

For payroll clients, you will most likely need to setup Direct Deposit or Check payment types.



Note: Make sure that these payment types match those you've enabled employees to select on the self-service payment election pages, or that administrators can select on behalf of an employee. Use the *Maintain Payment Types* task to define payment types.

On the Settlement Setup tab, specify the integration system to use for routing electronic payments from this account to an employee's bank account during settlement processing:

The screenshot shows the 'Settlement Setup' tab selected in the top navigation bar. Below it, a table lists five items under the heading 'Settlement Setup 5 items'. The table has columns for Order, *Payment Type, Payment Category, Country, and Integration System. The first row, which is highlighted with a blue border, contains 'Direct Deposit' in the *Payment Type column and 'ACH Cross Border Payments' in the Integration System column. The second row contains 'EFT' in the *Payment Type column and 'ISO 20022 Payments' in the Integration System column.

Settlement Setup 5 items					
	Order	*Payment Type	Payment Category	Country	Integration System
		▼ ▲			
		▼ ▲	EFT		ISO 20022 Payments

To integrate Workday with bank accounts for settlements processing, create one or more integration systems for each combination of bank and payment type.



Note: An integration system is necessary only for electronic payment types; it is not necessary for other types, such as check.

DEFINE ROUTING RULES

Routing rules enable you to automatically control the accounts from which payroll, supplier, and expense account payments are made based on configurable rules criteria. With routing rules, you do not have to manually specify a source bank account for payments made through Workday's settlement engine. For example, you can define a rule that automatically draws funds from one account to pay regular, full-time employees in one geographical area, while pulling funds from another account to pay regular, full-time employees in another geographical area.

The screenshot shows the 'View Bank Routing Rule' page. At the top, it displays the company name 'Global Modern Services, Inc. (USA)' and the default bank account 'BofA Checking'. Below this, a table titled 'Rule Details' lists three items. The columns include Payment Type, Location, Payment Category, Pay Group, Run Category, Greater Than Amount, Run Calculation Criteria, Customer Category, Supplier Category, Payee Settlement Bank Country, Currency, On Behalf of Company for the Payment, and Bank Account. The data entries are as follows:

Payment Type	Location	Payment Category	Pay Group	Run Category	Greater Than Amount	Run Calculation Criteria	Customer Category	Supplier Category	Payee Settlement Bank Country	Currency	On Behalf of Company for the Payment	Bank Account
		Expense Credit Card Payment			0.00						Global Modern Services, PLC (U.K.)	HSBC - UK Account
		Payroll Off-Cycle Payment Payroll On-Cycle Payment			0.00							Citibank Checking
					0.00					EUR GBP		AIB - Checking

The following table lists some of the criteria that are available for defining routing rules:

Routing Criteria	Usage
PAYMENT TYPE	<p>Payment types are means of making payment such as direct deposit or check. You can define routing rules based on payment method for the following account uses:</p> <ul style="list-style-type: none"> • Payroll Payments • Supplier Payments • Expense Payments
BUSINESS SITE	You can define routing rules based on location for Payroll Payments.

Routing Criteria	Usage
PAYMENT CATEGORY	<p>Payment categories refer to the payroll, expense account, or supplier payments that are drawn from an originating or source account. You can define routing rules based on payment method for the following account uses:</p> <ul style="list-style-type: none"> • Payroll Payments • Supplier Payments • Expense Payments
PAY GROUP	<p>You can define routing rules based on pay group Payroll Payments.</p>
RUN CATEGORY	<p>Run categories are types of payroll runs such as Regular or Bonus runs. You can define routing rules based on run category for Payroll Payments.</p>
GREATER THAN AMOUNT	<p>Route payments based on the amount of the payment. For example, instruct the settlement process to make expense account payments greater than 100 USD from one account that requires payment approval, while making payments less than 100 USD from another account that requires no payment approval.</p>
RUN CALCULATION CRITERIA	<p>Run calculation criteria are calculations that return a value of true or false. If the calculation returns a value of true, Workday uses the designated source bank account.</p> <p>You can define routing rules based on run calculation criteria for Payroll Payments.</p>



Note: Routing rules apply only to the source account used to make payroll, supplier, and expenses account payments through Workday's settlement engine. You cannot define routing rules to control which depository accounts receive customer or other payments.

PRENODE RUNS

A prenode is a test transaction used in banking, most notably with newly created direct deposits (US and Canada only). After setting up a direct deposit, the customer issues a prenode. This is the same as a real transaction, but is for a penny or a few pennies. The customer will receive notification from the bank if the prenode does not go through. The notification will show if the payment details are incorrect or if there was a mistake in collecting the employee's details.

Sending prenode transactions to financial institutions to validate electronic banking information reduces the number of ACH payment rejections and facilitates settlement. You can use prenotes for all payees, including workers (payroll and expense payments), suppliers, and customers. You can also use prenotes for receivables or for electronic refunds to your customers. Each prenode run has a unique ID and runs as a batch process. To set up prenotes, you specify an ID generator for the run and edit the business process used to create the prenode batches. For payroll prenotes, you can specify that if workers add or change bank accounts during payment elections, that a prenode be generated.

If a prenode for a worker's bank account has a status of Pending or Error, Workday temporarily uses the payment election override setting to issue any payments to the worker until the preauthorization is successful. You can update prenode payment status manually. For example, if exceptions are returned from the banks receiving the prenotes, you can update individual prenode payments to mark them as errors and to cancel or reverse the accounting. After a designated waiting period, you can mark remaining prenode payments as complete.

A prenode run can be created for all workers or selected workers. Prenode amounts can be indicated as well (typically 0.01 USD or 0.00 USD).

Prenode Information	
Company	* Global Modern Services, Inc. (USA)
Bank Account	* Citibank Checking
Currency	USD
Prenode Amount	0.01
Spend Category	* Miscellaneous

Prenode runs verify account number information prior to sending 'live' direct deposit payments. Please keep in mind that if you are sending a prenode run with a zero amount, banks are not required to respond and validate those entries (some will, but others may not). You may select individual accounts for which to run the prenode process, or select all accounts.

STEPS TO SET UP PRENOTE RUNS

Follow the steps below to set up prenotes.



Step 1 – Specify an ID Generator for the Tenant

Each prenote run has a unique ID and runs as a batch process. To set up prenotes, you specify an ID generator for the run and edit the business process used to create the prenote batches. For payroll prenotes, you specify that if workers add or change bank accounts in the payment election process, that a prenote be generated.

1. Access the *Edit Tenant Setup - Financials* task.
2. From the ID Generator for Prenote Run prompt, select an ID generator (for example, Prenote Run ID) or create a new ID generator.

Step 2 – Define the Prenote Event Business Process

1. Access the Prenote Run Event business process definition.
2. From the related actions menu on the business process, choose Business Process > Edit Definition.
3. Change the date as needed in the Effective Date field, and then click OK.
4. On the Business Process Steps tab, click the Add Row icon to add a row to the grid.
5. Enter a letter for the order of the step.
6. In the Type column, choose Batch/Job from the pull-down menu.
7. In the Specify column, choose Prenotes Create (Job) from the prompt.
8. In the Run as User column, choose a user with the appropriate security access to run a batch file process (e.g., a settlements specialist).

Step 3 – Set Up Prenotes for Worker Accounts

To set up the payment election enrollment process for workers:

1. Access the Payment Election Enrollment Event business process.
2. From the related actions menu on the business process, choose Business Process > Edit Definition.
3. Change the date as needed in the Effective Date field, and then click OK.
4. On the Business Process Steps tab, click the Add Row icon to add a row to the grid.
5. Enter a letter for the order of the step. For example, enter **b**.
6. In the Type column, select Service.
7. In the Specify column, select Pernote of Worker Bank Accounts if New or Changed.



Note: If a prenote for a worker's bank account has a status of Pending or Error, Workday temporarily uses the payment election override setting to issue any payments to the worker until the preauthorization is successful.

CONFIGURE BUSINESS PROCESSES

BUSINESS PROCESSES

Configuring business processes in the final step when setting up banking and settlement.

The following business processes must be configured:

- Print Check Task
- Settlement Run Event
- Payment Release Event
- Payment Printing Event

SECURITY ROLES

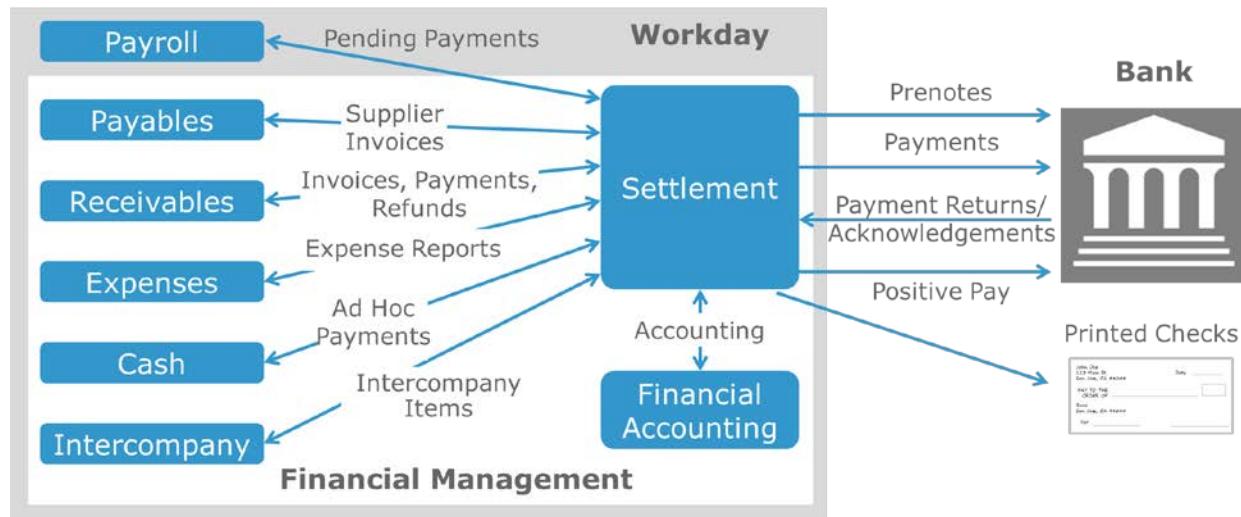
As you are aware, there are several roles in Workday that are used for a variety of security needs. You should certainly consult your overall security structure, but some of the more common roles used for banking and settlements are:

- Payroll Administrator
- Settlement Specialist
- Payroll Settlement Specialist

You will learn about setting up the business processes and security in a later chapter.

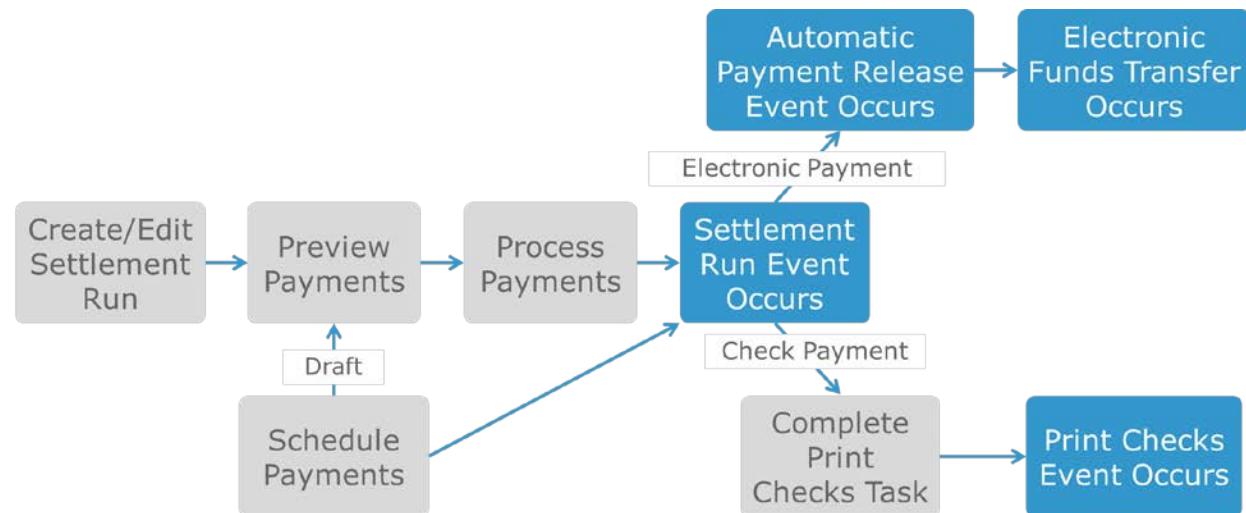
CONFIGURE SETTLEMENT

Workday Payroll uses the same settlement engine that is used to process all payments generated in Workday, including expenses, supplier payments, employee reimbursements, and customer refunds. As a result, you do not need to set up, or maintain, multiple payment systems, or re-enter duplicate information to process different kinds of payments.



SETTLE PAYMENTS

Workday's settlements processing hinges on the concept of a settlement run: a group of open items (items to be paid, like supplier invoices and expense reports) and payments (like paychecks and ad hoc supplier payments) that is treated as one unit during the selection and settlement of payments. A single settlement run could contain any or all supplier invoices, ad hoc supplier payments, expense reports, and payroll payments. After you create a settlement run of open items and payments, you edit and process that settlement run as a single unit. Payment groups are created as the result of a settlement run.



CONFIGURE SETTLEMENTS

Complete the steps below to configure the settlement process:

1. (Optional) Access the *Create Settlement Run Custom Filter* task or the *Edit Settlement Run Custom Filter* task and establish a custom filter for a settlement run to specify what types of payments to include in the settlement run.



Note: Workday provides predefined system filters for many common settlement run Business Cases, including one designed to select all available pay groups. If the system filters do not meet your needs, you can define custom filters to pinpoint the open payments that you want to capture in the settlement run.

2. Set up organization-level definitions for each of the following business processes associated with settlement runs:
 - a. Settlement Run Event
 - b. Payment Release Event
 - c. Print Checks Task
 - d. Payment Printing Event

HOW TO RUN THE SETTLEMENT PROCESS

Follow these steps to run and complete the settlement process:

1. Access the *Create Settlement Run* task or click the Create Settlement Run button on the *Settlement Work Area* report.
2. Specify the Organization for which you are running the settlement process. You must run the settlement process separately for each country. Enter:
 - a. Settlement Run Name (best practice is that the name should include the company and date, as shown below)
 - b. Settlement Run Date
 - c. Auto Select Filters
 - i. The filter All Available Pay Groups picks up on-cycle payments
 - ii. The filter All Available Pay Group Exceptions picks up off-cycle payments

The screenshot shows the 'Create Settlement Run' dialog box. It contains the following fields:

Field	Value
Company	Global Modern Services, Inc. (USA)
Currency	USD
Settlement Run Name	GMS - 2015/03/30
Settlement Run Date	03 / 30 / 2015
Auto Select Filters	All Available Pay Groups
Include Payments on Behalf of Other Companies	<input type="checkbox"/>
Exclude Negative Payments	<input checked="" type="checkbox"/>

3. Click OK to progress to the View Settlement Run page.
4. To select open items and pending payments to include in the settlement run, click the button under Selection Options for the type of open item or payment you want to process.

5. For payroll payments, the following options are available:

Type of Payroll Payment	Description
PAY GROUPS	<p>Search for and select the pay groups that include payroll payments to settle. These are payments from standard, on-cycle runs that you process in batch such as monthly payroll.</p> <p>Workday displays only summarized information about the group of payments. To see individual payments, use payroll tasks and reports.</p> <p>The settlement process, when run, settles each of these pending payments separately. To create payments, run on-cycle payroll.</p>
PAY GROUP EXCEPTIONS	<p>Search for and select pay groups that contain payroll exception payments to settle. Payroll payments with exceptions include:</p> <p>Off-cycle payroll payments that are not part of a regular pay cycle, such as those related to termination and manual pay.</p> <p>On-cycle payments that you completed after regular payroll processing because the payments contained errors or other exceptions that prevented you from completing them as part of the batch.</p> <p>For example, you might have five payments in your monthly payroll run that have errors. You can complete payments for all but the exceptions, correct the problems, and then rerun payroll for these exception payments.</p> <p>The settlement process, when run, settles each of these pending payments separately.</p> <p> <u>Note:</u> To create payments, run off-cycle payroll or run on-cycle payroll for exceptions.</p>
INCLUDE PAYMENTS ON BEHALF OF OTHER COMPANIES	<p>Select to settle worker expense report payments on behalf of other companies. Available companies are based on your intercompany profile (<i>Edit Company Intercompany Profile</i> task). This option is unavailable if you are settling payments for a company hierarchy.</p> <p> <u>Note:</u> If you selected to use a custom filter with specified criteria and companies for which you are making payments, you must also select this option.</p>

The screenshot shows the 'View Settlement Run' page. At the top, it displays 'Settlement Run Information' with details like Name: GMS - 2015/03/30, Number: SR-3592, Status: Draft, Date: 03/30/2015, and settings for 'Include Payments On Behalf Of' (No) and 'Exclude Negative Payments' (Yes). Below this are two expandable sections: 'Additional Information' (Organization: Global Modern Services, Inc. (USA), Currency: USD, Filters Used: All Available Pay Groups) and 'Payment Information' (Outbound Total: 96,895.32, Inbound Total: 0.00, Pay Group Count: 1). At the bottom are 'Process' and 'Add' buttons.

Below the main section is a summary table:

Summary							
Bank Account View							
Summary 1 items							
Company	Payment Category	Payroll Period	Pay Groups	Payment Count	Group Total Amount	Currency	
Global Modern Services, Inc. (USA)	Payroll On-Cycle Payment	04/01/2015 - 04/30/2015 (Monthly)	USA Monthly	15	96,895.32	USD	Details

6. After selecting the Pay Groups or Pay Group Exceptions option, click OK to return to the View Settlement Run page.
 - a. (Optional) From the View Settlement Run page, click Remove for any of the selected items to remove them from the settlement run.
 - b. From the View Settlement Run page, click the Preview Payments button to review the payments included in the settlement run.
 - c. Click the Process Payments button to settle payments in the run. Note: If you include an unpaid open item or pending payment in a settlement run, you cannot add it to another settlement run unless the open item or pending payment has a remaining balance or you cancel the first settlement run.
7. Complete electronic payments using the *Mass Payment Update* task.
8. Access the Print Checks Work Area to print checks.

To edit a draft settlement run, use the *Find Settlement Runs* report. If necessary, change the Settlement Run Name or Payment Date. The payment date is the date of the settlement that displays on checks and advices for payments included in the run. For electronic payments, the payment date is the date that you process the settlement run.

SETTLEMENT PAYMENT ACKNOWLEDGEMENT

After a settlement run is complete, electronic payments have a status of Awaiting Acknowledgement if that has been enabled. Workday receives payment acknowledgements in different ways, depending on the payment type:

- Credit card payment acknowledgements are loaded automatically through Workday's integration with Cyber Source.
- For other types of electronic payments, use the Enterprise Interface Builder to upload payment acknowledgement files from your bank.

Workday matches acknowledgements to payments based on the payment ID and stores both high-level acknowledgement files and individual payment acknowledgements. These acknowledgements give customers visibility into payment status so that they can confirm when transactions have cleared or take corrective action when transactions are rejected.

ACKNOWLEDGEMENT STATUSES

Received – The payment was received but has not yet been fully processed by the financial institution. When the payment acknowledgement is in this status, the corresponding payment has a status of Payment Received.

Accepted – The payment has been accepted by the financial institution. When the payment acknowledgement is in this status, the corresponding payment has a status of Complete. If Workday can't match the payment acknowledgement to its corresponding payment, you can assign the acknowledgement to a worker for review.

Rejected – The payment was rejected by the financial institution. When the payment acknowledgement is in this status, the corresponding payment has a status of Rejected. You can cancel the payment, or reprocess the payment after you correct the problem that caused the payment rejection.

PAYMENT ACKNOWLEDGEMENT REPORT

Customers can view a list of all payment acknowledgements, or optionally filter acknowledgements by date, status, or payment ID on the Find Payment Acknowledgement report. It shows the original payment date, acknowledgement status, and matching customer payment. By clicking on the acknowledgement, they can access payment-level details, assign the acknowledgement to another worker for review, cancel the payment, or reprocess rejected payments.



PRENOTE PROCESS (OPTIONAL)

 **Sign in as Logan McNeil (lmcneil).**

REVIEW THE BANKING SETUP

1. Access the **Edit Bank Account** task.
2. Select **Citibank Checking** in the Bank Account field.
3. Click **OK** and verify that the bank account has been set up.
4. Click **Cancel**.
5. Access the **View Bank Routing Rule** task.
6. Select **Bank Routing Rule for Global Modern Services, Inc. (USA)** in the Bank Routing Rule field.
7. Click **OK** and review the bank routing rules.

RUN THE PRENOTE AUTHORIZATION PROCESS

1. Access the **Create Pernote Run** task.
2. Enter the following information:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Bank Account	BofA Checking
Pernote Amount	.01
Spend Category	Miscellaneous

3. Click **OK**.
4. In the Bank Accounts grid, select the checkbox at the top of the grid to select all accounts.
5. Click **OK**, and then **OK** again.

VERIFY THE PRENOTE PROCESS HAS BEEN INITIATED

1. Access the **Process Monitor** report.
2. Select **Job** in the Process Types field.
3. Click **OK** and verify that the prenote process has been initiated.

COMPLETE THE PRENOTE RUN

1. Access the **Update Prenotes** task.
2. Select the prenote run you just created.
3. Click **OK**.
4. Select the **Select All** checkbox.
5. Click **Complete**.
6. Note the message at the top of the page, "You are about to complete the payments listed below. Click OK if you are sure you want to do this."
7. Click **OK** and **Done**.



ACTIVITY 8.2 – CREATE SETTLEMENT RUN

Business Case: Complete the payroll process, including the settlement process and the check printing process. First, you need to run a final pay calculation, and then run pay complete.

RUN PAY CALCULATION

1. Access the **1_Weekly** pay group.
2. Click the **Pay Group** tab and review the Pay Group Period Details section.
3. From the Current Period in Progress *04/04/2016 -04/10/2016 (1_Weekly)*, select the related action **Pay Calculation > Run Calculation**.
4. Enter the following information:

Field Name	Entry Value
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	<ul style="list-style-type: none"> • In Progress • Not Yet Started

5. Click **OK**.
6. Click **Refresh** until the Status displays Completed.

RUN PAY COMPLETE

1. Access the **Run Pay Complete** task.
2. In the Complete Criteria section, enter the following information:

Field Name	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
On-cycle/Off-cycle	On-cycle (defaults in)

3. Select the **OK to Proceed** checkbox, and then click **OK**.
4. Click **Refresh** until the Status displays Completed.

CREATE SETTLEMENT RUN

1. Access the **Settlement Work Area** report.
2. Click the **Create** button to access the Create Settlement Run page.
3. Enter the following information:

Field Name	Entry Value
Company	Global Modern Services, Inc. (USA)
Currency	USD
Settlement Run Name	GMS 2016/04/15
Settlement Run Date	04/15/2016

4. Click **OK**.

SELECT OPEN ITEMS AND PENDING PAYMENTS

1. On the View Settlement Run page, click the **Add** button and select **Pay Groups**.
2. Enter the following information:

Field Name	Entry Value
Select Period	04/04/2016 – 04/10/2016 (1_Weekly)
Select Pay Run Group and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)

3. Click **Search**.
4. Select the checkbox for the pay group that you are settling and click **OK**.

PROCESS PAYMENTS

1. Click the **Process** button.
2. Click **Refresh** until the View Settlement Run page displays.

PRINT CHECKS

1. Access the **Print Checks Work Area** report.
2. Select the **Print Checks** button.
3. Select the **Print Checks** radio button and click **OK**.

