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 09/01/20 – 09/31/20 (for Monthly)
       - Select 08/23/20 – 09/05/20 (for Biweekly)
   - Organization:
     - Enter your Supervisory Organization (select a top level like Director or Dean)
   - Include Subordinate Organization:
     - Leave the Include Subordinate Organization box checked (this is a default)
• **Only Return Positive Earnings:**
  
  o Leave Only Return Positive Earning 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
     o Enable Editing
6. Spreadsheet should look as follows:

7. Hide all Columns except:
   - Supervisory Organization
   - Worker
   - Employee ID
   - Gross Pay
   - Position
   - Costing Allocation/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.

**Questions, please contact:**

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

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**Payroll Services**
Pay Result Questions

**Payroll Services**
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