Explore

Workday Curriculum Guide – Payroll

This guide presents instructional materials pertaining to Payroll. These topics cover the pre-payroll dashboard, arrears, payroll reversals, and more. Each topic is hyperlinked to its webpage on Workday Help. Materials are presented in one of these formats:

- **Webinars** are recordings of live seminar sessions presented by Workday Services.
- **Job Aids** are step-by-step instructions for a specific process.
- **Reference Guides** contain useful information and data on a topic.

We recommend that you view these materials in the order they are presented allowing that you are the Target Audience. This way you will not skip over important information in a previous topic.

Workday Topics	Format	Target Audience	Description
Discover the Pre-Payroll Dashboard	Webinar	Payroll Partner	This webinar highlights the features of the new Pre-Payroll Dashboard available in Workday. Using this dashboard, you will be able to proactively find and address potential causes of retro payroll corrections and payroll cost transfers (PCTs) in FAMIS.
Understanding the Pay Cycle Event	Reference Guide	Payroll Partner	This reference guide provides guidance and control of the production of the monthly and biweekly payrolls.
Assign Pay Group	Job Aid	Payroll Partner	This job aid details the process for a Payroll Partner or Payroll Administrator to assign a pay group to an Employee in Workday.
Managing Payroll Inputs	Reference Guide	Payroll Partner	This reference guide outlines the necessary background information for a Payroll Partner to add a Payroll Input in Workday.
Managing Off-Cycle Payments	Job Aid	Payroll Partner	This job aid provides an overview of the various types of off-cycle payments that are possible in Workday and the process used to complete those payments.
Adjust Pay Calculation	Job Aid	Payroll Partner	This job aid outlines the process for a Payroll Partner to adjust calculated time for an hourly employee. This process overrides the hours or calculation tags that were entered by the Employee or generated by calculations within Workday.
Deduction Recipients	Reference Guide	Payroll Partner	This reference guide outlines the procedure to follow when a member needs to request the creation of a Deduction Recipient for a Withholding Order to be entered in Workday.
Copy Withholding Orders for Workers	Job Aid	Payroll Partner	This job aide outlines the various processes for a Payroll Partner to copy a withholding order from an existing order for a Worker.

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Record US Withholding Order for Workers	Job Aid	Payroll Partner	This job aid outlines the various processes for a Payroll Partner to record a withholding order for a Worker.
Identifying Emoluments When Employee is Not Paid	Job Aid	Payroll Partner	This job aid details activities for a Payroll Partner to identify emoluments on the current payroll when the Employee is not being paid.
Maintain Worker Tax Treaties	Job Aid	Payroll Partner	This job aid outlines the process for a Payroll Partner to enter and manage tax treaties for an Employee.
Processing Arrears in Workday	Webinar	Payroll Partner	This webinar provides a general view of how arrears impacts Payroll processing.
Processing Arrears in Workday	Reference Guide	Payroll Partner	This reference guide describes the basic tools and understanding of how Arrears are processed within Workday.
Payroll Reversals	Webinar	Payroll Partner	This webinar overviews the Payroll Reversal task, provides a demonstration of the process and discusses important details such as impacts to FAMIS.
Payroll Reversals in FAMIS	Reference Guide	Payroll Partner	This reference guide provides information on the accounting impact of payroll reversals. Work with your payroll accountant to complete the entire process.
Processing Error on Reversal	Job Aid	Payroll Partner	This job aid provides guidance to Payroll Partners for completing a Reversal for a Retro Assign Pay Group event in Workday.
Change No Retro Prior to Date	Job Aid	Payroll Partner	This job aid outlines the process for a Payroll Partner to change a Worker's No Retro Prior to Date.
Preparing for Year-End	Webinar	Payroll Partner	This webinar reviews the Termination and End Additional Job business processes and best practices for selecting reasons, closing the position, and designating eligible for rehire or not, and reports for insight into terminations and vacant positions. Also reviews actions that touch payroll such as paying out vacation balances and death benefits.
TRS Rate Change Analysis Report	Reference Guide	Payroll Partner	This reference guide provides details on how to use the custom report to analyze retro events that are impacted by the TRS rate change and require manual adjustments going forward.
Correct ORP Employer Contributions	Job Aid	Payroll Partner	This job aid details the process for a Payroll Partner to correct Optional Retirement Plan (ORP) Employer Contributions when an Employee moves from ORP to Teacher Retirement System (TRS).