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Introduction

ASU 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 Workday and no later than 30 days after the fiscal month-end close.

The reconciliation process should start before each payday with a timely review of the on-cycle payroll expenses within the Payroll Reconciliation report and should be completed immediately following each payday when payroll has been posted. The on-cycle payroll expenses are available to review the Wednesday before payday for discrepancies. All Payroll Reconciliation reports will be updated on a nightly basis.

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, 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 Details 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. Will also include the account the payroll posted to.
- **Payroll Earnings Detail report** — provides a display of each worker's payroll by earning codes and hours worked.

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.

Terminated Workers: If a worker has been terminated, they are no longer associated with a Position or Supervisory Organization. These individuals will populate on the Payroll Reconciliation report if the report is filtered using only the Cost Center filter or filtering by the worker. They will not populate on the report when the Supervisory Organization filter is used.

Note: In PeopleSoft, the reconciliation process was completed using the respective HR Department code. 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 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 **Payroll Accounting Details** and **Payroll Earning Details**. Additionally, by selecting the **View Details** option, this will display the Target Period and Prior Period amounts by earnings code and amount paid. This can also be accessed by clicking the blue Target Period and Prior Period amounts

The table that populates for the **Payroll Accounting Details** option pulls data directly from the sub-report Payroll Accounting Details found in the Payroll Reports dashboard section of the Financial Workspace worklet. This report displays the payroll line details which includes the account paid from and earnings code.

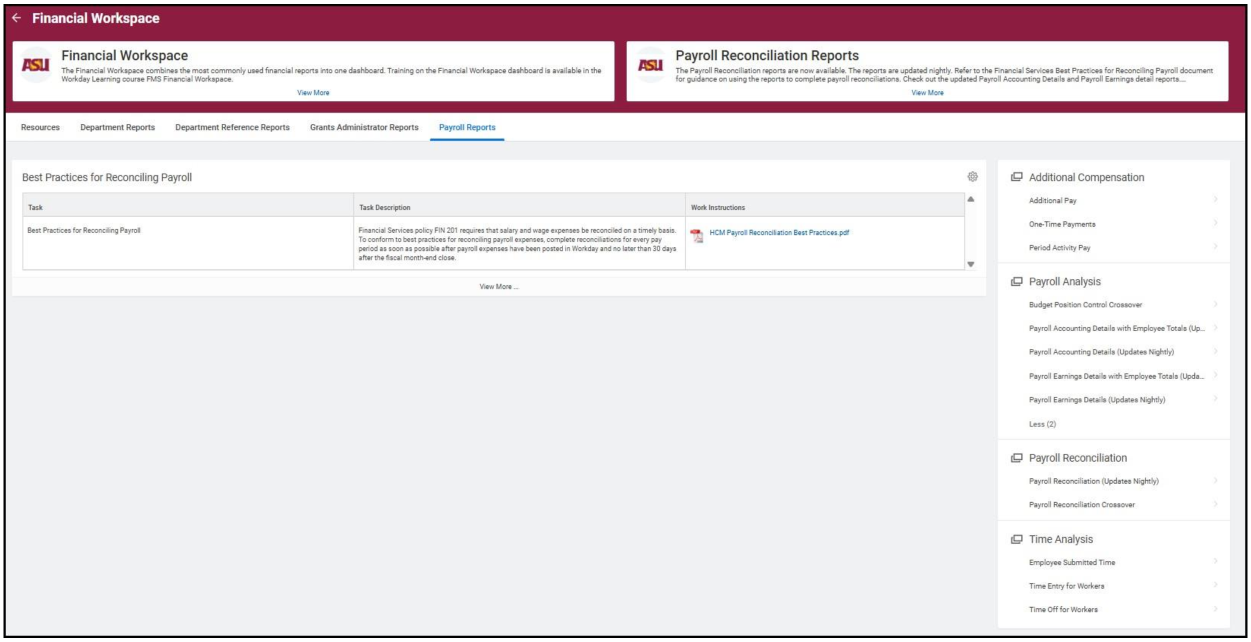
The table that populates for the **Payroll Earnings Details** option pulls data directly from the sub-report Payroll Earnings Details found in the Payroll Reports dashboard section of the Financial Workspace worklet. This report displays the payroll line by hours worked and earnings code.

Use the drill-to feature to:

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

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 Details** and **Payroll Earnings Details**. Additional reports to assist in the reconciliation process can be found under the **Additional Compensation** section.

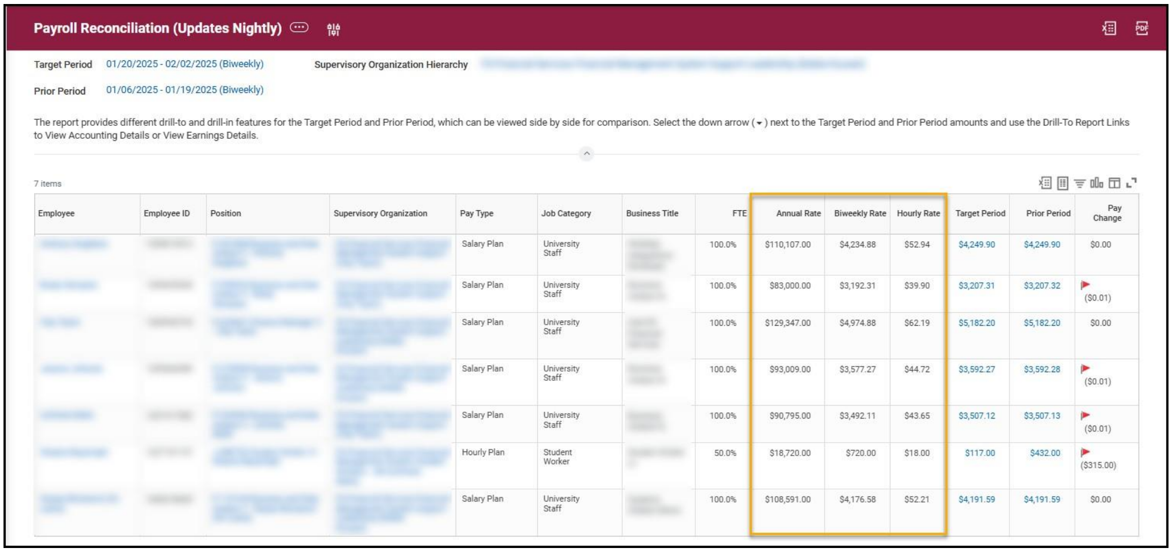


Verification of employee compensation rate

Employees are paid based on their compensation package within the worker's Workday 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.

