Association of Business Administrators
Workday@Penn Update

September 11, 2019
Agenda

Timeline and Overall Status

Planning for Payroll – Things to Keep in Mind

Workday Time Tracking Reports
- All Timeblock Entries – Hourly Workers
- All Hours – Summary

Workday Compensation Reports
- Compensation Plan Assignments with Actual End Dates
- CR – Compensation - Period Activity Pay Assignments by Organization/Academic Period/Activity
- CR - One-Time Payments and Bonus Completed
- Compensation Spreadsheet (shows all active salary and allowance plans)
- CR - Compensation Changes In Progress
- CR - One-Time Payment - In Progress

Data Warehouse BusinessObjects Reporting
- Positions, Compensation, and Costing
- Payment actuals and encumbrances (person and COA details)
Planning for Payroll – things to keep in mind

### Critical prerequisites for getting paid

<table>
<thead>
<tr>
<th>Non-Exempt Workers</th>
<th>Exempt Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Current Position</td>
<td>✓ Current Position</td>
</tr>
<tr>
<td>✓ Active Compensation Plan</td>
<td>✓ Active Compensation Plan</td>
</tr>
<tr>
<td>✓ Time Reported</td>
<td></td>
</tr>
<tr>
<td>✓ Time Off or Leave Approved</td>
<td></td>
</tr>
</tbody>
</table>
Planning for Payroll – things to keep in mind (cont’d)

Key Considerations

Planning ahead…
• Run reports to monitor time entry and compensation
• Ensure that time sheets are submitted for non-exempt workers
• Ensure that Leave (PTO and Sick) requests have been approved
• When running reports, keep in mind –
  • As-of dates for reports matter
  • Compensation changes in progress are not eligible for use in payroll until the changes are complete

Once Payroll has run in Workday:
• Files are sent to the Payroll Reallocations system for processing
• Person-level Pay and Encumbrance details are available in the Data Warehouse the morning after the batch is submitted to BEN
• If Adjustments are made…
Making Adjustments for Payroll

If adjustments are needed, use the Request Compensation Change process.

Go to Actions > Compensation > Request Compensation Change on the worker’s profile.

The Effective Date matters!

The Reason matters and will determine what you can and can’t change.
Time Tracking Reports

To view time tracking related reports, visit the **Team Time** application.
Time Tracking Reports

Under View, you’ll be able to see all reports related to time entered, submitted and/or approved.

The following time tracking reports can be used to audit and track time entered:
- All Timeblock Entries – Hourly Workers
- All Hours - Summary
The **All Timeblock Entries – Hourly Workers** report will enable you to view a detailed summary of all timeblocks entered and submitted for non-exempt hourly workers.

<table>
<thead>
<tr>
<th>Approval Status</th>
<th>Date Approved</th>
<th>Date of Timeblock</th>
<th>Time Type Entered</th>
<th>In Time</th>
<th>Out Time</th>
<th>Time Total Entered</th>
<th>Time Type Calculated</th>
<th>Calculated Total</th>
<th>Comments</th>
<th>Override Rate</th>
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<tbody>
<tr>
<td>Approved</td>
<td>07/12/2019 10:21:01.514 AM</td>
<td>07/08/2019</td>
<td>Hours Worked (U)</td>
<td>07/08/2019 12:00 AM</td>
<td>07/08/2019 07:00 AM</td>
<td>7</td>
<td>Hours Worked (U) Shift Differential 10%</td>
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<td></td>
<td></td>
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<td>Hours Worked (U) Shift Differential 10%</td>
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</table>
**Time Tracking Reports**

**All Hours - Summary**

The **All Hours – Summary** report provides a breakdown of hours per worker for the specific dates run. This view shows all hours that will be paid by category (e.g., hours worked, overtime, approved time off).

<table>
<thead>
<tr>
<th>Worker</th>
<th>Supervisory Organization (Primary)</th>
<th>Hours Worked</th>
<th>Overtime Hours</th>
<th>Double Time Hours</th>
<th>Shift Differential</th>
<th>On Call Hours</th>
<th>Approved Time Off Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>80.00</td>
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<tr>
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<td>0.00</td>
<td>40.00</td>
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<tr>
<td></td>
<td></td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>40.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>
Monitoring Organization Compensation

To better manage workers’ compensation plans, visit the **Monitoring Organization Compensation** application in Workday.
Monitoring Organization Compensation Reports

On this dashboard, you'll be able to access a series of reports including:

- **CR – Compensation Plan Assignments with Actual End Dates**
- **CR – Compensation – Period Activity Pay Assignments by Organization/Academic Period/Activity**
- **CR – One-Time Payments and Bonus Completed**
Access this report for Supervisory Organizations with the security role of HR Analyst, HR Partner, and/or Budget Partner, and keep the subordinate organizations checkbox filled, along with a specific end date.
The compensation plan assignments with actual end dates spreadsheet will give you details on the individual, the compensation plan, amount, frequency, plan start date, and actual end date.
CR – Compensation – Period Activity Pay Assignments