Congratulations! You settled payments!

VIEW POST SETTLEMENT RUN REPORTS

1. Access the **View Direct Deposit Register** report.
2. Select **Citibank Checking** in the Bank Account field.
3. Click **OK** and verify the settlement run for the 1_Weekly pay group.
4. Access the **View Check Register** report.
5. Select **Citibank Checking** in the Bank Account field.
6. Click **OK** and verify the settlement run for the 1_Weekly pay group.



KNOWLEDGE CHECK

1. What must be defined before setting up banks and other financial institutions?

2. What information can you specify when creating a bank or petty cash account?

CHAPTER 9 – PAYROLL BUSINESS PROCESSES AND SECURITY

OVERVIEW

This chapter focuses on payroll-specific business processes and security. In this chapter, you will learn how to create a security group for a payroll security role.

OBJECTIVES

By the end of this chapter, you will be able to:

- List payroll-specific business processes.
- Describe the difference between user-based and role-based security groups.
- Identify the purpose of a pay component security segment.
- Create a security group for a payroll security role.

BUSINESS PROCESS FRAMEWORK

Workday's Business Process Framework lets you define and implement business processes to suit the way a company works. You choose the tasks that compose a business process, and in what order they must be completed. While you can't create brand new business processes, you can create different versions of the same business process for different organizations. You can define custom business processes for any supervisory organization. The business process logic is inherited, so subordinate organizations automatically use a business process defined for a superior organization, unless the subordinate organization has its own definition of the process.

The Business Process Framework uses security groups to control who performs the tasks with a business process event. Because tasks are associated with specific roles and not with specific people, workers can move into and out of those roles without disrupting the business process logic.

Business process definitions determine:



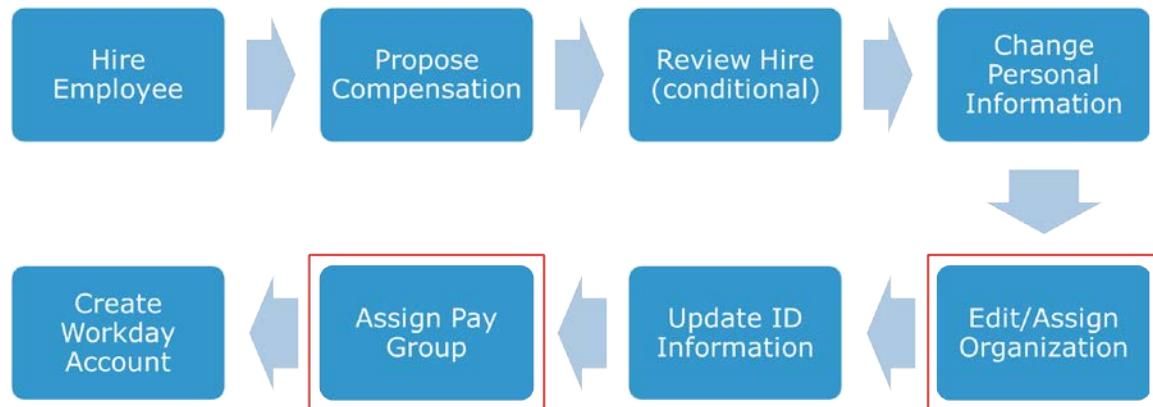
Business processes are created using a combination of Actions, Approvals, Approval Chains, To Dos, and/or Checklists. An Action can be a single task or it can be a sub-process, which is also a combination of Actions, To Dos, and/or Checklists. Within the process, conditions can be defined which will define whether a step will be initiated. Notifications can also be defined to notify a Workday user that a step has begun, completed, or that a particular review response was selected, e.g., Deny.

PAYROLL-SPECIFIC BUSINESS PROCESSES

You can use the *Business Process Definitions* report to view all payroll-specific business processes.

Business Process Definitions	
View As Of	10/01/2015 03:46:43.793 PM
Business Process	Module
Assign Costing Allocation	Payroll:Payroll Accounting and Payments:Accounting
Assign Pay Group	Payroll:Payroll Core
Assign Pay Group for Position Restrictions Event	Payroll:Payroll Core
Assign UK Payroll ID	Payroll:Payroll Country:Common
Change No Retro Prior To Date	Payroll:Payroll Core
Complete Federal Withholding Elections	Payroll:Payroll Country:USA
Copy Tax Elections for Worker	Payroll:Payroll Country
Copy Tax Elections for Workers	Payroll:Payroll Country
Copy Withholding Orders for Worker	Payroll:Payroll Country
Copy Withholding Orders for Workers	Payroll:Payroll Country
Create Initial Payroll Commitments	Payroll:Payroll Accounting and Payments:Commitments and Fringe
Create Payroll Accounting Adjustments	Payroll:Payroll Accounting and Payments:Accounting
Create Payroll Commitment Adjustments	Payroll:Payroll Accounting and Payments:Commitments and Fringe
Maintain Payroll Reporting Codes for Worker	Payroll:Payroll Core
Pay Cycle Event	Payroll:Payroll Core
Payment Election Enrollment Event	Payroll:Payroll Accounting and Payments:Payments

There are other business processes, such as the Hire business process, that include payroll business processes (Assign Pay Group) or impact payroll (Edit/Assign Organization).



To run Workday Payroll, you must assign each employee to a company organization. This is accomplished either by means of default set up for each supervisory organization, by associating a position with a company, or through the Assign Organization sub-process.

If defaults are set up at the supervisory organization level, then the Assign Organization task is only needed to edit the defaults for an individual worker. If defaults are not set up, it is important to include the Assign Organization sub-process in the Hire Employee business process.

Another important sub-process to include is Assign Pay Group, which is also required to include employees in Payroll processing.

Optional steps can be added to a business process to allow the task to be skipped. Workday lists the step task in the user's Inbox and displays a Skip This Task button. If the user assigned to the role skips the step task, the business process then proceeds to the subsequent step.

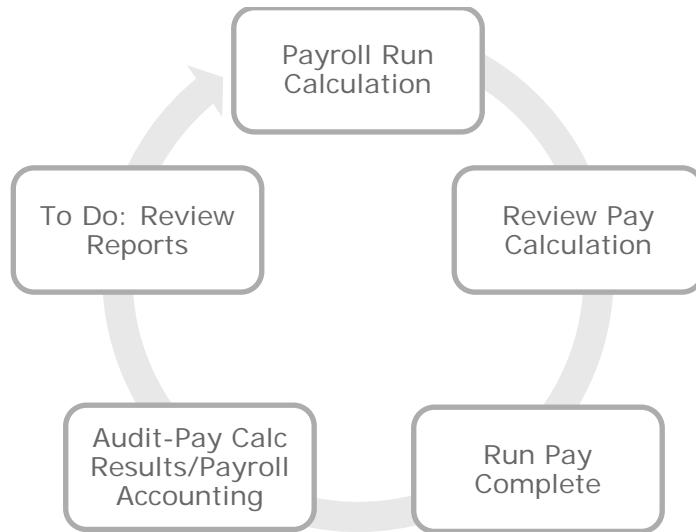
PAY CYCLE EVENT BUSINESS PROCESS

The Pay Cycle Event business process uses Workday's built in workflow. As delivered, the Pay Cycle Event contains two batch processes: Pay Calculation and Completion.

Business Process Steps								
								R
Business Process Steps 13 items								
Step	Order	Type	Specify	Optional	Group	All	Run As User	Due Date
Q	a	Initiation		No				
Q	b	Action	Review Payroll Input	No	Payroll Administrator			1 Day
Q	c	Batch/Job	Payroll Run Pay Calculation	No			Imcneil / Logan McNeil	
Q	d	Action	Review Pay Calculation Results	No	Payroll Administrator			1 Day
Q	e	Report	Pay Calculation Results for Group of Workers	No	Payroll Administrator USA			
Q	f	Report	Pay Calculation Results Summary	No	Payroll Administrator USA			
Q	g	Report	Audit - Pay Calculation Results for a Period	No	Payroll Administrator			

Company checklists can be replicated in the Pay Cycle Event business process so that end users know which steps are required and when. You can include To Dos such as loading inputs, running reports, reviewing for acceptable variances, etc.

By using the Pay Cycle Event, companies are able to retrieve a step-by-step audit of exactly who approved which steps and when. Internal auditors like this feature as it enforces accountability and segregation of duties. Using the Pay Cycle Event business process does not restrict the customer from using the other delivered payroll functionality. They can still run calculations and complete payrolls even if the pay cycle event is in progress.



You can configure the Pay Cycle Event to deliver various payroll tasks to security groups such as the Payroll Partner or Payroll Administrator, and add To Do's such as Run Accounting, Transmit Tax File, or Load EIB Spreadsheet. Notifications can also be added to further enhance the process.

WHAT MAKES UP A BUSINESS PROCESS?

The table below shows the components of each business process step.

Business Process Step	Description
STEP	The related action icon appears in the left column (hover over the magnifying glass icon) and contains the available related actions for that step of the business process.
ORDER	Specifies the sequence of execution for the steps within a business process. Use letters. Numbers are sorted alphabetically, not numerically, so 10 sorts before 2. The initiation step is always "a."
IF	An "if" statement specifies a condition that is part of a business process step and consists of one or more rules. If the condition is not satisfied, the step will not occur.

Business Process Step	Description
TYPE	The type of step that is being executed. For example, Action, Service, or To Do.
SPECIFY	The specific step that is being executed, such as the Action step to Propose Compensation.
GROUP	Specify one or more security groups responsible for this step. The available security groups are limited to those allowed by the security policy.
DUE DATE	The amount of time from when the step is initiated until the step should be complete.
DUE DATE IS BASED ON EFFECTIVE DATE	Refers to the effective date that the initiator specifies when starting an instance of the business process. If effective date is not used then the due date references the date the Business Process is initiated.

APPROVAL STEPS

The table below describes the different types of approval steps in a business process.

Type	Description
APPROVAL	An Approval step gives the designated approver the opportunity to approve or deny the entire business process.
APPROVAL CHAIN	An Approval chain also approves the entire business process. An Approval Chain is a sequence of approvals that starts with an individual, then goes to that person's manager, and on up the management chain until it gets to the top or until some exit condition is met. Use the Group column to set the role-based security group that starts the chain.
CONSOLIDATED APPROVAL	A consolidated approval enables you to combine multiple approvals for the same person into a single approval task notification. When the approvers link to the approval page, they see simplified information for each step, but with a link to more information, if they need more detail. As with a single approval, if the approver denies the approval, the entire business process is denied and terminated. You can include more than one Consolidated Approval step in a business process to eliminate numerous individual approvals.
CONSOLIDATED APPROVAL CHAIN	A consolidated approval chain combines the functionality of an Approval Chain and a Consolidated Approval.

COMPLETION STEP

There can be multiple steps within a business process, and one of those steps is identified as completing the process. Following the completion step, there can be tasks or "to do" items that need to be done, but these steps will not affect the successful completion of the process. For example, the Hire process may be completed once the compensation is proposed even though a Workday Account needs to be created or a laptop ordered.

To designate a completion step, use the related action off the step and select Business Process > Set as Completion.

EMAIL NOTIFICATIONS

Email notifications about existing to-do or action items, such as tasks, can be enabled globally, disabled globally, or left to individual workers to decide.

To edit the global set up of email notifications, navigate to Edit Tenant Setup – Business Process and Notifications task. Specify settings for how Workday manages business process functions and sends email notifications.

MAINTAIN NOTIFICATIONS

You may desire to send a notification within the Workday system at the completion, launch, or exit of a step in a Business Process. This notification will show up in the worker's Inbox in the notifications tab.

Below is a table listing additional steps that can be configured as part of a business process:

Step	DESCRIPTION
INTEGRATION	An integration step is a Workday system operation that transfers data to or from an external application. An integration step would also kick off a separate processing thread.
REPORT	It is also possible to run a report as a step in a business process. The report would be sent to the W: Drive, rather than being displayed immediately. You can optionally create a To Do step within the business process that consolidates the link(s) to one or more reports within a single To Do step.
SERVICE	A service step kicks off a separate processing thread (e.g., creation of a Workday user account).
TO DO	A To Do is an activity that the responsible person must do outside the Workday system, such as a new hire submitting a W-4 form. You can embed a Workday task in a To Do item. Anyone who then receives the To Do as part of a business process will see a button (in Workfeed and Inbox) or a link (in email) that takes them directly to the task and take action immediately on the To Do item.

ROLES AND SECURITY

Workday application data is accessible only through the configurable security structure enforced by Workday's Object Management System (OMS). As such, no Workday user can view data that is not granted with his or her security group. For example, a person in the Security Administrator security group can grant passwords to gain access to the Workday system, but the Security Administrator cannot see compensation data unless he or she also has the role of Compensation Partner.

Business process events for payroll are driven by the pay group organization. Pay groups can be secured to organization roles such as Payroll Partner or other custom roles that determine who can oversee, set up, and run the payroll process.

Security groups are also used to drive business process management. With Workday, you can configure which security groups and roles participate in a business process, and which security groups can grant access to tasks and reports.

SECURITY GROUPS

A security group is a collection of system users. Users can either be grouped explicitly (user-based security group) or by deriving group membership from other relevant information about the user.

Type	Purpose	Example
USER-BASED	Perform administrative or set up tasks	Report Writer; Security Administrator
ROLE-BASED	Access is specific to one or more Organizations	HR Partner; Benefits Partner; Accountant
SERVICE CENTER-BASED	Allow 3rd party users limited access	3rd Party HelpDesk
JOB-BASED	Auto-population security based on user's job criteria	CFO
INTEGRATION SYSTEM	Access to run integration systems	Credit Card System
SEGMENT-BASED	Access to selected components (a segment) of the secured item	Users can access only certain Suppliers
LOCATION MEMBERSHIP	Auto-populated security based on a user's location	Users in Building X, Users in USA
ORGANIZATION MEMBERSHIP	Auto-populated security based on orgs to which they belong	Users in IT HelpDesk supervisory org, Users in Financial Planning cost center

Type	Purpose	Example
AGGREGATE	Users must meet specifications of ANY security groups	Users in location USA or Corporate HR Partner role
INTERSECTION	Users must meet specifications of ALL security groups	Users in location USA and Corporate HR Partner role
LEVEL-BASED	How people in a certain level can access people in other levels	Enable workers to view workers with all pay grades, only same pay grade, or with the same or lower pay grades.

ORGANIZATION ROLES AND ROLE-BASED SECURITY GROUPS

There are two types of role-based security: constrained and unconstrained.

Role-based security group (constrained) indicates that role access is limited by relationship to the objects. For example, access for the HR Partner is limited to the supervisory org or locations that they support.

Role-based security group (unconstrained) has no constraint based on organizations the role supports. A manager in an unconstrained role-based security group has security access to all workers – not just workers in the organizations that they manage. This role is similar to the user-based security group administrator roles, but is dynamic.

An organization role, such as Payroll Partner or other custom roles, determines who can oversee, set up, and run the payroll process.

- The Payroll Partner has authority only over the specific pay groups to which he/she is assigned.
- One or more Payroll Partners can manage the payroll process for a pay group. The same payroll partner can have responsibility for multiple pay groups.
- The Payroll Administrator role can access all pay groups in an organization. Payroll Partners can access only the pay groups to which they are assigned.

Examples of role-based security groups are:

HR Partner	Manager	HR Analyst
Payroll Partner	Recruiter	Compensation Partner
Security Partner	Facilities	Benefits Partner

USER-BASED SECURITY GROUP

A user-based security group is a group to which you directly add workers as members. When the security group is used to grant workers permission to access items in a security policy, all the users in the group have that permission. You can edit and create user-based security groups.

This is the least restrictive group. It is not context sensitive, in that it makes no attempt to match the context of the workers in the group (organization or ownership) with the context of the secured item. Use user-based security groups for administrators who you want to have global (enterprise-wide) access.

Administrative roles are assigned at the worker level. You can directly add members to a user-based security group by using the related action off the worker's name (Security Profile > Assign User-Based Groups). Multiple people can be members of the same user-based security group. Use this type of security group to grant administrators global (enterprise-wide) access across the system.

Examples of Workday User-Based Security Groups:

Group	Description
PAYROLL ADMINISTRATOR	This may be the payroll manager. Has access to workers in all Pay Groups. Create and maintain all payroll setup data regardless of organization. For example, can create pay group, run categories, and period schedules. View earnings, deductions, balances, and payroll calendars. Approval authority for payroll business processes.
PAYROLL CALCULATIONS ADMINISTRATOR	Create and maintain payroll calculations regardless of organization. For example, they can create and maintain earnings, deductions, balances, pay component groups, and accumulators. Payroll Calculations Administrators are not able to view Payroll results. No approval authority.
PAYROLL AUDITOR	View all payroll setup and operational data regardless of organization. View all payroll business processes.
FINANCE ADMINISTRATOR	Create and maintain all financial setup data regardless of organization. Examples include financial institutions, financial accounting data, ledgers, journal sources, account control rules, fiscal schedules, items, and taxes. Finance Administrator can Run Pay Accounting task. No approval authority.
SETTLEMENT ADMINISTRATOR	Create and maintain all settlement setup data regardless of organization. Examples include financial institutions, bank accounts, payment types, bank routing rules, and bank reconciliation. No approval authority.
REPORT WRITER	Create and maintain custom reports and calculated fields.



ACTIVITY 9.1 – CREATE A SECURITY GROUP WITH ACCESS TO PAYROLL RESULTS

Business Case: HR would like to give a select group of administrators View only access to payroll results for workers in the pay groups they support. To comply with this request you need to:

- Create a role-based security group called HR Payroll Specialist.
- Give the new security group view-only access to the domains that contain payroll results.
- Assign HR administrators to the new HR Payroll Specialist role.

➡ **Sign in as Logan McNeil (lmcneil).**

CREATE AN ASSIGNABLE SECURITY ROLE

1. Access the **Maintain Assignable Roles** task.
2. Add a row in the Maintain Assignable Roles grid.
3. Enter the following information:

Field	Entry Value
Role Name	HR Payroll Specialist
Enabled for	Pay Group
Hide on View if Not Assigned	Checked
Assigned by Security Groups	Security Administrator

4. Click **OK** and **Done**.

CREATE A SECURITY GROUP

1. Access the **Create Security Group** task.
2. Enter the following information:

Field	Entry Value
Type of Tenanted Security Group	Role-Based Security Group (Constrained)
Name	HR Payroll Specialist

3. Click **OK**.
4. Enter the following information:

Field	Entry Value
Name	HR Payroll Specialist (defaults in)
Assignable Role	HR Payroll Specialist
Applies to Current Organization Only	Select radio button
Role has access to the positions they support	Make sure radio button is selected

5. Click **OK** and **Done**.

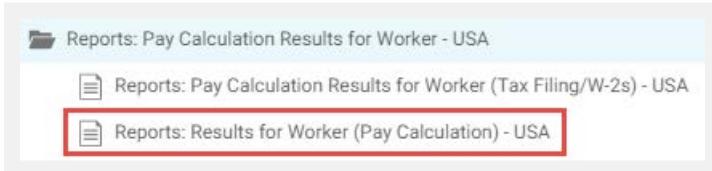
ATTACH A ROLE-BASED SECURITY GROUP TO PAYROLL DOMAINS IN CORE PAYROLL

1. Access the **Domain Security Policies for Functional Area** report.
2. Select **Core Payroll** in the Functional Area field and click **OK**.
3. Select the **Worker Data: Payroll** folder and click **Edit Permissions**.
4. Under Report/Task Permissions, assign the HR Payroll Specialist **View** access to this domain.
5. Click **OK** and **Done**.
6. Select the **Reports: Pay Calculation Results for Worker** folder and click **Edit Permissions**.
7. Under Report/Task Permissions, assign the HR Payroll Specialist **View** access to this domain.
8. Click **OK** and **Done**.

ATTACH A ROLE-BASED SECURITY GROUP TO A PAYROLL DOMAIN IN USA PAYROLL

1. Access the **Domain Security Policies for Functional Area** report.
2. Select **USA Payroll** in the Functional Area field and click **OK**.
3. Select the **Reports: Pay Calculation Results for Worker – USA** folder.

4. Select the domain within the folder titled **Reports: Results for Worker (Pay Calculation) – USA**.



5. Click the **Edit Permissions** button.
6. Under Report/Task Permissions, assign the HR Payroll Specialist **View** access to this domain.
7. Click **OK** and **Done**.

ACTIVATE PENDING SECURITY POLICY CHANGES

1. Access the **Activate Pending Security Policy Changes** task.
2. Describe the change you made in the Comment field (required entry).
3. Click **OK**.
4. Select the **Confirm** checkbox.
5. Click **OK** to activate the security policy change.

ASSIGN AN EMPLOYEE TO THE HR PAYROLL SPECIALIST ROLE

1. Access the **View Pay Group** report.
2. Select **1_Weekly** in the Pay Group field and click **OK**.
3. From the **1_Weekly** pay group, select the related action **Roles > Assign Roles**.
4. Accept today's date as the Effective Date and click **OK**.
5. Add a row in the Assign Roles grid and enter the following information:

Field	Entry Value
Role	HR Payroll Specialist
Assigned To	Staff HR Representative – Dawn Myers

6. Click **OK** and **Done**.

ACCESS BEN ADAMS' PAYROLL RESULTS AS DAWN MYERS

1. Access the **Start Proxy** task.
2. Select **Dawn Myers** in the Act As field and click **OK**.
3. Access the **Pay Calculation Results for Worker** report.
4. Select **Ben Adams** in the Worker field and click **OK**.
5. Review the payroll results for Ben Adams.
6. Access the **Stop Proxy** task.
7. Select the **Confirm** checkbox and click **OK**.

PAY COMPONENT SECURITY SEGMENT

The *Create Pay Component Security Segment* task defines pay components that non-payroll users, such as managers and benefits administrators, can view. For example:

- Enable managers to view hourly pay and overtime pay for employees in their organization.
- Enable benefits administrators and partners to view benefit deductions only.

When you set up a pay component security segment, you have the ability to specify which earnings and deductions are included in the security segment, and which groups or roles have the ability to view the pay components included in that segment. For example, you could set up a security segment for Benefit Partners that enables them to view all benefit deductions for the workers they are responsible for.

Workday provides the ability to create security segments in different areas, including the following:

- Business Processes
- Compensation
- Integrations
- Pay Components
- Worker Documents

To Set Up Pay Component Security:

1. Access the *Create Pay Component Security Segment* task.
2. Name the pay component security segment and select the Pay Components to include in the segment.
3. Click OK and Done to save the security segment.
4. Access the *Create Security Group* task.
5. Select Segment-Based Security Group as the Type of Group and enter the group Name.
6. Click OK to access the Edit Segment-Based Security Group page.
7. On the Edit Segment-Based Security Group page:
 - a. Select the Security Group(s) that you are allowing to access the security segment defined in Step 2 (above).
 - b. In Access to Segments, identify the security segment that you want this security group to access:
8. Click OK and Done to save your work.

9. Access the Domain Security Policies for Functional Area report.
10. Select Core Payroll as the Functional Area and click OK.
11. Select the domain security policy called Reports: Pay Calculation Results (Results – Security based on Pay Component Security):



Note: This is the security policy that controls access to payroll results for a segment-based security group.

12. Click Edit Permissions.
13. Under Report/Task Permissions, add the segment security group you created using the Create Security Group task (steps 4 – 8 above). Notice that the security groups listed here have view permission only.
14. Click OK and Done to save your work.
15. If you want to modify or add pay components to the security segment you created, use the *Edit Pay Component Security* task.
16. Access the Activate Pending Security Policy Changes. This will enable the Pay Component Security Segment.
17. To verify the results of your security setup, access *Earnings / Deductions Payroll Results for Worker* or *Earnings / Deductions Payroll Results for Organization* reports.



