



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.

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 calendar as **BW Final Pay Calculation Results Report available @ 2pm**. These are your finalized results and what will actually be paid on payday. You may wish 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 on different days of a month. 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. You may wish 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 your payroll processing team by phone or email payroll@tamu.edu for TAMU, TAMUG, TAMUS, Health Science Center, TAMUCT, 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 on the top left 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;
Leave all boxes unchecked to get all pay calculation result lines for specified pay periods.

Periods *

Organization *

Include Subordinate Organizations

Terminated Workers From Date

Only Return Positive Earnings

Only Return Net is Equal to Zero

Only Return Gross is Equal to Zero

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).

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 was updated with three new 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" 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

Default – Run first

Only Return Positive Earnings

Only Return Net is Equal to Zero

Only Return Gross is Equal to Zero

Run Second Report

Only Return Positive Earnings

Only Return Net is Equal to Zero

Only Return Gross is Equal to Zero

6. Click OK to generate the report; the report results can be dropped to Excel to facilitate review or share with others.