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Introduction

Financial Services policy [FIN 201](#) requires that salary and wage expenses be reconciled on a timely basis. To conform to best practices for reconciling payroll expenses, **complete reconciliations for every pay period as soon as possible** after payroll expenses have been posted in the Financial Management System and no later than 30 days after the fiscal month-end close. The reconciliations should start before each payday with the timely review of the on-cycle payroll expenses within the Payroll Reconciliation report and be completed immediately following each payday when payroll has been posted. The on-cycle payroll expenses are available to review every Monday for discrepancies before payday.

Reconciling payroll includes verifying the following:

- Employees were paid from the appropriate account.
- Hours worked and leave time reported are accurate.
- Salary or wages paid are correct.
- The compensation rate for each employee is documented against an offer letter or other source document.

In Workday HCM, the Payroll Reconciliation dashboard is accessed through the Financial Workspace worklet on the homepage. The following reports can be used as tools in the reconciliation process:

- **Payroll Reconciliation report** — Displays the Employee, Employee ID, Pay Type, Position, FTE, Annual Rate, Bi-weekly Rate, Hourly Rate, Target Period, Prior Period and identifies changes in gross pay between the selected periods. The report also provides salary and hourly information pulled from the employee's compensation package. The drill-in option for the Target and Prior Period provides additional information related to hours worked and earnings.
- **Payroll Accounting Detail report** — Provides a detailed display of each worker's payroll details, which can be filtered for only Personal Service expenses or to include both Personal Service and Employee Related Expenses — ERE.

The individual responsible for the payroll reconciliation will need the **Financial Payroll Analyst** role to access reports in the Payroll Reconciliations tab of the Financial Workspace worklet. The role can be requested by submitting a Role Request task in Workday.



Payroll Reconciliation report filters

The Payroll Reconciliation report can be filtered by Supervisory Org Hierarchy or Supervisory Org, Cost Center Hierarchy or Cost Center, along with the chosen Target Period and Prior Period. When filtering the report, the following items should be considered:

- **Cost Center Hierarchy** — Payroll Result Lines associated with a Cost Center within that Hierarchy — related to Position Org Assignments. This filter will pull in payroll transactions for all cost centers linked to the selected cost center hierarchy. Using this filter does not always mean the workers paid from the respective cost center hierarchy are within your Supervisory Org Hierarchy/Supervisory Org. This could include additional individuals outside your Supervisory Org Hierarchy/Supervisory Org, or it could exclude individuals within your Supervisory Org Hierarchy/Supervisory Org who are paid from a different cost center hierarchy.
- **Cost Center** — Payroll Result Lines associated with a specific Cost Center — related to Position Org Assignments. Like the Cost Center Hierarchy filter, this filter allows you to pull payroll transactions by a specific cost center. This could include additional individuals outside of your Supervisory Org Hierarchy/Supervisory Org, or it could exclude individuals within your Supervisory Org Hierarchy/Supervisory Org who are paid from a different cost center.
- **Prior Period** — Use this filter to identify the prior pay period based on what was chosen as the Target Period.
- **Supervisory Org Hierarchy** — Worker assigned to a Sup Org within the Hierarchy — related to Position Org Assignments. This filter will allow end-users to view all payroll transactions within the hierarchy. Multiple Supervisory Orgs could roll up to a Supervisory Org Hierarchy.
- **Supervisory Org** — Worker assigned to the specific Sup Org — related to Position Org Assignments. This filter will allow end users to view only the payroll transactions within their Sup Org.
- **Target Period** — Use this filter to identify the current pay period you are reconciling.

If you use multiple filters simultaneously, the results are an **AND** condition. For example, if you are filtering using the Supervisory Org Hierarchy and Cost Center, the results populate matches based on the workers within the Supervisory Org Hierarchy and they must be within the Cost Center selected.

Note: In PeopleSoft, the reconciliation process was completed using the respective HR Department code, not by Cost Center or Cost Center Hierarchy. The Supervisory Org and Supervisory Hierarchy operate similarly to the PeopleSoft HR Department code.



Viewing the Payroll Reconciliation report

Once you determine your filter criteria, the report will populate the results for the selected pay periods. The Pay Change column of the report will calculate the change in gross pay between the Target Period and the Prior Period. If a change is identified, you must determine and document the reason, which could be a change in compensation, change in hours worked, unapproved or denied hours, additional pay, etc.