Note: Pay Component Security Segment is optional and tenanted. If you set this up be sure to also create custom reports to provide a view of the Pay Components for the Non-Payroll Users.



KNOWLEDGE CHECK

1. What are some payroll-specific business processes?
 2. What is the difference between user-based and role-based security groups?
 3. What is the purpose of a pay component security segment?

CHAPTER 10 – PAYROLL PROCESSING

OVERVIEW

Payroll input allows you to make one or more entries or changes to an existing on- or off-cycle payroll. On-cycle payroll processes are the regularly scheduled payrolls. Off-cycle payroll processes are any payments made outside of the regularly scheduled on-cycle payroll process. Off-cycle processes include On Demand Pay Calculations, Manual Payments, and Reversals. Off-cycle entries can be created and attached to on-cycle payments.

This chapter covers payroll input and processing—including both on- and off-cycle processing. We will also overview retro and create a retro entry and process it.

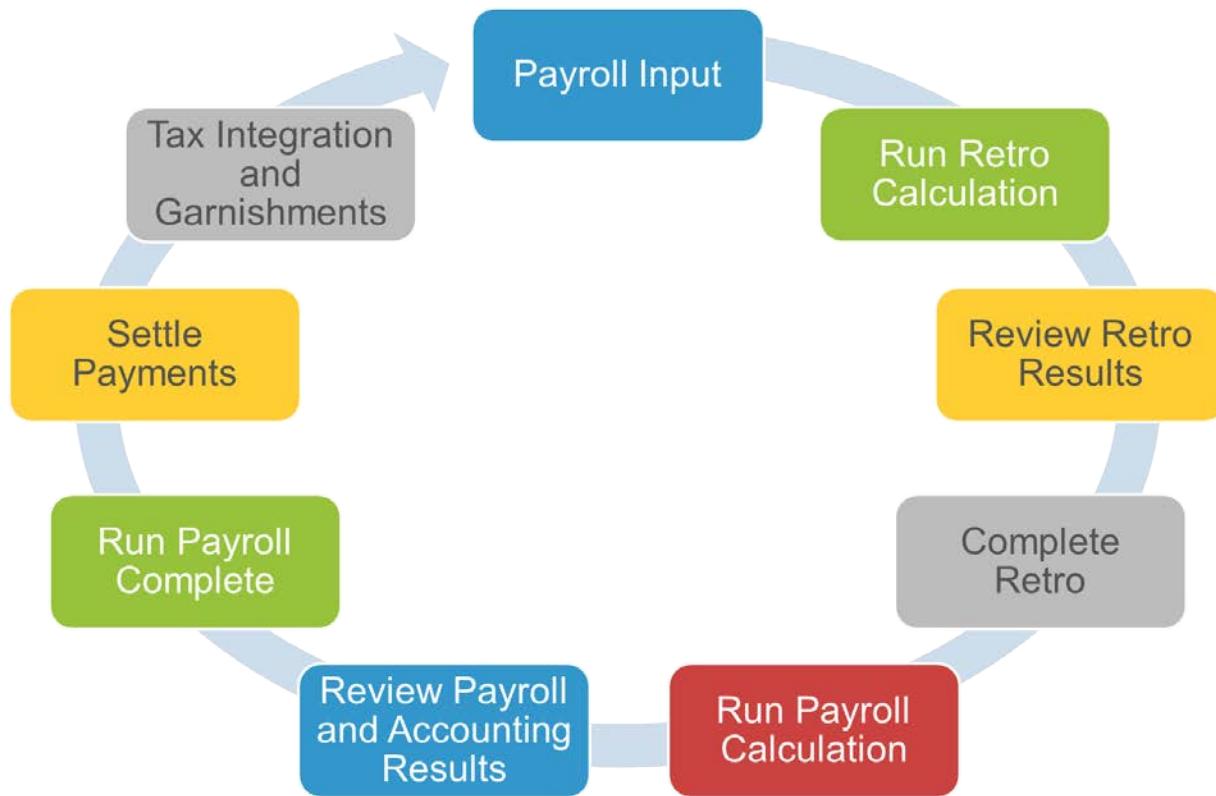
OBJECTIVES

By the end of this chapter, you will be able to:

- Add and delete payroll input.
- Process on-cycle and off-cycle payroll.
- Audit pay calculation results.
- Run retroactive processing.
- Import payroll input using the EIB.

OVERVIEW OF THE STEPS IN PAYROLL PROCESSING

Payroll input provides Workday with the payroll data required to calculate payroll, generate payroll and accounting results, and ultimately produce payroll payments. The following diagram illustrates how payroll input (data) flows into the payment process:



PAYROLL INPUT

Use the *Add Payroll Input by Worker* task to supply hours, units, or other values to earnings or deductions that require employee-level input (e.g., hourly wages), or to override, add to, or subtract from recurring earnings and deductions that normally resolve to a value without the addition of employee-level input (e.g., salary earnings).

Step 1: Access the *Add Payroll Input by Worker* task. The first page allows you to enter information that all your entries have in common, such as the same start date, worker, or pay component, saving you the time of repeatedly entering this information.



Example: If you are entering calculation values for ten workers, and all of the input applies as of today's date, enter today's date as the Start Date so that this date applies to the entry for each worker. If your entries have nothing in common, you can click the OK button.

Add Payroll Input by Worker

Worker Defaults

Worker(s)	<input type="text"/>	<input type="button" value="..."/>
Batch ID	<input type="text"/>	<input type="button" value="..."/>
Start Date	<input type="text"/> MM / DD / YYYY	<input type="button" value="..."/>
End Date	<input type="text"/> MM / DD / YYYY	<input type="button" value="..."/>
Special Entry	<input type="checkbox"/>	
Pay Component	<input type="text"/>	<input type="button" value="..."/>

Processing Defaults

<input type="radio"/> One-time	<input type="radio"/> Override	<input type="radio"/> Regular Run Category
<input type="radio"/> Ongoing	<input type="radio"/> Adjustment	<input type="radio"/> Specify Run Category
<input checked="" type="radio"/> None of the above	<input checked="" type="radio"/> None of the above	<input type="radio"/> All Run Categories
<input checked="" type="radio"/> None of the above		

Additional Defaults

Run Category	<input type="text"/>	<input type="button" value="..."/>
Payroll Worktags	<input type="text"/>	<input type="button" value="..."/>
Override Currency	<input type="checkbox"/>	

The following table describes the fields on the entry page:

Field	Description
BATCH ID	Enter an ID to associate manual payroll inputs with an existing batch payroll. You can also create a Batch ID to group manual inputs as a batch. This field accepts a maximum length of 20 characters.
SPECIAL ENTRY	Select this checkbox if you want to change an earning or deduction even if input was not allowed (see the Input Amount Allowed checkbox on the Calculation Details group box for the earning or deduction on View Earning or View Deduction). When Special Entry is selected, Input Details will allow entry of any type (Hours, Amount, or Rate). Use this option with caution, as you are overriding your company's default not to allow input. Enter the reason for the special entry in the Comments field.

Field	Description
ONE-TIME	<p>You must supply a Start Date and an End Date in order for Workday to resolve a one-time entry.</p> <p>If you make a One-time entry, it will be processed during the sub-period that includes the one-time entry's end date.</p>
ONGOING	<p>Only the Start Date is required for Workday to resolve an ongoing entry.</p> <p>If you make an Ongoing entry and a change is made during the period, the change will be prorated. If you have an entry that is outside a sub-period but within the pay period, Workday will add the entry to the previous sub-period. If there is no previous sub-period, Workday will add it to the subsequent sub-period.</p> <p>For example, a payment owed to a terminated worker after termination (with input start and end dates after the sub-period) will be applied to the worker's last sub-period; however, a relocation payment to a recently hired employee with start and end dates before a sub-period will be applied to the subsequent sub-period (in other words, the new hire's first pay).</p>
ADJUSTMENT	<p>Select Adjustment to add or subtract from a payment.</p> <p>Adjustments will resolve Pay Component Related Calculations (PCRCs). However, if you put in a flat amount (for Type, select Amount and enter a Value), PCRCs won't resolve.</p> <p>Each adjustment entry has a separate payroll calculations result resolution.</p>
OVERRIDE	<p>Select Override to overwrite a payment.</p> <p>Payroll input does not cause proration. Therefore, if you enter a subset of days on an override, Workday will override the entire sub-period or period (if no sub-periods).</p>
SPECIFY RUN CATEGORY	<p>If you select Specify Run Category, you must specify one in the Additional Defaults section. You can specify multiple run categories.</p>
PAYROLL WORKTAGS	<p>Select Payroll Worktags to associate components that are interdependent; for example, to tie a loan payment to a loan repayment.</p> <p>Worktags are also used for cost allocation. You can override cost allocation instructions entered elsewhere by selecting a business unit, cost center, fund, grant, program, project, or region.</p>
 OVERRIDE CURRENCY	<p>Select checkbox to allow currency override.</p>

Step 2 - Click OK to access the main payroll input page. When you click OK, the input page displays the defaults you selected on the initial entry page.

Step 3 - Enter any remaining variable data (fields that do not default to a value) on the main input page shown below, including required fields, Input Details (Type and Value), and any relevant optional fields.

Input 1 items		Input Details				
	Batch ID	Position	Company	Payroll Worktags	*Type	Value
(-)		Shipping & Receiving Associate			(+)	

Once these steps are complete, payroll input is ready for calculation. If payroll has already been calculated, it requires recalculation:

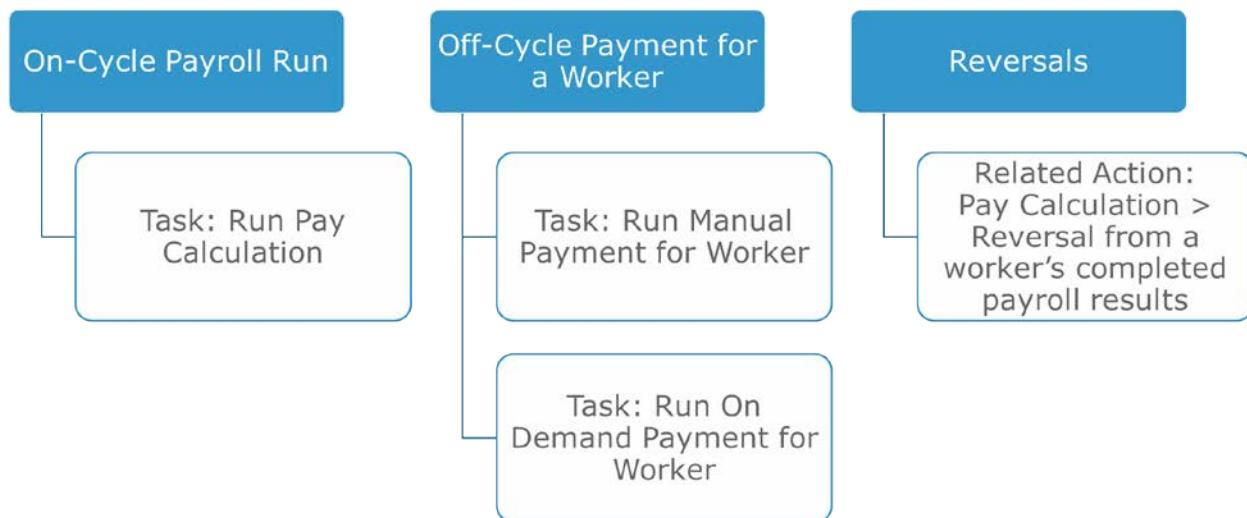
- For workers whose status is In Progress when you make the changes, Workday changes the status to Requires Recalculation.
- For workers whose status is Complete when you make the changes, the Payroll Result displays the Retro Source as Supported Retro to process – In Progress.

To enter high volume input, use Workday's Enterprise Interface Builder (EIB) rather than keying in data for one employee at a time.

CALCULATE PAYROLL AND GENERATE ACCOUNTING RESULTS

You run the payroll process to calculate and complete payroll and generate payroll accounting entries. You can track both the overall progress of a pay run and the movement of individual payees through the payroll process using pay calculation and accounting statuses.

Based on the type of payroll run, select the appropriate task:



Note: Off-cycle batch processing is available, but is a separate process.



Reminder: Workday automatically generates payroll accounting entries as part of the calculation process. You do not need to run a separate process to generate accounting entries.

PAYROLL CALCULATION STATUSES

The following table describes the different payroll calculation statuses.

Status	Description
IN PROGRESS	The pay calculation process has been run and there is at least one payee with gross-to-net results; in addition, at least one payee in the pay group/pay run group does not yet have a status of Complete.
COMPLETE WITH EXCEPTIONS	The Complete Pay Calculation process step has been run for the pay group/pay run group; however, one or more payees is On Hold or In Error.
PENDING COMPLETION	Appears when a worker has off-cycle or retro results and on-cycle results in the same period. Before you can complete the on-cycle results, you must complete the off-cycle or retro results first.

Status	Description
REQUIRES RE-CALCULATION	A change has been made to the payroll so that it requires recalculation before it can be completed.
COMPLETE	The Complete Pay Calculation process step has been run for the pay group and there are no payees on Hold or in Error.

VERIFY PAYROLL RESULTS

You can verify that your payroll results are correct using the following reports:

- **Pay Calculation Results for Worker:** Displays high level results for an individual worker.
- **Pay Calculation Results for Group of Workers:** Displays high level results for all of the workers in a pay run group or pay group.
- **Payroll Input Not Processed:** Displays unprocessed payroll input.
- **Hourly Employees Missing Input for the Current Pay Period:** Displays workers who are missing required hours.



Note: To audit any task, object or user, access the *View User or Task or Object Audit Trail* report. This report allows you to audit users and objects to track all changes processed within a specified timeframe.

If you find payroll errors, make the necessary corrections and recalculate payroll.

To view accounting results, run the *Payroll Accounting by Company/Period* or *Payroll Accounting by Period/Pay Group* reports. To identify and fix operational journals with errors, use the *Fix Operational Journals with Errors* report. If necessary, after identifying and correcting accounting errors, rerun the accounting process. To do this, use the *Run Pay Accounting* task.



Important! This task regenerates the accounting entries only—it does not recalculate payroll results. If there are errors in your original payroll calculations, these errors will be reflected in your accounting entries.

COMPLETE THE PAYROLL

For on-cycle runs, complete the pay run using the *Run Pay Complete* task.

For off-cycle runs by worker, complete the payment by accessing the *Pay Calculation Results for Group of Workers* report or the *Pay Calculation Results for Worker* report and selecting Pay Calculation > Complete as a related action on a worker's payroll results.

Alternatively, you can complete off-cycles in batch mode by going to Run Pay Complete and choosing off-cycle from the On-cycle/Off-cycle field.



ACTIVITY 10.1 – ADD PAYROLL INPUT (SPECIAL ENTRY) AND RUN PAY CALCULATION

Business Case: You received notification from HR to not pay Manny his regular salary for one payroll cycle only. Up until now, you have used payroll input to enter hours and other values. In this activity, you will use payroll input to create a special entry that prevents a worker from receiving his salary.

Once you have added payroll input, you need to run pay calculation for the 1_Weekly pay group and review the payroll results for Manny Soto.

➔ **Sign in as Logan McNeil (lmcneil).**

ENTER PAYROLL INPUT USING SPECIAL ENTRY

1. Access the worker record for **Manny Soto**.
2. From the Related Actions icon beside his name, select **Payroll > Add Input**.
3. Enter the following information:

Field	Entry Value
Batch ID	Your initials
Start Date	04/11/2016
End Date	04/17/2016
Special Entry	Select checkbox
Pay Component	Hourly Pay – Auto Pay (Ignore the warning message that displays)
Processing Defaults	<ul style="list-style-type: none"> • One-Time • Override • Regular Run Category

4. Click **OK**.
5. Add a row in the Input Details section.
6. Select **Hours** in the Type field and enter **0** (for the employee's salary) in the Value field.
7. Enter ***HR sent a notification not to pay Manny Soto at this time*** in the Comment field.
8. Click **OK** and **Done**.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.



Note: Workday automatically generates payroll accounting entries as part of the calculation process.

2. Enter the following information:

Field	Entry Value
Period	04/11/2016 – 04/17/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Not Yet Started (defaults in)

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.

REVIEW PAYROLL RESULTS

1. Off the period you just calculated, select the related action **Reports > Pay Calculation Results for Group of Workers**.
2. Select **1_Weekly: 1-Regular (Weekly)** in the Pay Run Groups and/or Pay Group Details field.
3. Click **OK**.
4. Click the **magnifying glass** icon for Manny Soto to view his payroll results.
5. Verify that his Hourly Pay – Auto Pay amount is \$0.00.



ACTIVITY 10.2 – DELETE PAYROLL INPUT AND RE-CALCULATE RESULTS

Business Case: You received another notification from HR to pay Manny his regular salary. Now you will delete the previously entered payroll input.

- ➊ **Sign in as Logan McNeil (lmcneil).**

DELETE PAYROLL INPUT

1. Access the worker record for **Manny Soto**.
2. From the Related Actions icon beside his name, select **Payroll > Pay Calculation Results for Worker**.
3. Click the **magnifying glass** in the most recent Payroll Results column.
4. Click the **Payroll Input** tab.
5. Verify the grid includes Manny's payroll override of 0 hours.
6. From the Related Actions icon beside Manny Soto's Payroll Input, select **Payroll Input > Delete**.
7. Select the **Confirm** checkbox.
8. Click **OK** and **Done**.
9. From the bottom of the page, click the **Re-Calculate Result** button.
10. Click **OK**.
11. Notice the gross and net for Manny Soto.



Note: You just deleted payroll input and re-calculated the results on Manny Soto only.



ACTIVITY 10.3 – ADD PAYROLL INPUT FOR WORKERS AND RUN PAY CALCULATION

Business Case: In this activity, you will add payroll input. You will record some regular hours for Ben Adams, Kevin Turner, Terry Givens, and Todd Hardy.

- ➊ **Sign in as Logan McNeil (lmcneil).**

ADD PAYROLL INPUT FOR WORKERS

1. Access the **Add Payroll Input by Worker** task.
2. Enter the following information:

Field	Entry Value
Workers	<ul style="list-style-type: none"> Ben Adams Kevin Turner Terry Givens Todd Hardy
Batch ID	Your initials
Start Date	04/11/2016
End Date	04/17/2016
Processing Defaults	<ul style="list-style-type: none"> One-time Override Regular Run Category

3. Click **OK**.
4. Enter the following Pay Components for each Worker:

Worker	Pay Component
Ben Adams	Hourly Pay [USA]
Kevin Turner	Hourly Pay [USA]
Terry Givens	Hourly Pay [USA]
Todd Hardy	Hourly Pay [USA]

5. For each worker, add a row in the Input Details grid, then enter the following information:

Worker	Type	Value
Ben Adams	Hours (unprorated)	40
Kevin Turner	Hours (unprorated)	40
Terry Givens	Hours (unprorated)	30
Todd Hardy	Hours (unprorated)	40

6. Add another row in the Input grid and select **Ben Adams** in the Worker field.
7. Select **Overtime – Hourly (1x) [USA]** in the Pay Component.
8. Add a row in the Input Details section of the grid and enter **5** in the Value field.
9. Click **OK** and **Done**.
10. Access the **View Payroll Input by Worker** report and review your input for Ben Adams.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/11/2016 – 04/17/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Requires Re-calculation
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Click the number in the In Progress column and review the payroll results.



ACTIVITY 10.4 – ADD PAYROLL INPUT USING ADJUSTMENT AND RE-CALCULATE RESULTS

Business Case: Kevin Turner wants to make an ongoing \$25 United Way deduction. You need to add input for this deduction. You were told the deduction should be ongoing from 04/11/2016 to 12/30/2016.

Later you find out that Kevin really wanted the deduction to start in the previous pay period (04/04/2016 – 04/10/2016). You need to add payroll input to adjust the United Way amount and re-calculate results.

- ➡ **Sign in as Logan McNeil (lmcneil).**

ADD PAYROLL INPUT

1. Access the worker record for **Kevin Turner**.
2. From the Related Actions icon beside his name, select **Payroll > Add Input**.
3. Enter the following information:

Field	Entry Value
Batch ID	Your initials
Start Date	04/11/2016
End Date	12/30/2016
Pay Component	United Way
Processing Defaults	<ul style="list-style-type: none"> • Ongoing • Override • Regular Run Category

4. Click **OK**.
5. Add a row under Input Details and enter **25** in the Value field.
6. Click **OK** and **Done**.

ADD PAYROLL INPUT USING ADJUSTMENT

1. Access the worker record for **Kevin Turner**.
2. From the Related Actions icon beside his name, select **Payroll > Add Input**.

3. Enter the following information:

Field	Entry Value
Batch ID	Your initials
Start Date	04/11/2016
End Date	04/17/2016
Pay Component	United Way
Processing Defaults	<ul style="list-style-type: none">• One-time• Adjustment• Regular Run Category

4. Click **OK**.
5. Add a row under Input Details and enter **25** in the Value field.
6. Click **OK** and **Done**.

RECALCULATE PAYROLL

1. Access the worker record for **Kevin Turner**.
2. From the Related Actions icon beside his name, select **Payroll > Pay Calculation Results for Worker**.
3. Select the **Payroll Result** for the current period.
4. Click **Re-Calculate Result** and click **OK**.
5. Verify the United Way deduction has been adjusted for this pay period.



ACTIVITY 10.5 – EDIT EARNING AND RUN PAY CALCULATION

Business Case: In this activity, you will edit the previously created mileage allowance earning to pay \$50 monthly during the 2nd period of the month. After the edits are made, you will re-calculate payroll.

- ➊ Sign in as Logan McNeil (lmcneil).

EDIT EARNING

1. Access the **Edit Earning** task.
2. Select **1_Mileage Allowance** and click **OK**.
3. Add a row in the Scheduling grid and select **Scheduling: 2nd Period of Month (based on Payment Date)** so the earning only pays once per month.
4. In the Calculation Details section, select **Compensation: Compensation Element Value (using PC Freq Override)** in the Calculation field.
5. Select **Monthly** in the Override Frequency field.
6. Click **OK** and **Done**.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/11/2016 – 04/17/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	<ul style="list-style-type: none"> In Progress Not Yet Started
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.

4. Click **Refresh** until the Status displays Completed.
5. Click the **number** in the In Progress column.
6. View the **Payroll Result** for Kelly Brown and verify the \$50 monthly mileage allowance.

RETROACTIVE PROCESSING

The Run Retro Pay Calculation task recalculates an employee's earnings and any deductions configured for retro processing, in response to supported retroactive changes. It recalculates the pay components for every period from when the change begins until the current period. Differences in earnings and deductions are subject to taxes and other deductions in the current period.

You can pay retro differences either in the employee's current regular payroll run or in an on demand additional payment for the current period.

When you use the Run Retro Pay Calculation task, Workday recalculates these pay components for workers who have a supported retroactive change, and forwards the differences to the current period:

- All earnings, except those configured for gross up.
- Deductions enabled for retroactive processing.

Workday doesn't recalculate deductions for taxes or withholding orders.

If you must modify a pay component after you process it in your production environment, Workday recommends that you push the No Retro Processing Prior To date after the date of your edit.

RETRO PROCESSING DATES

A worker's No Retro Processing Prior To date determines the earliest period for which Workday can recalculate earnings and deductions in response to supported retroactive changes. For prior period changes (supported or unsupported) that occur before a worker's No Retro Processing Prior To date, you must manually calculate any differences and enter them as worker input.

