Beneficial Reports for HR Contacts & Timekeepers who process payroll

Pay Calc Results for a Period (Run each payroll)
   Use this report to check payroll.
   Things to check should include items such as: overtime, employees effort, employees salaries, funding accounts, terminations, LWOP, reductions to salary, new hire/transfers
   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.

Absence Partner View All Worker Time Off (Run each payroll)
   Use this report to check leave entries.
   This should be run prior to each payroll to ensure everyone has submitted time off correctly.
   *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.

TIME:
   The following reports should be run each biweekly pay period to ensure all biweekly employees are paid timely. These reports show time still needing to be submitted or approved where coordination with the employee or supervisor is required. 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.

Workers With No Time Entered
Workers With Time Entered but Not Submitted
Workers With Time Entered but Not Submitted - additional job
Workers With Time Submitted but Not Approved - primary position
Workers With Time Submitted but Not Approved - additional job

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.

Missing Costing Allocation* (Run prior to each payroll)
Costing Allocations for Position Restriction*
Costing Allocations for Worker Position*
   * If needing to enter more criteria for search: Company = Texas A&M Engineering; Pay Group = TEES Biweekly and/or TEES Monthly

Miscellaneous Reports:

View All Positions
   Use this report to see all active positions (filled as well as vacant) within specified supervisory orgs

Employees with Annual Work Period ending May 31 through August 31
   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.

Business Process Transactions Awaiting Action
   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)

Compensation Plan Assignments with Actual End Dates
   Use this report to see which positions have compensation end dates. This report should be beneficial when reviewing summer appointments.

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