Navigate to ‘CR - Period Activity Pay Assignments’ using the search bar to access the report and view information on activities, tasks, dates, units, unit rate, and payments by academic period or date range.
## CR – Compensation – Period Activity Pay Assignments

### CR - Compensation - Period Activity Pay Assignments by Organization/Academic Period/Activity

<table>
<thead>
<tr>
<th>Academic Period</th>
<th>Supervisory Organization</th>
</tr>
</thead>
</table>

46 items

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Universal Id</th>
<th>Employee</th>
<th>Employee Name</th>
<th>Supervisory Org</th>
<th>Job Profile</th>
<th>Start Date</th>
<th>End Date</th>
<th>Academic Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>A00000001</td>
<td>Krista</td>
<td>Krista Jones</td>
<td>EDG, Graduate School of Education</td>
<td>Student</td>
<td>09/01/2018</td>
<td>08/31/2019</td>
<td>2018-2019</td>
</tr>
</tbody>
</table>

### Actions

<table>
<thead>
<tr>
<th>Activity</th>
<th>Quantity</th>
<th>Assigned Unit Rate</th>
<th>Total Amount</th>
<th>Payment Schedule</th>
<th>Remaining Balance</th>
<th>Payment Schedule Details</th>
<th>Costing Allocation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTL Staff Instruction</td>
<td>2</td>
<td>2,500.00</td>
<td>5,000.00</td>
<td>3/15 USD for Krista Jones</td>
<td>7,500.00</td>
<td>2,500.00</td>
<td>09/30/2019</td>
</tr>
</tbody>
</table>

Deloitte
Access this report for Supervisory Organizations with the security role of HR Analyst, HR Partner, and/or Budget Partner, and keep the subordinate organizations checkbox filled, along with a specific start + end date.
Run Compensation Spreadsheet

Complete the following fields: Effective as of Date, Organizations, and Include Subordinate Organizations.

The effective date matters. It determines the compensation assignments available.

Access the Compensation Spreadsheet and run this report for Supervisory Organizations with the security role of HR Analyst, HR Partner, and/or Budget Partner.
The compensation spreadsheet will give you details on the individual (name and PennID).
Run Compensation Spreadsheet (cont’d)

**Total Salary and Allowances**

You can also view **Total Salary and Allowances**. If they have a salary and allowance, they will have multiple lines based on every compensation component in the assignment details.
Run Compensation Spreadsheet (cont’d)

**Excel and Filter Tools**

You can **download into excel** or **filter on the columns** (with the exception of the compensation plan assignments).

In the top right hand corner of the page, there are a few tools you can use:
First, navigate to ‘**CR - Compensation Changes In Progress**’ using the search bar to access the report.
Access this report for Supervisory Organizations with the security role of HR Analyst, HR Partner, and/or Budget Partner, and keep the subordinate organizations checkbox filled.
The compensation changes in progress spreadsheet will give you details on the individual, the change in progress, date initiated, and individuals that need to take action.
First, navigate to ‘**CR - One-Time Payment - In Progress**’ using the search bar to access the report.
Access this report for Supervisory Organizations with the security role of HR Analyst, HR Partner, and/or Budget Partner, and keep the subordinate organizations checkbox filled.
Worker Information

The one-time payments in progress spreadsheet will give you details on the individual, the one-time payment plan requested, amount, scheduled payment date, and individuals that need to take action.
Where possible, existing BusinessObjects public reports have been updated to use the HCM collection.

Look in these folders for reports about people, positions, payments and encumbrances:
- Multiple Data Sources
- Payroll/HCM and Salary Management

\[\text{New Report} \quad \text{HCM - Costing Allocations nearing or beyond Fund Account End}\]

\[\text{New Report} \quad \text{HCM - Payments and Encumbrances}\]

\[\text{New Report} \quad \text{HCM - Position Review with Compensation and Cost Allocations}\]
New reports!

- **HCM - Position Review with Compensation and Cost Allocations**
  - Tabs showing current position, associated compensation plans, costing allocations, and period activity costing
  - Columns highlight fund end dates and time to end of costing allocations
  - Additional tabs highlight positions without compensation or costing

- **HCM - Costing Allocations nearing or beyond Fund Account End**

**Key Considerations**

- Future or in-process position, compensation or costing information are not available in the Warehouse, nor are hours worked

- Existing Salary Management collection security applies to HCM collection as well as Workday supervisory ORG access inherited to the Warehouse

- Payments and Encumbrance details are not available in the Warehouse until processed by the Payroll Reallocations system
  - Reallocation activity is available in the Warehouse the day after it happens

- If you don’t see a report in the public folder document list, see if there’s another screen of reports

- Questions? Contact the EI&A team at da-staff@isc.upenn.edu or help@isc.upenn.edu