The following table identifies different ways to change a worker's No Retro Processing Prior To date:

Task/Web Service	What it Does
RUN RETRO WORKER DATA INITIALIZATION	<p>Sets the initial date for each worker to either:</p> <ul style="list-style-type: none"> • The end date of the last completed pay period + 1 day if the worker had supported or unsupported retroactive changes for a completed period. • 2010-01-01. <p>You typically run the process only once.</p>
CHANGE NO RETRO PRIOR TO DATE	<p>Changes a worker's date to a later date that you select.</p>

Task/Web Service	What it Does
CHANGE NO RETRO PROCESSING PRIOR TO DATE FOR GROUP OF WORKERS	Changes the date for all workers in selected pay groups or pay run groups to the end date of the last completed pay period or current period in progress if there is one + 1 day.
PUT NO RETRO PROCESSING PRIOR TO DATE FOR WORKERS WEB SERVICE	Changes each worker's date to a later date. New dates can differ by worker

RETROACTIVE ORDER OF EVENTS

1. Make retroactive changes through payroll input, EIB, or the worker's comp record.
2. Run Retro Pay Calculation task.
3. Review the *Payroll Retro Changes for Group of Workers* report to see retro changes made. This will display supported and unsupported retro activity. It is recommended you run this report from the beginning of the year to current date to ensure you pick up all changes.
4. Manually correct any unsupported retro (changes made before the retro date, unsupported changes, etc.).
5. Review the *Retro Pay Calculation Results for Group of Workers* report.
6. Use the Run Pay Calculation task to run your regular on-cycle payroll.
7. Review *Pay Calculation Results for Group of Workers* report.
8. Use the Run Retro Pay Complete task to complete the retro pay. This should only be done in batch *once* per pay period. If you need to complete a worker individually before the pay period is complete, use the related action off the worker.
9. Run Pay Calculation task.
10. Run Pay Complete task.

RETRO PROCESSING STATUSES

Workday displays retro statuses on the Run Retro Pay Calculation page, *Retro Pay Calculation Results for Group of Workers* report, and other pages that you can use to track the progress of retro processing.

When the Run Retro Pay Calculation task is run, each employee is placed into a specific status. Retro statuses that apply to individual employees are as follows:

Status	Description
CANNOT PROCESS RETRO – HAS UNSUPPORTED RETRO EVENTS	Employee has unsupported retro changes that require manual adjustments.
NO SUPPORTED RETRO TO PROCESS	Employee does not have any supported retro changes to process.
SUPPORTED RETRO TO PROCESS	Employee has supported retro changes that require processing.
CANNOT PROCESS RETRO – RETRO CHANGE DATE EVENT IN PROGRESS	Employee's No Retro Processing Prior To date is in the process of being changed. You can recalculate or cancel retro for the employee, but you cannot complete the Retro Pay Calculation process for the employee.

SUPPORTED RETROACTIVE CHANGES

Supported retroactive changes are changes for which the retro pay calculation process can recalculate an employee's prior period earnings and deductions.

Workday can process a supported retroactive change if:

- It occurs on or after an employee's No Retro Processing Prior To date.
- The employee has no unsupported retro changes.
- The employee doesn't have positions in more than one pay group or company.
- The employee has a previous pay result for the period you're recalculating.

The *All Supported Payroll Retro Transaction Types* report lists the types of retro changes Workday currently supports, and when it began to support them.

Example: Support for retroactive benefit changes began in Workday 18. You can recalculate prior period earnings and deductions in response to benefit changes completed after conversion to Workday 18, if:

- The change went into effect on or after the worker's No Retro Processing Prior To date.
- The worker has no unsupported retro transactions with an effective date on or after the No Retro Processing Prior To date.

Supported compensation changes are those initiated through Workday Compensation and include:

- Compensation Change for Compensation Plan Event
- Employee Bonus for Bonus Process
- Employee Compensation Event for Automatic Step Progression
- Propose Compensation
- Propose Compensation Change
- Request Bonus Payment
- Request Compensation Change
- Request Employee Merit Adjustment
- Request One-Time Payments
- Request Base Pay Change
- Request Allowance Plan Assignment Change
- Period Activity Pay

Supported benefit changes are those initiated by events such as Change Benefits or Change Benefits Annual Rate that affect rates or deductions.



Note: A compensation change, payroll input, or other supported retro event, can also cause Workday to recalculate benefit deductions that are configured to recalculate during retro.

UNSUPPORTED RETROACTIVE CHANGES

Unsupported retroactive changes are prior period changes for which the retro pay calculation process doesn't recalculate earnings or deductions, but identifies for you, so that you can manually calculate differences and make adjustments.

The *All Unsupported Payroll Retro Transaction Types* report lists the types of retro changes that are currently unsupported.

- Leave of absence requests and returns are unsupported when the Payroll Effect option is enabled for the leave type.
- Because terminated workers aren't processed during retro calculations, Workday doesn't display retroactive terminations as unsupported events.

OFF CYCLE RETRO PROCESSING

Workday Payroll provides a way to process an on demand additional payment for a worker that includes the retroactive differences calculated by the Retro Payment Calculation process. Differences included in on demand additional payments are not paid during regular on cycle payroll.

Steps:

1. Run the Retro Pay Calculation process.
2. Review results of the Retro Pay Calculation process for the worker.
3. Create an on demand additional payment to pay the retroactive differences.
 - a. Using the On Demand Payment for Worker task, select:
 - ◆ The current period (not the Prior Period check box).
 - ◆ The pay group and regular run for the worker. (You can't process retro differences with non-regular run categories, such as bonus runs.)
 - ◆ A sub-period target date if you want to pay the retro differences for a sub-period.
 - ◆ A payment date that's on or after the period start date and in the same calendar year as the payment date for the current period. Select the Include Retro Differences in Payment check box in the Retro Results section.
 - b. If paying the retroactive differences only, remove the empty row from the Input grid.
 - c. Click OK.



Note: If you run the regular, on cycle payroll before creating the on demand payment, the status of the on cycle result changes to Requires Re-Calculation and you must recalculate the worker's on cycle result.

4. Complete the retro pay calculation for the worker or the entire pay group.



Note: After you complete a worker's retro pay calculation, you can't pay additional retro differences to the same worker in another on demand additional payment until you complete retro pay calculations for the entire pay group.

5. Complete the on demand payment.

CANCEL RETRO COMPLETE

The *Cancel Retro Complete* task allows a user to cancel completed retro transactions and put those retro transactions back into an In Progress status. The *Cancel Retro Complete* task can be run at the pay group or pay run group level.

It is important to understand that this task can only be processed in certain circumstances:

- The *Run Retro Pay Complete* task was run accidentally.
- The payroll has NOT been completed for the pay group or pay run group with the completed retro results.

Once the *Cancel Retro Complete* task is run, all completed retro payroll results that are NOT part of a completed payroll result for a specific pay group or pay run group are moved back to an In Progress status.



Note: There is a similar task to cancel pay complete, which can be used in certain, limited situations.

The *Cancel Retro Pay Complete* and *Cancel Pay Complete* tasks should be used cautiously. These tasks belong to separate security domains, such as *Process: Run Batch Cancel (Retro Cancel)*, and therefore can be limited to specific security groups.



ACTIVITY 10.6 – RETROACTIVE PROCESSING

Overview: In order to demonstrate retroactive processing you need to verify the completion of a prior payroll for the 1_Weekly pay group. You will run the process to set the retro initialization date, enter retroactive payroll input to a previously completed period, and calculate.

- ➊ Sign in as Logan McNeil (lmcneil).

INITIALIZE NO RETRO PROCESSING PRIOR TO DATE

1. Access the **Run Retro Worker Data Initialization** task.
2. Select the **OK to Proceed** checkbox.
3. Click **OK** and **Done**.
4. Access the **Payroll No Retro Processing Prior To Date for Group of Workers** report.
5. Select **1_Weekly: 1-Regular (Weekly)**.
6. Click **OK**.

RUN PAY COMPLETE

1. Access the **Run Pay Complete** task.
2. Enter the following information:

Field	Entry Value
Period	04/11/2016 – 04/17/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
On-cycle/Off-cycle	On-cycle

3. Select the **OK to Proceed** checkbox.
4. Click **OK**, and then click **Refresh** until the Status displays Completed.

RUN RETRO PAY CALCULATION

1. Access the **Run Retro Pay Calculation** task.
2. Select **1_Weekly: 1-Regular (Weekly)** in the Pay Run Groups and/or Pay Group Details field.
3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Notice the number of No Supported Retro to process statuses.

ADD PAYROLL INPUT FOR RETRO PROCESSING

1. Access the worker record for **Kevin Turner**.
2. On the Pay tab, review his payroll results.
3. From the Related Actions icon beside his name, select **Payroll > Add Input**.
4. Enter the following information:

Field	Entry Value
Batch ID	Your initials
Start Date	04/11/2016
End Date	04/17/2016
Pay Component	Overtime – Hourly (1x) [USA]
Processing Defaults	<ul style="list-style-type: none">• One-time• Override• Regular Run Category

5. Click **OK**.
6. Add a row in the Input Details section and enter **5** in the Value field.
7. **OK and Done**.

RUN RETRO PAY CALCULATION

1. Access the **Run Retro Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Requires Re-calculation

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Notice the number of Supported Retro to process statuses.

REVIEW THE RETRO PAY CALCULATION RESULTS FOR GROUP OF WORKERS

1. Access the **Retro Pay Calculation Results for Group of Workers** report.
2. Enter the following information:

Field	Entry Value
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Retro Processing Date	1_Weekly: 1-Regular (Weekly) – Today's Date – In Progress

3. Click **OK**.
4. Verify that Kevin Turner has the Retro Status: Supported Retro to process.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task to calculate the regular on-cycle payroll.
2. Enter the following information:

Field	Entry Value
Period	04/18/2016 – 04/24/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Not Yet Started (defaults)
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Run the **Pay Calculation Results for Worker** report for **Kevin Turner**.
6. Click the magnifying glass for the most recent period.
7. Review the payroll results for Kevin Turner. Note his Pay Calculation Status.

In order to complete the on-cycle process, you will need to Run Retro Pay Complete. You will do this in the next activity.



ACTIVITY 10.7 – RUN RETRO PAY COMPLETE

Business Case: In this activity, you will complete the Retro Pay previously calculated using the Run Retro Pay Complete process.

- ➊ Sign in as Logan McNeil (lmcneil).

RUN RETRO PAY COMPLETE

1. Access the **Run Retro Pay Complete** task.
2. Select **1_Weekly: 1-Regular (Weekly)** in the Pay Run Group and/or Pay Group Details field.
3. Select the **OK to Proceed** checkbox.
4. Click **OK**.
5. Click **Refresh** until the Status displays Completed.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/18/2016 – 04/24/2016 (1_Weekly)
Pay Run Groups and/or Pay Groups	1_Weekly: 1_Regulatory (Weekly)
Calculation Status	Requires ReCalc due to Retro
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Click the **number** in the In Progress column.
6. Click the Payroll Result column for Kevin Turner and review his results.

OFF-CYCLE PROCESSING

Off-cycle payment transactions occur outside of a regularly scheduled, on-cycle pay run and include:

- Manual payments that record payments made to employees outside of Workday Payroll (for example, by check or cash).
- Reversals that back out a completed pay calculation for an employee.
- On-demand payments that replace or are issued in addition to employees' on-cycle payments.

Off-cycle entries can be created and attached to the current on-cycle pay period, or to a prior pay period. Because off-cycle calculations are attached to on-cycle payments, they can affect worker's on-cycle payment results.

PROCESSING SEQUENCE

Workday enforces the following processing sequence for off-cycle and on-cycle payments:

- 1 – Manual payments
- 2 – Reversals
- 3 – On-demand pay calculations
- 4 – On-cycle pay calculations

This means that all off-cycles must be completed before the on-cycle that they are being processed with can be completed. If off-cycles are processed independently in an Adjustment Run, they will not affect the regular on-cycle run.

Off-cycle entries processed with a current, open payroll, will necessitate a recalculation of the current payroll calculation for the individual workers affected by the off-cycle transactions.

You may process multiple off-cycle entries of the same type against the same worker at the same time. However, only one of the entries is allowed to be in an 'in progress' status. For example, you will need to complete your first Manual Pay Entry before processing a second such entry; however, you could process an on-demand for the same worker at the same time.

Manual off-cycle entries are typically used to adjust previously completed payroll results, modify year-to-date results for workers, enter payroll information necessary for W-2 processing that was paid OUTSIDE Workday payroll, such as third party sick pay, and to reverse or void out previously completed payroll results. Settlement of off-cycles must be completed separately from the settlement of on-cycle transactions.

MANUAL PAYMENTS

Manual Payments are used to record payments made outside the Workday Payroll system, such as third party sick pay, stock, etc. Manual Payments must reflect all worker deductions and taxes, and each must be entered manually, as Workday calculates only employer taxes. Gross minus taxes and deductions must equal the net input. Manual Payments can also be used to move taxable wages and balances. You can also use the Put Off-cycle Payment Web Service to perform a mass load.

This example illustrates one way to adjust a worker's taxes and wages when you are notified of a worker's move after the fact.

Scenario

Sherry is taxed as a North Carolina worker and resident for the first three quarters of the year. On April 1, she moves to Georgia, but does not notify you until October 5, in the current period.

You need to move Sherry's wages and taxes for April through September to the appropriate tax jurisdiction. It is too late to do a reversal, so you decide to process a manual additional payment. Although you could process an on-demand or on-cycle payment instead, you choose a Manual Payment because no check number will be generated.

Your corrections will ensure that data Workday Payroll uses for tax reporting is accurate. You are responsible for manually preparing and filing any amended quarterly reports that might be necessary.

Solution

1. In consultation with your tax advisor, determine:
 - a. Which taxes paid to North Carolina need to be adjusted?
 - b. For each North Carolina tax that requires adjustment, figure out Sherry's:
 - i. Subject wages
 - ii. Taxable wages
 - iii. Amount of tax paid from April through September

These reports can help you research the amounts: Pay Calculation Results for Worker, Tax Filing Quarterly Data for Workers, and Payroll Multistate Withholding Rules.

2. Determine which taxes Sherry should have paid to Georgia from April through September. For each tax, figure out the subject wages, taxable wages, and amount of tax due.
3. Access the Run Manual Payment for Worker task.
4. Select October, the current period (in progress or not yet started).
5. Select Create Additional Payment.
6. In the Input section, record the taxes Sherry paid to North Carolina.
7. Select the tax in the Pay Component field, keeping the default worktag.
8. Add three rows for the Type, selecting Amount, Subject Amount, and Taxable Amount.
 - a. Enter each amount you determined in step 1 as a negative number.
 - b. Record the taxes Sherry should have paid to Georgia.
 - c. Select the tax in the Pay Component field, keeping the default worktag.
9. Add three rows for the Type, selecting Amount, Subject Amount, and Taxable Amount.
 - a. Enter each amount you determined in step 2 as a positive number.

Workday updates the worker's pay accumulations and pay balances for the period with the payment date.

REVERSALS

Reversals are used to 'back out' or reverse the entire pay results entry for a worker. Reversals can only be made to completed payroll results, which can be located in a variety of ways. One of the most common ways to create a reversal entry is to run the *Pay Calculation results for a Worker* report, as shown:

The screenshot shows a report titled "Pay Calculation Results for Worker" for Ben Adams. The report displays three completed payroll results, each with details like Period, Payment Date/Reversal Date, Pay Group Detail, Primary Position, Company, Calculation Status, Calculation DateTime, and Result Updated DateTime.

Payroll Result	Period	Payment Date/Reversal Date	Pay Group Detail	Primary Position	Company	Calculation Status	Calculation DateTime	Result Updated DateTime
Q 03/30/2015 - 04/05/2015 (Weekly (Mon-Sun))	04/10/2015	USA Weekly (Regular)	Shipping & Receiving Associate - Ben Adams	Global Modern Services, Inc. (USA)	In Progress	10/06/2015 02:03:31.397 PM	10/05/2015 03:51:29.447 PM	
Q 03/23/2015 - 03/29/2015 (Weekly (Mon-Sun))	04/03/2015	USA Weekly (Regular)	Shipping & Receiving Associate - Ben Adams	Global Modern Services, Inc. (USA)	Complete	09/28/2015 03:49:36.671 PM	09/28/2015 03:02:05.074 PM	
Q 03/16/2015 - 03/22/2015 (Weekly (Mon-Sun))	03/27/2015	USA Weekly (Regular)	Shipping & Receiving Associate - Ben Adams	Global Modern Services, Inc. (USA)	Complete	09/17/2015 02:26:32.921 PM	09/17/2015 02:26:32.921 PM	

From the related action icon on the payroll results, the entry can be reversed:

The screenshot shows the "Payroll Result" page for Ben Adams. The page displays basic information such as Payroll Result, Period, Pay Group Detail, Primary Position, Company, and Calculation Status. Below this, there is an "Actions" menu with several options: Payroll Result, Audits, Business Process, Favorite, Integration IDs, Next Result for Worker, Pay Calculation, Payroll Input for Worker, Recent Details, Reversal, and Period. The "Reversal" option is highlighted with a red box.

Once the entry is reversed, all previous positive entries will show as negative and all previous negative entries as positive. The net effect of a reversal is to ‘zero out’ or void the entry being reversed.



Note: When a reversal is completed, it is no longer displayed on the self-service payslip page.

Keep in mind the effect that a reversal may have on general ledger, positive pay and check reconciliation, direct deposit, and taxes. If your organization does not use Workday for accounting, the results may differ; however, if you are using Workday for accounting, the reversals will be displayed, as follows:

If the accounting period of the original result is open, Workday:

- Posts the reversal to the original period.
- Reverses payroll accruals to the reporting period.

If the accounting period of the original result is closed, Workday:

- Reverses payroll accruals to the reporting period.
- Uses the reporting period payment date as the accounting date.

ON-DEMAND PAY CALCULATIONS

On-demand pay calculations are used to create a check, direct deposit entry, additional pay, or replacement pay. Workday will calculate all employer taxes but will not withhold benefit or general deductions on an on-demand pay calculation that is created as an Additional Payment. All scheduled benefits/deductions will be resolved for a Replacement Payment. A worker can only have one On-Demand Replacement check; however there is no limit to the number of On-demand checks made as an Additional Pay. The choice of Additional Pay or Replacement Pay also affects the available earnings and deductions that can be entered in an on-demand payment.

When the on-demand is a replacement entry, all earnings and deductions are available for input (except for taxes). If the on-demand entry is an Additional Payment, then only earnings and deductions where worker input is allowed on the calculation tab may be entered.



ACTIVITY 10.8 – PROCESS AN OFF-CYCLE MANUAL PAYMENT

Business Case: Terry Givens received third-party sick pay from outside the Workday Payroll system. Record this payment and the taxes that were withheld using a manual payment.

- ➊ **Sign in as Logan McNeil (lmcneil).**

ADD PAYROLL INPUT FOR WORKER

1. Access the **Add Payroll Input by Worker** task.
2. Enter the following information:

Field	Entry Value
Worker(s)	Terry Givens
Batch ID	Your initials
Start Date	04/18/2016
End Date	04/24/2016
Pay Component	Hourly Pay [USA]
Processing Defaults	<ul style="list-style-type: none"> One-time Override Regular Run Category

3. Click **OK**.
4. Add a row in the Input Details section and enter **40** in the Value field.
5. Click **OK** and **Done**.



Note: Payroll payments made outside of the Workday payroll system need to be entered as manual payments. Those results will be processed in addition to any other payments the worker is to receive. Manual checks must have an accurate gross-to-net. You cannot save a manual check if it does not balance. All employee taxes for all jurisdictions must be specifically indicated and tagged appropriately. Employer taxes are processed automatically.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/18/2016 – 04/24/2016 (1_Weekly)
Pay Run Groups and/or Pay Groups	1_Weekly: 1_Regulary (Weekly)
Calculation Status	Requires Re-calculation
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Click the **number** in the In Progress column.
6. Click the Payroll Result column for Terry Givens and review his results.

ENTER MANUAL PAYMENT DETAILS

1. From the Related Actions icon beside Terry's name, select **Payroll > Run Manual Payment**.
2. Select the **Third Party Sick Pay** checkbox.
3. Notice that the Create Additional Payment radio button is automatically selected.
4. Click **OK**.
5. Select **Third Party Sick Pay** in the Reason field.
6. Accept the default for Sub-Period Target Date.
7. Change the Payment Date to **04/29/2016**.
8. Let the system auto-generate a Payment ID.
9. Enter a Priority of **1**.
10. Enter **600.00** as the Net Amount.

11. Expand the Override Worktags section and select **41500 HR Operations** as the Cost Center.

12. Add four more rows to the Input grid and enter the following information:

Row #	Pay Component	Worktag	Type	Value
1	Third Party Sick Pay (W-2 in WD) [USA]	State: California (search for California)	Amount	1000.00
2	Federal Withholding [USA]	Federal: Federal (defaults in)	Amount	260.00
3	OASDI [USA]	Federal: Federal (defaults in)	Amount	60.00
4	Medicare [USA]	Federal: Federal (defaults in)	Amount	20.00
5	State Withholding (Work) [USA]	State: California (search for California)	Amount	60.00

13. Click **OK** to initiate the payment process.

14. Click **Refresh** until the Status displays Completed.

15. Review the Calculation Status information displayed on the Payroll Manual Payment tab.

16. Click the **number** in the In Progress column for the Off-cycle type.

17. View the Payroll Result for Terry Givens.



ACTIVITY 10.9 – PROCESS AN OFF-CYCLE REVERSAL

Business Case: Payroll was just notified that Evelyn Welch's employment was terminated, and that her last day of work was 4/10/2016.

You need to reverse her regular pay result for the period 04/11/2016 – 04/17/2016.

- ➡ Sign in as Logan McNeil (lmcneil).

REVERSE PAYROLL RESULTS

1. Access the **Pay Calculation Results for Worker** report.
2. Select **Evelyn Welch** in the Worker field and click **OK**.
3. From the Payroll Result for the *04/11/2016 – 04/17/2016 (1_Weekly)* period, select the related action **Pay Calculation > Reversal**.
4. Enter the following information:

Field	Entry Value
Reporting Period	04/18/2016 – 04/24/2016 (1_Weekly)
Reporting Pay Group Detail	1_Weekly: 1-Regular (Weekly)
Reversal Date	04/29/2016
Action Reason	Adjustment / Correction

5. Click **OK** and **Done**.



ACTIVITY 10.10 – PROCESS AN OFF-CYCLE ON-DEMAND PAYMENT

Business Case: You need to pay severance to Evelyn Welch. You will do this by processing an on-demand payment. However, first you will process the job change.

- ➊ **Sign in as Logan McNeil (lmcneil).**

TERMINATE WORKER

1. Access the worker record for **Evelyn Welch**.
2. From the Related Actions icon beside her name, select **Job Change > Terminate Employee**.
3. Click the **Pencil** icon to enable edits.
4. Enter the following information:

Field	Entry Value
Termination Date	04/10/2016
Last Day of Work	04/10/2016
Pay Through Date	04/10/2016 (defaults)
Reason	Voluntary > Unknown

5. Click **Submit** and **Done**.

RUN ON-DEMAND PAYMENT FOR WORKER

1. From the Related Actions icon beside Evelyn's name, select **Payroll > Run On-Demand Payment**.
2. Select the **Create Replacement Payment** radio button.
3. Click **OK**.

- Enter the following information:

Field	Entry Value
Reason	Severance
Payment Date	04/29/2016
Priority	1

- Enter the following information in the first row of the Input grid:

Field	Entry Value
Special Entry	Select checkbox
Pay Component	Severance – Lump Sum

- Add a row to the Input Details section and enter **5000** in the Value field.