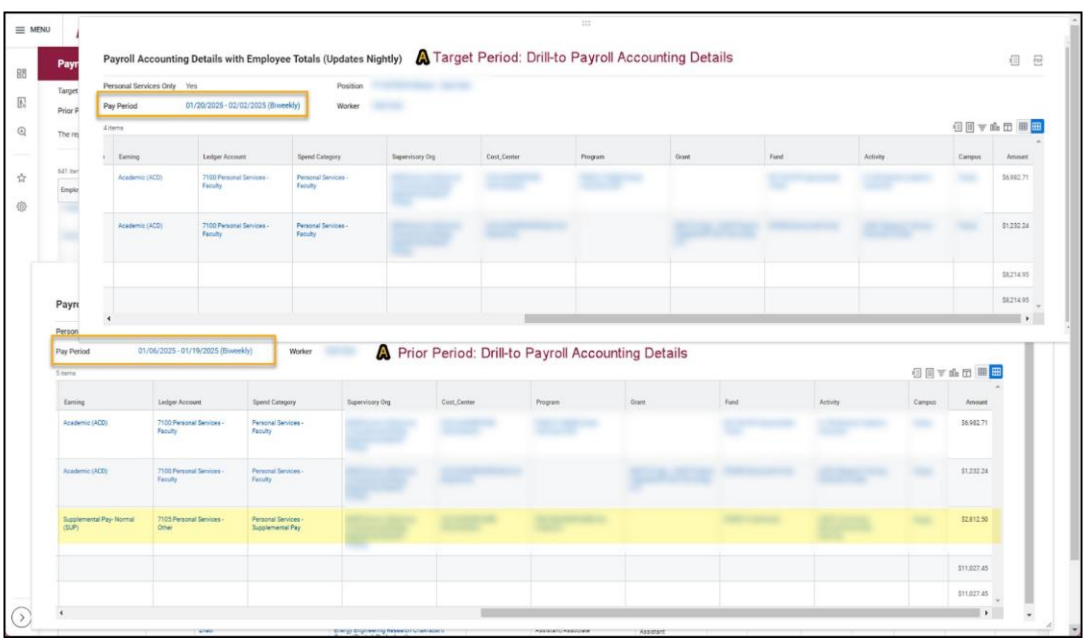


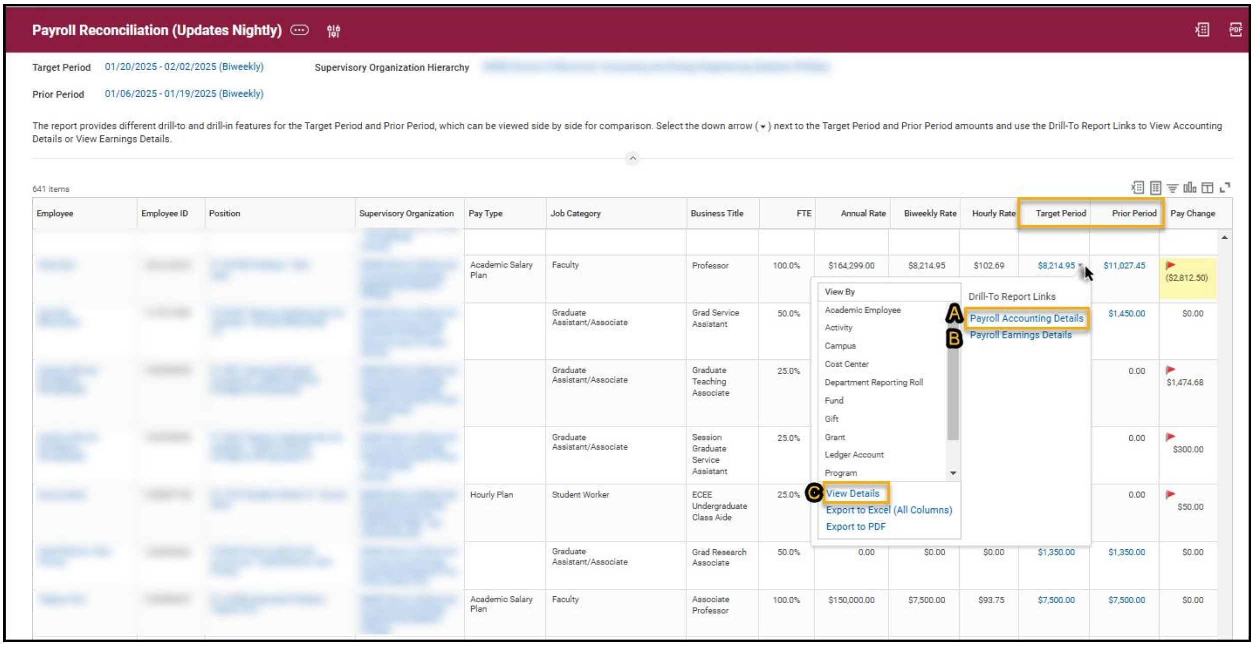
Verification of salary or wages paid

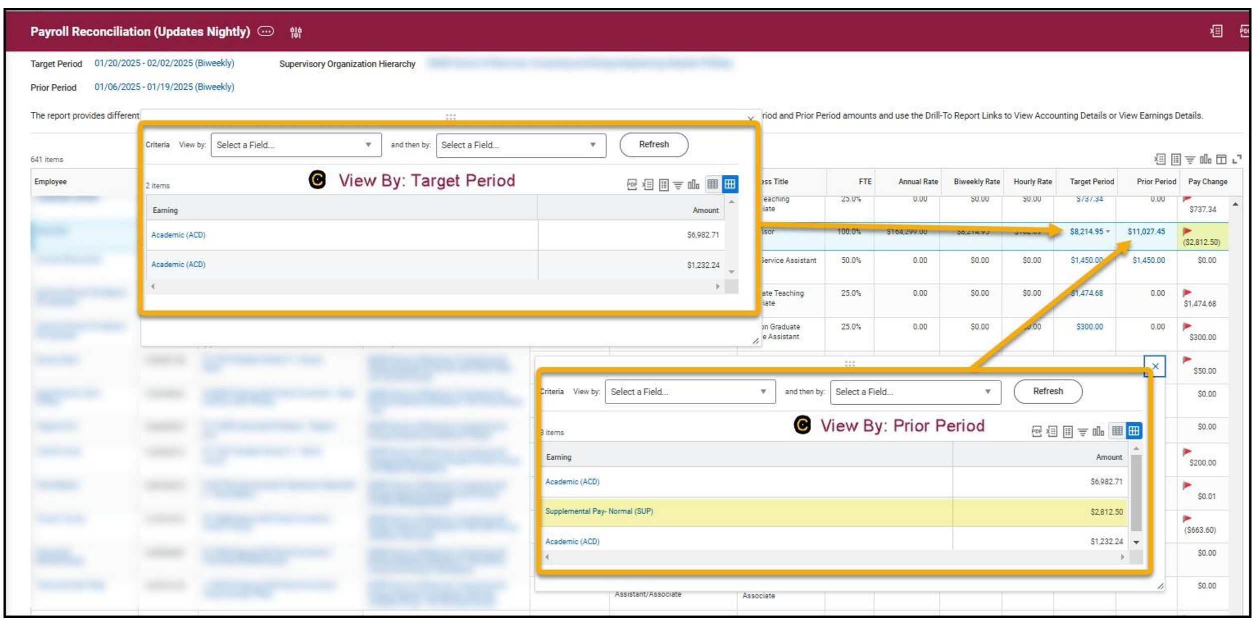
The Payroll Reconciliation report provides gross pay by employee for the respective Target Period and Prior Period. Use this report to verify the current reconciliation Target Period amount is correct based on the respective employee's Biweekly Rate or Hourly Rate, depending on their pay type. The **Pay 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 **Payroll Accounting Details**, **Payroll Earnings Details**, or **View Details** 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 **Payroll Accounting Details** 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.







