Workday Partners Payroll Processing Checklist

Complete All Personnel/Time-Tracking/ Absence Transactions for Pay Period Ending:

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- [ ] **New Hires**
- [ ] **Terminations**
- [ ] **Transfers**
- [ ] **Promotions**
- [ ] **Demotions**
- [ ] **Comp Changes**
- [ ] **Update any Schedule Changes**
- [ ] **Check Time is Entered for Your Cost Center(s)** *(Use Timekeeper Worksheet)*
- [ ] **Check Absences are Entered for Your Cost Center(s)** *(Use Timekeeper Worksheet)*

Run Reports for New Hires, Terminations, Transfers, Promotions, Demotions, and Comp Changes as follows:

- [ ] **Staffing Activity Summary**
- [ ] **In Progress Compensation Changes**
- [ ] **Compensations Changes Report**

Use the following reports to see any pending time off transactions and schedule changes:

- [ ] **Time Off Approvals with Events Awaiting Action**
- [ ] **Workers with Unsubmitted Time**
- [ ] **Workers with Unapproved Time**
- [ ] **Workers with No Time Entry**

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Signature   **Date/Time Completed**