- Click **OK**.

- Click **Refresh** until the Status displays Completed.

In the Pending Completion column, you can see the on demand payment is pending completion of the Reversal, which could affect year-to-date totals and taxes. The on demand payment must be recalculated *after* the reversal is completed.

- Click the **number** in the Severance row.

- Click the Payroll Result for Evelyn Welch and verify the on-demand payment details.

COMPLETE ALL OFF-CYCLE PAYMENTS

- Access the **Run Pay Complete** task.

- Enter the following information:

Field	Entry Value
Period	04/18/2016 – 04/24/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
On-cycle/Off-cycle	Off-cycle

- Select the **OK to Proceed** checkbox.

4. Click **OK**.
5. Click **Refresh** until the Status displays Completed.

RECALCULATE AND COMPLETE THE ON-DEMAND PAYMENT

1. Access the **Pay Calculation Results for Worker** report.
2. Select **Evelyn Welch** in the Worker field and click **OK**.
3. From the On Demand Payment – Replacement payroll result, select the related action **Pay Calculation > Update Input/Re-Calculate**.
4. Click **OK** and review the on-demand payment results.
5. Access the **Pay Calculation Results for Worker** report.
6. Select **Evelyn Welch** in the Worker field and click **OK**.
7. From the On Demand Payment – Replacement payroll result, select the related action **Pay Calculation > Complete**.
8. Click **OK** and review the on-demand payment results.
9. Click **Done**.

IMPORT PAYROLL INPUT USING THE EIB

Use the task Create EIB to set up an inbound integration that has either a predefined template or a template from a web service operation as its data source. EIBs are defined using an intuitive Wizard-style interface in the application.

Below is a partial screenshot of the .xml EIB spreadsheet used for the Import Payroll Input.

Note: To properly fill out the spreadsheet, you will need to have an understanding of the Payroll Input for Employee task and the required data. (Required by both Workday and the company.)



ACTIVITY 10.11 – IMPORT PAYROLL INPUT USING EIB

Business Case: You need to upload payroll input, which requires that you create a template .xml spreadsheet for payroll input, enter data in the spreadsheet, then create and launch an integration to load the input. After you upload the payroll input, you need to review the loaded entries, calculate the payroll, and review the results to verify that it resolved correctly.

- ➊ Sign in as Logan McNeil (**lmcneil**).

MAINTAIN REFERENCE IDS

1. Access the **Maintain Reference IDs** task.
2. Select **Run Category** in the Business Object field.
3. Click **OK**, and then **OK** again.
4. Locate the **1_Regular** run category and change the Reference ID Value to **CLASS_REGULAR**.
5. Click **OK** and **Done**.

DOWNLOAD THE SPREADSHEET FOR IMPORTING PAYROLL INPUT

1. Access the **Create EIB** task.
2. Enter **Payroll Input EIB** in the Name Field.
3. Select the **Inbound** radio button and click **OK**.
4. Select **Next** to advance to the Get Data step.
5. In the Data Format section, click the **Web Service Operation** field and select **Import Payroll Input (WS Background Process)**.
6. Click **Next** on the Get Data, Transform, and Deliver steps.
7. Click **OK** to save.
8. From the Related Actions icon on the page displaying the integration you just created, select **Template Model > Generate Spreadsheet Template**.

9. Select the **Confirm** checkbox and click **Submit**.
10. Navigate to your **W:Drive** to see the file.
11. Click the **Import_Payroll_Import.xml** file to download it. Save it to your desktop with the same name.
12. Open the file with Microsoft Excel and view the columns on the Import Payroll Input and Payroll Input Data tabs.
13. Close the file.

VIEW THE SPREADSHEET THAT CONTAINS PAYROLL INPUT

1. Open the **Import_Payroll_Input_With_Data.xml** file (provided by your instructor) in Microsoft Excel. This file contains the payroll input data that you will load into Workday.
2. Review the data on the Import Payroll Input tab.
3. Review the data on the Payroll Input Data tab.

LAUNCH/SCHEDULE INTEGRATION

1. Access the **Launch / Schedule Integration** task.
2. Select **Payroll Input EIB** in the Integration field.
3. Make sure that the Run Frequency is set to **Run Now**.
4. Click **OK**.
5. In the Integration Attachment row, select **Create Integration Attachment** in the Value field.
6. Click **Attach** and select the **Import_Payroll_Input_With_Data.xml** file provided by your instructor.
7. Click **OK**.
8. Click **OK** to launch integration.
9. Click **Refresh** until the Status displays Completed.

VIEW PAYROLL INPUT

1. Access the **View Payroll Input by Batch ID** report.
2. Enter the following information:

Field	Entry Value
Batch ID	Class04242016
Include Details	Select checkbox

3. Click **OK**.
4. Verify the payroll input data.

RUN PAY CALCULATION

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/18/2016 – 04/24/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Calculation Statuses	Requires Re-calculation
Limit Accounting Population Based on Calculation Criteria	Select checkbox

3. Click **OK**.
4. Click **Refresh** until the Status displays Completed.
5. Click the number in the In Progress column and verify the payroll results for Ben Adams.



KNOWLEDGE CHECK

1. When would you check the Special Entry checkbox when adding payroll input?
 2. Workday recalculates supported retroactive change and forwards the differences to the current period for all earnings, except those configured for gross up and deductions not enabled for retroactive processing.
 - a. True
 - b. False
 3. What is the processing sequence for off-cycle and on-cycle payments?

CHAPTER 11 – REPORTING IN WORKDAY

OVERVIEW

Workday's Report Writer helps you to create reports that you can run directly from your home page or from your Favorites page. It makes it easy to build and run reports because it is graphical in nature. You simply add fields and criteria to the report, and run it when you want.

The output from the report writer is actionable. This means that the output is not static, but real-time, and you can drill into it and perform other actions on it. Workday Report Writer is very open, meaning that you can take a report definition and expose it as a web service. This allows it to be used in other applications, websites, or even integrations. Lastly, reports are shareable. Once you create a report, you can share it with other users, or user groups. As with all reports, you can download the information generated to an Excel spreadsheet or to a PDF document.

In this chapter, you will learn how to use Report Writer to create custom reports.

OBJECTIVES

By the end of this chapter, you will be able to:

- Identify delivered payroll reports.
- Describe the different custom report types.
- Map a pay component group to a class report field.
- Create custom payroll reports.

REPORTS OVERVIEW

Payroll information is available through Report Writer for the creation of custom Payroll Reports. Workday Payroll comes with many delivered reports, some created and easily modifiable in Report Writer. To see the reports a particular worker is able to run and view, run View Reports > Custom Reports by worker name. To view a list of all payroll reports delivered by Workday, run the Workday Standard Reports report and select Payroll Processing/Results or Payroll Worker Data as the report type. Remember that Workday reports deliver not just data, but objects that you can act on.

STANDARD REPORTS

The table below shows commonly used payroll standard reports.

Standard Report	Description
PAY CALCULATION RESULTS – DEDUCTION REGISTER	<p>View all workers with selected deductions in one or more periods and pay run groups or pay groups.</p> <p>For each deduction you can view the deduction amount together with the associated company, cost center, and pay component group.</p>
PAY CALCULATION RESULTS – EARNING REGISTER	<p>View all workers with selected earnings in one or more periods and pay run groups or pay groups.</p> <p>For each earning you can view the earning amount together with the associated company, cost center, and pay component group.</p>
PAYROLL REGISTER BY PERIOD	<p>View totals (gross, net, and employer-paid) and details for the pay period and pay group or pay run groups you select.</p> <p>For each gross-to-net calculation, it also provides details for:</p> <ul style="list-style-type: none"> • Total gross pay • Taxes and deductions • Net pay • Employer-paid benefits and taxes • Total number of results and employees
TAX FILING QUARTERLY DATA BY COMPANY	<p>View company tax filing data for selected companies and calendar quarters. You can use this report to reconcile your quarterly tax liabilities.</p>

TAX FILING QUARTERLY DATA BY WORKER	View worker tax filing data for selected companies and calendar quarters. You can use this report to reconcile your quarterly tax liabilities.
YTD PAYROLL TOTALS (EMPLOYER PAID) FOR WORKERS	View the YTD employer paid pay, taxes, and benefits for each employee in the selected organization.

CUSTOM REPORTS

Custom reports are designed and built by customers using the Workday Report Writer. They can be created new or copied from another delivered or custom report.

The user that originally created or copied the report is the report owner. The report owner is the only one who can make changes to the report definition or share the report with other users. Only the report owner and the Setup Administrator are allowed to transfer the ownership of a report from one user to another. The most common reason to transfer ownership is when the owner of a report leaves the company.

The foundation of payroll reporting data is the following business objects:

- Pay Groups
- Pay Periods
- Pay Components
- Worktags
- Run Categories
- Security/Roles

You can report on these categories of payroll data.



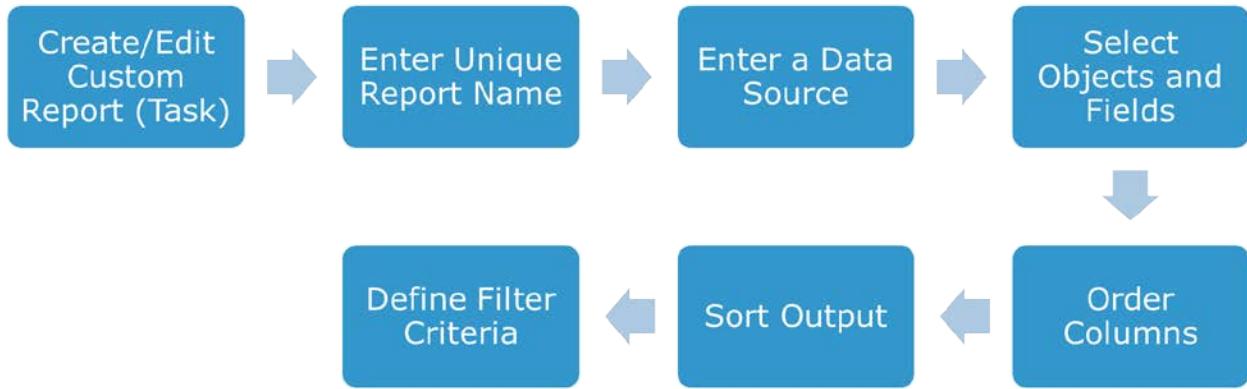
CUSTOM REPORT TYPES

There are several types of reports you can create in Report Writer:

Report Type	Description
SIMPLE	<ul style="list-style-type: none"> Cannot be shared with other users. No access to advanced filtering. Can be converted to an advanced report.
ADVANCED	<ul style="list-style-type: none"> Can be shared with all authorized roles, certain authorized roles, or certain authorized users. Can be used as Worklets. Can be enabled as a web service so that they can be accessed by other systems or third-party applications. Have expanded filtering capabilities.
MATRIX	<ul style="list-style-type: none"> Summarizes numeric data by one or two fields. Displayed in a matrix that can be a customized drillable table or chart. Provide filtering, run time prompts, worklets, and report sharing.
SEARCH	Displays search results based on values selected for facet filters on the report.
NBOX	Counts data and displays the results in a 2-dimensional talent matrix.
TRANSPOSED	Interchanges the rows and corresponding columns on the report.
TRENDING	Reports on and analyzes trends in worker data, such as headcount or attrition.
COMPOSITE	Combines data from multiple data sources into a single report by using sub reports.

STEPS TO CREATE AN ADVANCED CUSTOM REPORT

These are the steps to create a report in Workday Report Writer.



DATA SOURCES

The *most important* consideration in developing a custom report is choosing a data source.

- Each custom report can have one data source. That data source is a collection of data associated with that object and could have prompts, filters, etc.
- Each data source has a primary object as well as many secondary objects that have a one-to-one (1:1) or one-to-many (1:M) relationship to the primary object.

The result is that when you report against a particular data source, the output will yield one instance (row) for every instance of the primary object.



Example: The data source All Active Employees will yield one instance of data for every employee that is active. (Unless another filter is built into the report definition.)

A data source can be designed to return all instances of the primary business object (e.g., All Workers) or it can have built-in filtering logic defined by Workday. If it has built-in filtering, the filter comparison value(s) can either be built into the data source (e.g., All Active Employees) or designed so the user is prompted for the comparison value when running the report (e.g., Employees by Organization, which always prompts the user for an Organization).

The access defined for a data source controls whether a user can create or run a custom report based on that data source. Different data sources for a single primary business object may be delivered by Workday to allow reporting on different sets of instances, based on the security access of the user. Only data sources that are authorized for security groups to which you are assigned are displayed in the prompt list.

If you need more information on a data source, you can click the related actions icon next to data source name in the Data Source report, or just click the data source name to see its View Data Source report. You can see a description of the data source, the name of the

primary business object, the prompts built into the data source, the security groups that can access the data source, and the fields in the primary business object and corresponding security groups that can access them.

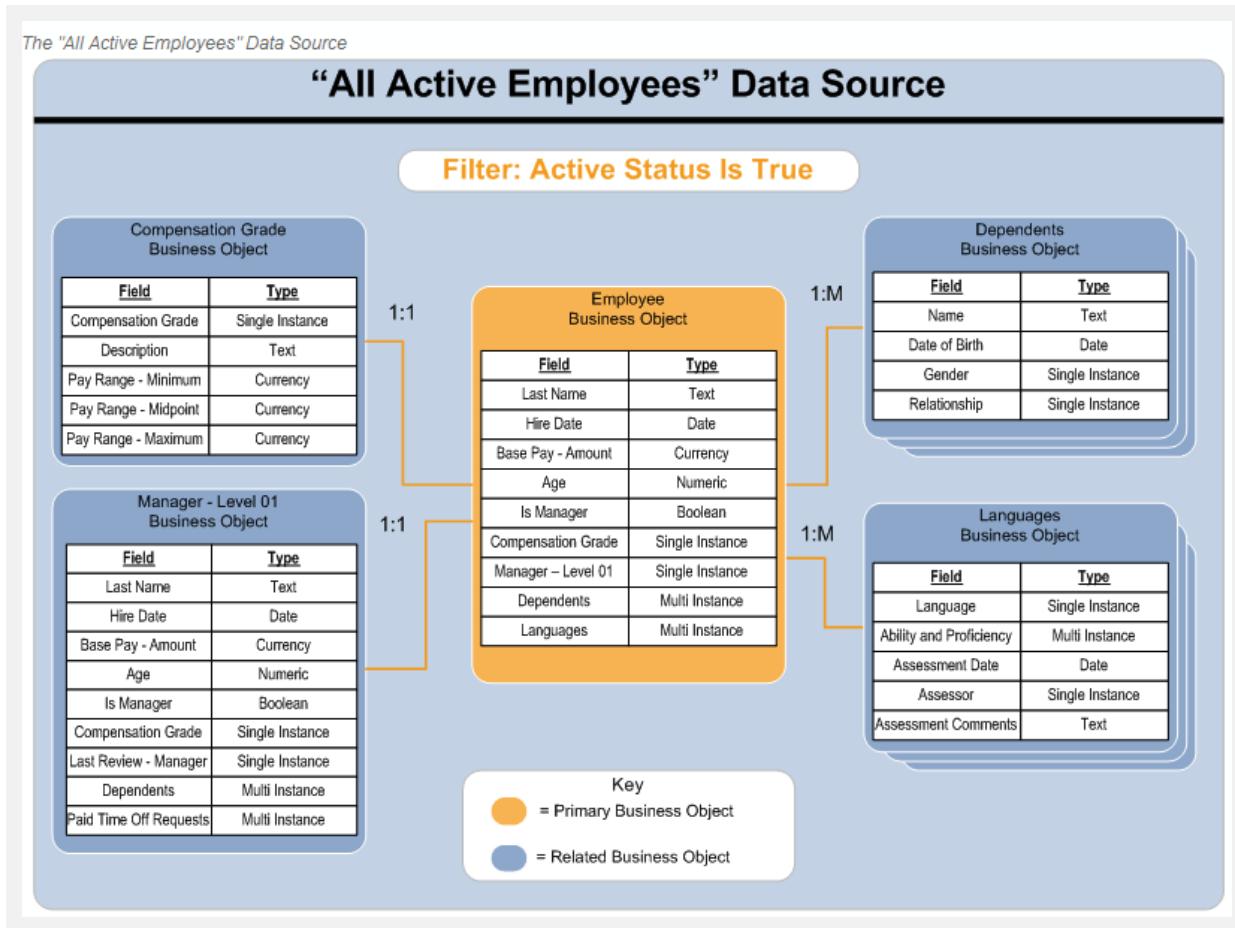
For example, the Worker business object may be associated with several data sources, which filter the workers; the data source My Direct Reports is one. If you use the data source Workers for an Organization and Subordinate Organization, the report requires you to specify the organization when you run it. The data source filters the instances of worker. The business object supplies fields such as name, address, ID, and more.

BUSINESS OBJECT FIELDS

The default prompt shows you the available data sources By Category, in which they are listed by functional grouping. Another helpful prompt is By Primary Business Object, which groups the data sources by the types of objects they return.

In addition to text, date, currency, numeric and Boolean type fields, a primary business object can include one or more fields that represent related business objects. There are two types of fields that describe the relationship a related business object has to the primary business object. They are single instance and multi-instance field types. Single instance fields have a one-to-one relationship between the primary business object and the related business object (for example, an invoice is associated with only one customer). Multi-instance fields have a one-to-many relationship between the primary business object and the related business object (for example, an employee can have many accomplishments). See the Field Type Appendix for a description of each field type supported by Workday.

Like data sources, report fields can also have access restrictions, although it is not required. If a field is restricted, only users in the appropriate security groups can: a) access the field to use it in a report definition, and b) see data in that field when running a report.



Notice the relationships of objects to objects with the 1:1 and 1:M indicators above. The example above is of the All Active Employees Data Source, which will return the Employee business object, but only where the filter conditions are met.

CLASS REPORT FIELD (CRF) MAPPING AND REPORT WRITER

Use CRFs to report on earnings, deductions, or other payroll components that you created (tenanted data). Class Report Field (CRF) Mapping Class is required to make tenanted data available for reporting. There are multiple Pay Component Results Fields, Pay Component Balance Fields, and Pay Component Group Fields available to you for CRF mapping. Once you've created the CRF's, they are available for you to use in the Report Writer.

Follow these steps to map CRFs:

Step 1 – Access the task Maintain Pay Results - Class Report Field Mapping.

Step 2 – Select the tab corresponding to the type of results you want to display in the report:

1. Pay Component Results: Use to map tenanted earnings, deductions, pay component related calculations, or pay accumulations to a class report field. When you include the item in a custom report, the reported value represents a single gross-to-net result. For example, if reporting on a mapped earning that a worker receives in both a regular pay run and an additional on-demand payment, Workday returns a separate value for each result, not the combined result.
2. Pay Component Balance Results: Use to map tenanted earnings, deductions, pay component related calculations, or pay accumulations to a class report field and display the results over a specified balance period, such as month-to-date or quarter-to-date.
3. Pay Component Group Results: Use to map tenanted pay component groups to a class report field.

Step 3 – Complete the applicable fields:

Field	Description
CLASS REPORT FIELD	Select the class report field to map. Workday provides a set of placeholder class report fields for tenanted data.
PAY COMPONENTS TO INCLUDE	<p>Pay Component Results tab and Pay Component Balance Results tabs only:</p> <p>Select the tenanted earning, deduction, pay component related calculation, or pay accumulation to map to the class report field.</p> <p>If you map more than one pay component to the same class report field, Workday sums the component values and assigns the results to the class report field.</p>
PAY COMPONENT GROUP	<p>Pay Component Groups Results tabs only:</p> <p>Select the pay component group to map to the class report field.</p> <p>If you map more than one pay component group to the same class report field, Workday sums the component group values and assigns the results to the class report field.</p>
BALANCE PERIOD	<p>Pay Component Balance Results tab only:</p> <p>Specify the balance period over which to accumulate and display balance results for the selected pay components.</p>
LABEL	<p>Enter a label for the class report field.</p> <p>This is the label you will use to search for class report fields in Workday's Report Writer.</p>

Step 4 – Access the Create Custom Report task to create a custom report with Report Writer. When creating a custom report, you must specify a data source. Select your mapped class report fields from the Payroll Processing/Results prompt folder.

REPORT SECURITY

Workday secures every report and every data source as a securable item in a security policy. In addition, some fields within a data source may be secured separately. For example, a report that uses the All Active and Terminated Workers data source might include the Employee Name field and the Beneficiaries field. Whoever can access the data source can access the employee name, but the Beneficiaries field is restricted to its own set of security groups. Those who can see the report cannot see the Beneficiaries unless they are also in a security group that is authorized to do so. Another example is managers who can see their staff's names, but not their Social Security numbers.

Furthermore, there can be data sources or fields that are secured by role-based security groups, which means that viewers can see only the instances that pertain to their organization. For example, managers in separate organizations might each see an employee report of the same name that uses the same data source and fields, but they see instances only of employees in their respective organizations.

This security also works for reports that are shared. Sharing a report does not override report security, so you can share a report only with those who are authorized to see it. You can share a report with someone who can see the report but not all the same fields you can see. Additionally, they can select only the fields to which they have access.

The Data Sources report shows which security groups have access to each data source. You can click a data source to see the report fields associated with it and which security groups have access to each.

Access to custom reports is by the assignment of a user-based security group of Report Writer. You can share custom reports with other users who have access to the Data Source designated in the report definition.

When you want to write a report, you must be assigned to the Report Writer user-based security group to access the Report Writer definition pages. After you've created the report, you will be the only person that can see or run it. If you want other users to be able to run or modify a copy of the report then you must share that report with other roles or users.



Note: For more details on reporting tips and date sources, refer to Appendix D.



ACTIVITY 11.1 – CLASS REPORT FIELD MAPPING

Business Case: The payroll department has reviewed the Workday-delivered *Pay Calculation Results for Group of Workers* report and have decided that they would like to see additional payroll results displayed in the report, including pre tax deductions, post-tax deductions, and involuntary withholding orders (IWO). To comply with this request, you will need to:

- Map IWOs (involuntary withholding orders) to a class report field.
- Map pre-tax deductions to a class report field.
- Map post-tax deductions to a class report field.
- Use these class report fields to modify the delivered Pay Calculation Results for Group of Workers report.



Sign in as Logan McNeil (lmcneil).

MAP CLASS REPORT FIELDS

1. Access the **Maintain Pay Results - Class Report Field Mapping** task.
2. Click the **Pay Component Group Results** tab.
3. Add a row to the grid and enter the following information:

Field	Entry Value
Class Report Field	Pay Component Group Result - Amount 10
Pay Component Group	Withholding Order (All): Deductions [USA]
Label	1_IWO

4. Change the Label for Pre Tax Deductions to **1_Pre Tax Deductions**.
5. Change the Label for Post Tax Deductions to **1_Post Tax Deductions**.
6. Click **OK**.
7. Click the **Pay Component Group Results** tab and verify your input.
8. Click **Done**.

