



Time Tracking, Absence & Payroll



Trainer

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Course Outline

Welcome and Introductions

Topics of Discussion

Job Aids

*Training length for HCM, Benefits, Payroll, Time Tracking and Attendance: **3 hours***



Topics of Discussion

- Securities
- Core Concept
- Workday Glossary



Securities

- **Payroll Clerk**
 - This security group can perform payroll functions for assigned cost center to ensure time is flowing correctly from time tracking and absence
- **Timekeeper**
 - Performs timesheet management functions for the assigned cost center
- **Absence Partner**
 - Constrained role based security group used to handle absence related approvals and tasks. This security group is able to access worker level time off and leave of absence date and modify balances/accrual rates via overrides
- **Manager**
 - Constrained role based security group assigned to supervisory organizations. This security group is able to and approve workers time off and leave requests/data. Most heavily used for time off approvals.



Core Concepts

- **Time Entry**

- All time types that will add to your pay

- **Absence Entry**

- Absence types that can add to your pay and will subtract from your accruals

- **Leave of Absence**

- Leave types that will be in days, not hours like sick pay or vacation pay

- **Payroll Input**

- Rates, hours, amounts or other values that the user can manually enter or load to on or off cycle payroll runs.

- **Retroactive Processing**

- Retro Pay functionality enables you to react to past payroll activity in worker's current payroll by: recalculating pay results for impacted prior periods, back to a specific date.
- Reporting differences between the original and the recalculated pay results.
- Paying the differences in the current period.



Workday Glossary - 1

No retro Processing Prior to Date

- The earliest date that Workday can process supported retroactive changes for a worker

Non-active Worker

- A worker with a status of Terminated or On Leave for payroll processing purposes.

Off Cycle Processing

- A payment transaction that occurs outside of a regularly scheduled on cycle pay run. This functionality enables the user to issue additional or replacement payments. Off cycle types include manual payments, on demand payments, and reversals.

On Cycle Processing

- A scheduled payroll run.

On Demand

- An off-cycle payment that replaces or is issued in addition to , a worker's on cycle payments

On Demand Additional

- An on-demand payment where only earnings and deductions where worker input is allowed on the calculation tab may be entered.

On Demand Replacement

- An on-demand payment used to replace a worker's on cycle payment for a period task that is not yet complete, or to pay a worker who has no regular on cycle results for a current period.



Workday Glossary - 2

Pay Component

- Workday's term for earning and deductions

Pay Component Group

- a collection or combination of related earnings, deductions or pay component-related calculations that are combined to simplify payroll calculations.

Pay Component- Related Calculation

- A related calculation that is used in the definition of an earning or deduction. For example, an Hourly Pay earning would use two related calculations

Pay Group

- Pay groups aggregate works for payroll processing and reporting. All workers in a pay group must share the same period schedule

Pay Rate Type

- Defines whether the worker is paid a salary or certain amount per unit of time, for example, hourly or weekly.

Pay Run Group

- A convenience feature used to process multiple pay groups with the same period schedule at the same time. A pay run group can include pay groups for different countries.

Payment Election Rules

- These rules control the payment options that an employee can select on their own behalf, or that an administrator can select on behalf of the employee. The configurable options include payment type such as direct deposit or check and distribution options between bank accounts



Workday Glossary - 3

Payroll Input

- Rates, hours, amounts or other values that the user can manually enter or load to on or off cycle payroll runs.

Payroll Processing Framework

- Workday's payroll processing framework consist of period schedules, run categories, and pay groups. Period schedules determine frequency, run categories determine the type of run and worker eligibility, and pay groups determine whose payroll will be processed.

Payroll Results

- The primary administrative view to see payroll processing results

Pay slip *(Also referred to as pay stub.)*

- Online or printed summary available to an employee of their gross-to-net earnings.

Period Schedule

- Defines when and how often to process payroll. Determines period start date, period end date, and payment date for each period. Forward accruals are also tied to the period schedule.

Retroactive Processing

- Processing activity entered in the current period that should have been processed in a prior period.

Run Category

- The piece of the processing framework that defines the type of payroll run such as regular or bonus. The run category also specifies criteria for processing employees by status (active, terminated, or on leave). Finally, it determines which pay components can calculate automatically for an off cycle run.



Workday Glossary - 4

Sub-Period

- Sub-periods are created when there is a worker's compensation or employee status mid-period

Supported Retro Transaction

- A type of transaction entered for a prior period, such as a retroactive compensation change, for which the retro pay calculation process can automatically recalculate employee earnings and deductions.

Unsupported Retro Transaction

- A type of transaction entered for a prior period for which Workday cannot automatically recalculate employee earnings and deductions. Workday identifies these transactions so that the administrator can manually enter necessary adjustments.

Workday Leave Plans

- A subset of Workday absence that is used to calculate and track leave of absence eligibility and time taken

Workday Time Off Plans

- A subset of Workday absence that is used to calculate and track paid time off plans and time used.

Worker Eligibility

- Used to identify whether an employee is eligible for an earning or deduction. This criteria is tied to each earning and deduction



Job Aids - 1



- View Time off Balances
- Request Time Off
- Correct Time off Request
- Enter Time Off on Behalf of Employee
- View and Print Payslip
- Change Payslip Printing Election
- Manage Withholding Elections
- Manage Payment Elections (Direct Deposit)
- Enter Time via Time Clock
- Enter Hours into Timesheet
- Submit Time via Timesheet



Job Aids - 2



- Review and Approve Time for an Employee
- Enter time on Behalf of an Employee
- Correct Time for an Employee
- Run Pay Calculation
- Run Retro Pay Calculation
- Run Department Audit
- Put Worker on Leave
- Return Worker from Leave
- Enter Retro Leave
- Entering Payroll Input



Workday Scenarios

You made it to the end!

- We have provided different scenarios to practice on day 2/3 of this training
- These scenarios will give you hands on practice on what you will be doing when we go live.
- We will be here to help and guide you every step of the way to ensure your success!

Thank you for
attending
Workday
Partner
Training!



Questions?