The report provides different drill-to and drill-in features for the Target Period and Prior Period, which can be viewed side by side for comparison. Select the down arrow (▼) next to the Target Period and Prior Period amounts and use the Drill-To Report Links to **View Accounting Details**.

The table that populates for the **View Accounting Detail** option pulls data directly from the sub-report Payroll Accounting Detail.

Use the drill-to feature to:

- Verify employee compensation rate.
- Verify salary or wages paid.
- Verify employees were paid from the correct account.

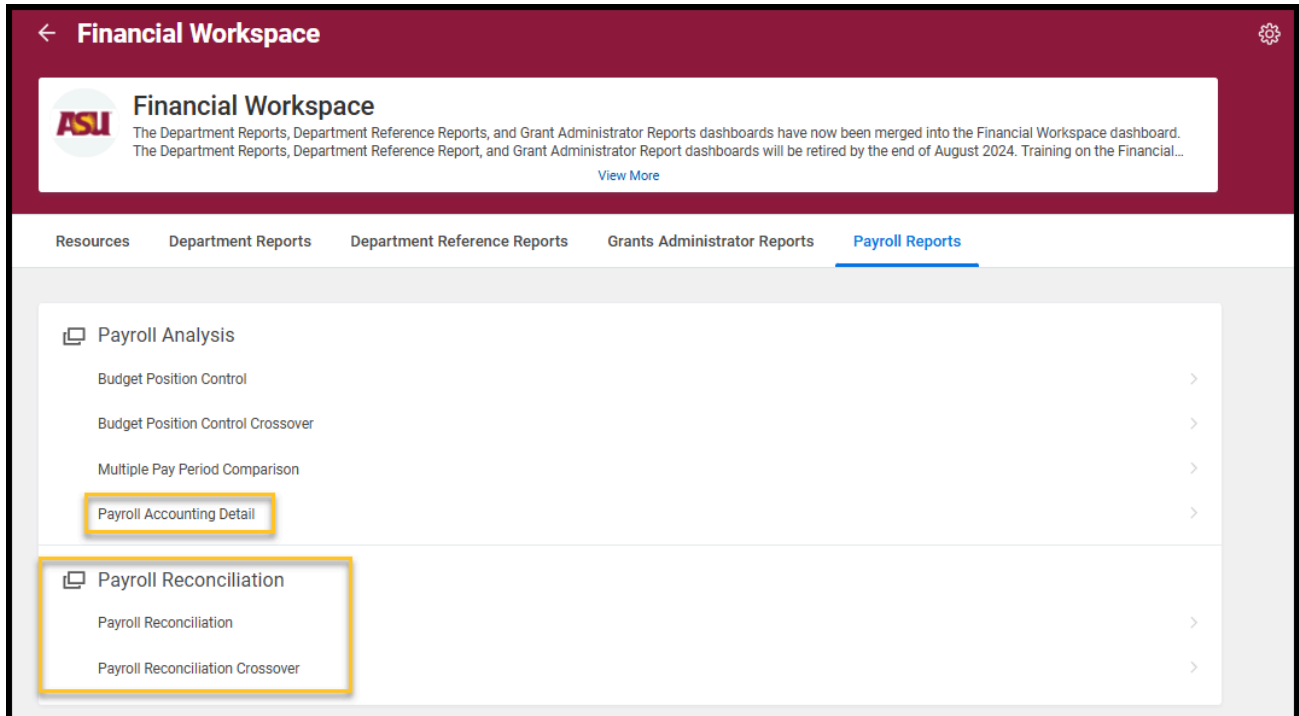
Additionally, by selecting the down arrow (▼) next to the Target Period and Prior Period amounts, use the **View Details** option to display the Period, Annual Rate, Biweekly Rate, Hourly Rate, Active Status, Earnings, Hours and Amount paid will display. This can also be accessed by clicking the blue Target Period and Prior Period amounts. The Target and Prior periods can be viewed side by side for comparison purposes.

Use the drill-to feature to do the following:

- Verify the time reported.
- Verify employee compensation rate.
- Verify salary or wages paid.

Payroll Reconciliation report

Locate the Financial Workspaces worklet from the Workday homepage. Select the Payroll Reports tab to locate the **Payroll Reconciliation** report and the sub-report **Payroll Accounting Detail**.