USE CLASS REPORT FIELDS TO MODIFY THE PAY CALCULATION RESULTS FOR GROUP OF WORKERS REPORT

1. Access the **Copy Standard Report to Custom Report** task.
2. Select the **Pay Calculation Results for Group of Workers** report.
3. Click **OK**.
4. Change the Name to **Pay Calculation Results for Group of Workers_IWO**.
5. Click **OK**.
6. On the Columns tab, add three rows to the grid. The rows should be added after Gross Pay but before Taxes/Deductions.
7. Enter the following information in the first row:

Field	Entry Value
Field	By Category > Payroll > 1_Pre Tax Deductions
Column Heading Override	Pre Tax
Options	Sum

8. Enter the following information in the second row:

Field	Entry Value
Field	By Category > Payroll > 1_Post Tax Deductions
Column Heading Override	Post Tax
Options	Sum

9. Enter the following information in the third row:

Field	Entry Value
Field	By Category > Payroll > 1_IWO
Column Heading Override	IWO
Options	Sum

10. From the Share tab, select the **Share with all authorized users** radio button.
11. Click **OK**.

REVIEW THE CUSTOM REPORT

1. Click **Run**.
2. Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular

3. Click **OK**.
4. Verify the report includes the Pre Tax, Post Tax, and IWO columns.



ACTIVITY 11.2 – CREATE A CUSTOM REPORT THAT DISPLAYS PAYROLL RESULTS

Business Case: Global Modern Services has reviewed the Workday-delivered payroll reports and decided that they need a custom report that shows payroll results for workers by cost center. The report should be available to Payroll Administrators, HR Partners, and Managers. To build this report, you will use the Earning/Deduction Payroll Results for Organization data source.

Sign in as Logan McNeil (lmcneil).

CREATE A CUSTOM REPORT

1. Access the **Create Custom Report** task.
2. Enter the following information:

Field	Entry Value
Report Name	1_My Team's Payroll Report
Report Type	Advanced
Data Source	Earning/Deduction Payroll Results for Organization (As of Sub Period End Date)

3. Click **OK**.
4. On the Columns tab, add six rows and enter the following information in the **exact order** shown in the table below:

Business Object	Field	Column Heading	Options Override
Payroll Result Line	Group Name	Cost Center	(leave blank)
Payroll Result Line	Worker	Employee	(leave blank)
Worker	Employee ID	EEID	(leave blank)
Payroll Result Line	Pay Component Name	(leave blank)	(leave blank)
Payroll Result Line	Earning	(leave blank)	(leave blank)
Payroll Result Line	Related Calculations	Detail of Calculation	(leave blank)
Payroll Result Line	Result Line Amount	Payroll Gross Result	<ul style="list-style-type: none"> Show Currency Symbol Sum

5. On the Sort tab, add three rows and enter the following information to the Sort and Group grid:

Field	Sort Direction	Display Headers	Display Subtotals
 Worker	Alphabetical Ascending	(leave blank)	Yes
 Cost Center (As Of Calculation Entry Moment)	Alphabetical Ascending	Yes	Yes
 Related Calculations	Alphabetical Ascending	(leave blank)	(leave blank)

6. Select the **Display Grand Totals** checkbox.
7. On the Prompts tab, add four rows and enter the following information to the Prompt Defaults grid:

Field	Default Type	Required
Periods	No default value	Yes
Organization	No default value	Yes
Include Subordinate Organizations	No default value	(leave blank)
Earnings/Deductions	No default value	(leave blank)

8. On the Share tab, select **Share with all authorized users**.
9. Click **OK**.

REVIEW CUSTOM REPORT

- Click **Run**.
- Enter the following information:

Field	Entry Value
Period	04/04/2016 – 04/10/2016 (1_Weekly)
Organization	1_Weekly

- Click **OK** to review the report.



ACTIVITY 11.3 – CREATE A CUSTOM REPORT THAT DISPLAYS PAYROLL RESULTS BY WORKER

Business Case: Global Modern Services has requested a report similar to the one you created earlier, but instead of displaying results for all workers, they would like the new report to display results for one worker at a time. To create this report, you will need to:

- Copy the report you created in the previous activity.
- Add a filter that allows the report user to specify the payee whose results they want to see.

Sign in as Logan McNeil (lmcneil).

CREATE A NEW CUSTOM REPORT

1. From the **1_My Team's Payroll Report**, select the related action **Custom Report > Copy**.
2. Enter **1_My Team's Payroll Report by Worker** in the Name field.
3. Click **OK**.
4. On the Filter tab, add the following information to the grid:

Field	Operator	Comparison Type	Comparison Value
Worker	In the selection list	Prompt the user for the value	Default Prompt

5. On the Prompts tab, insert a row at the top of the grid and enter the following information:

Field	Prompt Qualifier	Default Type	Required
Worker	Default Prompt	No default value	Yes

6. Click **OK**.
7. Run the report for Ben Adams for the 04/11/2016 – 04/17/2016 (1_Weekly) period and the 1_Weekly pay group.



KNOWLEDGE CHECK

1. Which report displays the Workday-delivered reports?
2. What are the different custom report types?
3. What is the purpose of class report field mapping?

APPENDIX A – NAVIGATION

Navigating through Workday is made simple through the use of powerful search capabilities and multiple navigation tools. In this chapter, we'll review these tools as well as discuss the multiple methods you can use to find tasks, reports, and business objects. In many cases, there is more than one way to perform an action on an object.

Keep in mind that all tasks and reports are secured, and access requires that you be in the appropriate security group. If you cannot see a task, report, or data described in this guide, it is because you do not have permission to access it. Security is configurable, so during this training we will be discussing some Workday delivered security and options.

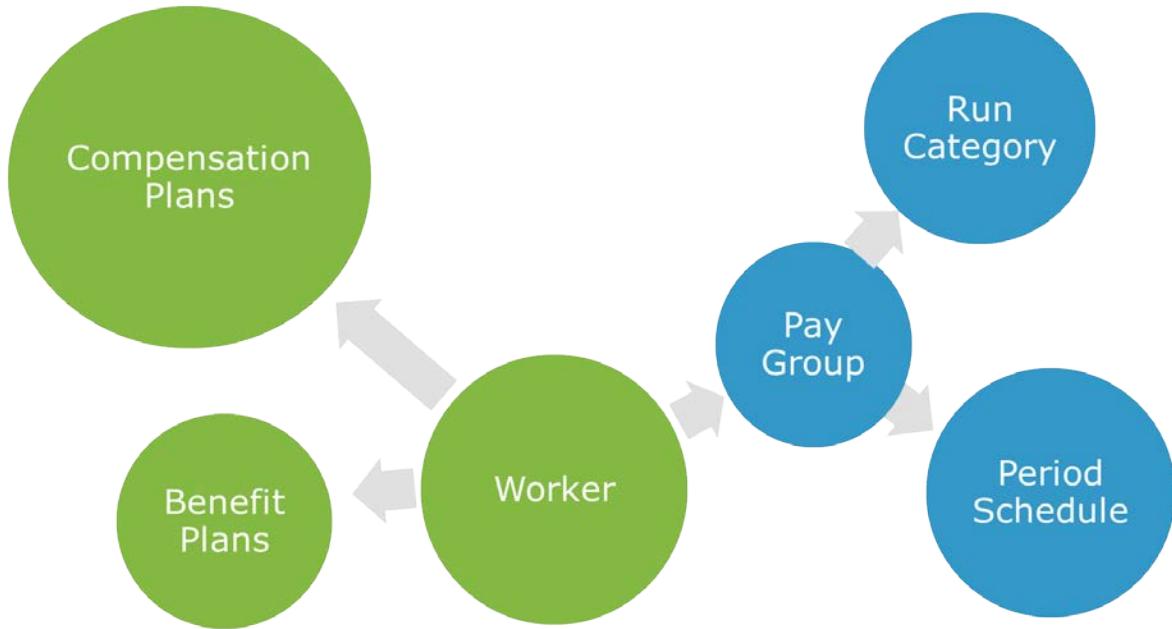
Familiarity with Workday navigation will make working in Workday much easier for you. The best way to get familiar with Workday's navigation is to perform functions and processes in a Workday environment. In this class, you will perform numerous transactions including some in an iterative manner. You will become quite proficient at navigation by the end of the four-day course.

BUSINESS OBJECTS

Workday uses a very powerful object-action model that drives navigation and reporting. When you view a page in Workday, most of the items on the screen are links, and many of those items have a *related actions icon* next to them. These features make Workday's reports and viewable pages actionable.

Workday stores data as business objects (e.g. organizations, workers, positions, etc.) which are similar to database tables or worksheets in Excel. Just as a database table or worksheet has columns and rows; a Workday business object has fields and instances. Workday automatically links related business objects together.

The Power of Objects: When you see something, you can perform an action on it.



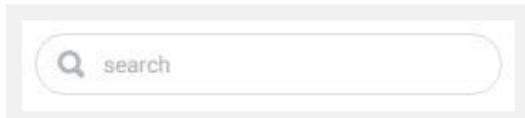
Workday's user interface and common screen elements contain innate processes that when triggered can perform specific tasks. We will discuss these in more detail on the following pages.

The following chart describes elements of navigating throughout Workday:

Description	
HOME	The Home page displays commonly used worklets to support managers, employees, and contingent workers.
WORKBENCH	The Workbench page provides quick and easy access to existing tasks and reports for technical administrators and implementers.
DASHBOARDS	These additional dashboards (Compensation and Benefits, Custom, Expense, Financials, Labor Cost Analysis, Payroll, Projects, Spend Management, Talent Management, and Workforce Planning.)
SITEMAP	The Sitemap provides links to reports and tasks organized by categories such as Compensation, Benefits, and Organizations.
FAVORITES	Contains favorite reports and tasks for easy access.
AUDIT	Contains a menu organized by categories such as application, system, and tools that lists audit tasks and reports.
W:DRIVE	The Workday Drive is a virtual drive where you can store generated reports. This is not a mapped drive on your computer.
DOCUMENTATION	Links to Workday Documentation that is available through our Customer Center and Community website.

SEARCH

The search box in the upper left side of the window provides a quick way to find reports, tasks, and objects that you have access to in Workday. You do not need to spell each word out, but using fewer terms or more letters improves the accuracy of your results while reducing the time taken to return results. If you enter two terms separated by a space, Workday searches for any object or action with both character strings in it, regardless of whether the strings are next to each other.



Limiting the category of your search can produce faster and more accurate results. To target your search to an area of interest (such as Expenses, Payroll or Reporting), use the default category or select the desired category from the drop-down list to the left of the search field prior to submitting your search.

To change the default search category for your tenant, access the *Edit Tenant Setup - Search* task. To maximize performance, All of Workday is not an option for the tenant default search category. Access the *Change Preferences* task to change your preferred search scope, and select a Preferred Search Category.

To see what a search category includes, enter a question mark (?) in the search box and submit the search. The Search Prefixes help page lists business objects that you have access to and their related prefixes and scopes.

HYPERLINKS

Each linked item takes you to a new page showing details about that object, report, or task.

ACTIONABLE REPORTS

Workday uses a very powerful object-action model that drives Workday navigation and interactive reports. When you view a page in Workday, most of the items on the screen are links, and many of those items have a related actions icon next to them. These features are what make our reports and viewable pages actionable.

SINGLE SELECT FIELDS

If a field displays a prompt list icon  , you are required to use one of the prompt values. In single select fields, only one value is allowed.

MULTI-SELECT FIELDS

If a field permits more than one value, there will be an  next to the selected values so they can be removed. The field expands as you enter additional values and you click the  to remove entries. Below is a screen shot of a multi-select field.



STANDARD SCREEN ICONS

Icon	Description
	This icon allows you to Configure this page, which allows users to configure the optional worklets that appear on the various pages.
	Prompt: Click this icon to see a list of available values.
	Close: Close a pop-up or related actions menu window.
	Filter: Used to indicate a column is sort enabled. Click the up or down icon to re-sort the grid rows based on that column's values.
	PDF: Click to view this page in a PDF File.
	Excel: Click to view this page in an Excel File.
	Used to indicate that the report can be viewed as a chart.
	Tag: Click to put worker(s) into selected talent pool.
	Related Actions and Preview: Click the icon to display the actions you can perform on an item. Navigate: From the Employee object, click the related actions and preview, hover over Payroll. It displays a menu of the actions such as add input, pay calculation results for worker, and run on-demand payment.
	Required Field: A field with an asterisk indicates that you must enter a value for this field before saving or submitting the page.
	Add Row: Clicking this icon adds a row to the current grid.
	Delete Row: Clicking this icon removes the current row from grid.
	Magnifying Glass: Open the associated instance, replacing the current view page (only available on select view pages).
	OK or Submit buttons: When you click OK or Submit, the system accepts your changes.
	Cancel button: Click cancel to disregard all changes.
	Social Network Icons: Click the icon to link directly to the social network site.
	Done button: Closes the confirmation page.

INBOX

The Inbox is a modern activity stream that combines business process tasks, approvals, To Do's, and notifications. The Inbox provides enhanced filtering options and the ability to perform bulk approvals.

Inbox

Actions 2 Archive 0

Viewing: All Sort By: Newest

Create Position: Executive Assistant
40 second(s) ago - Due 09/19/2015; Effective 09/17/2015

Create Position: Chief Training Officer
16 minute(s) ago - Due 09/19/2015; Effective 09/17/2015

Review Create Position: Executive Assistant ...

40 second(s) ago - Due 09/19/2015; Effective 09/17/2015

For Global Modern Services

Overall Process Create Position: Executive Assistant

Overall Status In Progress

Due Date 09/24/2015

Details to Review

Organization Global Modern Services

An Inbox filter enables you to limit the action items you see in your Inbox. You can create a personal Inbox filter that is available only to you in your Inbox.

Viewing: All Sort By: Ne

All

Favorites

Overdue

All To Dos

Expense Report Approvals

Expense Reports without Exceptions

Spend Authorization Approvals

Time Off Request Approvals

Edit Filters

You can define an Inbox filter for specific or all business processes and then define conditions that must be met for the Inbox to display the action items. You can create your own private filters by using *Create Inbox Filter*.

BULK APPROVALS

When you select this option, your Inbox view is filtered automatically to show only approvals, and a checkbox appears next to each. You can select multiple items to approve in bulk. We also have added an option to Select All.

The screenshot shows a "Bulk Approve" interface with a blue header bar. Below it, a message says "Showing 2 item(s)". There is a "Select All" checkbox followed by a small square icon. A "2 items" label is present. The main area is a table with columns: "Select", "Due Date", "Overdue", "Title", "Comment", and "Details". Two rows of data are listed:

Select	Due Date	Overdue	Title	Comment	Details
<input type="checkbox"/>	09/19/2015	<input type="checkbox"/>	Create Position: Executive Assistant	2 minute(s) ago - Due 09/19/2015; Effective 09/17/2015	Details
<input type="checkbox"/>	09/19/2015	<input type="checkbox"/>	Create Position: Chief Training Officer	17 minute(s) ago - Due 09/19/2015; Effective 09/17/2015	Details

WORKER PROFILE

The Worker Profile page provides easy access to employee information for employees. Search for a worker and click the hyperlink for the employee object in order to access the View Worker page. To access the event history such as staffing, compensation, etc., click Worker History tab of the View Worker page. The ability to view an event is based on your assignable roles and administrative security groups.

You can also find an event using the related action and preview off the Worker:

- Worker History > View Worker History
- Worker History > View Worker History by Category

The screenshot shows the Worker Profile page for an employee named Ben Adams. The profile includes a circular photo, name, title (Shipping & Receiving Associate), phone number (+1 (707) 635-0421), and email (badams@workday.net). Below the profile, tabs for Job, Contact, and Person are visible, with Job being the active tab. Under the Job tab, sections for Job Details, Professional Profile, and All Jobs are shown. A modal window is open, titled "Instant Messenger", which lists options like View Worker History, View Worker History by Category, View Manager History, Print Employee Job History Profile, View Employee History, View Union Membership History, Manager (Enrique Vasquez), Location (San Francisco), Time in Position (15 year(s), 8 month(s), 16 day(s)), and Talent.

PAY TAB

Click the Pay tab to view payroll related tasks and reports for a worker, including payroll results, payslips, tax documents, withholding orders, and other information.

In order to enable this visibility, use the Configure Profile Group task to configure Pay for Worker Profile. When you select a profile group, the reports in that group appear as tabbed pages beneath the groups surrounding the worker image. Administrators can configure which groups appear for all workers.



ACTIVITY A.1 – NAVIGATION IN WORKDAY

Business Case: You are a Workday Payroll Partner and Administrator. Sign on to your system, perform some basic navigation, and search for some payroll tasks.

URL:

Username:

Password:



Sign in as Logan McNeil (lmcneil).

BASIC NAVIGATION

1. Navigate to the following:
 - a. **Related Actions and Preview:** actions and preview specifically related to an object.
 - b. **Hyperlinks:** provide information about that object.
 - c. **Landing Pages and Worklets:** provide easy access to tasks or data based on security.
2. Search for the following: (Results may vary depending on the Search Category you're using.)
 - a. org - returns all Organization results
 - b. payroll – returns Reports & Tasks and Business Data results for Payroll
 - c. org: payroll – returns various payroll organizations
 - d. kelly brown - returns Kelly Brown's Employee Object
 - e. worker: john – returns various Employee Object that contain the string "john".
 - f. 21118 – returns Ben Adams
 - g. id:547128488 – returns Betty Liu pre-hire and employee objects
 - h. run pay calc – returns various Pay Calculation tasks
 - i. payroll register – returns Reports & Tasks results for Payroll Register
 - j. proc mon – returns the process monitor

- k. pay groups – returns Reports & Tasks and Business Data results for Pay Group
 - l. earning – returns Reports & Tasks and Business Data results for Earning
 - m. deduction – returns Reports & Tasks and Business Data results for Deduction
3. Using the search box, try to bring up Maintain Payroll Register Configurations using as few keystrokes as possible. This task will allow you to configure the delivered Payroll Register by Period report.
 4. Using the search box, try to bring up Maintain Payroll Audit Configurations – Compare Periods using as few keystrokes as possible. This task will allow you to configure the delivered Audit –Pay Calculation Results reports.
 5. Using the search box, try to bring up Audit – Pay Calculations Results Comparison to a Prior Period (By Pay Group) report using as few keystrokes as possible and discuss results with the class. This report uses the configurations from Maintain Payroll Audit Configurations – Compare Periods.

CONFIGURE THE HOME PAGE

1. Click the Workday logo in the top center of your screen. This will automatically take you back to the Home Page.
2. Click the gear icon  located towards the top right to configure this landing page.
3. From the Optional Worklets section, add both the *Payroll Work Area* and *Inbox* worklets as the first two optional worklets. You can ignore the warning messages about displaying in Mobile applications.

4. Your page should look similar to this:

Optional Worklets

Select the optional worklets you would like to include on your Home page.

18 items

	Order	*Worklet
		<input type="text"/> Payroll Work Area
		Inbox
		Dashboards
		Directory
		Favorites
		Team Performance

5. Click **OK** and **Done**.



Note: The Inbox and Payroll Work Area are all standard, delivered worklets by Workday.



ACTIVITY A.2 – WORKER PROFILE

Business Case: You are a Payroll Administrator and you need to get some employee information.

- ➊ **Sign in as Betty Liu (bliu).**

ACCESS JOB INFORMATION FROM THE WORKER PROFILE

1. Search for **worker: ben adams** and find the following information:
 - a. Location
 - b. Hire Date
 - c. Manager
 - d. Supervisory Organization
 - e. Company
 - f. Cost Center
 - g. Hourly Rate
 - h. The date of Last Pay Change
 - i. Home Address

ACCESS PAY INFORMATION FROM THE WORKER PROFILE

1. Click Ben Adam's Pay for Worker Profile and search for the following information:
 - a. What is Ben's Pay Group?
 - b. Does Ben have any Payment Elections?
 - c. What account is set up for his Bonus Payments?
 - d. What is the Federal Withholding Marital Status and Allowances for Ben?
 - e. Does Ben have any Withholding Orders?
 - f. Does Ben have any Payroll Input?
2. Sign Out as Betty Liu.



Note: This view capability must be enabled on the Worker Profile. To enable this view, access the *Configure Profile Group* task, select **Pay for Worker Profile** in the Profile Group field, and then configure as needed.



KNOWLEDGE CHECK

1. What is an example of an object?

2. How can we Run Pay Calculation?

3. What task can we use to configure the delivered Audit reports?

4. How can we access the Worker Profile?

APPENDIX B – DATA RETRIEVAL ELEMENTS

PULLING COMPENSATION VALUES INTO WORKDAY PAYROLL

To pull compensation values from a compensation plan into an earning calculation, use one of the following data retrieval elements in the calculation. The correct data retrieval element depends on the compensation plan type.

Compensation Plan Type	Data Retrieval Element
SALARY PLAN (AMOUNT BASED) BONUS PLAN (AMOUNT BASED) ONE-TIME PAYMENT PLAN (AMOUNT BASED) ALLOWANCE PLAN (AMOUNT BASED)	Compensation: Compensation Element Value
SALARY PLAN (UNIT BASED) ALLOWANCE PLAN (UNIT BASED)	Use Compensation: Compensation Element - Rate per Unit to retrieve the rate; enter units via payee input or through the EIB.
HOURLY PLAN	Use Compensation: Compensation Element Value for Pay Rate Type to retrieve the hourly rate; enter the number of hours on the Maintain Payroll Input by Worker page or through Workday's EIB.



Note: This is a partial list of the data retrieval elements that are available to pull compensation values into Workday Payroll. To see all of the calculations that can be used to retrieve compensation data, run the View Instance Value Calculation (Workday-owned) report.

PULLING ABSENCE/TIME OFF VALUES INTO WORKDAY PAYROLL

Use one or more of the following data retrieval elements to pull time off values into an earning calculation:

Data Retrieval Element	Use
XXX - TIME OFF PAID, WHERE XXX IS THE NAME OF THE TIME OFF DEFINED IN WORKDAY ABSENCE MANAGEMENT.	For a given time off, retrieves the number of paid days or hours approved for an employee in the current payroll period.
XXX - TIME OFF UNPAID, WHERE XXXX IS THE NAME OF THE TIME OFF DEFINED IN WORKDAY ABSENCE MANAGEMENT.	For a given time off, retrieves the number of unpaid days or hours approved for an employee in the current payroll period.
XXX - TIME OFF TOTAL, WHERE XXX IS THE NAME OF THE TIME OFF DEFINED IN WORKDAY ABSENCE MANAGEMENT.	For a given time off, returns the sum of paid and unpaid days or hours approved for an employee in the current payroll period.

PULLING EMPLOYEE COSTS INTO WORKDAY PAYROLL

Data Retrieval Element	Health Care Coverage Plans	Insurance Coverage Plans	Spending Account Plans	Retirement Plans
BENEFITS: EMPLOYEE COST (PRE-TAX) USE WITH THE FOLLOWING WORKER ELIGIBILITY RULE: BENEFITS: EMPLOYEE COST (PRE-TAX) EXISTS AND <> TO 0	Retrieves employee pre-tax cost from Benefit Plan.	Retrieves employee pre-tax cost from Benefit Plan. Pre-tax indicator (on Benefit Plan) = Yes	Retrieves employee pre-tax cost from Benefit Plan election.	Retrieves employee pre-tax cost from Benefit Plan election if contribution = Amount Value and not Percent.

Data Retrieval Element	Health Care Coverage Plans	Insurance Coverage Plans	Spending Account Plans	Retirement Plans
BENEFITS: EMPLOYEE COST (POST-TAX) USE WITH THE FOLLOWING WORKER ELIGIBILITY RULE: BENEFITS: EMPLOYEE COST (POST-TAX) EXISTS AND <> TO 0	Retrieves employee post-tax cost from Benefit Plan. Pre-tax indicator (on Benefit Plan) = No	Retrieves employee post-tax cost from Benefit Plan.	N/A	N/A
BENEFITS: EMPLOYEE COST USE WITH THE FOLLOWING WORKER ELIGIBILITY RULE: BENEFITS: EMPLOYEE COST EXISTS AND <> TO 0 NOTE: USE BENEFITS: EMPLOYEE COST WITH AMOUNT BASED RETIREMENT PLANS.	Sums employee pre/post-tax costs.	Sums employee pre/post-tax costs.	Sums employee pre/post-tax costs.	Sums employee pre/post-tax costs.
BENEFITS: BENEFIT PLAN PERCENTAGE USE WITH THE FOLLOWING WORKER ELIGIBILITY RULE: BENEFITS: BENEFIT PLAN PERCENTAGE EXISTS AND <> TO 0 NOTE: USE BENEFITS: BENEFIT PLAN PERCENTAGE WITH PERCENT BASED RETIREMENT PLANS.	N/A	N/A	N/A	Returns employee contribution percentage.