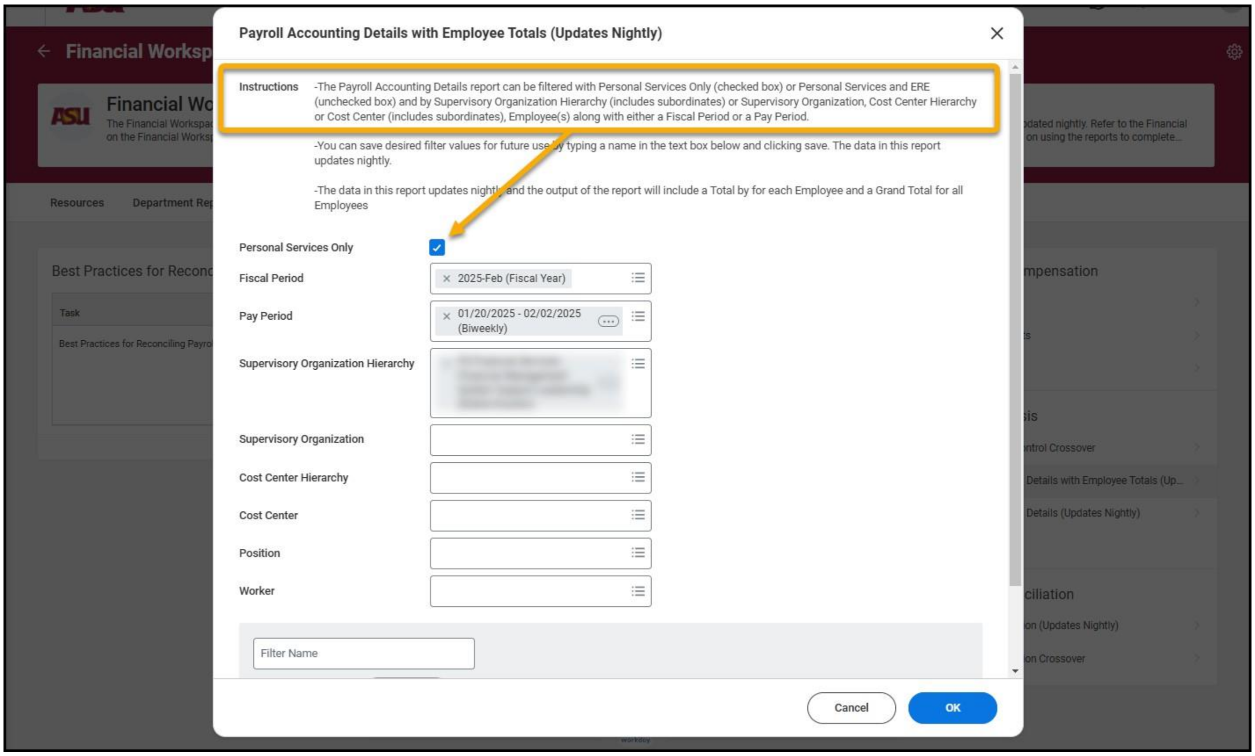
If an overpayment is found, it must be promptly reported to Payroll by emailing your department payroll representative. Departments cannot overlook or forgive overpayments. Refer to FIN 602 for more information.

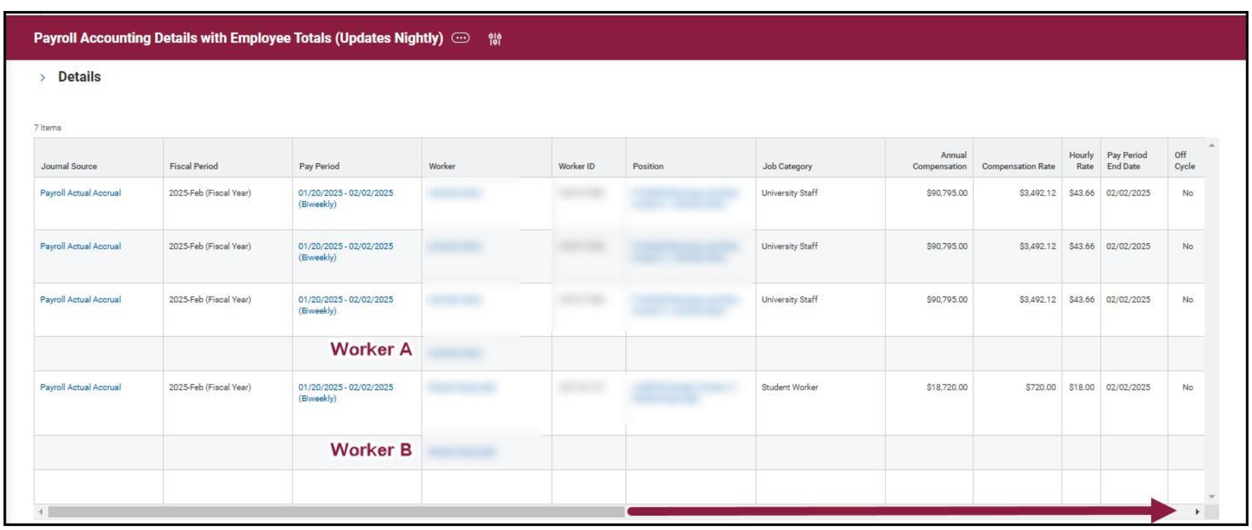
Verification employees were paid from the correct account

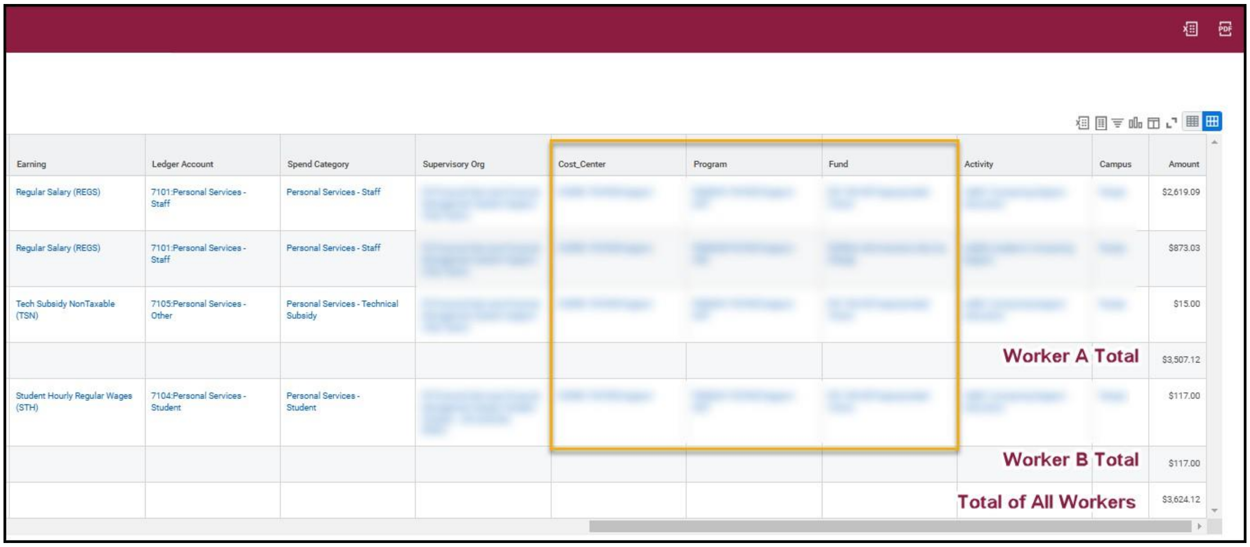
Departments can verify employees were paid from the correct account using either the **Payroll Reconciliation** report using the drill-to **Payroll Accounting Details** feature or accessing the Payroll Accounting Details report directly from the Payroll Reports dashboard. Using the Payroll Accounting Details drill-to option of the Payroll Reconciliation report allows end-users to review each worker one at a time. In contrast, the Payroll Accounting Details report can be filtered using the Supervisory Organization Hierarchy to display all workers' account details within the Sup Org Hierarchy.

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

1. Filter the report using the reconciled pay period and other desired filter options. Multiple filter criteria can be selected within each filter category.
    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.







Earning	Ledger Account	Spend Category	Supervisory Org	Cost_Center	Program	Fund	Activity	Campus	Amount
Regular Salary (REGS)	7101:Personal Services - Staff	Personal Services - Staff							$2,619.09
Regular Salary (REGS)	7101:Personal Services - Staff	Personal Services - Staff							$873.03
Tech Subsidy NonTaxable (TSN)	7105:Personal Services - Other	Personal Services - Technical Subsidy							$15.00
							Worker A Total		$3,507.12
Student Hourly Regular Wages (STH)	7104:Personal Services - Student	Personal Services - Student							$117.00
							Worker B Total		$117.00
							Total of All Workers		$3,624.12

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 may have individuals assigned either the **Timekeeper** or **Operational Timekeeper** role who can approve hours in Workday HCM on behalf of the supervisor.

