Human Resource Management System

Workday Job Aid
Payroll

The payroll functionality in Workday offers robust capabilities for both the employee and payroll professional alike. The information that follows covers the major segments of functionality that relate to payroll.

- 🔵 Employees
- ⚪ People Managers
- ⚪ Human Resources

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1. Payroll Overview (incl. terminology)

Workday Payroll for the U.S. addresses the full spectrum of enterprise payroll tasks. Workday allows for more efficient payroll processing with continuous payroll calculations, smart payroll audits, and retro payroll processing. Workday Payroll also offers more control for the employee to update and view their information.

At a high level, Workday payroll processing consists of the following steps which will be performed by departmental payroll partners or central payroll administrators:

- Payroll Input
- Time and Attendance Mass approve
- Pre-Note
- Review additional audit reports (new hires, employees on leave, T Rowe Price, GL Summary, PHAROS, etc).
- Initiate Pay Cycle Event
- **Off-cycle Payroll Calculation**
  - Review Results (Defensive Audit Reports)
  - Off-cycle Complete
- **Retro Pay Calculation**
  - Review Results (Defensive Audit Reports)
  - Retro Pay Complete
- **On-cycle Payroll Calculation**
  - Review Results (Defensive Audit Reports)
  - Review Accounting Results
  - On-cycle Complete
- Settlement
- Integrations

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The steps that you all will complete each pay period may vary, depending on what occurs during the process (holiday, Special payroll, etc.). Some steps will be completed by the departmental payroll partners and some will be completed by central payroll administrators or cash management units of Audit and Control (A&C).

You may repeat some steps such as adding payroll input and calculating payroll multiple times to ensure all pay components are included.

Below are descriptions of steps:

- **Payroll Input**
  - Enter hours or other values to earnings or deductions that require input for an individual employee
    - You can override, add to, or subtract from an employees earnings or deductions that normally resolve to a value
    - Only Central Payroll (A&C) can add a payroll input.

Off-cycle Payroll

- **Off-cycle Payroll Calculation**
  - Any additional payment for an employee that is outside of the Regular payroll
    - On-demand – a payment that can either replace or be in addition to an employees on-cycle payment
- **Review Off-cycle Results (Defensive Audit Reports)**
  - Pay Calculation Off-Cycle Inputs for Group of Workers
    - Displays off-cycle inputs for workers
    - Run by Central Payroll (A&C)
- **Off-cycle Complete**
  - Must complete off-cycles before completing on-cycle payments

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Retro Payment

- **Retro Pay Calculation**
  - Any change that affects a complete pay result that can come from Benefits, Compensation, Time and Attendance, or other payroll touchpoints.
- **Review Retro Results (Defensive Audit Reports)**
  - Retro Processing Report – list all employees receiving retro for the current pay cycle
- **Retro Pay Complete**
  - Must complete retro before completing on-cycle payments (Run by Central Payroll (A&C))

On-cycle Payroll

- **On-cycle Payroll Calculation**
  - Pulls in any input or changes made to the current pay cycle.
    - May be run and reviewed at any point during your payroll processing.
- **Review On-Cycle Results (Defensive Audit Reports)**
  - Payroll Register – displays all employees completed pay results for the current payroll
  - Payroll Register by Period – displays all employees pay results that are in progress
  - Payroll Input not Processed- displays unprocessed pay input
  - Pay Calculation Results – Deduction Register – displays current payroll deductions
  - Pay Calculation Results – Earning Register – displays current payroll earnings
  - Pay Calculation Results – Outstanding Arrears Balance as of Pay Period – displays outstanding arrears for all employees for the select pay group
  - Payroll Totals by Pay Group and Category – displays current pay component values
  - Audit – Pay Calculation Results for a period – displays the values for all employees current pay results
    - Able to configure to show excessive hours, net pay differential, etc
  - Audit – Pay Calculation Results Comparison to a Prior Period – allows you to compare the current employees pay results to their prior period

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- **Review Accounting Results**

  - Before completing payroll, review all account results to ensure pay components are populating under the correct account

- **On-cycle Complete**

  - Once the payroll has been reviewed by the Comptroller or his designee, payroll complete will be run by Central Payroll (A&C)

- **Settlement**

  - Settle payments for any off or on-cycle payrolls will release checks and direct deposits.

