Division of Human Resources
& Organizational Effectiveness

Other Workday Reports
in Conjunction with Payroll Processing & Deadlines

In addition to the three critical recommended reports of:
- **Pay Calculation Results for a Period *(primary report for HR Contact and Budget Contact / Partner)***
- **Review Time *(primary report for managers to run and approve timesheets)***
- **Time Summary Review *(primary report for Timekeepers)***

Workday also offers a number of other valuable reports that may contain information to assist HUB staff and Budget Contacts during active payroll. These reports can be generated and reviewed before payroll deadlines to ensure employees receive their expected pay results or that planned updates finalized.

Workday Help, available through your SSO Menu, links to the Workday Services website. They currently offer over 500 available reports under the Reporting tab at the top of the homepage. Additionally, the home page also has links to Learning Hubs. These Hubs are grouped by topic, such as Time Tracking, Absence, etc. The Learning Hubs group content from across their site into one central location. *Not all security roles have access to run every report; if your role is not able to generate a suggested report, you will need to request assistance from your manager or Director.*

Some of the Workday reports Payroll is aware of that may be of benefit to **HR Generalist & HR Contacts** include and not limited to:

Report Name ***(type in Workday Search Box)***	**Description / Notes**
All Worker Time Off	Run this report to pull by the date for which the time off is requested to ensure all time offs are approved for the pay period currently being processed
Business Process Transactions of Type Awaiting Action	Used to identify bottlenecks in a business process transaction
Current Worker Detail Report	Used by personnel to view specific details about workers, including their hire dates, job data, organization characteristics, compensation plan, and salary
Employee Position Last Payment Date **	Used to return positions with employees (biweekly or monthly) in them that may need to be terminated based on the prompted number of days since the last payment date. HR Contact, HR Partner and HR View Only roles can generate. *Note: This report is more customizable and has the ability to exclude Workers on Leave, only return the primary positions and only return positions that are in the annual work period. It.also includes the fields Time Entered but Not Submitted and Time Submitted but Not Approved*

Onboarding Status Summary	Personnel should run this report daily and reach out to individuals or departments holding up onboarding events.
One-Time Payments	Returns employees one-time payment details in a specified date range and organization. You can search by specific manager(s) or all your available organizations. *Note: This report is the only place to see both payments and emoluments (taxation on non-salary compensation) in one report. Payroll suggests always running this in conjunction with Pay Calculation Results for a Period report.*
Positions and their FTE	View worker's scheduled weekly hours, FTE (full-time equivalent) percentage, and time type for all the filled positions. You can optionally get these hours as of a specified date and/or include subordinate organizations.
Positions with no Time Entered in Date Range **	This report can be used to identify biweekly employees that may need to be terminated or positions that may need to end. Absence Partner, Absence View Only, Timekeeper, Time Tracking View Only roles can generate.
Reported Time	Used by Time Tracking personnel to review time entered and calculated including what time entry code or project was selected by the employee
Time Tracking Details	Used to show active employees' period schedules, work schedules, timesheet type, and whether compensatory time was banked. *Note: There are 2 default work schedules: Faculty / Staff is Monday-Friday 8-5; Temp / Casual is wide open*
Worker Directory by Location	Returns employees in specified Location(s). Details include employee position, supervisory organization, phone, email, work address, work space facility and office, and Location County and Location attributes.

*** Note: All employed staff categories are considered "active" until they are terminated; this means those who have not worked for some time, especially students and temp/casual staff, have empty/zero line items on the 3 critical recommended reports; using one of these two reports to review and initiate termination business processes can help reduce the volume of entries you are reviewing each payroll.*

Budget Contacts / Partners are an important link in the hire/onboarding & payroll process and should be aware of upcoming deadlines. Many of the reports listed below concern Costing Allocations. If costing allocations are missing or inactive, salary and benefit charges are applied to the Workday Default account. When this happens, you will still need to assign or correct costing allocations within Workday, plus you will need to create a Payroll Cost Transfer (PCT) within Canopy to correct FAMIS.

Some of the Workday reports Payroll is aware of that may be of benefit to **Budget Contacts & Budget Partners** include and are not limited to:

Report Name *(type in Workday Search Box)*	**Description / Notes**
Assign Costing Allocation Sent Back	Returns events where the costing allocation business process was sent back for correction or denied, so further action can be taken.
Costing Allocations for Position Restrictions	Used to review which cost center is being utilized for the position restriction. For vacant positions or positions missing a worker costing, the position restriction cost center is sued by payroll.
Costing Allocations for Worker Position	Returned worker position allocation details for a specified organization, position, and/or worker as of an Effective Date. This data overrides the position restriction costing for a position. Current and future overrides are listed here.
Positions Missing Costing Allocations	Used to determine which employees are missing costing allocations so they don't get paid by the FAMIS default accounts. May also be run to find positions that could have encumbrance impacts.
Positions with Inactive Costing Allocations	This report can be used to clean up inactive TAMUS Cost Center in the position's current costing allocations. After review, users need to initiate the Assign Costing Allocation business process and select an active TAMUS Cost Center for the position.
Cross Application Services	The following reports are now shared with Budget Contacts & Partners: • Audit – Worker Compensation and Default Compensation • Compensation Allowances with Annual Work Period • Compensation Changes Report • Pay Calculation Results for a Period • Time Tracking Details