A **Timekeeper** may be assigned to support the supervisor in approving time for the employees within that organization. Timekeepers should have a direct line of sight over the employees for whom they approve time.

An **Operational Timekeeper** has access to all time-entry approval requests for the employees in the supervisory organization hierarchy. Operational Timekeepers approve time entries in exception scenarios to ensure timely pay. Documentation of the supervisor's approval is required and must show acknowledgment or approvals of hours by the direct supervisor or an equivalent individual or designee.

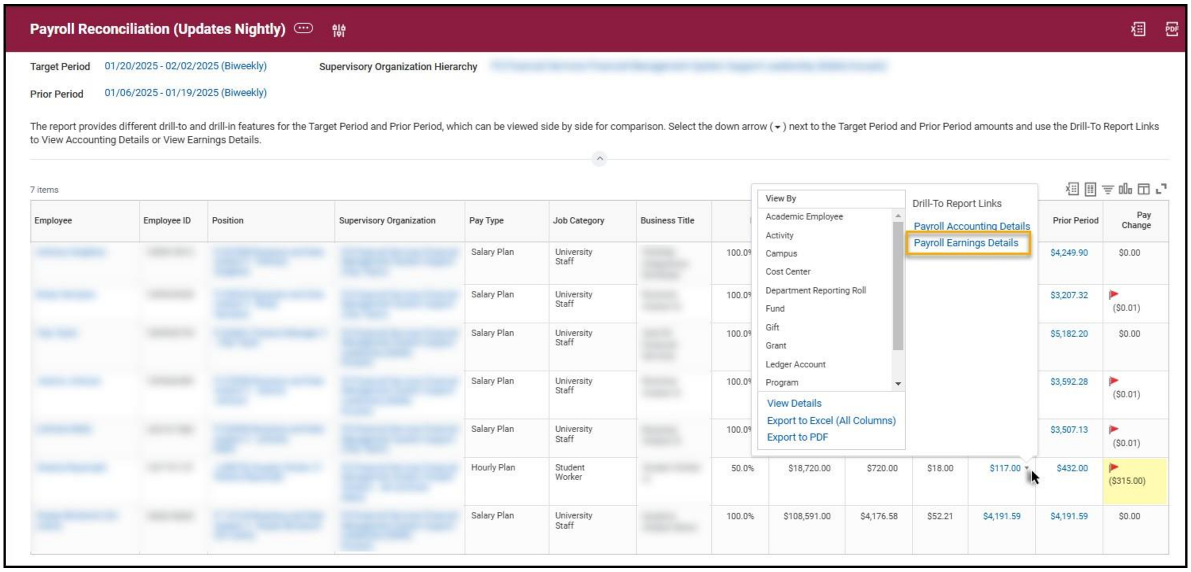
Departments should consider documenting their unique internal procedures for time reporting in case of an audit.

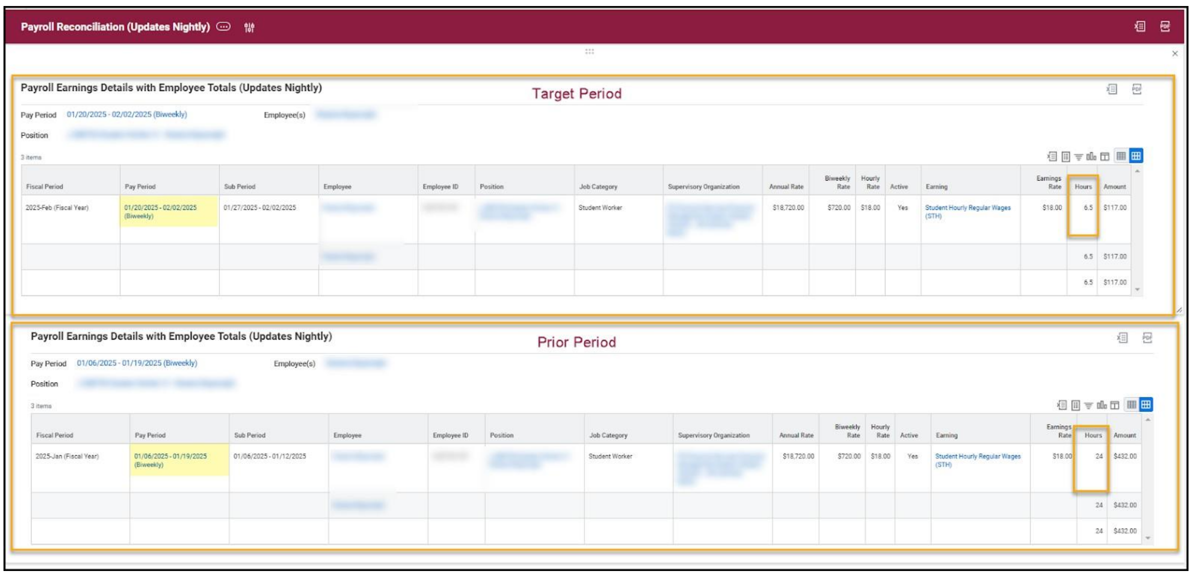
All hours approved in Workday HCM for a pay period will be visible in the **Payroll Reconciliation** report using the **Payroll Earnings Details** drill-to feature. For non-exempt employees, timesheet information is available for the Target Period and Prior Period column amounts. If there is a change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

Supervisors and Timekeepers will also have access to the **Employee Submitted Time**, **Time Entry for Workers**, **Time Off for Workers** and **Find Timesheets** reports to further review hours and their approvals. These reports will be discussed in the **Time Analysis Information** section of the best practices. To learn how to use the Find Timesheets report, please refer to available Workday HCM training for Time Tracking and Time Reporting.

Using the drill-to feature of the Payroll Reconciliation (Updates Nightly) report:

1. Click on the down arrow (▾) for the Target and Prior Period amounts and select the drill-to Payroll Earnings Details option.
2. Review the hours worked.



