



DFA Conversations

Payroll and Time Tracking

2/23/2018

Agenda

- Introductions
- Payroll General Information
- Payroll by the Numbers
- Payroll Operations
- Workday Payroll/Time Tracking
- Time Tracking Reports
- Summary
- Questions

Introductions

- Phil Turke, Director of Payroll
- Leora Snowberger, Manager Payroll Operations & Labor Distribution
- Karen Husick, Manager Workday Payroll Applications
- Heather Wiese, Customer Service & Payroll Support

Payroll – General Information

- Work closely with HRIS, Benefits and HR/Pay Reps
- Employees should contact their units first if they have pay questions
- For assistance – email hrpayrollsupport@cornell.edu, call 255-8828
- Review Federal, FICA and State tax withholding
- Review gross earnings and deductions for reasonableness
- Watchful for any possible wage and hour issues
- Reminder – we do need Social Security Numbers for payroll reporting purposes

Payroll by the Numbers

- Semimonthly – average 11,500 employees
- Bi-weekly – average 10,700 employees
- Gross annual payroll in excess of \$1 billion
- W-2's issued for 2017 – 30,919
 - END – 20,391
 - STA – 10,528
 - 24 states

Payroll Operations

- Payroll Info: <https://www.dfa.cornell.edu/payroll>
- Calendars - <https://www.dfa.cornell.edu/payroll/about/paycalendars>
- Employee self-service
 - use for W-4's, Payment Elections, W-2's, Addresses
- On demand vs on cycle
- Overpayments/underpayments

Payroll Operations

- On Demand vs. On Cycle? What is the difference?
- On cycle
 - Pays with regular check
- On demand
 - Special off-cycle run
 - 45 minutes to complete each on demand on average
 - Should be for hardship or emergency
 - Many not picked up in a timely manner. We have some from December

Payroll Operations

- Reports to review to ensure payroll is accurate
 - Comp Plan Assignments with Expected End Dates by Supervisory Organization
 - Graduate Student Appointments
 - Hourly Student Appointments
 - CU Interim Pay Report
 - Workers on Leave Report
- Overpayment happens – gross vs net

Payroll Operations

- Overpayment amounts for CY 2016 and 2017

CY 2016		CY 2017	
Gross Overpayments	\$ 747,280.84	Gross Overpayments	\$ 1,040,996.07
Collected	\$ 700,332.06	Collected	\$ 985,561.05
Outstanding	\$ 34,209.58	Outstanding	\$ 40,872.88

Payroll Operations

- KFS – Costing for employee jobs
- Schedule of posting and processing
- System controlled
- Should be reviewed anytime there is a change
- Dual company employees - departments should review to ensure costing is correct in both companies
 - Paying on the wrong company is an over/underpayment
- We process many changes due to errors

Workday Payroll

- Configure and maintain earnings and deductions
- Unions – monitor contracts, apply updates to deductions (dues) and time tracking configuration
- Maintain and configure specific deductions for:
 - United Way
 - Cornell Store
 - Wellness Center
 - Care Fund
 - Cornell Tech Housing

Workday Payroll

- Data Audits:
 - Allowances – ensure proper payment, compliant with FLSA
 - Mid-period HCM changes
 - Validate earnings are paid correctly
 - Validate deductions are taken correctly
 - Terminations – validate final payments for Vacation Buyout, retirement deferrals, ...
 - Dining Tips – ensure minimum wage law is met for tipped employees

Workday Payroll

- Workday delivered Retroactive Processing for Payroll
- What is Retro for Payroll?
- What causes Retro in Payroll? HCM Transactions such as:
 - Compensation changes
 - Hires
 - Add Job or End Job
 - Terminations
 - Pay Group change

Workday Payroll

- Workday delivered Retroactive Processing for Time Tracking
- What causes Retro in Workday Time Tracking?
 - Any add, change, edit to a Time Off request in a prior period
 - Any add, change, edit to a time block in Time Entry in a prior period (Historical Edits)

Workday Payroll

- Workday delivered Retroactive Processing for Time Tracking
 - Anyone can make an edit to a prior period, however, only the Manager, Timekeeper or Payrep can submit the time
- This error notice will appear:

Error

1. Page Error

- This pay period is open for retro adjustments. Updates can be made to the time entry by employees, however, please contact your Manager or Payrep to submit the time for payment. *Error: RET01.01

Workday Payroll – Time Tracking

- Time Tracking Mass Submit process
- Why? Time must be submitted on a weekly basis in Workday Time Tracking.
 - Every Thursday @ 7 a.m. a process is initiated
 - Every time card that is available for Submit, will be picked up and pushed into an approval step

Workday Payroll – Time Tracking

- Audit reports payroll runs:
 - Cornell Student Fake Job with Time Entered
 - Invalid Time Clock Events
 - Time Blocks in Retro

Time Tracking Resources

- Website: <https://hr.cornell.edu/workday>

Workday

About

Employees & Mgrs ▾

HR Professionals ▾

Power Users ▾

For Pay Reps

Contact Us

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Workday at Cornell

Workday Time Tracking is here!

If you're an hourly employee, managing the way you enter time at work and time off is easier than ever!

[LOG IN TO WORKDAY](#)

[LEARN ABOUT TIME TRACKING](#)

The Workday logo features the word "workday" in a blue, lowercase, sans-serif font. Above the letters "o" and "r" is a stylized orange arc that resembles a rising sun or a smile.

WDTT – Reports for Managers, Pay Reps and Timekeepers

- Best practice – recommended reports to use on a consistent basis:
 - Unapproved Time Block Detail by Supervisory Organization Report
 - Detailed Total Time by Supervisory Organization Report
 - Detailed Unmatched Time Clock Events by Supervisory Organization Report
 - Time Errors and Warnings Report
- Schedule Reports

Workday Time Tracking

- Unapproved Time Block Details by Supervisory Organization Report:
- Unapproved time blocks can result:
 - Overpayment
 - Underpayment
 - Error in time card

Workday Time Tracking

- Detailed Total Time by Supervisory Organization Report:
- Audit for total time of the time cards
 - Verify time worked
 - Verify time off
 - Overtime
 - Holiday

Workday Time Tracking

- Detailed Unmatched Time Clock Events by Supervisory Organization Reports:
- Audit at the end of each pay week:
 - Verify Clock in /Clock out
- Unmatched time clock events will not pay

Workday Time Tracking

- Time Errors and Warnings Report:
- Audit at the end of each pay week
 - Critical errors
 - Unmatched time clock events
 - Holiday time entered on no holiday
 - Warnings
 - Meal Violation

Summary

- Contact your Pay Rep if there is an issue with your payroll. Pay Reps submit a ticket
- What is entered into Workday is what payroll processes, ensure information is accurate
- Utilize reports before payroll is processed to ensure it is accurate

DFA Conversations - Payroll

- Questions