Report Verification for Payroll

It is imperative for all departments to generate and review their Pay Calculation Results for a Period and/or Pay Calculation Results for a Period with SSN reports every biweekly and monthly payroll. These reports are the Workday equivalent of the former (BVD), Payroll Voucher Detail (PVD) and TimeTraq RP Review. These reports no longer exist with the implementation of Workday. The payroll processing calendars have reminders when reports are first available and when they are refreshed. The Workday reports should be reviewed every day they are available, as per the Payroll processing calendar, to ensure that all the employees are receiving their expected salary or hours and/or one-time or recurring payments and allowances. This is also an opportunity to make sure new hires added since the last payday are receiving pay.

The first Workday report “Pay Calculation Results for a Period” is available for the biweekly Payroll after regular timesheets are due, normally every other Monday at noon. The day timesheets are due, reports need to be reviewed to avoid payment delays to employees. **Note:** Timekeepers cannot approve from the reports listed below. Both Timekeepers and Managers are able to run the reports.

- Review Time (Best Resource)
- Reported Time
- Workers with No Time Entered
- All Worker Time Off

The first Workday report “Pay Calculation Results for a Period” is available for the monthly Payroll on different days of the month. It is shown on the calendar as “Monthly Pay Calculation Results Report Available @ Noon” and refreshed about four more times after initiation and listed on the calendar. This allows departments to finish pending business processes that might be preventing an employee from receiving pay.

If you know a business process has fully completed but you don’t see the expected pay results by the last “refreshed” reminder, contact your payroll processing team by phone or email payrollprocessing@tamu.edu, so payroll staff can review and see if they can assist in getting the expected payment to be part of the payroll calculation. Completion of any business process is not assurance that expected pay results are populating as part of the employees paycheck.

**Steps to run this report:**
1. Click in the Search Bar on the top left of the Workday screen and type, Pay Calculation Results for a Period
2. Select the period
3. Next, enter the Supervisory Organization (select a top level like Director, Dean) and check the box Include Subordinate Organizations