Verification of employee compensation rate

Employees are paid based on their compensation package within the worker's HCM profile. Departments should confirm that each employee's compensation rate is correct and can be verified against an offer letter, contract or other compensation documentation. [Refer to SPP 1101](#) for more information on personnel records.

The **Payroll Reconciliation** report can be used to confirm employee compensation rates. It shows the annual compensation rate for salary employees and the hourly rate for all hourly employees. Departments should confirm the listed compensation rate against source documentation like an offer letter.

Once the initial confirmation is made, departments should maintain source documentation on file for any changes in compensation. Changes in compensation could be identified if the report



shows a Change between the Target Period and Prior Period. Drilling into the Target and Prior amounts to compare side-by-side will help identify the reason for the change.

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy [redacted]

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

9 items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	100%	\$97,188.00	\$3,738.00	\$46.73	\$3,753.00	\$3,753.00	\$0.00
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	100%	\$70,000.00	\$2,692.31	\$33.65	\$2,692.32	\$2,692.31	\$0.01
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	100%	\$125,580.00	\$4,830.00	\$60.38	\$5,037.31	\$5,037.31	\$0.00
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	75%	\$42,074.00	\$1,618.23	\$26.97	\$1,618.24	\$1,618.24	\$0.00
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	100%	\$90,300.00	\$3,473.08	\$43.41	\$3,488.09	\$3,488.08	\$0.01
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	100%	\$88,580.00	\$3,406.92	\$42.59	\$3,421.94	\$3,421.94	\$0.00
[redacted]	[redacted]	Hourly Plan	[redacted]	[redacted]	50%	\$16,640.00	\$640.00	\$16.00	\$224.00	\$136.00	\$88.00
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	100%	\$83,000.00	\$3,192.31	\$39.90	\$3,152.41	\$3,192.31	(\$39.90)
[redacted]	[redacted]	Salary Plan	[redacted]	[redacted]	100%	\$105,942.00	\$4,074.69	\$50.93	\$4,089.71	\$4,089.71	\$0.00

Verification of salary or wages paid

The Payroll Reconciliation report provides gross pay by employee for the respective Target Period and Prior Period. Use this report to verify the current reconciliation Target Period amount is correct based on the respective employee’s Biweekly Rate or Hourly Rate, depending on their pay type. The Pay Change column will identify any change amounts, shown by a red flag representing a difference between the Target Period and Prior Period amounts.

To verify the salary or wages paid are correct, use the drill-to **View Accounting Detail** feature for the respective employee's Target Period and Prior Period to see why the change occurred.

1. Select the down arrow (▼) next to the respective Target Period and Prior Period amounts.
2. Select View Accounting Detail to display the worker’s pay by account details.
3. Verify the Target Period amounts are correct.
4. Document the reason for the change in pay.



Best practices for reconciling payroll expenses

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

344 of 1238 items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
		Salary Plan			100%	\$246,321.00	\$9,473.88	\$118.42	\$10,451.39	\$9,911.40	\$539.99
		Salary Plan			100%				\$2,639.20		(\$395.00)
		Salary Plan			40%				\$1,615.39		\$0.00
		Salary Plan			100%				\$2,980.77		\$0.00
		Salary Plan			100%	\$72,500.00	\$2,788.46	\$34.86	\$2,788.47	\$2,788.47	\$0.00
		Salary Plan			100%	\$155,000.00	\$5,961.54	\$74.52	\$5,961.54	\$5,961.55	(\$0.01)
		Salary Plan			100%	\$55,000.00	\$2,115.38	\$26.44	\$2,115.39	\$2,115.39	\$0.00
		Salary Plan			100%	\$56,770.00	\$2,183.46	\$27.29	\$2,183.47	\$2,183.47	\$0.00

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

344 of 1238 items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
		Salary Plan			100%	\$246,321.00	\$9,473.88	\$118.42	\$10,451.39	\$9,911.40	\$539.99

Payroll Accounting Detail

Personal Services Only Yes Worker

Period 03/18/2024 - 03/31/2024 (Biweekly)

5 items

Period	Cycle	Earning	Ledger_Account	Spend_Category	Supervisory_Org	Cost_Center	Program	Gift	Fund	Campus	Amount
03/18/2024 - 03/31/2024 (Biweekly)	No	Faculty Associate (FAC)	7100 Personal Services - Faculty	Personal Services - Faculty							\$540.00
03/18/2024 - 03/31/2024 (Biweekly)	No	Supplemental Pay Normal (SUP)	7105 Personal Services - Other	Personal Services - Supplemental Pay							\$437.50
03/18/2024 - 03/31/2024 (Biweekly)	No	Regular Salary (REGS)	7106 Personal Services - Administrative	Personal Services - Administrative							\$9,473.89
											\$10,451.39
											\$10,451.39

