Pay Calculation Results for a Period

It is imperative for all supervisory organizations to 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. 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 and to make sure new hires added since the last payday are receiving pay.

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

This is an Earnings Report; it does not contain a 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. It is recommended to 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 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 and is listed on the calendar. This allows departments 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 what will actually be paid on payday. It is recommended to keep an electronic copy of this final report on file for future reference.

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 for HUB 1 through HUB 6, TAMUCC, TAMUCT, TAMUS, TAMUSA, TAMUT & TDEM inquiries. Payroll staff can then review and see if they can assist in getting the expected payment 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.

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 report similar to the one you have been used to seeing. 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>
<td>Only Return Gross is Equal to Zero</td>
</tr>
<tr>
<td>Only Return Employees with Temporary or Missing SSN’s</td>
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</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.

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?

   **Gross Pay**
   If Gross is zero – investigate *

   **Net Pay**
   If Net is zero – investigate *

   **Hours for Calculation (Biweekly)**
   Do hours match position (i.e., full time staff showing 40 hours not 80 hours)

   **Pay Component**
   What is the employee being paid for? Do you see longevity line item for these paydays? Do you see the One-Time Payment Plan initiated earlier? If expected pay component missing, then investigate *

   * Investigate by reviewing worker history and individual pay results.

8. Share reports as needed or requested within your HUB, departments & colleges or Finance counterpart who may need to monitor the results against costing allocations and budgets.