Payroll

After all input has been entered, payroll can be calculated. These calculations are done by running simple processes in Workday. While you may never need to do them or even see them done, we will discuss what happens at a high level.

1. Calculate Retros
2. Calculate Payroll
3. Review Payroll and Accounting Results
4. Fix Errors and Re-Calculate as needed
5. Complete Retros
6. Final Re-Calculation
7. Cancel Checks (if neg pay)
1. Calculate Retros

As mentioned, pay that needs to be paid retroactively (for compensation changes, time-off) typically comes into Workday via a BP. They can also come in through an EIB.

Transactions that trigger a retro should be completed by **Friday Noon** of the off-week.

BPs or input that will trigger a Retro that are not completed prior to running the Retro and Pay Calculations will not be paid in that pay period.

**Note:** Because managers can still make changes after the deadline, there may be additional transactions that may be picked up by Workday whenever the Retro Pay Calc is run.
1. Calculate Retros (Cont.)

When the Central team runs the “Run Retro Pay Calculation” on **Monday night**, Workday will automatically calculate retro pay for “supported” retro changes.

This initial Retro Calculation must be run prior to the initial Pay Calculation.

After the calculation completes, results can be reviewed using the “View Background Process” output that is available after running any process.

You can also review results using the Process Monitor or by running the available retro reports.

Retro Reports

- Retro Pay Calculation for Group of Workers
- Retro Pay Calculation for Worker

Additional Training Available

- **Job Aid:** [Using the Process Monitor](#)
2. Calculate Payroll

After the Retro calculation is run, the Central team will “Run the Pay Calculation.”

Similar to the process for retros, after it completes, they will open the “View Background Process” information to check for and fix errors.
3. Review Payroll and Accounting Results

At that point, local sites will be able to review the payroll and accounting results by running various Workday reports. They have the ability to fix additional errors.

Note that local sites can *recalculate* payroll for any individual that had an error. However, it is expected that most errors would be fixed when inputting the data before the pay calculation is run.

### Payroll Reports

**Payroll Input Reports**
- Payroll Input Not Processed by Company
- Payroll Input - Different States By Company

**Pay Calculation Reports**
- Pay Calculation - Results for Group of Workers by Company
- Audit Gross Pay Over a Certain Amount per Pay Period
- Pay Calculation - Earnings Resolving to Zero by
- Pay Calculation Results - Earning Register by Company

**Accounting/GL**
- Payroll Accounting by Period/ Pay Group
3. Review Payroll and Accounting Results (Cont.)

Once all errors have been fixed the Central team will:

1. “Run Retro Pay Complete” to complete retros
2. Do a final pay “Re-calculation”
3. Cancel any checks for negative pay that can’t be fixed by typical means

**Note:** Checks are cancelled only in rare cases. This may happen most often in the first pay cycles after go-live and then occur only if an anomaly occurs. If checks are manually canceled, they will reappear whenever payroll is calculated again.

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**Complete Retros**

**Final Re-Calculation**

**Cancel Checks (if neg pay)**

**Additional Training Available**

**Job Aid:** Cancelling a Check/Pay Result