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

344 of 1238 items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
		Salary Plan			100%	\$246,321.00	\$9,473.88	\$118.42	\$10,451.39	\$9,911.40	\$539.99
		Salary Plan			100%	\$58,349.00					(\$395.00)
		Salary Plan			40%	\$42,000.00					\$0.00
		Salary Plan			100%	\$77,500.00					\$0.00
		Salary Plan			100%	\$72,500.00	\$2,788.46	\$34.86	\$2,788.47	\$2,788.47	\$0.00
		Salary Plan			100%	\$155,000.00	\$5,961.54	\$74.52	\$5,961.54	\$5,961.55	(\$0.01)
		Salary Plan			100%	\$55,000.00	\$2,115.38	\$26.44	\$2,115.39	\$2,115.39	\$0.00
		Salary Plan			100%	\$56,770.00	\$2,183.46	\$27.29	\$2,183.47	\$2,183.47	\$0.00



Best practices for reconciling payroll expenses

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
		Salary Plan			100%	\$246,321.00	\$9,473.88	\$118.42	\$10,451.39	\$9,911.40	\$539.99

Period	Earning	Ledger_Account	Spend_Category	Supervisory_Org	Cost_Center	Program	Gift	Fund	Campus	Amount
03/04/2024 - 03/17/2024 (Biweekly)	Supplemental Pay- Normal (SUP)	7105 Personal Services - Other	Personal Services - Supplemental Pay							\$437.50
03/04/2024 - 03/17/2024 (Biweekly)	Regular Salary (REGS)	7106 Personal Services - Administrative	Personal Services - Administrative							\$4,736.95
03/04/2024 - 03/17/2024 (Biweekly)	Vacation (VAC)	7106 Personal Services - Administrative	Personal Services - Administrative							\$4,736.95
										\$9,911.40
										\$9,911.40

Another way this can be verified is by selecting the View Details option from the down arrow (▼) or by clicking directly on blue Target and Prior Period amounts. This will display a summary snapshot showing the earnings, hours and amount paid.

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
		Salary Plan			100%	\$246,321.00	\$9,473.88	\$118.42	\$10,451.39	\$9,911.40	\$539.99

Period	Annual Rate	Biweekly Rate	Hourly Rate	Active	Earning	Hours	Amount
03/18/2024 - 03/31/2024 (Biweekly)	\$246,321.00	\$9,473.88	\$118.42	Yes	Regular Salary (REGS)	80	\$9,473.89
03/18/2024 - 03/31/2024 (Biweekly)	\$246,321.00	\$9,473.88	\$118.42	Yes	Faculty Associate (FAC)	0	\$540.00
03/18/2024 - 03/31/2024 (Biweekly)	\$246,321.00	\$9,473.88	\$118.42	Yes	Supplemental Pay- Normal (SUP)	0	\$437.50

Period	Annual Rate	Biweekly Rate	Hourly Rate	Active	Earning	Hours	Amount
03/04/2024 - 03/17/2024 (Biweekly)	\$246,321.00	\$9,473.88	\$118.42	Yes	Regular Salary (REGS)	40	\$4,736.95
03/04/2024 - 03/17/2024 (Biweekly)	\$246,321.00	\$9,473.88	\$118.42	Yes	Vacation (VAC)	40	\$4,736.95
03/04/2024 - 03/17/2024 (Biweekly)	\$246,321.00	\$9,473.88	\$118.42	Yes	Supplemental Pay- Normal (SUP)	0	\$437.50

If an overpayment is found, it must be promptly reported to Payroll by emailing your department payroll representative. Departments cannot overlook or forgive overpayments. [Refer to FIN 602](#) for more information.



Verification employees were paid from the correct account

Departments can verify employees were paid from the correct account using either the **Payroll Reconciliation** report using the drill-to **View Accounting Detail** feature or the **Payroll Accounting Detail** report. Using the View Accounting Detail feature of the Payroll Reconciliation report allows end-users to review each employee individually with the drill-to option. In contrast, the Payroll Detail report will display all workers' account details on the face of the report results.