PULLING EMPLOYER COSTS INTO WORKDAY PAYROLL

Data Retrieval Element	Health Care Coverage Plans	Insurance Coverage Plans	Spending Account Plans	Retirement Plans
BENEFITS: EMPLOYER COST (NON-TAXABLE) USE WITH THE FOLLOWING WORKER ELIGIBILITY RULE: BENEFITS: EMPLOYER COST EXISTS (AND <> 0)	Retrieves employer non-taxable cost from Benefit Plan.	Retrieves employer non-taxable cost from Benefit Plan. Non-taxable indicator (on Benefit Plan) = Yes	N/A	N/A
BENEFITS: EMPLOYER COST (TAXABLE) USE WITH THE FOLLOWING WORKER ELIGIBILITY RULE: BENEFITS: EMPLOYER COST (TAXABLE) EXISTS AND <> 0	Retrieves employer taxable cost from Benefit Plan.	Retrieves employer taxable cost from Benefit Plan. Non-taxable indicator (on Benefit Plan) = No	N/A	N/A
BENEFITS: EMPLOYER COST USE WITH THE FOLLOWING WORKER ELIGIBILITY RULE: BENEFITS: EMPLOYER COST EXISTS (AND <> 0) NOTE: USE BENEFITS: EMPLOYER COST WITH AMOUNT BASED RETIREMENT PLANS.	Sums employer nontaxable/taxable costs.	Sums employer nontaxable/taxable costs.	Sums employer nontaxable/taxable costs.	Sums employer nontaxable/taxable costs.

Data Retrieval Element	Health Care Coverage Plans	Insurance Coverage Plans	Spending Account	Retirement Plans
<p>BENEFITS: BENEFIT PLAN PERCENTAGE – EMPLOYER</p> <p>USE WITH THE FOLLOWING WORKER</p> <p>ELIGIBILITY RULE:</p> <p>BENEFITS: BENEFIT PLAN PERCENTAGE - EMPLOYER EXISTS (AND <> 0)</p> <p>NOTE: USE BENEFITS: BENEFIT PLAN PERCENTAGE WITH PERCENT BASED RETIREMENT PLANS.</p>	N/A	N/A	N/A	Returns employer contribution percentage.



Note: This is a partial list of the data retrieval elements that are available to pull benefit values into Workday Payroll. To see all of the calculations that can be used to retrieve benefit information, run the View Instance Value Calculation (Workday-owned) report.

PULLING WORK HOURS FROM TIMESHEETS INTO WORKDAY PAYROLL

Use the following data retrieval element to pull work hours from an employee's timesheet into an earning calculation:

Data Retrieval Element	Use
TIMESHEET: APPROVED HOURS FOR EARNING	Returns the total of all approved Timesheet hours that exist for the Worker for the target Earning and Period being processed.

PULLING WORK HOURS FROM TIME TRACKING INTO WORKDAY PAYROLL

Workday provides data retrieval elements for:

- Pulling approved* Time Tracking hours, days or premiums into earnings calculations.
- Defining eligibility criteria based on whether an employee has approved hours.

**Approved indicates that the Enter Time business process has been completed for a time block.*

Data Retrieval Element	Function	Additional Information
TIMESHEET: APPROVED HOURS FOR EARNING FOR SUB-PERIOD	Returns total of all approved timesheet hours that exist for the worker, position, and payroll worktags (cost center) for the target earning and sub-period being processed.	Use with a related calculation of Hours (unprorated). For the Override Value select Timesheet: Approved Hours for Earning for Sub-period.
TIMESHEET: APPROVED HOURS FOR EARNING <> 0	Returns true if the time code associated with the earning exists for the worker, position and payroll worktags (cost center) for time period being processed (and the approved hours are <> 0).	Select in the Worker Eligibility field on the Criteria tab. Use to prevent an earning from resolving if a worker has no approved hours.
TIME CALCULATION TAGS	Time calculation tags map approved Time Tracking hours to an earning.	Payroll only pulls hours into an earning that have the tags you select in the Time Calculation Tag field on the Time tab.

APPENDIX C – WORKER ELIGIBILITY RULES

COMPENSATION

Eligibility Rule	Description
COMPENSATION: COMPENSATION ELEMENT VALUE EXISTS AND <> 0	Returns True if the compensation element associated with the earning exists for the worker for time period being processed (and the value is <> 0)
COMPENSATION: COMPENSATION ELEMENT PERCENT EXISTS AND <> 0	Returns True if the compensation Element percent associated with the earning exists for the Worker for time period being processed (and the value is <> 0)

BENEFITS

Eligibility Rule	Description
BENEFITS: EMPLOYEE COST EXISTS (AND <> 0)	Returns True if the benefit plan associated with the deduction exists for the worker for time period being processed (and the cost value is <> 0)
BENEFITS: EMPLOYER COST EXISTS (AND <> 0)	Returns True if the benefit plan associated with the earning or deduction exists for the worker for time period being processed (and the Employer Cost value is <> 0)
BENEFITS: BENEFIT PLAN PERCENTAGE EXISTS (AND <> 0)	Returns True if the benefit plan associated with the deduction exists for the worker for time period being processed (and the percentage value is <> 0)
BENEFITS: BENEFIT PLAN PERCENTAGE - EMPLOYER EXISTS (AND <> 0)	Returns True if the benefit plan associated with the deduction exists for the worker for time period being processed (and the employer percentage value is <> 0)
BENEFITS: BENEFIT PLAN PERCENTAGE EXISTS (AND <> 0) OR FLAT AMOUNT EXISTS AND <> 0	Returns True if the benefit plan associated with the deduction exists for the worker for time period being processed (and the percentage value is <> 0 or the flat amount contribution value is <> 0)
BENEFITS: EMPLOYEE COST (PRE-TAX) EXISTS AND <> 0	Returns True if the benefit plan associated with the deduction exists for the worker for time period being processed (and the employee pre-tax cost value is <> 0)

Eligibility Rule	Description
BENEFITS: EMPLOYEE COST (POST-TAX) EXISTS AND <> 0	Returns True if the benefit plan associated with the deduction exists for the worker for time period being processed (and the employee post-tax cost value is <> 0)
BENEFITS: EMPLOYER COST (TAXABLE) EXISTS AND <> 0	Returns True if the benefit plan associated with the earning or deduction exists for the worker for time period being processed (and the employer taxable cost value is > 0)

EARNINGS MAPPED TO TIME CODES

Eligibility Rule	Description
TIMESHEET: APPROVED HOURS FOR EARNING <> 0	Returns True if the Time Code associated with the earning exists for the worker for time period being processed (and the approved hours are <> 0)

PAYEE INPUT

To prevent an earning or deduction from resolving when you do not provide payee input, select one of the following worker eligibility rules on the **Criteria** tab:

Eligibility Rule	Description
PAYROLL INPUT EXISTS FOR PAY COMPONENT	Returns True if input for worker exists for the worker/pay component/pay period being processed
PAYROLL INPUT (ONGOING) EXISTS FOR PAY COMPONENT	Returns True if ongoing payroll input exists for pay component
PAYROLL INPUT (PERIOD-SPECIFIC) EXISTS FOR PAY COMPONENT	Returns True if period-specific payroll input exists for pay component

APPENDIX D – PAYROLL REPORTING TIPS AND DATA SOURCES

RELATIONSHIP DIAGRAM

Payroll results can have many payroll result lines, showing a one-to-many relationship. Payroll result objects are the totals of all payroll result lines.



PAYROLL REPORTING TIPS

- Identify the objective of your report.
- Determine the best data source to use, such as Results vs. Result Lines.
- Know your starting point.

RUNNING A PAYROLL STANDARD REPORT

1. Run the *Workday Standard Reports* report.
2. Select one or more report categories. Categories that display delivered Payroll reports include: Payroll Processing/Results, Payroll Worker Data, Set Up Payroll.

Most standard reports come with a description that explains the results of the standard report. You can look here for a delivered report that meets your needs and you can also use this as a cheat sheet to figure out which data sources pull which type of results.

CREATE A CUSTOM REPORT

Access the *Create Custom Report* task to create a new custom report from scratch. To create a custom report from an existing report:

1. Click a report's Related Actions icon > Standard Report > Copy.
2. Rename the report.
3. Click OK.
4. Modify the report for your needs.
5. Make multiple copies based on your needs.

The following table lists standard reports that you can copy and modify:

Report Name	Description
PAY BALANCE SUMMARY	Display pay balances for gross pay, net pay, taxes/deductions over one or more pay periods for a pay run group and/or pay group.
PAY CALCULATION OFF-CYCLE INPUTS FOR GROUP OF WORKERS	Display off-cycle inputs for workers for pay run groups or pay groups
PAY CALCULATION RESULTS – DEDUCTION REGISTER	Return by person detailed results for deductions as well as results for pay component
PAY CALCULATION RESULTS – EARNING REGISTER	Return by person detailed results for earnings as well as results for pay component-related calculations (PCRCs)
PAY CALCULATION RESULTS FOR GROUP OF WORKERS	Display pay calculation results for workers for pay run groups or pay groups
PAY CALCULATION RESULTS FOR WORKER	Display pay calculation results for a single worker
PAY CALCULATION RESULTS – OUTSTANDING ARREARS BALANCE AS OF PAY PERIOD	Display outstanding arrears balance for a pay period for pay run groups or pay groups
PAY CALCULATION RESULTS SUMMARY	Display summarized pay calculation results (gross, taxes/deductions, net) for pay periods for pay run groups or pay groups
PAYROLL NOT COMPLETED 'X' DAYS BEFORE PAYMENT DATE	Display pay groups for which payroll is still open a given number of days before payment date
PAYROLL REGISTER BY PERIOD	Prompt on Period, Pay Group/Pay Run Group. Optional display and filtering on worktags. Default register displays employee, gross, net, earnings, deductions, taxes, employer paid benefits and taxes. Configurations tailored to reporting need
PAYROLL TOTALS BY CATEGORY	Displays Current Period, QTD, or YTD values. Pay components are listed based on the Pay Component Category: Employee Paid Taxes, Employee Post-Tax Deductions, Employee Pre-Tax Deductions, Employer Paid Benefits, Employer Paid Taxes, Non-cash Taxable Benefits, Gross Pay

Report Name	Description
PAYROLL TOTALS BY PAY GROUP AND CATEGORY	<p>Return Current Period values, grouping by Pay Groups as rows and Pay Component Category as columns: Employee Paid Taxes, Employee Post Tax Deductions, Employee Pre Tax Deductions, Employer Paid Benefits, Employer Paid Taxes, Non Cash Taxable Benefits, Gross Pay</p> <p>Drillable to more detailed level</p>
YTD PAYROLL TOTALS BY PAY GROUP AND CATEGORY	<p>Return YTD values, grouping by Pay Groups as rows and Pay Component Category as columns: Employee Paid Taxes, Employee Post Tax Deductions, Employee Pre Tax Deductions, Employer Paid Benefits, Employer Paid Taxes, Non Cash Taxable Benefits, Gross Pay</p> <p>Drillable to more detailed level</p>
YTD PAYROLL TOTALS (EMPLOYER PAID) FOR WORKERS	<p>Return YTD values, grouping by workers as rows and Employer Pay Component Category as columns: Employer Paid Benefits, Employer Paid Taxes, Non-Cash Taxable Benefits, and Gross Pay.</p> <p>Drillable to more detailed level</p>
YTD PAYROLL TOTALS FOR WORKERS	<p>Return YTD values, grouping by Workers as rows and Employee Pay Component Category as columns: Gross Pay, Employee Saving Plans Deductions, Employee Other Benefits Deductions, Employee Paid Taxes, Employee IWO Deductions, Employee Other Deductions</p> <p>Drillable to more detailed level</p>

AUDIT REPORTS

Run audit reports after calculating payroll to quickly spot exception items you might need to investigate and resolve.

Use this task...	For these reports...
MAINTAIN PAYROLL AUDIT CONFIGURATIONS – RESULTS BY PERIOD	<ul style="list-style-type: none"> Audit – Pay Calculation Results for a Period Audit – Pay Calculation Results for a Period (Top x / Bottom x)
MAINTAIN PAYROLL AUDIT CONFIGURATIONS – COMPARE PERIODS	<ul style="list-style-type: none"> Audit – Pay Calculation Results Comparison to a Prior Period (By Pay Group) Audit – Pay Calculation Results Comparison to a Prior Period (By Worker) Audit – Pay Calculation Results Comparison to a Prior Period (Period Summary)

USING THE MAINTAIN PAYROLL AUDIT CONFIGURATIONS – RESULTS BY PERIOD TASK

1. Access the *Maintain Payroll Audit Configurations – Results by Period* task.
2. Select the appropriate **Country**. This would be the country for which you are looking for exceptions.
 - a. Create a new rule to return only the specific parameters you would like to audit (e.g. Highly Compensated Employees).
 - b. Name the rule. You will use this name each time you access the audit report.
 - c. Select the **Payroll Calculation** you want the audit rule to evaluate.
 - d. Insert multiple rows to perform more than one evaluation. The relationship between rows is an **OR** relationship.
 - e. Select the **Balance Period** you want to evaluate.
 - f. Select a **Comparison** rule and **Comparison Value**.
 - g. Click **OK**.

USING THE MAINTAIN PAYROLL AUDIT CONFIGURATIONS – COMPARE PERIODS TASK

1. Access the *Maintain Payroll Audit Configuration – Compare Periods* task.
2. Select the **Country** for which you are auditing.
3. Create a new rule to return only the specific parameters you would like to audit (e.g. 10% Variance of Gross or Net).
 - a. Name the rule. You will select this name each time you access the audit report.
 - b. In the Reporting Level field, specify the level at which to aggregate data in the report (pay group, period, position).



Note: The selected reporting levels make the rule available for use in one or more of the following audit reports:

- Audit – Pay Calculation Results Comparison to a Prior Period (By Pay Group)
 - Audit – Pay Calculation Results Comparison to a Prior Period (By Worker)
 - Audit – Pay Calculation Results Comparison to a Prior Period (Period Summary)
- c. Select the **Payroll Calculations** to compare.
 - d. Insert multiple rows to have the Payroll Calculation perform more than one comparison. The relationship between rows is an **OR** relationship.
 - e. Select a **Comparison** rule(s).
 - f. Enter the **Comparison Percentage or Amount**.
 - g. Click **OK**.

PAYROLL DATA SOURCES

Data Source Name	Primary Object	Filters/ Description
PAY CALCULATION RESULTS FOR ORGANIZATION, WORKER, PERIOD AND DATE RANGE (AS OF SUB PERIOD END DATE)	Payroll Result	<ul style="list-style-type: none"> • Date Range • From • Include Subordinate Organizations • Organization • Periods • Result Changed Moment (From) • Result Changed Moment (To) • Separate Balances by Company • Separate Balances by Pay Group • To • Workers
PAY CALCULATION RESULT SUMMARY FOR PERIOD AND PAY RUN GROUP	Payroll Result	Use to write summary reports that meet your needs.
PAY CALCULATION RESULTS FOR PAY GROUP AND PERIOD AND DATE RANGE (AS OF SUB PERIOD END DATE)	Payroll Result	<ul style="list-style-type: none"> • Display Retro Results • Pay Run Groups and/or Pay Group Details • Periods • Result Changed Moment (From) • Result Changed Moment (To) • Status
EARNING/DEDUCTION PAYROLL RESULTS FOR WORKER (AS OF SUB PERIOD END DATE)	Payroll Result Line	<ul style="list-style-type: none"> • Earnings/Deductions • Periods • Worker
PAY CALCULATION RESULT LINES FOR PAY GROUP AND PERIOD (AS OF SUB PERIOD END DATE) (USA OR CAN)	Payroll Result Line	<ul style="list-style-type: none"> • Pay Run Groups and/or Pay Group Details • Periods

Data Source Name	Primary Object	Filters/ Description
EARNING/DEDUCTION PAYROLL RESULTS FOR ORGANIZATION, WORKER, PERIOD AND DATE RANGE (AS OF SUB PERIOD END DATE)	Payroll Result Line	<ul style="list-style-type: none"> • Balance Period Cutoff Date • Earnings/Deductions • Include Subordinate Organizations • Organization • Periods
EARNING/DEDUCTION PAYROLL RESULTS FOR ORGANIZATION, WORKER, PERIOD AND DATE RANGE (AS OF SUB PERIOD END DATE)	Payroll Result Line	<ul style="list-style-type: none"> • Balance Period Cutoff Date • Date Range • Earnings/Deductions • From • Include Subordinate Organizations • Organization • Periods • Separate Balances by Company • Separate Balances by Pay Group • To • Workers
EARNING/DEDUCTION PAYROLL BALANCES FOR WORKER	Payroll Result Line	<ul style="list-style-type: none"> • As Of • Balance Period 1 • Balance Period 2 • Balance Period 3 • Balance Period 4 • Balance Period 5 • Earnings/Deductions • Separate Balances by Company • Separate Balances by Pay Group • Worker

Data Source Name	Primary Object	Filters/ Description
EARNING/DEDUCTION PAYROLL BALANCES FOR ORGANIZATION	Payroll Result Line	<ul style="list-style-type: none"> • As Of • Balance Period 1 • Balance Period 2 • Balance Period 3 • Balance Period 4 • Balance Period 5 • Balance Period Cutoff Date • Earnings/Deductions • Include Subordinate Organizations • Organization • Separate Balances by Company • Separate Balances by Pay Group
JOURNAL LINES	Journal Line	A data source filter is required to be selected prior to running reports. Returns all journal line transactions associated with the data source filter. (Note: Using the Payroll Accounting filter helps to review journal lines generated by the Payroll Accounting process.)
PAYROLL RESULT LINES FOR OUTSTANDING ARREARS BALANCE RDS (USA)	Payroll Input	Helpful for determining what was keyed in, or loaded into Workday via integration
PAY INPUT FROM WORKER, PAY RESULT, AND DATE PARAMETERS	Payroll Input	Returns all payroll input for a worker and (optional) date range

APPENDIX E – WORKDAY PAYROLL TERMINOLOGY

Account Set	A group of accounts (i.e. chart of accounts) for a company.
Additional Payment	An off-cycle payment made in addition to a worker's scheduled on-cycle payment. You can process additional payments as part of a manual payment or on-demand payment.
Balance Period	The period of time, such as current period, month-to-date, quarter-to-date, or year-to-date, over which Workday calculates a pay component value.
Class Report Field (CRF) Mapping	To report on tenanted earnings, deductions, or other payroll components, the components must be mapped to Workday-owned payroll class report fields.
Compensation Element	<p>The smallest unit of compensation for a worker in a specific position. Workday uses compensation elements to determine the amount, currency, frequency, and other attributes of a worker's compensation.</p> <p>Compensation elements are linked to compensation plans. For example, Base Pay, Car Allowance, and Commission can be mapped to any compensation plan, but not to merit plans.</p> <p>A Compensation Element Group is a collection of compensation elements. For example, the group Standard Base Pay can be composed of multiple compensation elements. Compensation elements do not need to be grouped, and groups are optional.</p> <p>Payroll earning codes linked to a compensation element allow Workday Payroll and Payroll Interface to include the applicable compensation in payroll. See the Compensation Element tab on Create Earning.</p>
Deduction Recipient	The third party recipient of the funds resulting from a withholding order deduction.
Enterprise Interface Builder (EIB)	Used to build simple and secure integrations with Workday. Unlike the pre-built, hosted Integration Cloud Connect integrations, EIB provides a framework for building integrations based on the customer's unique business needs. Can be used for both inbound and outbound integrations.

Fiscal Schedule	Fiscal schedules are the calendars that businesses use and can share for financial accounting and reporting purposes. They are distinct from calendar years, though the two can coincide. In Workday, fiscal schedules are used as the building blocks to create fiscal years and their periods. Fiscal schedules themselves do not contain specific years.
Fiscal Schedule Posting Intervals	Posting intervals; the chronological periods into which the calendar is divided. For example, a fiscal schedule might consist of one posting interval for each month of the year.
Forward Accrual	Estimates payroll payments to be made in a future payroll period that spans two financial reporting periods.
Gross Pay Accumulation	The pay accumulation that determines how gross pay is calculated.
iLoad	A data conversion tool used to migrate tenant data to and from Workday. Data is transmitted via an implementation suite that groups tasks into functional areas (HCM, Payroll, etc.). Suites can be created as "new" or from a template.
Ledger Account Types	The types of accounts available for financial statements. Unique types can be created for balance sheets and income statements. When you build account sets, you associate an account type with every account.
Manual Payment	An off-cycle payment that records check or cash payments made outside of Workday Payroll, such as third party sick pay, stock, etc. Manual Payments must reflect all worker deductions and taxes, and each must be entered manually, as Workday calculates only employer taxes. Gross minus taxes and deductions must equal the net input. Manual Payments can also be used to move taxable wages and balances.
Net Pay Accumulation	The pay accumulation that determines how net pay is calculated.
Net Pay Validation/Arrears	The Workday system allows you to set a minimum net account for employees, and set deduction priorities so that the high priority deductions are taken first. Deduction priorities can be adjusted and deductions can be tracked so that arrears can be recouped.

No Processing Prior To Date	The earliest date that Workday can process supported retroactive changes for a worker.
Non-Regular Taxation	A supplemental tax rate in the run category.
Nonactive Worker	A worker with a status of Terminated or On Leave for payroll processing purposes. Rules for processing nonactive workers are defined in the run category.
Off-Cycle Processing	<p>A payment transaction that occurs outside of a regularly scheduled, on-cycle pay run. Enables you to issue additional or replacement payments. Includes:</p> <p>Manual payments that record payments made to employees outside of Workday Payroll (for example, by check or cash)</p> <p>On-demand payments that replace or are issued in addition to employees' on-cycle payments</p> <p>Reversals that back out a completed pay calculation for an employee</p> <p>Off-cycle entries can be created and then attached to the current on-cycle pay period, or to a prior pay period. Because off-cycle calculations are attached to on-cycle payments, they can affect workers' on-cycle payment results.</p>
On-Cycle Processing	A scheduled payroll run.
On-Demand Additional	Only earnings and deductions where worker input is allowed on the calculation tab may be entered. Workday calculates all employer taxes but will not withhold benefit or general deductions created as an Additional Payment.
On-Demand Payment	An off-cycle payment that replaces, or is issued in addition to, a worker's on-cycle payments. Used to create a check or direct deposit entry. Can be used to create an additional pay, or a replacement pay.
On-Demand Replacement	Used to replace a worker's on-cycle payment for a period that is In Progress or Not Yet Started, or to pay a worker who has no regular on-cycle results for a current or Not Yet Started period (for example, a new worker's timesheet was not processed, or the worker's regular payment was reversed). A worker can have only one replacement payment (manual or on-demand) for a period. All earnings and

deductions are available for input (except for taxes) and all scheduled benefits/deductions will be resolved for a Replacement Payment.

Operational Journals

The journals that Workday creates automatically for operational transactions entered through various Workday transaction tasks.

Pay Accumulation

A set of earnings, deductions, pay component-related calculations, pay component groups, and other pay accumulations. Can indicate which values add to or subtract from the pay accumulation's value. Used to simplify payroll calculations and reporting. Returns a single value each time it is referenced. Does not represent multiple periods of time (such as month-to-date or quarter-to-date) or multiple results for the same period. Provides the ability to display results on the Pay Accumulations/Balances tab on the Payroll Result page. Workday delivers several predefined pay accumulations, such as Federal Taxable Wages by Company and Local Withholding Subject Wages by Company.

