Manual Input

Earnings & Deductions
Housekeeping

• Do not place us on hold
• Close other programs
• Ask questions by raising your hand or by using Chat
• You may be asked to interact during the session, including: Chat, Status Icons, and Activity Report Outs
Reflection
Course Introduction
Course Objectives

At the end of this session you will be able to:

• Manually add earnings to a paycheck
• Edit or delete a manual entry
• Re-calculate the check to verify your entry
• Manually add a deduction to a paycheck
• Manually add an ongoing deduction with a goal amount
Payroll Manual Input
Add Payroll Input by Worker

You may enter manual Payroll Input from the Add Payroll Input by Worker screen.

This screen can be accessed:

1. By searching for “Add Payroll Input by Worker”
2. From a worker's Pay Result
3. Off the Related Actions icon for a worker
Method 1: Searching for “Add Payroll Input by Worker”

This method may be useful when you want to enter similar information for more than one worker, but do not have enough data to enter to justify completing an EIB.

1. Type “Add Payroll Input by Worker” into the search box
2. Select the Task
Method 2: From a Worker's Pay Result

This method is useful as it prepopulates the information needed (worker name, pay period) for the worker.

1. Type the worker’s name in the search box and open the Worker’s Profile
2. Select **Pay > Input** > Pay result/Related Actions icon
Method 3: From a Worker’s Related Actions

This method is the one we will demonstrate in this presentation.

1. Type the worker’s name in the search box and open the Worker’s Profile
2. From the worker’s name at the top, select Related Actions icon > Payroll > Add Input
Add Payroll Input by Worker Fields

**Worker Defaults**

**Worker(s):** Enter the Worker or Worker(s). If you are entering a large number of workers it would be best to use an EIB.

**Batch ID:** Recommend naming - RHM_YYYYMMDD_YourInitals_Description of Input

**Pay Component:** Enter the earning or deduction

**Processing Defaults**

**One-Time or Ongoing**
Indicate whether it is a one-time or ongoing earnings or deduction

**Override or Adjustment**
Choosing **Override** tells Workday to ignore any other pay input for that pay period and use what is entered here

**Adjustment** will simply add to any current pay input
Create Batch ID
Create Batch ID

Prior to inputting data manually you should create a Batch ID. Once you did this, you can select your batch from the Batch ID field.

1. Type “Create Batch Id” into the search bar and select the task

2. In the **Batch ID** field, type the name of your batch using this naming convention: *YourRHM_YYYYMMDD_YourInitials*

3. In the **Usage** field, select Payroll from the menu

4. Click **OK**
Add Earnings for a Single Worker
Manually Add Earnings for a Single Worker

1. Type the worker’s name in the search box and open the Worker’s Profile

Note: You can also search for a worker by Social Security number by typing “id: ###-###-####” in the search field.
Manually Add Earnings for a Single Worker (Cont.)

2. From the Worker’s Profile, select the Related Actions icon to display the **Actions**.
3. Select **Payroll > Add Input**
Manually Add Earnings for a Single Worker (Cont.)

4. Select the worker (if not prepopulated)
5. Select the **Batch ID** you previously created from the menu
6. Enter **Start and End Date**
Manually Add Earnings for a Single Worker (Cont.)

7. Click in the **Pay Component** field and select **All Earnings**

Notice that you can also add **Deductions** from this field.
Manually Add Earnings for a Single Worker (Cont.)

8. Click the radio button to select the correct earnings code.
Manually Add Earnings for a Single Worker (Cont.)

9. Complete your Processing Defaults
   • One-time or Ongoing
   • Override or Adjustment
   • Regular Run Category
Note: Scroll down to the pay input line. The Position it is connected to displays on the left. If you need to make the payment under a secondary job, use the Position drop-down to select the correct job.
If you selected your **Pay Component** in the previous step, the **Type** will prepopulate.

10. Type in the **Value** (Hours or Dollars)
11. Click **OK**.
Manually Add Earnings for a Single Worker (Cont.)

Our input was added successfully. Click Done.
View or Delete Payroll Input for a Worker
View Payroll Input

You can view payroll input you have added on the View Payroll Input by Worker task. As with so many things in Workday, you can access this task in several ways.

1. Type “Add Payroll Input by Worker” into the search box
2. Select the Task

OR
View Payroll Input (Cont.)

1. Type the worker’s name in the search box and open the Worker’s Profile
2. Click the Related Actions icon and select Payroll > View Input
View Payroll Input (Cont.)

3. If not prepopulated, enter the **Worker** or **Workers**
4. Select the **Start** and **End Date** range
5. Click **OK**. The input will display
View Payroll Input (Cont.)

The first line was loaded as an EIB, as noted in the Batch ID.

The second line was the manual input.
Delete Payroll Input

1. If you need to delete the data input, go to that row and select the Related Actions icon.
Delete Payroll Input (Cont.)

2. Select **Payroll Input > Delete**
Recalculate a Check
Recalculate a Check

Whenever you add new earnings, deductions, or fix an error, you can recalculate the check “on the fly.” You may initiate this task from many screens. This example will show you how to do it for a single worker.