To use the drill-to **View Accounting Detail** feature of the **Payroll Reconciliation** report:

1. Select the down arrow (▼) next to each worker's respective Target Period amount.
2. Click View Accounting Detail to display the workers' pay by account details.
3. Verify the account charged is correct.

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy [Redacted]

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

344 of 1238 Items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%	\$49,841.00	\$1,916.96	\$23.96	\$1,916.97	\$1,916.97	\$0.00
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	72	\$53,000.00	\$2,038.46	\$25.48	\$2,038.47	\$2,038.47	\$0.00
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%				\$2,897.43	\$2,897.43	\$0.00
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%				\$3,436.94	\$3,436.94	\$0.00
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%				\$2,115.39	\$2,115.39	\$0.00
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%				\$2,140.00	\$2,140.00	\$0.00
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%	\$60,611.00	\$2,331.19	\$29.14	\$2,331.20	\$2,331.20	\$0.00

Dropdown menu options: View By, Earning, View Details, Export to Excel (All Columns), Export to PDF. Drill-To Report Links: View Accounting Details.

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy [Redacted]

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

344 of 1238 Items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%	\$49,841.00	\$1,916.96	\$23.96	\$1,916.97	\$1,916.97	\$0.00
[Redacted]	[Redacted]	Salary Plan	[Redacted]	[Redacted]	100%	\$53,000.00	\$2,038.46	\$25.48	\$2,038.47	\$2,038.47	\$0.00

Payroll Accounting Detail

Personal Services Only Yes Worker [Redacted]

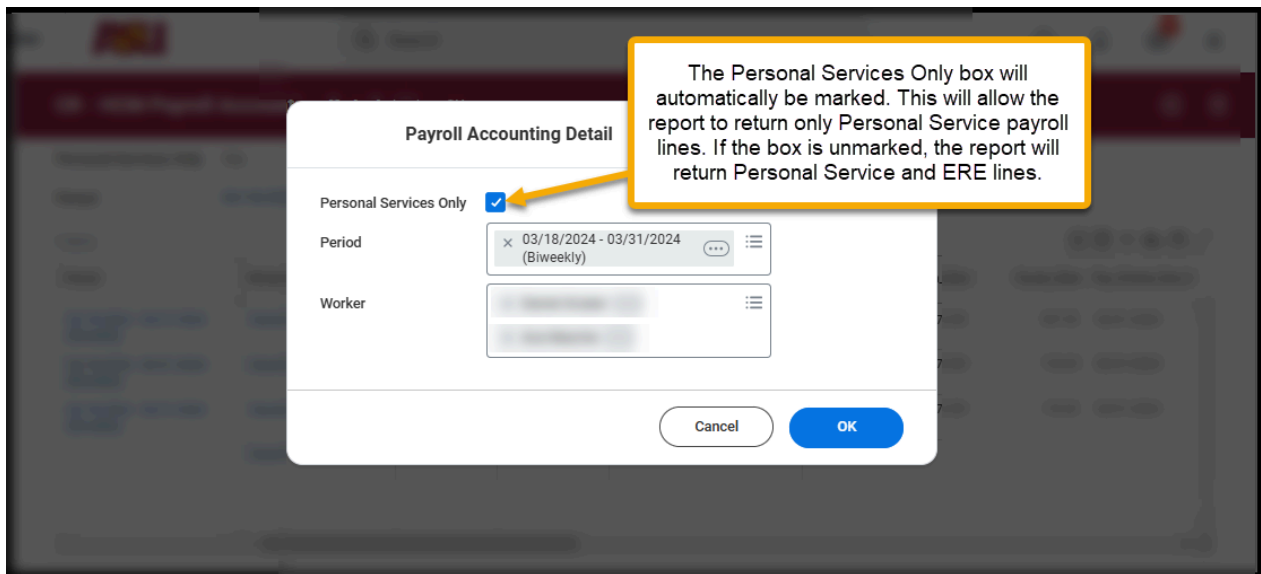
Period 03/18/2024 - 03/31/2024 (Biweekly)

3 Items

Period	er_Account	Spend_Category	Supervisory_Org	Cost_Center	Program	Fund	Campus	Amount
03/18/2024 - 03/31/2024 (Biweekly)	Personal Services - f	Personal Services - Staff	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	\$2,038.47
								\$2,038.47
								\$2,038.47

To use the **Payroll Accounting Detail** report:

1. Filter the report using the reconciled pay period and the worker filter. Multiple workers can be selected.
 - a. The Personal Services Only box will automatically be marked to exclude employee-related expenses — ERE. Uncheck the box for the report to return both Personal Service and ERE expense lines.
2. The report will display each worker’s account information within your filter parameters.
3. Verify the account charged is correct.



