Overview for Payroll Partners



Overview of WD Payroll Partner Role

- ✓ Phase I:
 - ✓ Notifications of employee changes that impact pay
 - ✓ New Employees
 - ✓ Terminated Employees
 - ✓ Pay Changes to existing employees (Reclasses, Acting Capacity)
- ✓ Phase II:
 - ✓ Automation of ETR/PTR Process
 - ✓ Workday TimeTracking and Absence



HR Events that impact payroll:

- ✓ Reclasses
 - ✓ Retroactive Reclasses
 - ✓ Acting Capacity
 - ✓ Rate Change on Contract
- ✓ New Employees
- Transfers
- Promotions to New Position
- Demotions
- Reassignments
- ✓ Terminations
 - Retirements
 - ✓ Others



System Integration:

- ✓ Transactions in Workday
- ✓ CPB ETR/PTR Posted
- ✓ Schedule



Inbox Notifications:

Hire: Will Power (W1185438)

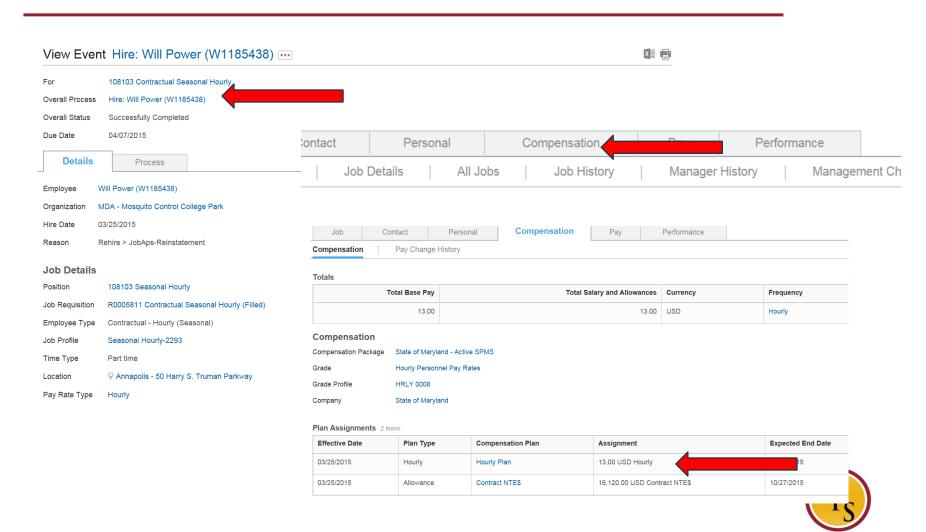
4 day(s) ago

Message Please review the details of the action below.

Details Hire: Will Power (W1185438)



How to Review Event Details:



SYSTEM

Viewing Compensation - including history:

Pay Change History 4 items

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Effective Date	Compensation Action	Reason	Total Base Pay	Primary Compensation Basis	Currency	Frequency
01/01/2015	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > COLA/Increment Retro Update	82,247.00	82,247.00	USD	Annua I
01/01/2015	Ad-hoc Compensation Change	Request Compensation Change > Increment (DBM Use Only) > Annual Increment (DBM Use Only)	77,078.00	77,078.00	USD	Annua I
07/01/2014	Promotion Compensation Change	Promotion > Reclassification > Reclassification - Reclassification Study	79,132.00	79,132.00	USD	Annua I
04/01/2014	Ad-hoc Compensation Change	Request Compensation Change > Conversion > Conversion	74,134.00	74,134.00	USD	Annua I



Reporting:

- ✓ SPMS Acting Capacity Report
- ✓ In Progress Compensation Changes
- **✓** SPMS Compensation Changes

