Pay Calculation Results for a Period

It is imperative that HR Professionals & Budget Contacts generate and review their Pay Calculation Results for a Period report every biweekly and month payroll. The payroll processing calendars have reminders when reports are first available and when they are refreshed; additionally, this information is sent out to HR Professionals & Budget Contacts via Payroll Reminder emails. This Workday report should be reviewed every day 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 and to make sure new hires added since the last paydate are receiving pay.

Only HR Contacts & Budget Contacts have the security role to generate this report within Workday.

This is an Earnings Report; it does not contain a list or breakdown of deductions, nor does it show Emoluments.

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 submitted & approved, and business processes fully completed from the day before.

There is one last report to be generated. It is listed on the calendar as #XX-XX BW Final Pay Calculation Results Report available @ 2pm. #XX-XX represents the fiscal year and the biweekly pay period number the report covers. These are your finalized results and what will actually be paid on payday. You may want to keep a copy of this report for several subsequent pay periods to reference active staff roster or perform a comparison analysis. You do not have to retain a copy long-term as the report can be regenerated at a later date.

Monthly Payroll

The Pay Calculations Results for a Period report is first available for the monthly payroll after the retro deadline. It is shown on the calendar as “Monthly Pay Calculation Results Report Available @ Noon”. This report is refreshed about four more times after initiation; these refreshes are listed on the calendar. This allows departments to finish pending business processes that might be preventing an employee from receiving monthly pay and/or conversely stopping an employee from being overpaid.

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 what will actually be paid on payday. You may want to keep a copy of this report for several subsequent pay periods to reference active staff roster or perform a comparison analysis. You do not have to retain a copy long-term as the report can be regenerated at a later date.

Help with Issues

For all payrolls, if you know a business process has fully completed or a current timesheet has been approved but you don’t see the expected pay results by the last "refreshed" reminder, contact Payroll by phone or email payroll@tamu.edu. Payroll staff can then review and see if they can assist in
getting the expected payment or business process action to be part of the payroll calculation. **Note:**

*Completion of any business process is not assurance that expected pay results are populating as part of the employee’s paycheck.*

**Steps to generate the Pay Calculation Results for a Period Report:**

1. Click in the Search Bar at the top of the Workday screen and start typing “Pay Calculation Results”; you shouldn’t have to type the entire report name — select **Pay Calculation Results for a Period – Report** from the list that populates.

This is the default request screen:

**Pay Calculation Results For a Period**

Instructions: Check the “Only Return Positive Earnings” box to get pay calculation result lines for earnings; Check the “Only Return Net is Equal to Zero” box to get pay calculation result lines with zero net; Check the “Only Return Gross is Equal to Zero” box to get pay calculation result lines with zero gross; Check the “Only Return Employees with Temporary or Missing SSN’s” box to get workers who don’t have a SSN in Workday.

Leave all boxes unchecked to get all pay calculation result lines for specified pay periods.

<table>
<thead>
<tr>
<th>Periods</th>
<th>Organization</th>
</tr>
</thead>
</table>

2. Select the biweekly or monthly period to review.

3. Enter your Supervisory Organization number (select a top level like Director or Dean); leave the “Include Subordinate Organizations” box checked (*this is the default*) or you can select Organizations by Type > Supervisory and Workday will pull up all you have access to. **You can only select one sup org / manager at a time for your report.**

4. To include terminated employees during the selected period, enter the latest day worked in the “Terminated Workers from Date” field.
5. **IMPORTANT**: This report includes 4 check boxes; the "Only Return Positive Results" box is checked by default. Generating your report with the default setting will give you a reviewable document, however, potential errors such as zero gross and zero net are not included.

Payroll recommends you run the default report first to review current results, then re-run the report by unchecking the "only return positive results" box and checking both of the "…equal to zero" and the Missing SSN’s boxes. If you leave all boxes unchecked, you get a very large report with all pay calculation results lines for specified pay periods. We suggest running the larger report (all boxes unchecked) and compare it against the default report to see which one better suits your department’s needs.