Payroll Accounting Detail

Personal Services Only: Yes Worker: [Worker A]

Period: 03/18/2024 - 03/31/2024 (Biweekly)

Period	Worker	Worker_ID	Position_ID	Annual_Comp	Compensation_Rate	Hourly_Rate	Pay_Period_End_Date	Off_Cycle	Earning	Ledger_Account	Spend_Category	Supervisory_Org
03/18/2024 - 03/31/2024 (Biweekly)	Worker A			15,724.80	604.80	15.12	03/31/2024	No	Student Hourly Regular Wages (STH)	7104 Personal Services - Student	Personal Services - Student	
03/18/2024 - 03/31/2024 (Biweekly)	Worker A			15,724.80	604.80	15.12	03/31/2024	No	Student Hourly Regular Wages (STH)	7104 Personal Services - Student	Personal Services - Student	
03/18/2024 - 03/31/2024 (Biweekly)	Worker B			246,321.00	9,473.89	947.39	03/31/2024	No	Faculty Associate (FAC)	7100 Personal Services - Faculty	Personal Services - Faculty	
03/18/2024 - 03/31/2024 (Biweekly)	Worker B			246,321.00	9,473.89	118.43	03/31/2024	No	Supplemental Pay- Normal (SUP)	7105 Personal Services - Other	Personal Services - Supplemental Pay	
03/18/2024 - 03/31/2024 (Biweekly)	Worker B			246,321.00	9,473.89	118.43	03/31/2024	No	Regular Salary (REGS)	7106 Personal Services - Administrative	Personal Services - Administrative	



Period	Off_Cycle	Earning	Ledger_Account	Spend_Category	Supervisory_Org	Cost_Center	Program	Gift	Fund	Campus	Amount
03/18/2024 - 03/31/2024 (Biweekly)	No	Student Hourly Regular Wages (STH)	7104 Personal Services - Student	Personal Services - Student							\$207.90
03/18/2024 - 03/31/2024 (Biweekly)	No	Student Hourly Regular Wages (STH)	7104 Personal Services - Student	Personal Services - Student							\$105.84
Worker A Total											\$313.74
03/18/2024 - 03/31/2024 (Biweekly)	No	Faculty Associate (FAC)	7100 Personal Services - Faculty	Personal Services - Faculty							\$540.00
03/18/2024 - 03/31/2024 (Biweekly)	No	Supplemental Pay - Normal (SUP)	7105 Personal Services - Other	Personal Services - Supplemental Pay							\$437.50
03/18/2024 - 03/31/2024 (Biweekly)	No	Regular Salary (REGS)	7106 Personal Services - Administrative	Personal Services - Administrative							\$9,473.89
Worker B Total											\$10,451.39
Total of All Workers											\$10,765.13

Verification of time reported

Supervisors are required to verify and approve reported time in Workday HCM, the system of record for timesheets. In many circumstances, departments have individuals assigned to the Timekeeper role. The Timekeeper can approve hours in Workday HCM on behalf of the supervisor.

If a department has a Timekeeper, the supervisor or another individual with first-hand knowledge is aware of and approves of the hours reported. Only Supervisors and Timekeepers can approve time unless a delegate has been assigned temporary access due to the Supervisor or Timekeeper taking leave or exception hours.

Departments should document their unique internal procedures for time reporting in case of an audit.

All hours approved in Workday HCM for a pay period will be visible in the **Payroll Reconciliation** report. For non-exempt employees, timesheet information is available using the drill-in feature of the Target Period and Prior Period column amounts. If there is a change in hours, this could be identified in the Pay Change column of the report as this represents the Target Period less the Prior Period.

Using the drill-in feature:

1. Click directly on the blue amounts within the Target and Prior Period columns for comparison — click on the down arrow (▼) and select the View Details option.
2. Review the hours worked.



