



## Overview:

This job aid provides step-by-step guidance on how to Enter Payroll Input in Workday.

Sometimes manual adjustments need to be made to an employee's payroll record so that they are compensated properly. Examples of such an adjustment would be to pay an employee for their Lump Sum Sick or Lump Sum Vacation. In all situations, these manual adjustments are made by Payroll Clerks for a given employee.

This job aid covers the following:

- [Enter Payroll Input](#)

## Enter Payroll Input

The steps required for a Payroll Clerk to Enter Payroll Input:

1. Search for the employee by placing their name in the search bar.
2. Click on the employee's name returned with the search results.
3. Click on the Pay option listed on the left side of the page.

A screenshot of the Workday employee profile page for Steven Merwin. The page is divided into a left-hand navigation menu and a main content area. The navigation menu is blue and lists various options: Summary, Job, Compensation, Absence, Pay (highlighted with a red box), Contact, Personal, Performance, and Career. The main content area is white and displays employee details. At the top, there is a search bar with "steve" entered. Below the search bar, the employee's name "STEVEN MERWIN" and title "HEATING/AC MECHANIC II" are shown. The "Actions" section includes "Email" and "Team". The main content area displays the following information: Location: Complex-Office &amp; Warehouse; Manager: DION RIZZUTO; Cost Center: CC014 Building Maintenance Complex; Supervisory Organization: PUB BUILDINGS SUPERVISOR (DION RIZZUTO).



- Click on the Input tab listed across the top of the page and click Add.

A screenshot of a web application interface. At the top, there is a navigation bar with several tabs: "Results", "Input", "Tax Elections", "Withholding Orders", "Payment Elections", "Pay Group", "Payslips", and "Costing Allocations". The "Input" tab is currently selected and highlighted with a blue underline. Below the navigation bar, there is a large white rectangular area containing a rounded rectangular button labeled "Add". Below the button, the text "none entered" is displayed.

- Enter the Start Date and End Date that correspond to the pay period this adjustment will be run.

**Note:** If this is for an Ongoing Manual Adjustment do not enter an End Date. However, you **MUST** select Ongoing in the Processing Defaults Section.

**Note:** For One-Time payments, you **MUST** enter an End Date as well as select One-Time under Processing Defaults.

- Select the Earning or the Deduction as the Pay Component.
- Select the necessary Processing Defaults based on the situation.
  - One-time:** The manual adjustment will be processed once during the pay period the start and end dates reside in.
  - Ongoing:** The manual adjustment will be processed for each pay cycle going forward.
  - Override:** The manual adjustment will replace what is previously defined for the employee's pay cycle. (This will **RARELY** be used)
  - Adjustment:** An additional line item will be added to the existing pay cycle rules for the employee.

Enter Payroll Input  
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- **Regular Run Category:** The adjustment will occur during a regular Pay Cycle.