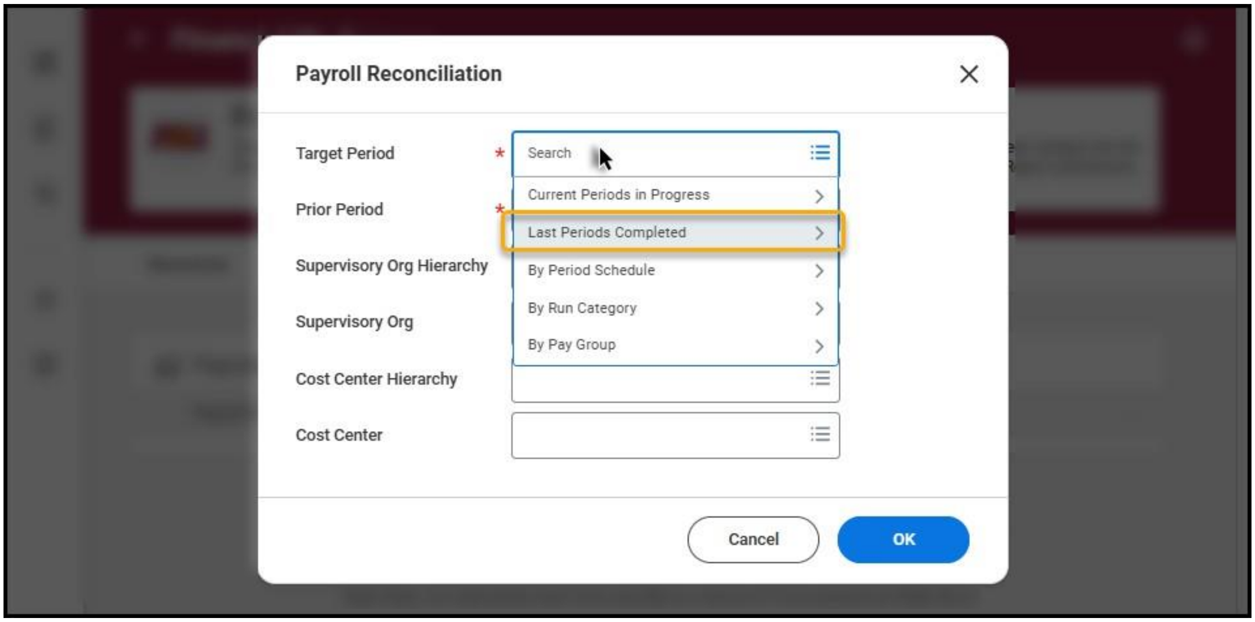


Verify on-cycle payroll expenses two days before payday

The on-cycle payroll information should be reviewed two days before payday. Payroll information finalizes on Wednesday for a Friday payday. This information should be reviewed two days before each payday to verify that all employees are accurately paid for each pay period. If discrepancies are discovered, please contact your Payroll representative no earlier than Wednesday to correct any possible underpayments or overpayments.

To review the on-cycle expenses, use the **Payroll Reconciliation** report, filtering the Target Period by the **Last Periods Completed** option. This pay period can be compared against the prior pay period for possible discrepancies.

- **Target Period** — select the pay period being reviewed from the Last Periods Completed section of the drop-down menu.
- **Prior Period** — select the pay period prior to the target period from the Last Periods Completed section of the drop-down menu.



Other important reconciling information

Payroll Accounting Details report display

The Payroll Accounting Details report is a sub-report to the Payroll Reconciliation report, allowing end-users to pull information for multiple pay periods for multiple workers.

There are two versions of this report, **Payroll Accounting Details with Employee Totals** and **Payroll Accounting Details**. The Payroll Accounting Details with Employee Totals provides a subtotal after each employee's pay lines as well as the grand total of all employees. The Payroll Accounting Details report provides line by line employee detail with only a grand total for all employees at the bottom of the report. These reports include filter options to allow only Personal Service activity or Personal Service and Employee Related Expense — ERE — activity details to populate.

These reports display 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 earnings 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**.
- **Job Category**.
- **Supervisory Org**: Represents the worker's direct supervisor.
- **Worker/Worker ID**.

Payroll Earnings Details report display

The Payroll Earnings Details report is a sub-report to the Payroll Reconciliation report, allowing end-users to pull information for multiple pay periods for multiple workers to display by Earnings code and Hours worked.

There are two versions of this report, **Payroll Earnings Details with Employee Totals** and **Payroll Earnings Details**. The Payroll Earnings Details with Employee Totals provides a subtotal after each employee's pay lines as well as the grand total of all employees. The Payroll Earnings Details report provides line by line employee detail with only a grand total for all employees at the bottom of the report. These reports include filter options to allow only Personal Service activity or Personal Service and Employee Related Expense — ERE — activity details to populate.

These reports display 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.
- **Earning**: Represents the earnings 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.
- **Pay Period End Date**: Indicates the pay period being reviewed.
- **Position/Position ID**.
- **Job Category**.
- **Supervisory Org**: Represents the worker's direct supervisor.
- **Employee/Employee ID**.

Off-cycle payroll expenses

Off-cycle payroll expenses can be viewed from the Payroll Accounting Details or Payroll Reconciliation reports using the drill-to Payroll 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 per off-cycle check produced.

Time analysis information

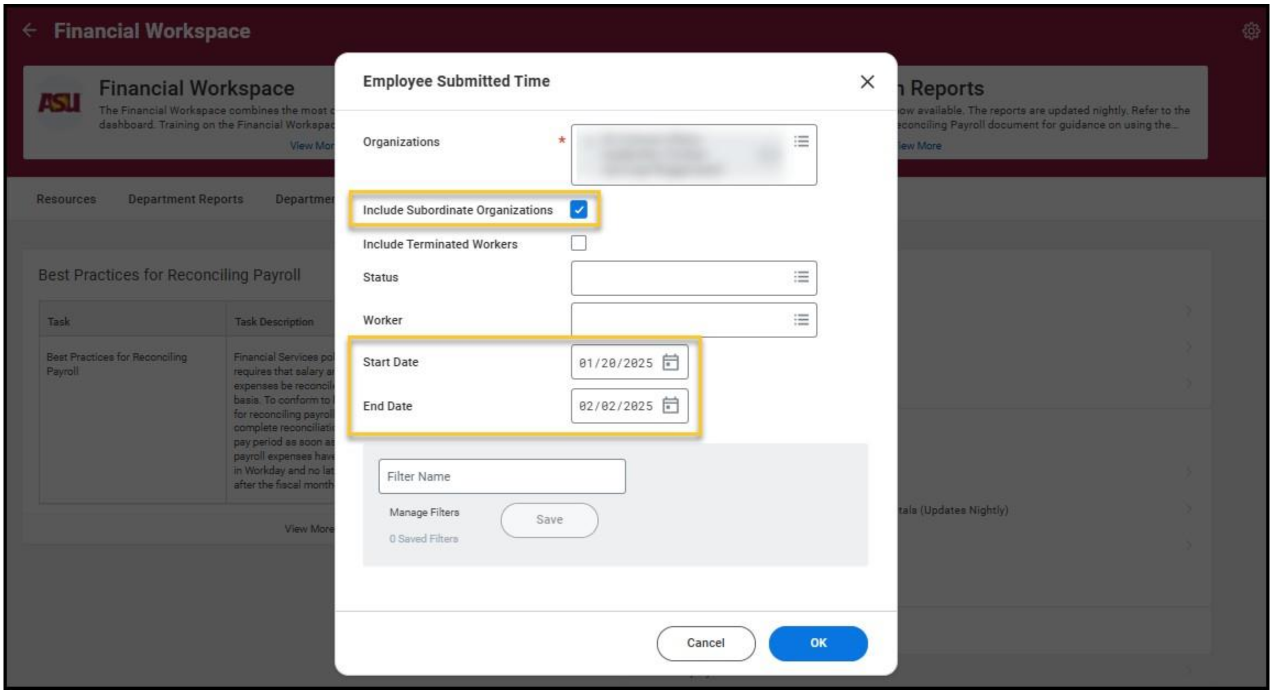
Employee Submitted Time report

The **Employee Submitted Time** report is available within the Payroll Reports dashboard of the Financial Workspace worklet. This report allows end users to see time submitted for both hourly workers operating with the Time Entry Calendar and salary workers operating with the Absence Calendar. The Time Entry Calendar is used by hourly employees who enter, edit and submit work time and is referred to as Time Entry. While the Absence Calendar is used by salary workers to submit time off and leave of absence requests, such as health, vacation and bereavement time and is referred to as Time Off.

This report can be filtered using:

- **Organizations**: This represents the Supervisory Organization or Supervisory Organization Hierarchy.
- **Include Subordinate Organizations**: By checking this box, the report will display all Supervisory Orgs/Hierarchies that fall under the Organization selected in the above filter. By unchecking this box, it will only pull in the individuals within the Organization identified.