Best practices for reconciling payroll expenses

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy [blurred]

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

308 of 1238 items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
		Hourly Plan			50%	\$15,724.80	\$604.80	\$15.12	\$313.74	\$412.02	(\$98.28)
		Hourly Plan			25%	\$7,862.40	\$302.40	\$15.12	\$597.24	\$446.04	\$151.20
		Hourly Plan			50%	\$15,724.80	\$604.80	\$15.12	\$453.60	0.00	\$453.60
		Hourly Plan			50%	\$18,720.00	\$720.00	\$18.00	\$720.00	\$720.00	\$0.00
		Hourly Plan			25%	\$7,862.40	\$302.40	\$15.12	\$604.80	\$604.80	\$0.00
		Hourly Plan			100%	\$45,011.20	\$1,731.20	\$21.64	\$1,731.20	\$1,731.20	\$0.00
		Hourly Plan			100%	\$50,003.20	\$1,923.20	\$24.04	\$1,923.20	\$1,923.20	\$0.00

Target Period 03/18/2024 - 03/31/2024 (Biweekly) Supervisory Org Hierarchy [blurred]

Prior Period 03/04/2024 - 03/17/2024 (Biweekly)

308 of 1238 items

Employee	Employee ID	Pay Type	Position	Job Title	FTE	Annual Rate	Biweekly Rate	Hourly Rate	Target Period	Prior Period	Pay Change
		Hourly Plan			50%	\$15,724.80	\$604.80	\$15.12	\$313.74	\$412.02	(\$98.28)
		Hourly Plan			25%	\$7,862.40	\$302.40	\$15.12	\$597.24	\$446.04	\$151.20
		Hourly Plan			50%	\$15,724.80	\$604.80	\$15.12	\$453.60	0.00	\$453.60
		Hourly Plan			50%	\$18,720.00	\$720.00	\$18.00	\$720.00	\$720.00	\$0.00
		Hourly Plan			25%	\$7,862.40	\$302.40	\$15.12	\$604.80	\$604.80	\$0.00
		Hourly Plan			100%	\$45,011.20	\$1,731.20	\$21.64	\$1,731.20	\$1,731.20	\$0.00
		Hourly Plan			100%	\$50,003.20	\$1,923.20	\$24.04	\$1,923.20	\$1,923.20	\$0.00

Criteria View by: Select a Field... and then by: Select a Field... Refresh

2 items

Period	Sub Period	Annual Rate	Biweekly Rate	Hourly Rate	Active	Earning	Hours	Amount
03/18/2024 - 03/31/2024 (Biweekly)	03/18/2024 - 03/24/2024	\$15,724.80	\$604.80	\$15.12	Yes	Student Hourly Regular Wages (STH)	13.75	\$207.90
03/18/2024 - 03/31/2024 (Biweekly)	03/25/2024 - 03/31/2024	\$15,724.80	\$604.80	\$15.12	Yes	Student Hourly Regular Wages (STH)	7	\$105.84

Criteria View by: Select a Field... and then by: Select a Field... Refresh

1 item

Period	Annual Rate	Biweekly Rate	Hourly Rate	Active	Earning	Hours	Amount
03/04/2024 - 03/17/2024 (Biweekly)	\$15,724.80	\$604.80	\$15.12	Yes	Student Hourly Regular Wages (STH)	27.25	\$412.02

Supervisors and Timekeepers will also have access to the **Find Timesheets** report to further review hours and their approvals. To learn how to use this report, please refer to available Workday HCM training for Time Tracking and Time Reporting.

