The Workday Payroll Process

Process Improvements

Some of the key highlights to the Workday Payroll Process include:

• Centralized function for calculating payroll
• Built-in Business Processes (BPs) that manage the flow of information from colleagues to manager to HR to Payroll
• Workday Reporting functionality for balancing data, reviewing errors, and record keeping
• Simple input and output of data – much of which is automatically entered into payroll through integrations or Enterprise Interface Builders (EIBs)
• Third-party support for ACH Check Printing, Garnishments, and Taxes

Let’s review a few of these process improvements
Process Improvements

Centralized Payroll Functions

Many of the steps that are required in running payroll such as running and completing the pay calculation will be done centrally. Completing a pay cycle will require a close partnership and coordination between the local sites and the Central team.

We will review these activities in detail later in this course.
Business Processes (BPs)

Workday is built with a number of Business Processes that streamline the way work is done. Most of the data that was once manually entered by HR or Payroll will now come in and be managed by these BPs.

- BPs streamline the processes for onboarding new hires, terminations, job changes, and more
- Steps in the BPs are managed via a Work Queue. You will be notified by a message in your Workday inbox if you need to approve or review a change
- Most changes that affect payroll (such as retros) are automatically routed to the correct place by these BPs
Retro Payments

As just mentioned, most retros will come into Workday via a BP and will not need to be manually entered by Payroll. If retro data needs to be brought in, it can be entered by HR using an EIB. **Supported** and **unsupported** retro changes are calculated differently by Workday.

**Supported Retroactive Changes**
- Time Off
- Payroll Input
- Time Entry
- Compensation Change
- Retro Benefit Change
- Add Additional Job

**Unsupported Retroactive Changes**
- Company Transfer
- Pay Group Transfer
- Retro End Additional Job
- Retro Hire
- Retro Leave of Absence (Request and Return)
- Retro Termination
- Retro TimeSheet
- Tax Authority Change

Workday will automatically calculate and process retroactive pay for any **supported** retro change.

Workday will identify and flag any **unsupported retro** change. Retro pay will then need to be calculated manually.
Process Improvements

Reports Instead of Queries

You will use the Workday reporting functionality for balancing data, reviewing errors, and record keeping.

Reports will take the place of the “queries” you ran in PeopleSoft and Lawson.

Additional Training Available

**HealthStream**: Workday Reports for Payroll Colleagues
**Job Aid**: [How to Run a Workday Report](#)
### Process Improvements

## Check Printing

ADP will be providing support for Direct Deposit and On-Cycle Check Printing.

<table>
<thead>
<tr>
<th>On-Cycle Checks</th>
<th>Off-Cycle Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Check and direct deposit files will be sent to ADP automatically during the</td>
<td>• Can be set settled with on-cycle, set up as direct deposit, or printed at one</td>
</tr>
<tr>
<td>“Settlement” process</td>
<td>of our regional printing sites</td>
</tr>
<tr>
<td>• Checks physically printed in Atlanta</td>
<td></td>
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</tbody>
</table>
Garnishments Process

ADP will also assist with Garnishments. The Garnishment process is described below.

- All withholding orders will go to ADP
- ADP will send a prequalification file to Trinity to verify employment
- Trinity will send back a file to confirm colleague’s employment
- ADP sends an order with the case number and monthly amount
- The inbound integration, int3163, from ADP will create a deduction in the pay results
- When we close payroll, Trinity will run the disbursement file, int3016b by Wed 10 AM EST
Process Improvements

Taxes

• Colleagues can enter their own withholding information via employee self-service during onboarding or any time they want to make a change
• ADP will handle tax payments
• Outbound Integrations to ADP are run after each payroll, monthly for Illinois, and quarterly (annually)