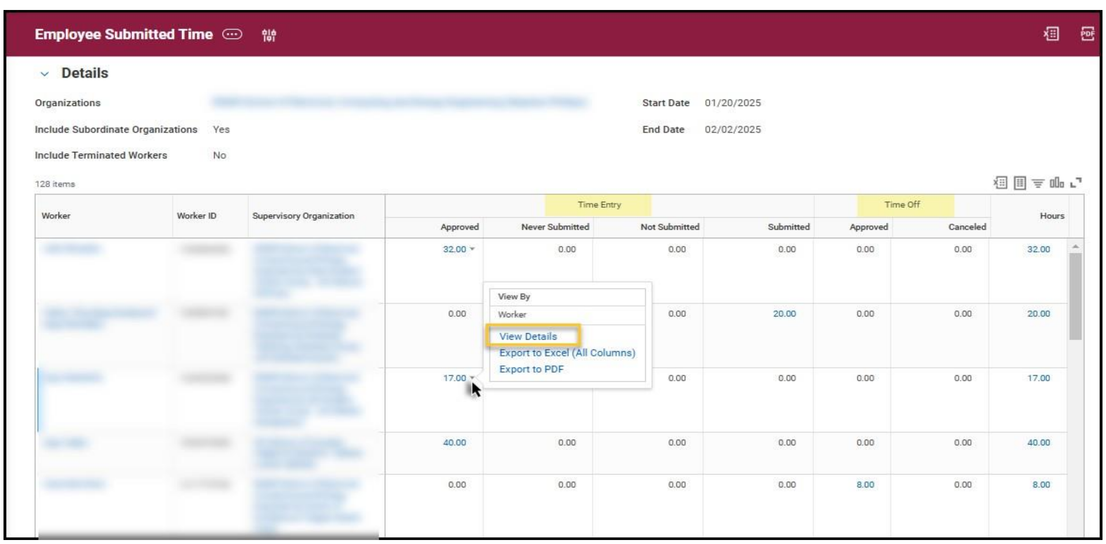
- **Start Date** and **End Date**: Utilize the Start Date and End Date as the pay period dates to review hours for workers. If this field is left blank, all time entered regardless of date will display.

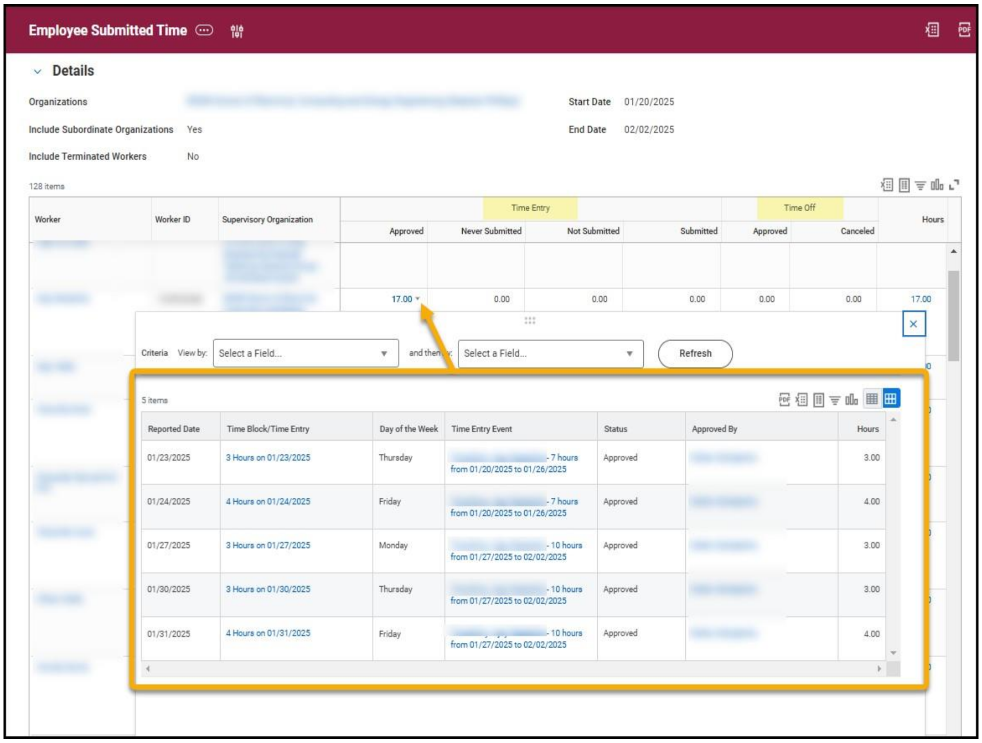


Hourly workers who use the Time Entry Calendar will populate under the Time Entry section, while salary workers using the Absence Calendar will populate under the Time Off section of the report. The Employee Time Submitted report displays all status levels of time, such as approved, submitted, not submitted, or canceled.

Using the drill-to feature:

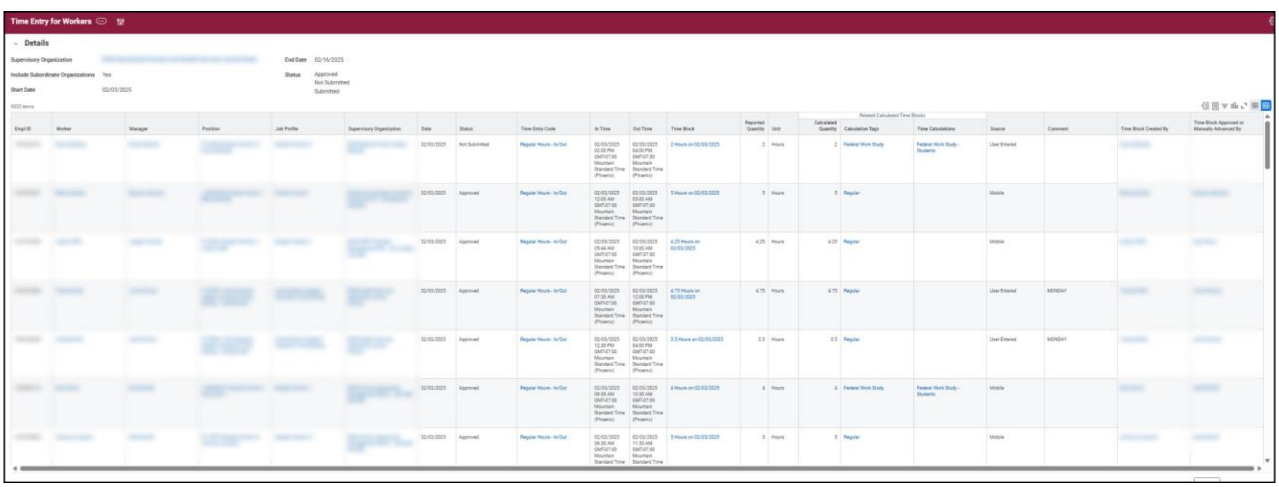
1. Click on the down arrow (▾) and select View Details.
2. The hours will display the date and day of the week the hours were reported, the status of approvals, who approved the hours and the hours recorded for each date.