    - This task will also generate accounting entries and the positive pay file

    - This step can only be completed by Cash Management (A&C).

- **Integrations**

  - Tax filing, withholding orders, benefits, etc. may need to be initiated once payroll has been completed.

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2. Review Pay Slip

Workday provides easy access to an electronic version of your payslip. Beginning with the first Payroll run through Workday, the system will store and provide access to copies of your payslip.

Here are the steps used to access your payslips in Workday:

- Click on the **Pay** icon in the Applications section of your Workday homepage.
- Under the **View** area, click on the **Payslips** option.
- Scroll down to the **Payslips** grid and find the row that lists the payslip you wish to view.
- Click on the **View** button located on the row to the right of the **Net Amount** column.
- Review the details provided on the screen.

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3. Make Tax Elections

The information that determines how much tax (both Federal and State) should be withheld from an employee's paycheck is managed in Workday. The ability for an employee to enter this information on their own or have a Payroll Partner enter it on their behalf both exist in Workday.

Here are the steps required for an <u>employee</u> to perform this task:

- Click on the Pay icon in the Applications section of the Homepage.

- Under the **Actions** section of the page, click on the **Withholding Elections** menu item.

- Click on the tab at the top to select withholding elections you wish to update (e.g. Federal Elections, State Elections)

- Scroll to the bottom of the screen and click on the **Update** button.

- For Federal Withholding Elections:

    a. Fill in the **Effective Date** (Defaults to the current date - Select either a current or future effective date. Tax withholdings can not be changed retroactively.).

    b. Click **OK**.

- For State Withholding Elections:

    a. Fill in the **Effective Date** (Defaults to the current date - Select either a current or future effective date. Tax withholdings can not be changed retroactively.) as well as the **Withholding Form Type** you wish to fill out.

    b. Click **OK**.

- On the next page that displays fill in all appropriate fields (Note: * are required fields).

- Click **OK**.

Note: This update will be reviewed and approved by a **Payroll Partner** before it is processed.

Note: The processing of **Tax Elections** is part of the Onboarding process for new hires. The steps outlined above would be used if changes needed to be made after the Onboarding process was completed.

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Here are the steps required for a <u>Payroll Partner</u> to perform this task:

Note: The employee must provide the payroll partner with the appropriate tax form completed and signed for the entry to be made on the employee's behalf.

Note: To change the employee's tax election effective immediately (Can only be used to change elections on the same tax form - see instructions below if the employee was using W4 form from before 2020 and has completed a W4 from 2020 or more recently.

- Search for the employee by placing their name in the search bar.
- Click on the employee's name returned with the search results.
- Click on the Pay option listed down the left side of the page.
- Click on the **Tax Elections** tab listed across the top of the page.
- Locate the row that houses the withholding elections to be updated.
- Click on the three dots to the left of the magnifying glass of either the Federal or State withholding line. Hover the cursor over **Worker Tax Election** and then click the **Edit** option.
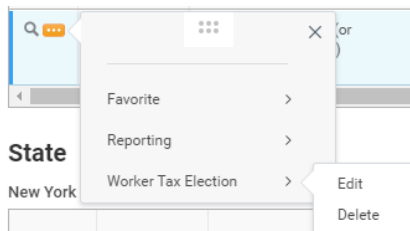
- Update the information on the screen based on the tax form the employee has provided.
- Click OK at the bottom of the page.

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To change the employee's tax election effective at a future date or for changes in tax forms (use this process if an employee had a W4 form before 2020 and has completed a W4 from 2020 or more recent:

- Search for the employee by placing their name in the search bar.

- Click on the employee's name returned with the search results.

- Click on the actions button below the employee's name on the screen.

