The Workday Payroll Process

The Workflow
The next slides provide a descriptive overview of the Trinity Health Payroll Workflow at a very high level.

You will notice that much of what you do daily won’t be changing very much, you will just do be doing it in Workday.

We’ve divided the process into three parts:

Pre Payroll  - Payroll  - Close Payroll
This high-level flow chart shows the entire payroll process at a high level.
Activities in **green** will be conducted by our local payroll teams; those in **purple** will be conducted by centralized teams, and those in **blue** will be conducted by HR. **Blue** and **green** activities will be done jointly by both HR and Payroll.
The Payroll Workflow

Using the Payroll Workbook

A workbook has been created to assist you in running payroll in Workday. This is Trinity Health’s standard process, but the document can be adapted in order to accommodate slight variations in your RHM.

Additional Training Available

Job Aid: Using the Payroll Workbook