



# AGENCY PAYROLL INPUT FIELD GUIDE

## Instructions

Use this guide as a reference to complete your Agency Payroll Input file. The spreadsheet is separated in sections indicated below in blue.

**NOTE:** Adjustments entered through Payroll Input are one-time fixed amounts that add to or reduce an employee's gross payroll amount which is derived from time entry and compensation change events in Workday.

Field Name	Description	Required (R) / Optional (O)	Example Entry
<b>Spreadsheet Section: All</b>			
1	<b>Spreadsheet Key</b>	R	Enter a unique <b>Spreadsheet Key</b> (such as a number; e.g., 1, 2, 3...) for each row in the spreadsheet. The <b>Spreadsheet Key</b> is used to coordinate all of the information for the employee and/or position throughout the fields on a row.  Enter a number. For example, "1"
<b>Spreadsheet Section: Payroll Input Data +</b>			
2	<b>Row ID</b>	R	Enter a unique <b>Row ID</b> (such as a number; e.g., 1, 2, 3...) to coordinate the values entered for employee and/or position that <u>spreads across multiple rows</u> in the spreadsheet. The <b>Row ID</b> has to be unique. You can have the same <b>Spreadsheet Key</b> and <b>Row ID</b> for one row.  Enter a number. For example, "1"
3	<b>Batch ID</b>	R	Enter your 6-digit agency code (i.e., first 6 digits of the cost center). The <b>Batch ID</b> can be used to search for and take action on the associated payroll input later.  330700
4	<b>Ongoing Input</b>	R	The value entered should <b>ALWAYS</b> be "N". Entering "N" indicates that the payment is a one-time entry.  N
5	<b>Start Date</b>	R	Enter the <b>Start Date</b> for Payroll Input. The date entered should be the exact start date of the pay period for which you are making the payment adjustment.  Use the following date format: <b>MM-DD-YYYY</b> ; For example, <b>03-16-2016</b>
6	<b>End Date</b>	R	Enter an <b>End Date</b> for Payroll Input. The date entered should be the exact end date of the pay period for which you are making an adjustment.  Use the following date format: <b>MM-DD-YYYY</b> ; For example, <b>03-29-2016</b>
7	<b>Worker</b>	R	Enter the Employee ID (i.e., W number) for the employee receiving the payment adjustment.  W1234567
8	<b>Position</b>	R	Enter the 6-digit PIN for the employee's position.  601203



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Field Name	Description	Required (R) / Optional (O)	Example Entry
9	<b>Earning Code</b>	R	Refer to the <b>Agency Payroll Input Earning Codes</b> guide for complete list of valid earning codes.
	<p>Use the drop down to select the earning code associated with the employee payment type that requires an adjustment. For example, enter the earning codes associated with Overtime, Shift Differential, Miscellaneous, Accident Pay, Exempt Accident Pay, Regular Pay- Hourly, Acting Capacity Pay, Regular Unpaid, etc.</p> <p><b>Note:</b> You will have to enter the appropriate input details (hours, amount, or hours and amount). A list of valid earning codes and the associated input details are provided on the <b>Agency Payroll Input Earning Codes</b> guide.</p>		
10	<b>Amount</b>	R	To increase by \$100, enter "100"; To decrease by \$100, enter "-100")
	<p>If the adjustment is for a flat amount, enter the amount in <b>Amount</b> field. The <b>Amount</b> can be positive or negative.</p> <p><b>Entry Rules:</b></p> <ul style="list-style-type: none"> <li>- To subtract from employee earnings enter a negative number (e.g., -100, -100.25)</li> <li>- To add to the employee earning enter a positive number (e.g., 100, 100.25)</li> </ul>		
11	<b>Hours</b>	O	10
	<p>If the earning type should be calculated by hours, enter the applicable number of hours. If hours are entered the rate must also be entered. For example, you can enter the hours associated with an overtime retroactive adjustment.</p>		
12	<b>Adjustment</b>	O	Y / N
	<p>Indicate whether the payment adjustment will override the employee's earning or add to the employee's earning for the referenced period. <u>If the field is left blank, the employee's associated earning will be overridden with the value entered in the <b>Amount</b> and/or <b>Hours</b> fields.</u></p> <p>Enter one of the following:</p> <ul style="list-style-type: none"> <li>- Enter "Y" to add the amount entered to the employee's earning, OR</li> <li>- Enter "N" (or leave blank) to override the employee's earning with the amount entered. "N" is the default entry.</li> </ul>		



