

Workday Payroll for the UK

Workday Payroll for the UK addresses the full spectrum of enterprise payroll needs. 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 insight you need to support your unique organisation.

A single solution from hire to retire

Designed as part of a single solution alongside Workday Financial Management and Workday Human Capital Management (HCM), Workday Payroll for the UK helps you maximise your overall investment.

- Take advantage of the system of record in Workday for worker data across HCM and payroll to manage changes for benefits, terminations, and life events.
- Benefit from a single self-service application. Employees can request time off, check online pay slips and make payment elections from the same application on a browser or a mobile device.
- View real-time, detailed journal lines before payroll completes and have them seamlessly post to the GL.

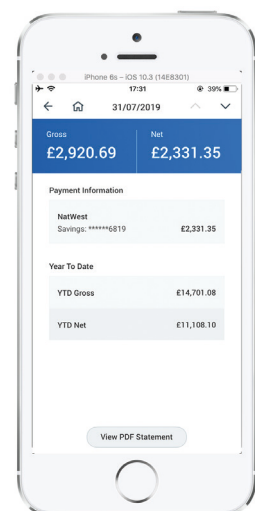
Flexibility to address unique requirements

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 organisation's advanced requirements.

- **Robust 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.
- **Highly configurable:** Configure accumulations, balance periods and balances according to your current calculation and reporting needs. Place workers into logical pay groups according to the needs of the organisation.

Key benefits

- Leverage a robust calculation engine to handle complex requirements and automatically calculate pay results in real time.
- Define processing criteria for pay runs and run multiple pay groups together.
- Offer mobile and online employee access to payslips and form P60.
- Perform comprehensive audits before final payroll run.
- View prebuilt reports for insights into payroll results.
- Get automatic tax updates through the cloud.



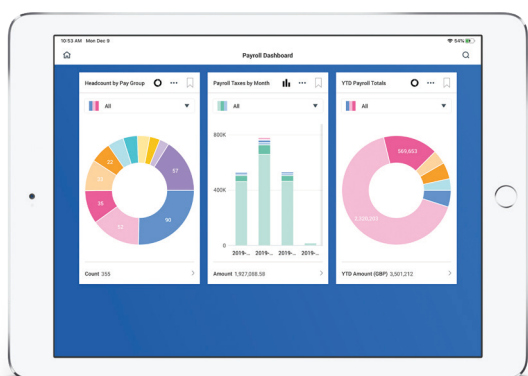
Access mobile payslips
via self-service.

- **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.

Complete control to manage payroll

Workday Payroll for the UK 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 to calculate gross-to-net 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 customise your own.

Actionable insight with payroll analytics

Workday Payroll for the UK includes built-in analytics, allowing 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 see what they are spending on workers globally. Compare payroll results across periods. Take action on a pay-calculation result via a one-click report.

Workday global payroll cloud partner programme

Global companies that want to use Workday Payroll for the UK can take advantage of our global payroll cloud partner programme if they have payroll needs outside of the UK. The Workday Global Payroll Cloud Partner Programme helps reduce the costs associated with deploying, integrating and managing third-party payroll solutions.

To make integration easier, Workday offers prebuilt integrations to partners through [Workday Cloud Connect for Third-Party Payroll](#). Workday-certified Partners also build, offer and maintain bidirectional integration, allowing 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 has enabled us to have that single source of truth that everybody always talks about but few people have.”

–Michael Bause,
VP Global HR Operations, Equifax Inc.

Workday Payroll for the UK

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
- Determine how gross-to-net is calculated for different types of payroll runs
- Define criteria for specific earnings and deductions
- Process weekly, fortnightly, four-weekly, monthly, quarterly, biannual and annual pay frequencies
- Process retroactive changes such as compensation changes
- Process manual payments, on-demand payments and pay reversals

Earnings and deductions

- Manage an unlimited number of earnings and deductions
- Define a set of rules for earnings and deductions
- Map to compensation elements or benefits from Workday HCM
- Manage eligibility criteria and scheduling logic for accurate processing
- Use the flexible worktag feature to identify unique allocations
- Split labour allocations at the employee, position and earning level
- Configure arrears calculations and net-pay validations
- Configure absence management for SSP, SMP, SPP, SAP, ShPP and SPBP
- Configure absence management and earnings for holiday pay that supports average pay calculations within the qualifying period
- Manage student and postgraduate loans
- Manage court orders for England and Wales, Scotland and Northern Ireland regions
- Manage PAYE and national insurance
- Manage pension auto-enrollment assessment and associated pension scheme contributions

Accumulations and balances

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

Audit and reporting

- Schedule recurring audits to run automatically
- Run common predefined reports, such as payroll register, pay balance summary 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
- Compare payroll results across periods
- Take action on a pay-calculation result through a one-click report
- Configure specific earnings or deductions views for select security groups (for example, managers and benefits partners)
- Export any page or report directly to Microsoft Excel or a PDF with a single click or use your data in worksheets to collaborate in teams
- Process real-time information (RTI) directly from Her Majesty's Revenue and Customs (HMRC)
- Manage RTI reporting with the ability to send test submissions to test in live service prior to completing payroll and submitting to live
- Manage regulatory reports

Accounting and compliance

- Configure payroll chart of accounts and define account posting rules
- Analyse payroll-accounting reports with drill-down
- Use worktags for easy allocation to projects, cost centres, funds, grants, custom organisations and so on
- Take advantage of the Workday cloud model to get tax updates seamlessly and automatically
- Receive electronic tax code, student and postgraduate loan notifications
- Create P60 forms that can be distributed to employees through employee self-service, mobile devices or paper

Year-end processing

- Create and publish form P60
- Process and apply year-end, tax code and clear down changes
- Create and transmit Earlier Year Update (EYU) tax adjustments

