Pre Payroll

Let’s begin by reviewing each step in the process beginning with Pre Payroll. These activities are conducted in the off-week leading up to the first pay calculation.

1. Run “Empty” Pay Calculation
2. Prepare and Load Inbound Integrations
3. HR Off-Week Activities
4. Payroll Off-Week Activities
5. Prepare, Load Fix and Balance Payroll Input
6. Load, Fix, and Balance Timekeeping files
1. Run “Empty” Pay Calculation

Once the prior payroll cycle has closed, a Central team will run an “empty pay calculation” to start off the next pay period. Running this initial calculation will open the payroll cycle and make it easier to:

• Input payroll data for the correct pay period
• Review and work with severed colleagues
2. Prepare and Load Inbound Integrations

Members of HR will be responsible for some of the integrations that affect payroll such as those for retirement savings, benefits, and garnishments.

These are typically loaded the **Thursday** after the prior pay cycle has closed.
3. HR Off-Week Activities

Depending on how your RHM has been conducting your payroll cycles, some of the activities you do now may become the responsibility of HR.

To prepare for a pay cycle, HR will be responsible for running and reviewing certain Audit reports in Workday and fixing any errors they find. The payroll team may then rerun these reports as a final check prior to calculating payroll.

Common HR Audit Reports

- Terminations (based on Date Effective or Entered)
- Organizations missing from Employee
- Fin Org Not Equal to Financial Org on Cost Center
- Employees Missing a Primary Home Address

Additional Training Available

- HealthStream Course: Workday Reports for Payroll Colleagues
- Job Aid: How to Run a Workday Report
3. HR Off-Week Activities (Cont.)

HR will also need to monitor the HR transactions that affect payroll during the week, such as new hires, retros, and terminations.

The report Business Process Transactions Awaiting Action is available to help monitor these BPs.

The soft deadline for completing these transactions is Friday at Noon.

Transactions that affect Executives should be completed by Thursday at 5 p.m..

Monitoring BPs Report

- Business Process Transactions Awaiting Action

Note: Colleagues and managers need to be aware that transactions that are not complete by the deadline may not get paid in that pay cycle.

The payroll team will not be able to fix one-off requests if those deadlines aren’t met. The colleague will need to wait until the next pay cycle.
4. Site-Specific Payroll Off-Week Activities

Each RHM may have a unique set of activities they currently complete when preparing for a pay cycle.

Some of these activities may change, some may not. The Trinity Payroll Process allows for some flexibility to accommodate differences among the RHMs.

Listed are some of the common off-week activities. Refer to the Payroll Workbook for Workday Reports and job aids that will assist in these activities.

**Common Payroll Off-Week Activities**

- Review Terminated and Severed Employees
- Balance and Reconcile Severed Colleagues
- Review Tax Election Changes
- Secondary Jobs Review
- Review Transferred Employees and New Hires
- Prepare Special/On Demand Checks
- Re-Run Pre Payroll Audit Reports
Pre Payroll

5. Prepare, Load, Fix and Balance Payroll Input

Your local payroll team will be responsible for preparing and importing payroll input, such as one-time earnings, deductions, and expense reimbursements into Workday. This can be done any time in the off-week. Input can be entered into Workday manually or through the Import Payroll Input EIB. The deadline for submitting is Friday at Noon.

Additional Training Available

**Import Payroll EIB**
- Course: Import Payroll Input EIB
- Job Aid: [Pulling Down a New EIB Template](#)
- Job Aid: [Preparing the Import Payroll Input EIB](#)
- Job Aid: [Loading the Import Payroll Input EIB](#)
- Job Aid: [Payroll Input by Batch ID](#)

**Manual Payroll Input**
- Course: Earnings and Deductions
- Job Aid: [Create Batch ID](#)
- Job Aid: [Adding Earnings](#)
- Job Aid: [Adding Deductions](#)
- Job Aid: [Adding Deductions with a Goal Balance](#)
- Job Aid: [Viewing and Deleting Manual Input](#)
- Job Aid: [Recalculating a Check](#)
6. Load, Fix and Balance Timekeeping Files

Timekeeping files should be loaded on payroll Monday in the morning.

After the files are loaded, Payroll will address any non-absence timekeeping errors. HR will address absence-related timekeeping errors.

All errors must be fixed by **Monday 5 p.m.**