## AGENCY PAYROLL INPUT EARNING CODES GUIDE

### Instructions:

Use this guide to select the appropriate earning code on the Payroll Input file. In the **Earning Code** field, select the Earning code and then enter the appropriate Input Details (amount, hours, amount and hours) as directed.

Earning Name	Earning Code	Input Details	CPB DOE Code	
	<i>(Enter /Select the appropriate earning code in the <b>Earning Code</b> field of the payroll input template)</i>	<i>(Enter 1) the number of Hours, 2) the Amount, OR 3) the Amount <u>and</u> the Hours for the Earning as indicated)</i>	<i>(For Reference Only)</i>	
1	Accident Leave Time Off	ACC_TO	Hours OR, Amount OR, Amount <b>AND</b> Hours	CK
2	Accident Leave - with Sick FICA Exempt Time Off	ACCSK_TO	Hours OR, Amount OR, Amount <b>AND</b> Hours	CJ
3	Acting Capacity Pay	ACTING	Amount	CH
4	Annual Leave Payout (Pay Thru Date)	ANNLLVPAYOUT	Amount	32
5	Asbestos Pay	ASBPAY	Amount	05
6	Bilingual Pay	BILING	Amount	05
7	Clothing Allowance	CLOTH	Amount	05
8	COE Time Payout (Pay Thru Date)	COEPYOUTPYTHRU	Amount	32
9	Compensatory Time Payout	COMPPAYOUT	Hours OR, Amount OR, Amount <b>AND</b> Hours	Regular
10	Compensatory Time Payout (Pay Thru Date)	COMPPYOUTPYTHRU	Amount	32
11	DLLR: Saturday Differential	SATDIFF	Amount	01
12	DLLR: Sunday Differential	SUNDIFF	Amount	01
13	Executive Bonus	EXEC_BONUS	Amount	05
14	Flight Pay	FLIGHT	Amount	Regular
15	Food	FOOD	Amount	25
16	Hiring Bonus	HIRING	Amount	05
17	Holiday Pay	HOL_LV	Amount	Regular
18	Housing	HOUSING	Amount	29
19	K9 Pay	K9_PY	Amount	05
20	Military Leave	MILI-LV	Amount	Regular
21	Military Leave Pay Difference	MILIPAYDIFF	Amount	Regular



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22	MSD Faculty Additional Pay	MSDFCLTY	Amount	Regular
23	Overpayment Recovery	OVERPAYMENTRECOVERY	Amount	Regular
24	Overtime 1.5x	OT	Hours OR, Amount OR, Amount <b>AND</b> Hours	Regular
25	Overtime 1.5x MPT Daily	MPTOT15	Hours OR, Amount OR, Amount <b>AND</b> Hours	Regular
26	Overtime Straight	OT-STRAIGHT	Hours OR, Amount OR, Amount <b>AND</b> Hours	Regular
27	Performance Bonus	PERFORMANCE	Amount	05
28	Racing Differential	RACING	Hours OR, Amount OR, Amount <b>AND</b> Hours	01
29	Referral Bonus	REFERRAL	Amount	05
30	Retention Bonus	RETENTION	Amount	05
31	Retro Miscellaneous	RETROMISC	Amount	05
32	Retro Reclass	RETRORECLASS	Amount	Regular
33	Retro Regular Pay	RETROREG	Amount	Regular
34	Retro Regular Pay with no Retirement Effect	RETROREGNORET	Amount OR Amount <b>AND</b> Hours	Regular
35	Settlement Amount	SETTLE	Amount	05
36	Severance Amount	SEVAMT	Amount	05
37	Shift Differential	SHFT_DIFF	Hours OR, Amount OR, Amount <b>AND</b> Hours	01
38	Voluntary Separation Program	VSP	Amount	03