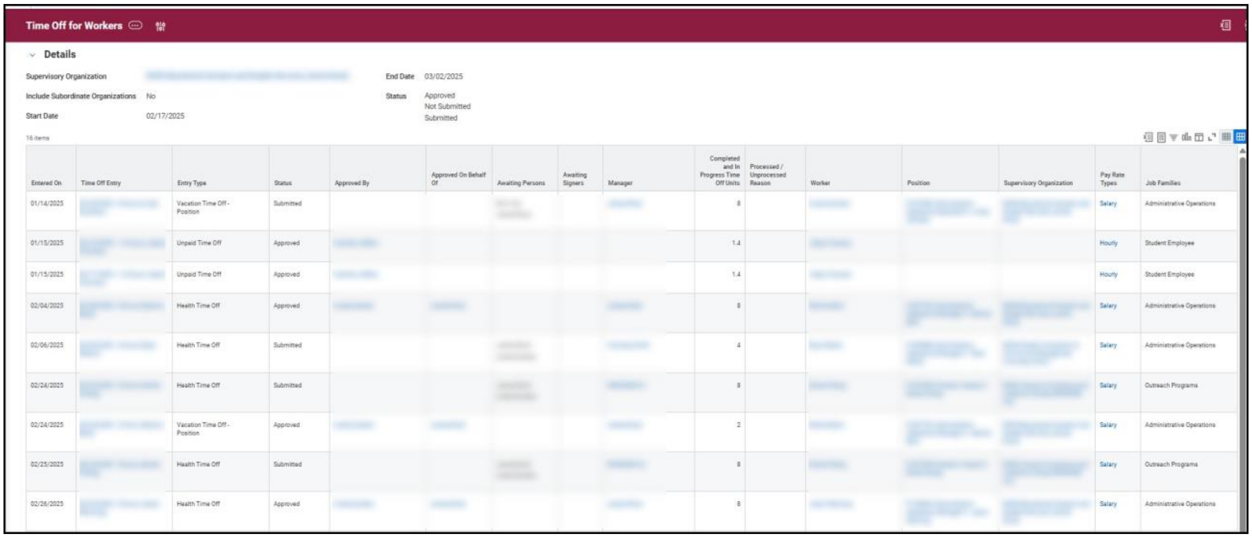
Time Entry for Workers

The **Time Entry for Workers** report allows departments to view the approvals and status of time entered for non exempt employees within a Supervisory Organization within a specified date range. The report shows hours that have been approved, submitted and not submitted, while also showing who entered and approved the submitted time entry.



Time Off for Workers

The **Time off for Worker** report allows departments to view the approvals and status of time off for exempt employees within a Supervisory Organization within a specified date range. The report shows hours that have been approved, submitted and not submitted, while also showing who approved the time off request.



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.

Additional compensation information

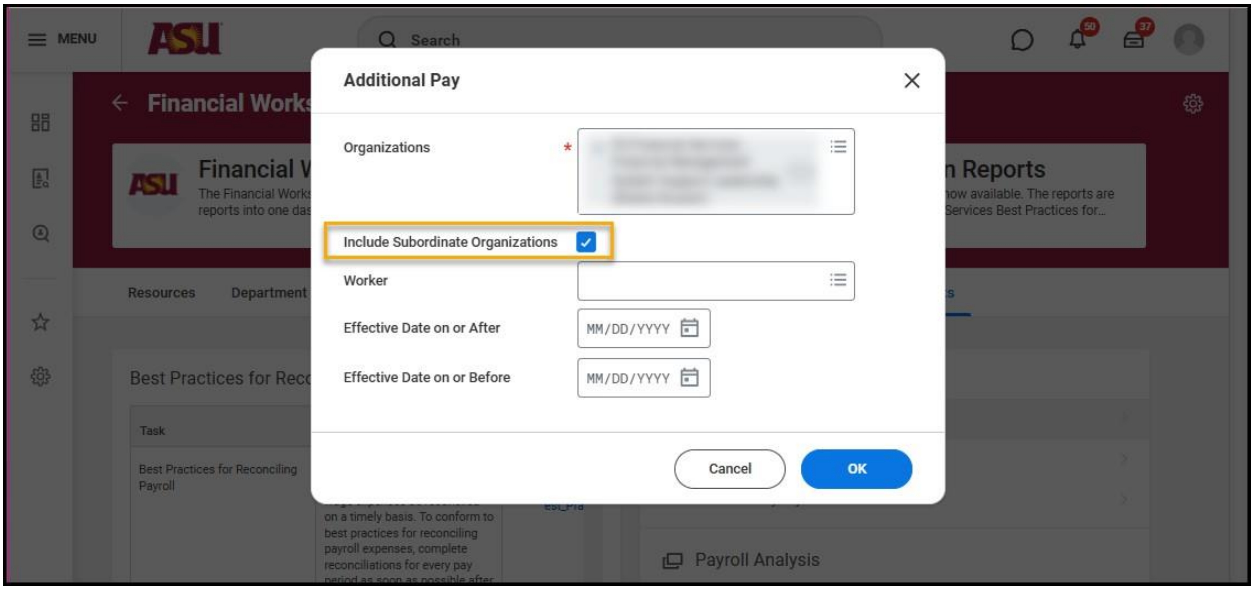
Within the Payroll Reports dashboard, locate the Additional Compensation section to access the reports to review **Additional Pay**, **One-Time Payments** and **Period Activity Pay**. These reports will assist in reviewing all workers who have additional compensation allotted to them based on their allowance plans and additional payments processed.

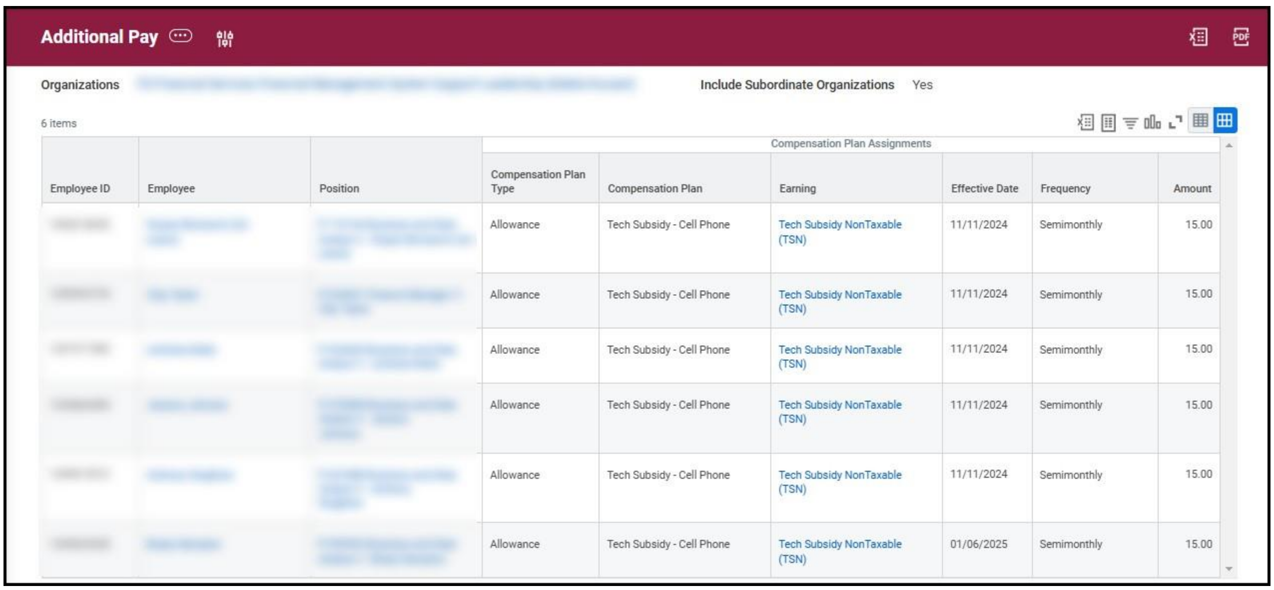
Additional Pay report

The Additional Pay report displays data based on a workers allowance compensation plan type. These payments are flat monetary amounts or percentages paid to workers for a specific use such as tech subsidy, car allowance, or home office allowance. The report displays the effective date of the allowance, the frequency the allowance is paid, and the allowance amount.

This report can be filtered using:

- **Organizations**: This represents the Supervisory Organization or Supervisory Organization Hierarchy.
- **Include Subordinate Organizations**: By checking this box, the report will display all Supervisory Orgs/Hierarchies that fall under the Organization selected in the above filter. By unchecking this box, it will only pull in the individuals within the Organization identified.
- **Effective Date**: Utilize the **Effective Date on or After** and/or **Effective Date on or Before** to a specific time period when the allowance plan went into effect.





