TEXAS A&M ✴ ENGINEERING

REPORTS FOR THOSE WHO PROCESS MONTHLY OR BIWEEKLY PAYROLL

(Applicable Roles: HR Contacts, Timekeepers, Absence Partners)

RECOMMENDED PAYROLL REPORTS:

Pay Calculation Results for a Period (Run each payroll) – HR Contact

- Use this report to check employee's payroll
- Things to check should include items such as: overtime, employee's effort, employee's salaries, funding accounts, terminations, LWOP, reductions to salary, new hire/transfers, cost allocations
- You can also use this report to see who is not being paid by selecting "only return net is equal to zero" or "only return gross is equal to zero" when running the report.

All Worker Time Off (Run each payroll) – Absence Partner or Timekeeper

- Use this report to check leave entries.
- Check for the type of time entered such as vacation, unpaid leave, FMLA, etc.
- This should be run prior to each payroll to ensure everyone has submitted time off correctly. You should also catch if someone has been on sick leave for more than 5 days so you'll know to send FMLA paperwork.
- Make sure hours entered are proportionate to the employee's percent effort. NOTE: We have had quite a few people who have entered 8 hours/day or 24 hours/day for part time positions. Both of these will have negative pay impact and should be watched closely and corrected prior to the day before payroll settlement.
- This report also shows approved time off hours (including holidays). An employee is not eligible for the holiday hours if they are on unpaid leave days surrounding the holiday. Please get with HR/Payroll for any questions about holiday eligibility.

Time Summary Review (Run each biweekly payroll) - Timekeeper

The following report should be **run each biweekly** pay period to ensure all biweekly employees are paid and paid timely.

- This report shows time still needing to be submitted and/or approved where coordination with the employee or supervisor is required. Employee and supervisor e-mail addresses have been added to the report to make it easier to contact them.
- In the cases where Timekeepers/HR Contacts have the authority to manually advance timesheets, this report can identify those employees where action is necessary. See Manual Advance Job Aid in SSO Workday Help or on Engineering Payroll's website.
- These reports also identify overtime for biweekly employees so you should be able to identify those that need additional OT approvals or funding changes when OT is not allowed on research projects.
- This report indicates when notes are added to individual timeblocks so you can ensure time and backpay have been entered correctly. All time should be entered on the appropriate timeblocks with which the employee worked to prevent overpayment/OT errors or funding issues. Time should not be entered to compensate for time an employee worked prior to their hire date. If the employee started working prior to their hire date, please coordinate hire date changes with HR and submit a supplement for the corresponding dates of the actual time worked.

COST ALLOCATIONS:

The following reports are intended to show the status of funding sources for workers and positions. All workers should have valid funding sources established prior to payroll settlement. Positions should have funding sources at all times. You can use these reports to determine if cost allocations need to be processed prior to payroll.

These reports are helpful throughout the year and especially at end of year where being paid on clearing accounts is not allowed.

Missing Costing Allocation* (Run prior to each payroll) – HR Contact

Costing Allocations for Position Restriction* - HR Contact

Costing Allocations for Worker Position* - HR Contact

* If needing to enter more criteria for search: Company = Texas A&M Engineering; Pay Group = TEES Biweekly and/or TEES Monthly

Note: Managers can also run the various cost allocation reports.

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MISCELLANEOUS REPORTS:

View All Positions – HR Contact or Timekeeper

- Use this report to see all active positions (filled as well as vacant) within specified supervisory orgs
- Use this report to review vacant positions on a regular basis.
  - Note: Positions that have been vacant for more than 6 months should be closed.

Business Process Transactions of Type Awaiting Action – HR Contact

- Use this report to see the status of business processes submitted in Workday.
- This report is helpful to check the status of items that will have a payroll impact (i.e. hires, comp changes, effort changes, etc)

Workers with Additional Jobs – HR Contact

- Use this report to identify employees who have more than one position.
- This report lists primary and additional job information.

Positions with No Time Entered In Date Range – Absence Partner or HR Contact

- This report can be used to identify employees that may need to be terminated or positions that may need to end.

Time Off Balance for Terminated Employees – Absence Partner
- This report can be used to track time off balances for terminated employees.
- Use this report to identify those that who are terminated and need lump sum vacation payouts.

Summer Faculty Appointment Reports

Compensation Spreadsheet – HR Contact

This is the report we use in the HR/Payroll Office to identify faculty with secondary summer appointments however it can be used to check all position information for all employees within a designated supervisory org.

- When using this report to check faculty summer appointments, this report is helpful to compare primary vs. secondary position titles & salaries as well as checking annual work period, effort & compensation end dates.

Employees with Annual Work Period ending May 31 through August 31 – HR Contact

- Use this report to see all employees with annual work periods that end 5/31 through 8/31. This is helpful when reviewing summer appointments.

Compensation Plan Assignments with Actual End Dates – HR Contact

- Use this report to see which positions have compensation end dates. This report can be beneficial when reviewing summer appointments.