1. Type the worker’s name in the search box and open the Worker’s Profile
Recalculate a Check

2. Select the **Pay** tab

3. Select the **Payroll Result** and click the **Related Actions** icon to display the menu
Recalculate a Check

2. Select the **Pay** tab

3. Select the **Payroll Result** and click the **Related Actions** icon to display the menu
Recalculate a Check

4. Select **Pay Calculation > Re-Calculate**
5. Click **OK**
Lesson Practice

1. Login to the training tenant
   - (Network ID & password)

2. Practice
   - Add Earnings
   - View Input
   - Re-Calculate

It’s Your Turn!
Add Deductions for a Single Worker
Manually Add Deductions for a Worker

Deductions and earnings are added the same way. The difference is that deductions will require you to add the Payroll Worktag.

1. Type the worker’s name in the search box and open the Worker’s Profile.
2. Select the Related Actions icon to display Actions
3. Select **Payroll** > **Add Input**
Manually Add Deductions for a Worker (Cont.)

4. Select the worker (if not prepopulated)

5. Select the **Batch ID** you previously created from the menu

6. Enter **Start and End Date**
   - If the deduction is one-time, enter both the **Start** and **End Date**
   - If it is ongoing, leave the **End Date** blank
Manually Add Deductions for a Worker (Cont.)

7. Click in the **Pay Component** field and select **All Deductions**  
8. Click the radio button to select the correct deductions code
Manually Add Deductions for a Worker (Cont.)

9. Complete your Processing Defaults
   - One-time or Ongoing
   - Override or Adjustment
   - Regular Run Category
10. Select the appropriate **Payroll Worktag**. Most deduction codes will require a Worktag.
11. Enter the amount. If refunding you would enter a negative amount here. 
12. Click OK.
Add Deductions with a Goal Amount
Deductions with a Goal Amount

To add a deduction with a goal amount you must input two lines of data. You can do this manually or with an EIB.

1. **Deduction Code**: Use to set the amount deducted from each pay period.
   - The deduction code will use the prefix: VDWGA
   - The **End Date** should be blank
   - Select **Ongoing**

2. **Earnings Code**: Use to set the goal amount.
   - You must use the matching earnings code, which will use the prefix: VDWGAE (Hint: The E stands for earnings)
   - The **End Date** can be the same as the start date or the end of the pay period.
   - Select **One-time**

**Tip**: If you do not enter the **Pay Component** or **End Date** on the initial Input Data by Worker screen, you can add both the earnings and deduction code at the same time under Input.
Manually Enter Deductions with a Goal Amount

We will add the Deduction Code first. This code is used to set the amount deducted from each pay period.

1. Type the worker’s name in the search box and open the Worker’s Profile.
From the Workers’ Profile,
1. Click the **Pay** tab
2. Click the **Input** subtab
3. Click **Add**
Manually Enter Deductions with a Goal Amount (Cont.)

5. Make sure to select the correct ppd
Manually Enter Deductions with a Goal Amount (Cont.)

6. Leave the **End Date** blank

**Tip:** If you do not enter the **Pay Component** or **End Date** on this screen, you can add both the earnings and deduction code at the same time under **Input**.

7. Click **Pay Component**
8. Select **All Deductions** and the appropriate **VDWGA** deduction code
Manually Enter Deductions with a Goal Amount (Cont.)

9. Select the corresponding **Payroll Worktag**
Manually Enter Deductions with a Goal Amount (Cont.)

10. Scroll down the screen to see the **Input** lines. Under **Processing Options**, select **Ongoing**.

You can add a comment. **Example**: Capital Campaign or Unrestricted.

11. Enter the dollar amount from each pay period.

12. Click **OK**.
Manually Enter Deductions with a Goal Amount (Cont.)

After you have added the Deductions Code, you may add the corresponding Earnings Code. This is used to set the goal amount. Follow the previous steps to get to the **Add Payroll Input by Worker** screen and complete as shown.

1. The **End Date** should be the pay period ending date.

2. Select the corresponding **Earnings Code**. It will start with **VDWGAE**

3. Select **One-time**
Manually Enter Deductions with a Goal Amount (Cont.)

4. Enter the limit amount. The deduction will stop once it hits the limit.
Manually Enter Deductions with a Goal Amount (Cont.)

5. Add the corresponding **Worktag** for your RHM. It should be the same worktag that was used for the Deduction entry.

6. Click **OK**
Edit / Delete Input

**Batch ID** tells you how the input came into the system. It will identify if it was the T&A load, EIB, or manual input.

Click **Edit** to edit or delete the row.
Edit / Delete Input

Simply delete the row or edit the amount or hours.

Click OK
Lesson Practice

1. Login to the training tenant
   - (Network ID & password)

2. Practice adding a deduction with a goal amount
Course Conclusion
Summary

You should be able to:

• Manually add earnings to a paycheck
• Manually add a deduction to a paycheck
• Manually add ongoing deduction with balance
• Re-calculate the check to verify your entry
• Edit or delete an entry
Questions