

Tips and Tricks for Finance Officers in Workday

With the implementation of Workday, agency Finance Officers should have an increased role in managing the funding and accounting as it relates to the payroll costs. Workday has a Finance Partner role that we recommend agencies assign to someone in the finance division. Following are some tips and tricks that can be used to ensure that your payroll is funded correctly and interfaces into the State Accounting System correctly. The actions can alleviate some of the issues agencies are experiencing with the adoption of Workday.

There are items that should be reviewed and corrected that can alleviate some of the problems with payroll accounting that are currently happening. While some of these have gotten better, there is still room for improvement.

1. Review of Payroll Journal Lines report prior to the completion of payroll processing
 - a. Fund 900 – Ensure that employees are not being charged to the 900 fund as this will result in a budget error and improper accounting entries.
 - b. Account 511000 – This account is not available for transactional posting. This is a default account that shows on the report when the employee is not properly set up in their job profile and when an earnings code is not properly set up.
2. Run Budget Checking – Pre check report early (including the interface). Must be done by Payroll Partner.
 - a. This will help identify budget deficits and 900 fund errors.
 - b. If report displays zeros in the amount available column, rerun the interface and report until the amounts populate.
3. Ways to clear the 900 fund errors.
 - a. Check that employee has a proper costing allocation.
 - i. Check the start date on costing allocation for accuracy.
 - ii. Check new employees to ensure that they have been assigned a costing allocation.
 - iii. When changing the costing allocation mid-year, make sure to add a new costing allocation to maintain history.
 - b. See if the employee had a recent promotion, transfer or move within agency.
 - i. Must contact OMES Payroll Accounting for assistance.
 - c. Establish appropriate pay input – employer costing of \$100 and employer costing offset of negative \$100 (must be done by Payroll Partner).
 - i. Retirees and Terminated employees.
 - ii. Newly hired employees with no benefit allowance.
 - d. If the above actions do not work, contact OMES Payroll Accounting.
4. Check for inactive chartfields/worktags.
 - a. Run Position Funding – Position Restriction or Position Funding – Job Management report.

- b. Last column of report will indicate if any of the worktags are inactive. Those costing allocations must be corrected prior to payroll completion. This report can be run at any time but should be ran during payroll processing.
 - i. If you have requested that any chartfields be inactivated in the financial system, it would be advisable to run this report to see if any updates to costing allocations need to be made.
- 5. Creating costing allocations.
 - a. Newly created positions in Workday begin with 'P'.
 - i. The costing allocations of these positions must have a start date that is the same as the position creation date.
 - ii. You will know that the date is accurate if the default organization is populated.
 - b. Costing allocations on existing positions.
 - i. If the costing allocation on an existing position is updated mid-year, add a new row instead of updating the existing row.
 - ii. The start date on the new row must be the effective date of the change.
 - iii. On the prior row, update only the end date to be the day before the new row's start date.