- Hover over Payroll and then click on Add US Tax Elections

- The worker's name should be auto-filled.

- Fill in the **Effective Date** (Defaults to the current date-Select either a current or future effective date. Tax withholdings can not be changed retroactively.)

- The company should be auto-filled as County of Suffolk

- Click **OK**

- Click on the tab you want to update: **Federal or State**

- Click the **plus sign** next to the Federal W4 Election line on the federal tab or the State WH Election on the State tab and enter the information on the screen based on the tax form the employee has provided.

- Click **OK** at the bottom of the page.

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4. Setting up Direct Deposit Distribution Rules

In Workday an employee can set up the Direct Deposit rules for how they want their pay delivered to them. This can include electronic bank deposits, a physical paycheck, or a combination of both.

Note: All bank information entered during this process goes through a verification process (Pre-Note) to confirm that it was entered correctly. This typically takes one pay cycle to confirm. This is why new direct deposit distributions take at least one pay cycle before they go into effect.

There are two steps involved in this process. Account information must be entered before any payment election rules are defined.

Here are the steps required to add direct deposit account information:

- Click on the Pay icon in the Applications section of the Homepage.

- Under the **Actions** section of the page, click on the **Payment Elections** menu item.

- To **Add** a new direct deposit bank account click the **Add** button just below the Accounts section. (Repeat this process for all account adds.)

  a. Fill in all appropriate information (* indicates a required field).

  b. Click **OK**.

- To **Edit** or **Remove** an existing account definition, click on the appropriate button next to the account you wish to adjust.

  a. **Edit** - Update all appropriate information (* indicates a required field). Click **OK**.

  b. **Remove** – Confirm correct account was selected. Click **OK**.

  Note: Any payroll allocation to that account must be removed from the Payment Election section before the account removal can be performed.

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Here are the steps required to adjust the amounts allocated to your direct deposit accounts or check in the Payment Elections section:

- Click on the **Edit** button to the right of the payment election line (e.g. **Regular Payroll Payment, Special Payroll Payment**) you wish to update.

    a. To **add** an allocation to a new bank account (the account must be added under accounts as described above), click on the plus sign at the top left corner of the payment election box.

        • Fill in all appropriate information (* indicates a required field).

        Note: The last account listed must have its **Balance/ Amount/ Percent** field set to **Balance**. To move the order of your accounts use the arrow keys in the Order column.

        • Once complete, click the **OK** button.

    b. To **edit** a Payment Election:

        • Update all appropriate information (* indicates a required field).

        Note: The last account listed must have its **Balance/ Amount/ Percent** field set to **Balance**. To move the order of your accounts use the arrow keys in the Order column.

        • Once complete, click the **OK** button.

    c. To **remove** a Payment Election click on the minus sign to the left of the payment election you want to delete.

        • Click **OK**.

Note: By default, special payroll payments will follow the **Regular Payroll Payment** distribution rules if no rules are defined specifically for the **Special Payroll Payment** pay type. If you wish funds from Special Payrolls to be distributed differently, you must set up distribution rules for that pay type.

Note: Any Pre-Note failures can be found on the **Find Prenote Run** report. No notification goes to the employee. A notification does get sent to the Payroll Partner who will follow up with the employee.

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5. **Setting Up Automatic Deposits into a 529 Savings Account**

In Workday an employee can have funds from their paycheck deposited directly into a 529 Savings Account. Once the 529 Savings Account has been opened, the employee will go to the Setting up Direct Deposit Distribution Rules lesson above and follow the steps to add the account and then define the distribution rules.

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6. Access Pay Statements and Year-End Tax Documents

There is much functionality within Workday that can be considered important to many County employees. Not everyone is expected to read through every Job Aid. As a result, some lesson topics are duplicated in Job Aids where it makes sense. The instructional information to perform these tasks is resident in a different Job Aid. The information below will direct you where to find the step-by-step details to access the information listed in the title of this lesson.

