Workday Payroll for the U.S.

Workday Payroll for the U.S. addresses a broad spectrum of enterprise payroll tasks. And because payroll is one of the most manually intensive processes in HR and finance, Workday is committed to making payroll more efficient and intelligent with continuous payroll calculations, smart payroll audits, and retro payroll processing. Workday Payroll offers the control, flexibility, and transparency you need in order to support your unique organization.

A Single Solution from Hire to Retire

Designed as part of a single solution alongside Workday Financial Management and Workday Human Capital Management, Workday Payroll for the U.S. helps you maximize your overall Workday investment.

- Take advantage of the Workday core system of record for worker data across HCM and payroll to manage changes for benefits, terminations, and life events.
- Give employees the ability to request payment for hours worked and view pay slips from a single self-service experience on both a browser and a mobile device.
- View real-time, detailed journal lines before payroll completes and have them seamlessly post to the GL.

Flexibility to Address Unique Requirements

Traditional payroll applications provide hard-coded out-of-the-box packages that are often unable to accommodate specific business needs. The flexible and intuitive Workday configuration supports your organization’s advanced requirements.

- **Agile calculation engine:** Automatically calculate pay results for each period so you can view up-to-date payroll information anytime, anywhere. The continuous calculation in Workday streamlines payroll processing by automatically recalculating payroll results in real time as pay-impacting events occur.
- **High configurability:** Accumulations, balance periods, and balances can be configured according to your current calculation and reporting needs. Place workers into logical pay groups according to organizational needs.
- **Role-based and segment-based security:** Access pay results with configurable, role-based permissions. Configurable security improves collaboration, giving business partners outside of the payroll department the ability to provide input and view results before payroll completion.

Key Benefits

- Reduce costs with a single cloud-based system
- Run payroll your way with the flexibility and control to make changes and update payroll in real time
- Streamline payroll processing with an agile, automated calculation engine that handles complex requirements
- Support compliance and improve payroll accuracy with comprehensive audits
- Increase productivity and employee satisfaction with self-service to pay slips, W-2s, W-4s, and payment elections
- Meet worker financial needs with Pay On-Demand

Key Features

- Continuous payroll processing
- Real-time visibility into the general ledger
- Highly flexible, anytime audits
- Built-in reporting and analytics
- Mobile-first employee experience
- Automatic tax updates
- System-to-system integration with the Office of Child Support Enforcement for e-IWO

Results

- 85% reduction in payroll processing times
- 62% reduction in payroll cycle time
- Increased payroll accuracy to more than 99.9%
• **Flexible payment options:** Support the financial well-being of workers with Pay On-Demand, giving them the flexibility to request access to accumulated wages earlier. And further support workers financially with flexible payments and deduction options, such as pay advances and loans, to help workers during difficult times. Set up repayment plans and track payments and deductions in a centralized process.

![Image of mobile pay slips](image)

Access mobile pay slips via self-service.

**Complete Control to Manage Payroll**

Workday Payroll for the U.S. provides complete control over your payroll processes, data, and costs. Eliminate the pain points found in traditional systems with intuitive payroll setup and management tools.

- **Control over process:** Control how gross-to-net is calculated for different types of payroll runs. Define criteria for specific earnings and deductions.

- **Control over data:** Quickly access pay results for any worker or period. Run common predefined reports, such as pay-balance summary and pay-calculation results.

- **Control over cost:** No more cost-prohibitive charges for reports, pay components, or calculations from service bureaus. No more mandatory upgrades from ERP providers that are costly and time-consuming for your company.
Run standard, prebuilt payroll reports or customize your own.

**Transparent, Actionable Insight with Payroll Analytics**
Workday Payroll for the U.S. includes built-in analytics, enabling you to run reports and audits on all payroll data. Retrieve and act on payroll data immediately to make adjustments.

- **Smart audits**: Users can schedule recurring audits to run automatically and view audit exceptions in real time as they are created, with the audit summary report. Set up worker-based audit rules and mass update audit exceptions to cut down on audit time.
- **Visibility into actual costs**: Companies can now track global spend on workers. Compare payroll results across periods. Take action on a pay calculation result via a one-click report.

