



# Payroll Reports and Audits



***The Payroll Reports and Audits tip sheet is for Payroll Partners and Administrators.***

Below is an outline of helpful reports and audits that should be utilized within Workday for the Payroll Partners and Payroll Administrators. Please refer to the [Payroll Audit Checklist](#) for a complete list of tasks that should be occurring every pay period.

## Payroll Dashboards

The payroll team has access to three unique dashboards for different pieces of the overall payroll process.

- Pay Cycle Command Center
- Compliance Dashboard
- Year-End Dashboard

## Pay Cycle Command Center Dashboard

The following reports and audits can be found on the **Pay Cycle Command Center** and should be run every pay period.

- Compensation Changes report
- New Hire employment
- Bonus and One-time payments
- Workers on leave
- Payroll Register by Period

## Additional Reports and Audits

The following reports and audits can be found by utilizing the **Search Bar**.

<b>Report/Audit</b>	<b>Description</b>	<b>Frequency</b>
<b>Pay Calculation Results – Deduction Register</b>	View all workers with selected deductions in one or more periods and pay run groups or pay groups. For each deduction you can view the deduction amount together with the associated company, cost center pay component, group(s) and arrears amount, if any.	Every Pay Period
<b>Pay Calculation Results – Earnings Register</b>	View all workers with selected earnings in one or more periods and pay run groups or pay groups. For each earning you can view the earning amount together with the associated company, cost center, and pay competent group(s).	Every Pay Period
<b>Payroll Reconciliation (Results/Payments)</b>	This composite report shows you the summary totals for workers, payroll results (gross/net), and payroll payments (payment type, not yet settled) for the specific period and pay groups/ pay run groups.	Every Pay Period
<b>Alert – Workers with time entered but not submitted</b>	Report that lists the employees for a specified time period with hours entered on their timesheet, however, the hours have not been submitted by the employee to move forward for approval.	Every Pay Period
<b>Audit Workers with time submitted but not approved</b>	Report that lists the employees for a specified time period that submitted hours on their timesheet, however, those hours have not been approved by their manager.	Every Pay Period
<b>Audit Workers with no time entered</b>	Report that lists hourly employees for a specified time period that do not have any hours entered on their timesheet.	Every Pay Period
<b>Tax Filing Periodic Data by Company</b>	View Tax filing data for selected periods, pay run groups, and/or pay groups. Enables you to reconcile your period tax liabilities.	Every Pay Period

<b>Tax Filing Periodic Data for Workers</b>	View a worker's periodic tax data, quarterly tax data, and year to date tax data, including total gross and net quarterly wages together with details on each federal, state, and local tax deduction. Details include tax filing code, total taxes withheld and taxable vs subject wages. Use to facilitate tax filing.	Every Pay Period
<b>Tax filing quarterly data by company</b>	View Tax filing data for selected companies, and calendar quarters. Enables you to reconcile your quarterly tax liabilities.	Quarterly
<b>Tax filing quarterly data for workers</b>	View a worker's quarterly tax data, including total gross and net quarterly wages together with details on each federal, state, and local tax deduction. Details include tax filing code, total taxes withheld and taxable vs subject wages. Use to facilitate tax filing.	Quarterly
<b>Payroll Audit Exceptions</b>	Allow users to browse Payroll Audit Exceptions, see details and take mass actions.	Every Pay Period
<b>View workers with missing U.S. tax elections</b>	Report for specific pay period that lists employees with W4 elections not set up in Workday.	Every Pay Period
<b>Audit Missing Payment Elections</b>	Report to capture any employees that do not have a payment election set up in Workday. Payroll uses the Pay Type prompt "USA Payroll Payment". This determines if an employee will receive a check or direct deposit. Once the payment election is made for direct deposit, the bank information can be entered.	Every Pay Period
<b>CR KAB Audit Missing Payment Elections</b>	Report to capture any employees that do not have a payment election set up in Workday. Payroll uses the Pay Type prompt "USA Payroll Payment". This determines if an employee will receive a check or direct deposit. Once the payment election is made for direct deposit, the bank information can be entered. This report adds to the one above by giving an Active Status and Supervisory Org.	Every Pay Period
<b>Compare Home State and Work State Locations for Taxation - CR1115 - CHESS</b>	Report compares Resident State to Work State to determine if tax withholding state is set up correctly or if state is missing from either address. No prompts are required.	Every Pay Period