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. Our application helps customers pay their workers accurately, on time, and compliantly. Workday Payroll goes beyond transacting by transforming businesses with higher worker engagement, maximized productivity, and increased agility.

Connected and future-ready.

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.

- **Unified solution:** Capitalize on connected, real-time data by maximizing the value of employment data as well as providing a system of engagement for your workers. Organizations can maximize the value by having a single solution that helps not only to reduce payroll errors and improve accuracy, but also to simplify and enhance the worker's experience.

- **Flexible configuration:** Configure accumulations, balance periods, and worker groups for seamless scalability and compliance in a future-proof, highly configurable framework.

- **Real-time accounting:** With access to real-time reporting and analytics, finance can preview payroll impact on the general ledger even before payroll is complete.

Effortless and engaging.

Ease the burden of challenging and complex payroll processes with a single solution for an effortless experience. Empower your workers with an engaging payroll experience that streamlines processes, manages complexity, and meets them in the natural flow of their work.

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 payslips, W-2s, W-4s, and payment elections
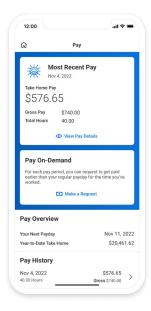- Meet worker financial needs with model my pay and pay on-demand features

Key Features

- Continuous payroll processing
- ML-infused payroll insights and audit
- 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%

- **Intelligent self-service:** Support employees with a single self-service experience where they can manage their HR and payroll data to view all HR, time, and payroll information in one place.

- **Visibility into actual costs:** Companies can now see what they're spending on workers globally. Compare payroll results across periods. Take action on a pay-calculation result via a one-click report.

- **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.
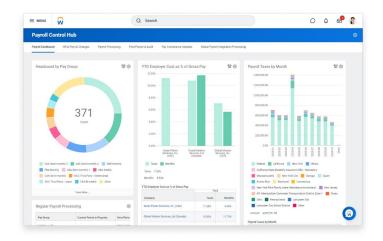

Access mobile payslips via self-service.

Autonomous and efficient.

Do more with less, and save time and cost using Workday Payroll for the U.S. that is designed to analyze, anticipate, and automate. Respond to data changes on-demand with agility and efficiency through autonomous innovations such as responsible AI and machine learning (ML) that are built seamlessly into the core of an open, connected enterprise cloud platform.

- **Continuous pay calculations:** 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, saving valuable time.

- **Smart calculations:** You have the flexibility to schedule smart calculations and retro processing to run automatically on the events you select, so you can focus on the changes needed to support your business.

- **Control over cost:** No more cost-prohibitive charges for reports, pay components, or calculations from service bureaus. No more costly and time-consuming mandatory upgrades from ERP providers.

- **AI and ML:** AI and ML help eliminate manual interpretation of pay rules around rates, hours worked, and overtime.

Run standard, prebuilt payroll reports or customize your own.

Seamless operations globally.

Leverage the robust system in Workday Payroll for in-depth functionality and collaborate with partners for broad coverage, ensuring seamless experiences for your global workforce.

- **Compliance:** Adhere to U.S. local legislations and be able to address any regulatory compliance changes quickly.
- **Security:** Workday is committed to protecting your data and providing a secure way for organizations to connect to third-party payroll providers around the world. Workday operates on a single and uniquely configurable security model and has implemented numerous privacy and security practices to support data processor compliance with GDPR.

Workday Global Payroll Cloud Partner Program.

Global companies that require payroll solutions beyond Workday Payroll offerings 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.

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 post-processing 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

Year-End Processing

- Leverage year-end dashboard to get access to strategic trends and metrics across the year-end process
- Manage tax forms and reconciliation
- Configure, audit, preview, and print forms W-2, W-2c, W-2PR, W-2GU, and W-2VI

Audit and Reporting

- ML-infused payroll insights and audit is an ML-driven solution that learns from historical payroll and worker data to identify and surface abnormal payroll results.
- 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

Accumulations and Balances

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

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
- Supports employer withholding obligations by performing the following tax calculations, including tax rates, wage and payment limits, and allowances:
  - Federal
  - State
  - Local
- Involuntary withholding orders and garnishments tax updates are delivered seamlessly and automatically with the Workday cloud model
- Delivers and maintains federal, state, and local minimum-wage values
- Tax-filing and web services can be integrated into the tax deposit and filing service you choose
- The payroll compliance updates dashboard provides insight into how the updates impact your employees and take appropriate action, such as:
  - Alerting employees
  - Spot-checking payroll results
  - Being ready to answer questions
- Provides system-to-system integration with the Office of Child Support Enforcement for e-IWO

Employee Self-Service

- View payslip 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 payslips and pay components over time with the employee pay self-service dashboard
- Enable self-service for voluntary deductions
- Pay on-demand enables workers to request early payment of a portion of their accumulated wages
- Model my pay feature gives employees the ability to estimate their pay given hypothetical changes to their earnings, deductions, and tax elections.

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 our 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