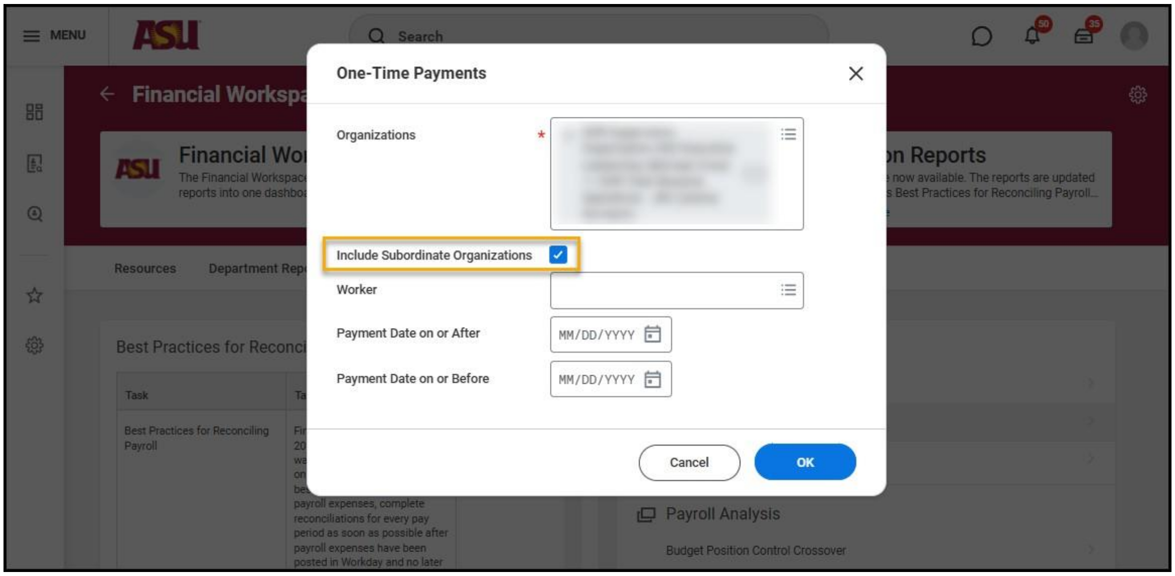
Employee ID	Employee	Position	Compensation Plan Type	Compensation Plan	Earning	Effective Date	Frequency	Amount
[illegible]	[illegible]	[illegible]	Allowance	Tech Subsidy - Cell Phone	Tech Subsidy NonTaxable (TSN)	11/11/2024	Semimonthly	15.00
[illegible]	[illegible]	[illegible]	Allowance	Tech Subsidy - Cell Phone	Tech Subsidy NonTaxable (TSN)	11/11/2024	Semimonthly	15.00
[illegible]	[illegible]	[illegible]	Allowance	Tech Subsidy - Cell Phone	Tech Subsidy NonTaxable (TSN)	11/11/2024	Semimonthly	15.00
[illegible]	[illegible]	[illegible]	Allowance	Tech Subsidy - Cell Phone	Tech Subsidy NonTaxable (TSN)	11/11/2024	Semimonthly	15.00
[illegible]	[illegible]	[illegible]	Allowance	Tech Subsidy - Cell Phone	Tech Subsidy NonTaxable (TSN)	11/11/2024	Semimonthly	15.00
[illegible]	[illegible]	[illegible]	Allowance	Tech Subsidy - Cell Phone	Tech Subsidy NonTaxable (TSN)	01/06/2025	Semimonthly	15.00

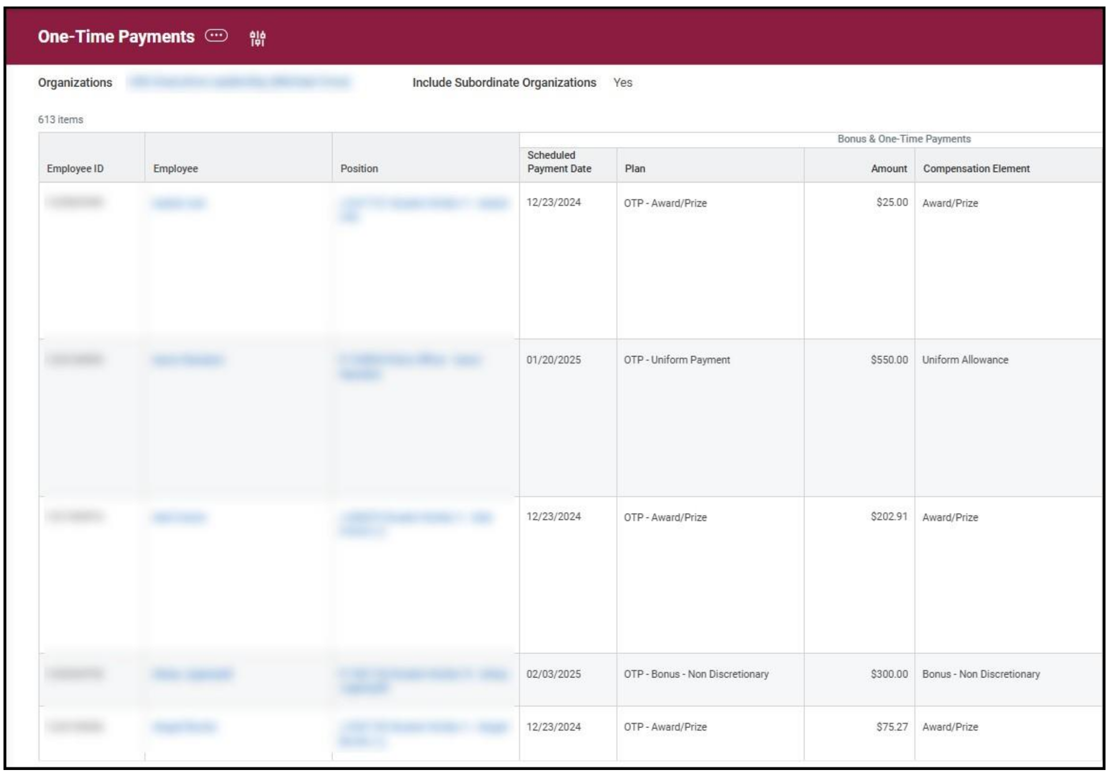
One-Time Payments report

The One-Time Payments report displays data based on one-time payments that have been processed for a worker. These are lump sum payments given to workers for a special circumstance or activity, such as an award/bonus, uniform payment or retention subsidy. The report displays the scheduled payment date, plan type, compensation element and amount of the payment.

This report can be filtered using:

Organizations: This represents the Supervisory Organization or Supervisory Organization Hierarchy.
Include Subordinate Organizations: By checking this box, the report will display all Supervisory Orgs/Hierarchies that fall under the Organization selected in the above filter. By unchecking this box, it will only pull in the individuals within the Organization identified.
Payment Date: Utilize the **Payment Date on or After** and/or **Payment Date on or Before** to a specific time period.





Period Activity Pay report

The Period Activity Pay report displays data based on period activity pay transactions that have been processed for a worker. These are employee payments for fixed-term activities and payment arrangements which include supplemental and stipend payments. The report displays the category type of the payment, the start and end dates for the period activity pay, the total amount, the amount paid to date and remaining balances, along with the payment schedule.

This report can be filtered using:

- **Organizations**: This represents the Supervisory Organization or Supervisory Organization Hierarchy.
- **Include Subordinate Organizations**: By checking this box, the report will display all Supervisory Orgs/Hierarchies that fall under the Organization selected in the above filter. By unchecking this box, it will only pull in the individuals within the Organization identified.
- **Category**: This filter option represents the available earnings category the report can be filtered by such as supplemental pay and stipends.
- **Payment Date**: Utilize the **Payment Date on or After** and/or **Payment Date on or Before** to a specific time period.

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