To learn more about how to **Access Pay Statements** in Workday please go to the job aid SC-CM-TRN-0005 View-Change Personal Information, and review lesson 14 – Check Pay Statements.

To learn more about how to view your **Year-End Tax Documents** please go to the job aid SC-CM-TRN-0005 View-Change Personal Information, and review lesson 15 – Access Year-End Tax Documents.

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7. Enter Manual Adjustments

Sometimes manual adjustments need to be made to an employee's payroll record so that they are compensated properly. Examples of such an adjustment would be to pay an employee for a clothing allowance or to donate accruals such as Cancer Pool. In all situations, these manual adjustments are made by **Payroll Partners** for a given employee.

Here are the steps required for a <u>Payroll Partner</u> to perform this task:

- Search for the employee by placing their name in the search bar.
- Click on the employee's name returned with the search results.
- Click on the Pay option listed down the left side of the page.
- Click on the **Input** tab listed across the top of the page and click **Add**.
- Enter the **Start Date** and **End Date** that correspond to the pay period this adjustment will be run in.

Note: If this is for an **Ongoing Manual Adjustment** do not enter an **End Date**. However, you <u>MUST</u> select **Ongoing** in the **Processing Defaults** section.

Note: For **One-Time payments**, you <u>MUST</u> enter an **End Date** as well as select **One-time** under **Processing Defaults**.

- Select **Regular** as the **Pay Component**.
- Select the necessary **Processing Defaults** based on the situation.

    a. One-time - The manual adjustment will be processed once during the pay period the start and end dates reside in.

    b. Ongoing - The manual adjustment will be processed for each pay cycle going forward.

    c. Override - The manual adjustment will replace what is previously defined for the employee's pay cycle.

    d. Adjustment - An additional line item will be added to the existing pay cycle rules for the employee.

    e. Regular Run Category - The adjustment will occur during a regular Pay Cycle.

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f. Specify Run Category - The adjustment will occur during the Run category specified in the Additional Defaults section.

g. All Run Categories - The adjustment will occur for all Regular and Special runs.

- Click OK

- Scroll down to the Input grid and click on the plus sign to the left of the **Type** column.

Input Details			Comment
	*Type	Value	
⊕			

- Select from one of the **Types** listed (Amount, Hours, Rate).

- Enter the **Value** that correlates to the Type selected.

- Enter a comment to explain why the manual adjustment was made. This is required by the Payroll team.

- Click **OK** and then **Done** to process the request.

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8.   Add Beneficiary

If an employee passes away, their final paycheck and any SCAT (Separation Compensation At Termination) payments need to be provided in the form of a physical check. That check needs to be made out to someone other than the deceased employee. In this lesson, we will review the steps performed to change the name on the employee's check to that of the beneficiary.

Here are the steps required for a Payroll Partner to perform this task:

- Search for the employee by placing their name in the Workday search bar.
- Click on the employee's name returned with the search results.
- Click on the related **Actions** button.
- Hover over the **Personal Data** menu item and then click on **Maintain Names**.
- Click the **Edit** button next to the **Preferred Name.**
- Uncheck (if checked) the checkbox labeled: **Use Legal Name as Preferred Name.**
- Update the name information by filling in the Beneficiary's name.
- Click **Submit**.
- Click **Done**.

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9.   Processing Allowance Plans

During the setup of a payroll schedule, **Allowance Plans** are one component of the overall process. Rules are entered in the Allowances section for each allowance plan to define the population of employees that are to receive that specific allowance.

Note: It is critical that the correct **Earnings Code** be entered for the Allowance plan so that the proper compensation is applied.

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Change Log				
Revision Number	**Date of Change**	**Affected Lesson**	**Action**	**Initials**
1.1.1.1	09/15/2021		Log Created	RK
1.1.1.2	01/27/2021	Setting up Automated Despoits into a 529 College Savings Account.	Added lesson.	RK
1.1.1.3	01/28/2022	Setting up Direct Deposit Distribution Rules	Added note about Special Payroll Payment	RK

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