Pay Balance

Can include a combination of earnings, deductions, pay component related calculations, pay component groups, and pay accumulations. Returns a value for a balance period, such as month-to-date, year-to-date, or fiscal period. Provides the ability to display the pay balance on the Pay Accumulations/Balances tab of the Payroll Result page.

Pay Component

Workday's term for earnings and deductions. An earning (such as base salary or bonus) or deduction (such as federal withholding taxes or medical) that applies to a worker's gross-to-net pay calculation or tax liability.

Pay Component Group

A collection or combination of related earnings, deductions, or pay component related calculations that are combined to simplify payroll calculations. Can include a combination of earnings, deductions, and pay component related calculations. Sums the values of all pay components in the group and returns a single value each time it is referenced. Does not represent multiple periods of time (such as month-to-date or quarter-to-date) or multiple results for the same period. Workday delivers many pay component groups, such as Adds to Gross and Employer Paid Benefits that you use to tag pay components for taxation and withholding order purposes. Workday provides several pay component groups, such as Employer-Paid Benefits, Pre-Tax Deductions, and Federal Taxable Wages, which you can modify to create your own tenanted pay component groups.

Pay Component Related Calculation	A related calculation that is used in the definition of an earning or deduction.
	When you associate a related calculation with an earning or deduction, Workday creates a pay component related calculation (PCRC). For example, the Hourly Pay earning uses a calculation of Hours (unprorated) x Rate. Both Hours and Rate are related calculations. When you assign the related calculations of Hours (unprorated) and Rate to the earning, Workday forms two new PCRCs. You can use the same PCRC in multiple earnings and deductions.
Pay Cycle Event	The Pay Cycle Event is a business process created for payroll. As delivered, the Pay Cycle Event contains two batch processes: Pay Calculation and Completion. You can configure the Pay Cycle Event to deliver various payroll tasks to security groups such as the Payroll Partner or Payroll Administrator, and add To Dos such as Run Accounting, Transmit Tax File, or Load EIB Spreadsheet. Notifications can also be added to enhance accountability.
Pay Group	Pay groups aggregate workers for payroll processing and reporting. You assign one or more run categories to a pay group to identify who and what to process and identify the period schedule for each pay group and run category combination. Workers in a pay group must share the same period schedule.
Pay Rate Type	Defines whether the worker is paid a salary or a certain amount per unit of time, for example, hourly or weekly. Defined by country and associated with job profiles and, by extension, with employees in that job profile.
Pay Run Group	A convenience feature used to process multiple pay groups with the same period schedule at the same time. A pay run group comprises a set of pay groups with associated run categories and period schedule. Pay run groups enable you to calculate pay and perform other tasks for multiple pay groups as a single action. A pay run group can include pay groups for different countries.
Payment Election Rules	Control the payment options that an employee can select on his or her own behalf, and that an administrator can select on behalf of a worker. You can define payment election rules for payroll, payroll interface, and expenses. Control how to handle expense reimbursements for workers and specify account information for direct deposits, payment orders, and the distribution of balance for split payments. After payment election rules are configured, workers can use the self-service Maintain Payment Elections task to specify

how they want to receive payments and Administrators can make elections on a worker's behalf using the Maintain Payment Elections for Worker task.

Payroll Effect	An option available in Workday Absence Management to stop paying workers while on leave. You can configure a run category to pay workers on certain leave types when the Payroll Effect option is enabled for the leave type.
Payroll Input	Rates, units, amounts, or other values that you enter manually or load into Workday Payroll for a worker's on-cycle or off-cycle run. Sometimes referred to as <i>worker input</i> .
Payment Sequence Generator	ID definitions enable you to specify the combination of text, date, and sequence numbers that Workday uses to construct and format the IDs it generates for various business objects.
Payroll Processing Framework	Workday's payroll processing framework consists of period schedules, run categories, and pay groups. Period schedules define payroll processing frequency, payroll period start and end dates and payment dates, and forward accruals. Run categories define the type of payroll run (e.g., Regular or Bonus), and which workers are eligible for the payroll run. Pay groups define for whom payroll should be processed.
Payroll Reporting Code	Codes assigned to workers to capture information for quarterly state tax filing or new hire reporting. For example, unit codes for Minnesota or branch codes for California.
Payroll Results	The primary administrative view to see payroll processing results.
Payslip	Online or printed summary available to an employee of their gross-to-net earnings. Also referred to as a pay stub or payment advice. The document that employees receive with their payroll details also known as the payroll check or payment advice.
PCRC	See pay component related calculation.
Period Schedule	Defines when and how often to process payroll. Defines payment dates and forward accruals, using a period start date, period end date and payroll payment date. You can associate period schedules with any run category or pay group with the same payment frequency. For example, employees can be paid on a weekly, bi-weekly, or monthly basis. When a pay period spans financial

reporting periods it can include instructions for forward accruals.

Posting Rule Set	Each specific operational transaction is associated with an account posting rule. These rules specify the conditions and the ledger accounts to which Workday should post debits and credits. Accounting posting rules tell Workday which ledger accounts to post the journal entry resulting from an operational transaction.
Proration	Used to create sub-periods when there is a change in the workers compensation mid-period. Proration is set up on the Calculation Details tab of Create Earning or Create Deduction and the Compensation Element tab of Create Earning. Can be based on calendar days on days worked (work shift).
Related Calculation	Related calculations are used as the building blocks that define how Workday calculates the value of an earning or deduction. They are calculations that return a value (e.g., as hours, rate, percent, etc.) that can be used in earnings and deductions. You can use Workday-owned related calculations, such as Rate or Amount, or you can create your own to pull in values commonly used for more complex calculations. Related calculations can be displayed on pay results. See also Pay Component Related Calculation.
Replacement Payment	An off-cycle payment that replaces a worker's on-cycle payment in a period that is in progress or not yet started. You can process replacement payments as part of a manual payment or on-demand payment.
Retroactive Processing	Processing activity entered in the current period that should have been processed in a prior period.
Reversal	An off-cycle calculation that backs out or voids the results of a completed pay calculation for a worker.
Routing Rules	Routing rules enable automatic control of the accounts from which payroll, supplier, and expense account payments are made based on configurable rules criteria. With routing rules, you do not have to manually specify a source bank account for payments made through Workday's settlement engine. For example, you can define a rule that automatically draws funds from one account to pay regular, full-time employees in one geographical area, while pulling funds from another account to pay regular, full-time employees in another geographical area.

Run Category	Defines a type of payroll run, such as regular or bonus. Specifies criteria for processing employees by status (Active, Terminated, On Leave), pay components to calculate automatically for on-cycle and off-cycle runs, whether a supplemental tax rate applies, and the minimum net pay. Run categories are assigned to pay groups.
Segment-Based Security Groups	Enable non-payroll users, such as managers and benefits administrators, to view the results of selected earnings and deductions.
Subject Wages	All of a worker's wages subject to a particular tax, including those that exceed a wage cap. See Taxable Wages.
Sub-Period	Created when there is a change in a worker's compensation mid-period. Payments are prorated over each sub-period according to the change in compensation and the settings on the Compensation Element tab of Create Earning.
Supplemental Earning	Any compensation paid in addition to an employee's regular wages that includes, but is not limited to, severance or dismissal pay, vacation pay, back pay, bonuses, moving expenses, overtime, taxable fringe benefits, and commissions. In Workday, only supplemental earnings can be grossed-up.
Supported Retro Transaction	A type of transaction entered for a prior period, such as a retroactive compensation change, for which the Retro Pay Calculation process can automatically recalculate employee earnings and deductions.
Taxable Wages	All of a worker's wages subject to a particular tax, excluding those that exceed a wage cap. Example, in the US, OASDI has a wage limit of 110,100 for 2012. An employee with total wages of 200,000 has subject wages of 200,000 and taxable wages of 110,100. See Subject Wages.
Unsupported Retro Transaction	A type of transaction entered for a prior period, for which Workday cannot automatically recalculate employee earnings and deductions. Workday identifies these transactions for you, so that you can manually enter the necessary adjustments.
Withholding Orders	Court or government agency ordered income payroll deductions also known as garnishments.
Workday Absence	The Workday solution that allows customers to manage worker time off and leave of absence. Also known as Absence Management.

Workday Leave Plans	A subset of Workday Absence. Generally used to calculate and track leave of absence eligibility and time taken.
Workday Payroll Interface	Used to send data necessary to process payroll to 3 rd party payroll solutions.
Workday Time Off Plans	A subset of Workday Absence. Generally used to calculate and track paid time off types of plans.
Worker Eligibility	Used to identify whether, for whom, and what conditions to resolve an earning or deduction. On the Criteria tab of Create Earning and Create Deduction.
Worker Tax Elections	A worker's marital status, number of elections, exemption status, and other information, as specified through the Add Worker Tax Elections task.

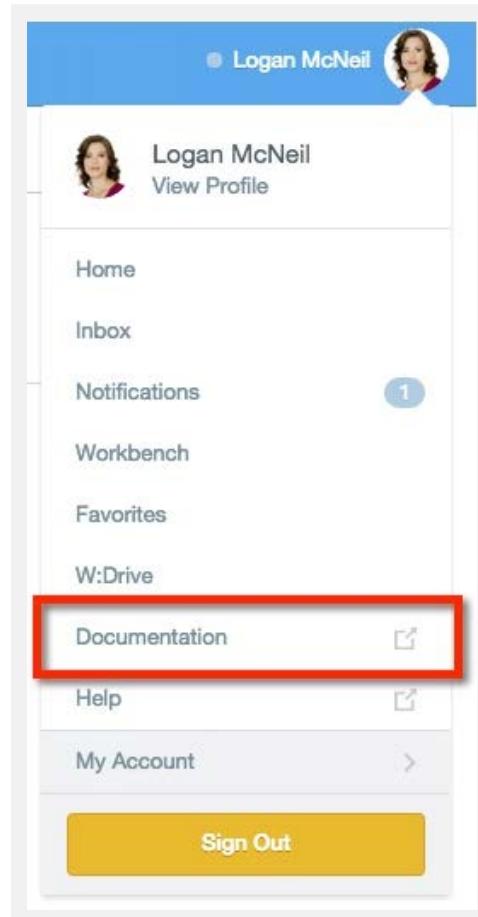
APPENDIX F – RESOURCES

This Appendix will introduce you to resources available to you and give you the opportunity to try out a few things. The ability to get information and connect with others will help you be successful.

DOCUMENTATION

Workday Documentation is product documentation written by Workday's documentation team. It is reviewed and approved by various members of Workday's development organization. This documentation resource is available by simply clicking on the **Documentation** hyperlink, found in the menu. You may refer to this standard material, which is updated with each update of the Workday system.

Workday Documentation can be used to obtain information on some attributes of objects, system, or procedures. It's an organized collection of sections that describe the structure, purpose, operation, maintenance, and data requirements for Workday.



The Workday Documentation is organized into the following major sections:

What's New in Workday	Education and Government
Student	Workday Security
Recruiting	Manage Workday
Human Capital Management	IT Administrator Resources
Payroll for the US	Custom Reports And Analytics
Payroll for Canada	Workday Report Designer
Time Tracking	Manage Integrations
Financial Management	Big Data Analytics
Budgetary Control and Commitment	Mobile Solutions
Accounting	Glossary of Terms
Projects	

Documentation is updated with each new release. Each section is updated and continues to address topics that span the various Workday functional areas, such as tenant setup, security, organizations, and business processes.

Click the Printer-friendly version link to see an HTML version formatted for printing. This link appears beneath section titles, near the top, but when you get to a specific page, it appears at the bottom of the page. If you have a PDF printer driver, you can create your own PDF file of the printer-friendly version.

You can control who can access the Workday Documentation link. By default, access is granted to the All Users user-based security group. For information on editing domain security policies, search Documentation for View or Edit Domain Security Policies.

HOW TO USE WORKDAY DOCUMENTATION

Workday documentation can be accessed using the menu icon within the Workday application. To access online documentation follow these steps:

1. From the any page within the Workday application, in the left hand corner, to the left of the Search bar, locate and click the Menu link. You can also access the Community and Support from this link.
2. From here, you can drill down into any of the available topics by clicking on one.
 - a. To open a specific topic, like Payroll, click the topic link. Related higher-level topics will display for further drill-down.
 - b. The lowest level sub-topics are displayed to the left of the current article. Make a selection from the list to read more about the current topic.
3. To open a printable version of the documentation, click the Printer-friendly version link.

The screenshot shows the Workday Documentation interface for 'Payroll For Canada'. The left sidebar contains a navigation tree with the following structure:

- Set Up Payroll Processing
- Payroll History
- Earnings, Deductions, and Other Calculations
- Net Pay Validation and Arrears
- Banking Setup
- Payroll Accounting Setup
- Settlement
- Payslips
- **Tax Setup (CAN)**
 - Steps: Set Up Payroll Taxes (CAN)
 - Steps: Set Up Workers Compensation (CAN)
 - Steps: Set Up the Province Payroll Tax for Workers in Northwest Territories and Nunavut
 - Set Up Company Tax ID
 - Define Tax Authority Exceptions from Pay Component Groups
 - Set Up Company Federal Taxes (CAN)
 - Set Up Company Province and Territory Taxes
 - Set Up RPP and DPSP Registration Numbers
 - Map Earnings and Deductions to T4, T4A, and RL-1 Boxes
 - Set Up Company Province Workers Compensation
 - Exempt Workers in Northwest Territories and Nunavut from the Province Payroll Tax
 - Reference: View Tax Authority Data (CAN)
 - Reference: T4, T4A, and RL-1 Box Mappings

The main content area shows the 'Tax Setup (CAN)' page with the following details:

- Tax Setup (CAN)**
- Workday Documentation posted by The Doc Team from Workday on Jul 18, 2013 - 9:36 pm • Updated Mar 13, 2015 - 7:45 am • 1098 reads
- Workday 24 | Workday Payroll
- Add new comment | Add child page | Printer-friendly version | Manage my subscriptions for this post

4. To select a topic through search, enter the topic in the Search field at the top of the left-hand column, and then click the Search button.
5. Search results display in list format, with the number of items found displayed from a count of the total pages matched.

WORKDAY COMMUNITY

Welcome to the Workday Community! There are tons of things to see and learn here and you should be prepared to get involved. The strength of the Community is based on the strength of our customers, partners and employees, who all contribute to making this an open forum.



HOME

Now that you're in the Workday Community, what are some of the things you'll want to do first? You can use the top right search field to locate the following checklist items. Here's a quick checklist for you:

- Click your Username - Tell us who you are. Located towards the top right above the search field. Once you are on your profile, click the EDIT tab to update your information. You can include an optional photo, your company affiliation, and areas of expertise. Your Member Profile for more information about your profile, who can see what and information on the Member directory.
- Join a group – From the Home page, click the Collaborate then Groups and select Join Users Groups link to see a list of all the public groups and select some to join in and participate.

GETTING STARTED

When you log in for the first time, you may want to start by navigating to the Getting Started page.

Links	Description
WORKDAY BASICS	Are you brand new to Workday? Watch videos on introductory concepts of the Workday application.
DEPLOYING WORKDAY	A must see for project team members working on a Workday deployment.
GOING LIVE ON WORKDAY	If you're about to go live with Workday, learn about the Workday update process and how to stay informed about upcoming features.
RELEASES	Go to the Releases dashboards to stay informed about hot topics in production or features planned for the upcoming release.
ENABLING WORKDAY	Maximize the value of your Workday deployment by implementing the latest Workday features. Learn tips and techniques for calendar-based projects such as year-end processing and open enrollment.

Links	Description
PRODUCT DASHBOARDS	Product Dashboards pull content together across Workday updates for a given feature, function or product. Navigate the Dashboards to view synthesized content for each product area in one convenient location.
REGISTER FOR TRAINING	The Workday Education team provides classroom, virtual classroom, and self-paced videos. Sign in to the Workday Learning Center to register today. Request access to the Workday Learning Center.
TRAINING CATALOG	The interactive training catalog contains details on our course descriptions.
DOCUMENTATION	Workday product documentation is written and reviewed by Workday Product experts.

RELEASES

The Releases page is where you can get up to the minute information on Workday Updates.

COLLABORATE

This is a great place to share information and present questions.

Q&A Forums – This is where crowd sourcing and reputation management come together to get the best answers.

Brainstorm – The Brainstorm is where the Workday Community collaborates and votes on enhancement ideas. A Brainstorm Idea is an enhancement request. Workday Product Strategy and Product Management use information gathered from the Brainstorm to assist in their product planning process.

The Brainstorm is all about customers; what you think, what you need, and the direction you think the Workday products should go. You can start by reviewing some of the brainstorm ideas that other customers have already suggested and vote for the ones you consider high priorities for development. Your vote counts! Workday's product managers and development take your priorities into consideration for each and every update.

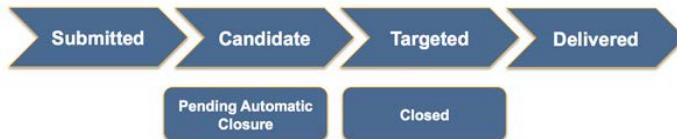


Search filters are available to help you find existing ideas. Search for Payroll or Talent, reports or Benefits and check to see if someone has already identified a need of functionality that you're interested in voting for or entering additional comments.

Groups – Workday User Groups connect you directly with other Workday customers, partners, product teams, and experts. Participating in a user group(s) enables you to:

- Collectively address key challenges
- Share experiences and leverage peer expertise
- Stay informed about Workday products and best practices
- Get access to key subject matter experts
- Network and have fun!

Idea Status



Solution Catalog – Custom report definitions shared by community members.

Member Directory – A place where you can look up people by their name and/or area of interest.

NEWS

News and Information – General announcements posting in the Community.

Digest Emails – Historical digest emails.

HCM Feed – Aggregated feeds of tweets and blogs for HCM.

Workday Feed – Aggregated feeds of tweets, blogs, and press releases for Workday.

Community Archives – Search for historical content that is no longer in the Community search index.

CALENDAR

Maintenance Dates – Weekly Service Updates. (All dates and times in the Workday Community are base on California time.)

Webinars – Live demonstrations of Workday functionality.

Coffee Breaks – Brief webinars that provide insight on what's to come for a feature, function, or product.

Upcoming Workgroups – Learn about upcoming workgroups or watch a previously recorded workgroup.

What's New Videos – Recordings of Workday Product Managers discussing new features and functionality.

The Next Level – The Next Level Series is designed to help you get to the next level with Workday. Join live or watch recordings of the free series of online demonstrations that show Workday in action and give you tips on deploying features.

User Group Meetings – Lists dates and times for worldwide user groups meetings.

RISING

- Previous years' Rising sessions for the US and Europe
- Rising Directory
- Workday Store

DEVELOPERS

The Workday Developer Network is an online community for developers to collaborate around our Workday applications and integrations.

WORKDAY LEARNING CENTER

Use our Workday Learning Center powered by Cornerstone to search for topics, enroll in classes, and launch training all in one place. Workday is dedicated to providing training that is relevant, comprehensive, timely, and cost-effective. For further assistance, please contact your Training Coordinator.

The Learning Center will give you the ability to do the following and more:

- Enroll in training
- Access recorded on-demand training
- View your student training history
- Sign up for a recommended training track
- Get information about new training offerings

TRAINING OPTIONS

Learn In-Person – Workday provides comprehensive instructor-led in classroom training to prepare students to meet their job role requirements. Our classes combine cohesive lectures and product demonstrations with hands-on exercises to reinforce student learning.

Learn Virtual – Workday's Virtual Classroom offers the advantages of live instructor-led training without the expense and time associated with travel. These courses are a combination of lecture, demonstration, and hands-on activities to reinforce learning.

Attendees participate remotely through WebEx and connect to our training environment via the internet to complete the hands-on activities.

Learn On-Demand – Workday On-Demand training is a cost effective alternative to traditional education delivery, providing access to training 24/7 from any computer. Created in short, targeted segments, on-demand training is perfectly suited for system administrators who need immediate access to specific training.

Learn Independent – Workday Learn Independent courses combine videos, interactive exercises, written documents, and quizzes into a comprehensive online curriculum that you can complete at your own pace. Sessions are open for a defined period of time and you have unlimited access to course materials. Successful course completion involves reading course materials, watching videos, performing activities in the training tenant, and engaging in course discussions.

Adoption Kit – These toolkits are collections of tools and resources designed to accelerate your Workday rollout and quickly train your end-users on Workday. Each kit provides customers with customizable training materials (videos, frequently asked questions, facilitators guide, etc.) that can be used out of the box with little customization, or act as the cornerstone of a larger training development plan.



REVIEW – PUTTING IT ALL TOGETHER

In this review activity, you will be spent exploring Workday without step-by-step instructions. The idea is to help you synthesize and apply the knowledge you've gained over the past few days. We will discuss the payroll processing framework, define pay components, process a payroll, and review payroll results.

It's time to find out what you've learned.

➡ **Sign in as Logan McNeil (lmcneil).**

NAVIGATION

1. True or False? Company is the primary organization type within Workday Payroll Processing Framework.
2. True or False? It's a best practice to test configuration changes in your production system.
3. Name one way to view Worker History.
4. What is the name of the worker with the Employee ID 21195?

PAYROLL PROCESSING FRAMEWORK

1. What are the three main components that make up Workday's Payroll Processing Framework:
 - a. Organizations, Companies, and Pay Groups
 - b. Period Schedule, Run Categories, and Pay Groups
 - c. Companies, Cost Centers, and Pay Groups
 - d. Period Schedules, Companies, and Pay Groups
2. Where do you define the Gross and Net Pay Accumulations?
3. Describe a Pay Group.
4. True or False? Pay Groups are NOT organization types.
5. What is the task that allows you to configure the Workday delivered Audit Reports?

6. What is James Mason's pay group assignment?
7. What is a Pay Component Group (PCG)?

ADD PAYROLL INPUT

1. Name one way in Workday to enter Payroll Input.
2. Selecting the Special Entry checkbox allows you to...
3. If you want to add or subtract to an employee's existing payment, which option in payroll input would you use?
 - a. Override
 - b. Adjustment
 - c. Both
 - d. Neither
4. True or False? Payroll Worktags can be used to override cost centers or regions for a specific pay component.
5. Name the other task that you can use to enter a cost center override and distribute cost.
 - a. Assign Cost Center
 - b. Assign Company
 - c. Assign Costing Allocation
 - d. None of the Above

PAY CALCULATION/PRE-COMPLETE

1. List ways to Run Pay Calculation.
2. What can you use to view Payroll Calculation results from the Employee's perspective?
3. What report allows you to view the payroll results for a pay group?
4. What is one way to record a Withholding Order within Workday?

SECURITY

1. True or False? Payroll Administrator can access only the pay groups assigned.
2. What type of Security Group is Payroll Partner?
 - a. Job Based
 - b. Role Based
 - c. User Based
 - d. All of the Above
3. True or False? Report Writer is a Job Based Security Group.
4. What User-Based Security Group has access to All Pay Groups?
5. What User-Based Security Group has the ability to create earnings and deductions within Workday?
6. Who can configure Business Processes?

BUSINESS PROCESSES

1. What is a business process?
2. Identify at least one Payroll Business Process:
3. True or False? Custom Notifications can be added to business processes.
4. Business Process steps occur in what order?
 - a. Random
 - b. Numerical
 - c. Alphabetical
 - d. All of the Above
5. True or False? Business processes MAY have steps after the completion step.
6. True or False? Business process steps are assigned to an individual.