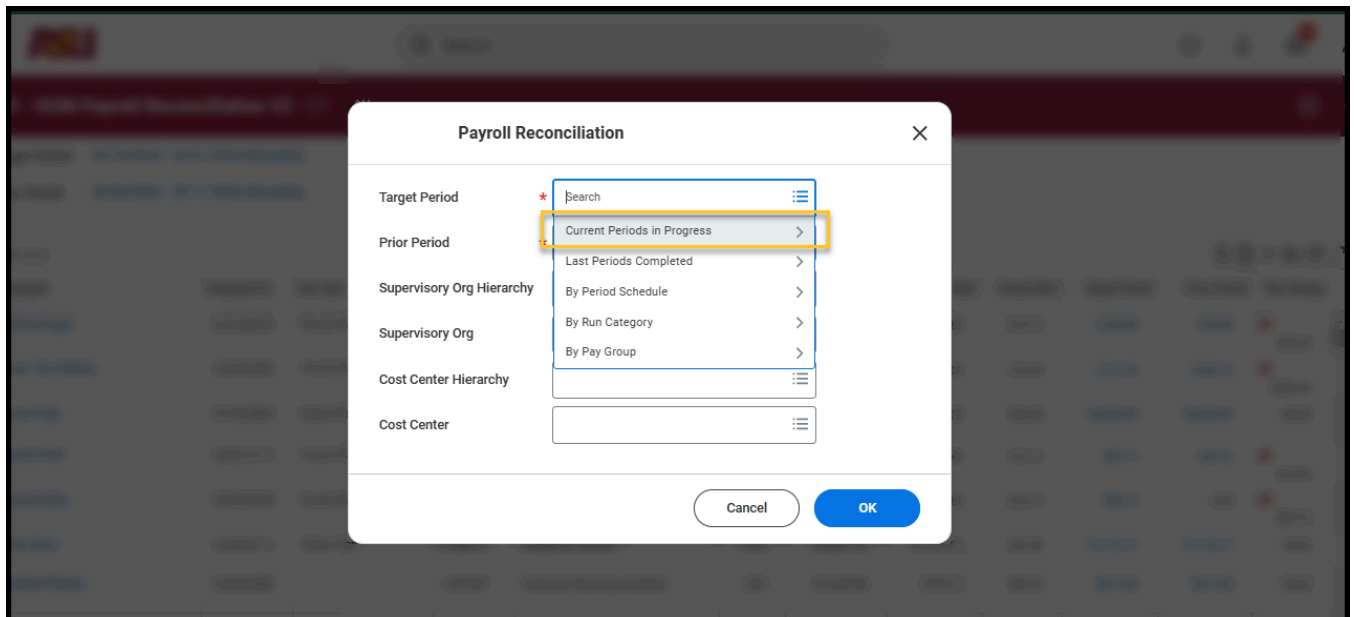
Verify on-cycle payroll expenses on Monday before payday

The on-cycle payroll information will be available to review within the Payroll Reconciliation report the Monday before payday. This information should be reviewed before each payday to verify that all employees are accurately paid for each pay period. If discrepancies are

discovered, please [contact your Payroll representative](#) before noon on Tuesday to correct any possible underpayments or overpayments.

To review the on-cycle expenses, use the **Payroll Reconciliation** report, filtering the Target Period by the **Current Period in Progress** option. This pay period is “In Progress” and can be compared against the prior pay period for possible discrepancies.

- **Prior Period** — Use the prior pay period listed in the Last Periods Completed.
- **Target Period** — Use the pay period listed as the Current Periods in Progress.





Other important reconciling information

Payroll Accounting Detail report display

The Payroll Accounting Detail report is a subreport to the Payroll Reconciliation report, allowing end-users to pull information for multiple pay periods for multiple workers. The report includes a filter option to allow only Personal Service activity or Personal Service and Employee Related Expense — ERE — activity details to populate.

This report displays the following details:

- **Amount** — This represents the expense amount for the respective pay period. There is a Summary Total Amount after each worker and a Grand Total Summary Amount at the bottom of the report summarizing the totals for all workers and pay periods.
- **Annual Compensation:** Pulled from the worker's respective compensation profile plan.
- **Compensation Rate:** Pulled from the worker's respective compensation profile plan
- **Cost Center / Program / Gift / Grant / Project:** Account mapping.
- **Earning:** Represents the earning code the worker's pay is set up as. This will be blank when ERE data is included.
- **Hourly Rate:** Calculated from the worker's respective compensation profile plan
- **Ledger and Spend Category.**
- **Off Cycle:** Yes or No to indicate if an off-cycle payment was processed — see next section.
- **Pay Period End Date:** Indicates the pay period being reviewed
- **Position / Position ID.**
- **Supervisory Org:** Represents the worker's direct supervisor
- **Worker / Worker ID.**

Off-cycle payroll expenses

Off-cycle payroll expenses can be viewed from the Payroll Accounting Detail or Payroll Reconciliation reports using the drill-to View Accounting Details. Please [review FIN 603](#) before submitting a manual check request. Departments that repeatedly request off-cycle checks due to deficient departmental processes may be charged a fee of up to \$50.00 per off-cycle check produced.



Find Timesheets report

Supervisors and Timekeepers will also have access to the **Find Timesheets** report to further review hours and their approvals. To learn how to use this report, please refer to the Workday HCM Training available for Time Tracking and Time Reporting.

[Contact your Financial Services accountant](#) with questions or for more information regarding the best practices for payroll reconciliation.