**Workday Global Payroll Cloud Partner Program**
Global companies that require payroll solutions beyond Workday Payroll offerings in the U.S., Canada, the UK, and France can take advantage of the Workday Global Payroll Cloud Partner Program. The program helps reduce the costs associated with deploying, integrating, and managing third-party payroll solutions.

To make integrations easier, Workday offers prebuilt integrations to partners through Workday Cloud Connect for Third-Party Payroll. Workday-certified partners build, offer, and maintain bidirectional integration, enabling payroll results to be displayed in Workday. Customers benefit by gaining a global view of payroll actuals from Workday while still being able to use local payroll providers in each country that offer their desired level of service.
WORKDAY PAYROLL FOR THE U.S.

Payroll Processing
- Calculate on any earning, deduction, or accumulation for any time period.
- Calculate in batch mode for pay group, at worker level with just one click, or in real time with continuous calculation.
- Calculate FLSA premiums for any FLSA work period.
- Support mergers and acquisitions (M&A).
- Determine how gross-to-net is calculated for different types of payroll runs.
- Define criteria for specific earnings and deductions, including gross-up calculations.
- Manage each pay cycle, from preprocessing to postprocessing activities, with the pay cycle command center.
- Process payroll for employees who live and work in Puerto Rico, the U.S. Virgin Islands, or Guam.

Earnings and Deductions
- Unlimited number of earnings and deductions.
- Ability to define a set of rules for earnings and deductions.
- Intuitive mapping to compensation elements or benefits from Workday HCM.
- Eligibility criteria and scheduling logic for accurate processing.
- Flexible worktag feature to identify unique allocations.
- Labor allocations split at the employee, position, and earning levels.
- Configurable arrears calculations and net-pay validations.

Accumulations and Balances
- Add or modify accumulations easily.
- Define balance periods, even after periods have been processed.
- Report on balances and accumulations.

Year-End Processing
- Leverage year-end dashboard to get access to strategic trends and metrics across the year-end process.
- Manage tax forms reconciliation with the ability to drill into each box number.
- Configure, audit, preview, and print forms W-2, W-2c, W-2PR, W-2GU, and W-2VI.

Audit and Reporting
- Schedule recurring audits to run automatically.
- Run common predefined reports, such as payroll register and pay calculation results.
- Configure reports to display any earning, deduction, or balance values.
- Create audit reports at the summary, pay group, or worker level.
- View, track, and manage audit exceptions in real time via the payroll audit exception summary or the payroll audit exceptions report.
- Define criteria to perform audits against pay results.
- Configure new or edit current audit rules based on worker eligibility and severity levels.
- Compare payroll results across periods.
- Take action on a pay calculation result via a one-click report.
- Configure specific earnings or deductions views for select security groups (such as managers and benefits partners).
- Export pages or reports directly to Excel or a PDF with a single click or use your data in worksheets to collaborate on teams.
Accounting and Compliance

- Payroll chart of accounts and define account posting rules are configurable.
- Payroll accounting report provides drill-down analysis.
- Worktags allow for easy allocation to projects, cost centers, funds, grants, custom organizations, and so on.
- Tax updates are delivered seamlessly and automatically with the Workday cloud model.
- Tax-filing and web services can be integrated into the tax deposit and filing service you choose.
- Workday Payroll for the U.S. provides system-to-system integration with the Office of Child Support Enforcement for e-IWO.

Employee Self-Service

- View pay slip information online or from a mobile device.
- Request access to accumulated wages with Pay On-Demand.
- Add or edit federal and state withholding elections.
- Add or edit payment elections (direct deposit).
- View tax documents (W-2 and W-2c).
- Use paperless opt-in for payroll and tax documents.
- Compare pay slips and pay components over time with the employee pay self-service dashboard.
- Enable self-service for voluntary deductions.

To learn more, watch the Workday Payroll quick demo.

Deploy Workday and Get Significant Value Fast

Workday offers deployment services, training, support, and continuous innovations to help you use its products with confidence as your organization evolves. Because each customer has different requirements, resources, and goals, we've designed our services to meet a variety of needs and learning styles.

To help you reach your goals faster and empower your teams, subscription-based Workday Success Plans offer exclusive access to resources, tools, and expertise for an even deeper understanding of Workday.

For more information, visit workday.com/cx.