Verifying Pay Calculations Results for a Period (Monthly/Biweekly)

including Special Guidance for Merit Salary Increases: Merit Raise and One-Time Merit Payments

Overview:

This document provides step by step directions on how to run the Pay Calculations Results for a Period Report in regards to a Merit Salary Increases (Regular Salary/Regular Hours) or a One-Time Merit Payment. The Pay Calculation Results for a Period is used to check an employee’s pay information before payroll calculates. The payroll processing calendars have reminders when reports are first available and when they are refreshed. The Workday reports should be reviewed every day they are available as per the payroll processing calendar, to ensure that all employees are receiving their expected salary or hours and/or one-time or recurring payments and allowances. This is also an opportunity to look for potential errors such as zero gross or net pay, missing or invalid costing allocations/worktags.

Important Information:

This report can be accessed by the following Workday security role: HR Contact

Biweekly Payroll
The Pay Calculation Results for a Period report is first available for the biweekly Payroll after current timesheets are due, normally every other Monday at noon. This report is refreshed the next business day at 10:00am. The refreshed report pulls in both timesheets and business processes submitted & approved or fully completed after the initial deadline.

There is one last report to be generated. It is listed on the payroll processing calendar as BW Final Pay Calculation Results Report available @ 2pm. These are your finalized results and show what will actually be paid on payday. Recommendation: Keep an electronic copy of this final report on file for future reference.

Monthly Payroll
The Pay Calculations Results for a Period report is first available for the monthly payroll on different days of a month. It is shown on the payroll processing calendar as Monthly Pay Calculation Results Report Available @ Noon. This report is refreshed about four more times after initiation and is listed on the calendar. This allows department to finish pending business processes that might be preventing an employee from receiving monthly pay.

There is one last report to be generated. It is listed on the calendar as Monthly Final Pay Calculation Results Report available @ 2pm. These are your finalized results and show what will actually be paid on payday. Recommendation: Keep an electronic copy of this final report on file for future reference.
Pay Calculation Results for a Period Review:

1. **From the Workday home page:**
   - Type *Pay Calculation for a Period* in the Search bar
   - Select *Pay Calculation Results for a Period* from the results list.

2. **Pay Calculation Results for a Period:**
   - **Period:** (Monthly/Biweekly – only select one option)
     - Select *Current Periods in Progress:*
       - Select 03/01/21 – 03/31/21 (for Monthly)
       - Select 02/21/21 – 03/06/21 (for Biweekly)
   - **Organization:**
     - Enter your Supervisory Organization (select a top level like Director or Dean)
   - **Include Subordinate Organizations:**
     - Leave the *Include Subordinate Organizations* box checked (this is a default)
- **Only Return Positive Earnings:**
  - Leave *Only Return Positive Earnings* box checked (this is a default)

3. **Select OK** to generate the report

4. **Note:** You may receive a request to notify you when the report is complete, if you receive this alert:
   - **Select Notify Me Later**

   - **Send to My Reports:**
     - **Create** a report name such as *09/01/20 Monthly Report*
     - **Select OK**

5. **When the report is ready, Workday will display an alert.**
   - **Select Report**
   - **Open Excel Spreadsheet**
     - **Enable Editing**

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**Processing your request, please wait.**

**Options**

You can keep working while this runs in the background, and will be notified when it's ready. You can also view your completed requests by searching for the My Reports task or selecting My Reports from the main menu.

**Notify Me Later** [Cancel]**

**Send to My Reports**

Choose a document format and name the file:

- **Request Name:** *09/01/20 Monthly Report*
- **Format:** *Microsoft Excel* [OK] [Cancel]

You can track the progress in the Process Monitor

**09/01/20 Monthly Report 2020-07-01 16_01 CDT.xlsx** is now available in My Reports
6. **Spreadsheet should look as follows:** *(extra fields may be reflected in report)*

7. **Hide** all Columns except:
   - Supervisory Organization
   - Worker
   - Employee ID
   - Gross Pay
   - Position
   - Costing Allocations/Worktags
   - Pay Component
   - Debit Amount

8. **Add Filters to Column Headers**

9. **Pay Component:**
   **For Merit Salary Increase:**
   - **Filter** Pay Component Column to display:
     - Regular Salary (for Monthly)
     - Regular Hours (for Biweekly)
   **For One-Time Merit Payment:**
   - **Filter** Pay Component Column to display:
     - One Time Merit Payment
10. Review pay results.

For questions please contact:

HROE – Classification & Compensation/HSC HR
Incorrect Merit amount
Duplicate Payments
Rescinding One-Time Payments

Payroll Services
Pay Result Questions

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