### Example

<table>
<thead>
<tr>
<th>Default – Run first</th>
<th>Run Second Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only Return Positive Earnings</td>
<td>Only Return Positive Earnings</td>
</tr>
<tr>
<td>Only Return Net is Equal to Zero</td>
<td>Only Return Net is Equal to Zero</td>
</tr>
<tr>
<td>Only Return Gross is Equal to Zero</td>
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<td>Only Return Employees with Temporary or Missing SSN's</td>
<td>Only Return Employees with Temporary or Missing SSN's</td>
</tr>
</tbody>
</table>

6. Click **OK** to generate the report; the report results can be dropped to Excel to facilitate review or share with others within your HUB, department, or college.

7. Pay attention to **ALL** columns, with special emphasis on these:

**Worker**

Are all biweekly or monthly staff listed as compared to internal employee roster? Are your new hires listed?

**Job Profile**

Staff versus student & temp casual; staff should most always have pay results – investigate *

**Gross Pay**

If Gross is zero – investigate *

If Gross is less than usual – investigate *

*(example: gross is usually $1,750.00 but gross on report is $500.00)*

**Net Pay**

If Net is zero – investigate *

**Total Hours Being Paid (Biweekly)**

Do hours match position (i.e., full time staff showing 40 hours not 80 hours)

Are there no hours showing?

*Run Time Summary Review report in conjunction to look for unsubmitted, submitted and waiting on manager or no hours entered*

**FTE as of Period End Date & Annual Work Period as of Period End Date**

May need to review these items during investigation, for example a faculty job profile is listed with zero gross pay but when you slide over to these fields it may reveals the current pay period is outside their Annual Work Period for the position. Thus, no gross pay is correct.
Costing Allocations/Worktags
- Is the correct account listed? Is the account active?
- Does the account contain enough funds to cover the expense?
- Is the field empty? Initiate business process in Workday to correct; monitor it is fully completed before payroll deadline.

Pay Component
- What is the employee being paid for? Do you see longevity line item?
- Do you see the Allowance item? Do you see the One-Time Payment Plan (extra pay) item? If expected compensation pay component is missing, then investigate.
- You may need to Initiate business process in Workday to correct; monitor it is fully completed before payroll deadline.

* Investigate by reviewing worker history and individual pay results.

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Other Suggestions to assist with getting expected pay results

• Missed Salary or Hours = Financial Hardship; the goal is to avoid as much as possible.

• Run One-Time Payment report in Workday in conjunction with Pay Calculation Results for a Period generations. The One-Time Payment report is the only place to see both payments and emoluments (taxation on non-salary compensation) in one report.

• If you have active staff who are being promoted / transferred / reclassified to either a new company or from biweekly to monthly, monitor their individual pay results, as benefit deduction errors can occur with these data changes. You may need to notify employee and initiate a benefit refund request with HROE on your employee’s behalf.

• Maintain open communications with supervisory organizations you support; be familiar with their active roster of employees.

• Proactive presentation of active staff roster to Deans & Department Heads before each end of semester, especially for those departments having many graduate & student positions. Will these staff return next semester, or do they need to be terminated? Conversely, do they anticipate a large volume of new hires for the coming semester?

• Proactive communications with supervisory organizations concerning timeliness of notification of monthly employee termination to avoid potential overpayments.

• Continual deadline education to managers and employees; help them understand the difference between retro & current payroll deadlines.

• Monitor business processes you initiate in Workday to ensure they reach fully completed stage before payroll deadline. Just because a business process was started doesn’t mean it has dropped to pay results.

• Run and refresh suggested Payroll & Timekeeper reports daily during calculation periods; follow-up with managers and/or employees and submit timesheets on their behalf as needed.

• Monitor & log manager unapproved payroll tasks and have your Director address with their supervisor.
• If others outside the HR Contact and/or Budget Contact roles are allowed to initiate any business processes, develop an internal system whereby you are immediately informed (short form or email, weekly summary, shared excel log, etc.). For example, you won’t know extra pay is missing from a pay result if you were not informed it was requested.

• The more you know of a supervisory organizations’ inner workings, personnel plans, and related action timelines, the more you will be aware of what may be a potential payroll error or omission.