



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 submitted through Payroll Input files 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	Required / Optional	Description	Example Entry
Spreadsheet Section: All			
1	Spreadsheet Key Required	Enter a unique Spreadsheet Key (such as a number; e.g., 1, 2, 3...) for each new employee in the spreadsheet. The Spreadsheet Key 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"
Spreadsheet Section: Payroll Input Data +			
2	Row ID Required	Enter a unique Row ID (such as a number; e.g., 1, 2, 3...) to coordinate the values entered for an employee and/or position that <u>spreads across multiple rows</u> in the spreadsheet. The Row ID has to be unique. You can have the same Spreadsheet Key and Row ID for one row.	Enter a number. For example, "1"
3	Batch ID Required	Enter your 6-digit agency code (i.e., first 6 digits of the cost center). The Batch ID can be used to search for and take action on the associated payroll input later.	330700
4	Ongoing Input Required	All Agency payment adjustments submitted via payroll input file must be <u>one-time only payments</u> . The value entered should ALWAYS be "N". Entering "N" indicates that the payment is a one-time entry.	N
5	Start Date Required	Select the Start Date of the <u>current</u> pay period (regular or contractual).	Use the following date format: MM-DD-YYYY ; For example, 03/16/2016
6	End Date Required	Select the End Date of the <u>current</u> pay period (regular or contractual).	Use the following date format: MM-DD-YYYY ; For example, 03/29/2016
7	Worker Required	Enter the 8- character Employee ID (i.e., W number) for the employee receiving the payment adjustment.	W1234567
8	Position Optional	For employees that have more than one State position, enter the 6-digit PIN for the employee's position.	601203



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Field Name	Required / Optional	Description	Example Entry	
9	Earning Code	Required	<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>Note: You will have to enter the appropriate input details (amount OR amount and hours). A list of valid earning codes and the associated input details are provided on the Agency Payroll Input Earning Codes guide.</p>	<p>Refer to the Agency Payroll Input Earning Codes guide for complete list of valid earning codes.</p>
10	Amount	Required	<p>An amount is ALWAYS required. Enter the amount in Amount field. The Amount can be positive or negative.</p> <p>Examples:</p> <ul style="list-style-type: none"> - To subtract from employee earnings enter a negative number (e.g., -100, -100.25). - To add to the employee earning enter a positive number (e.g., 100, 100.25) 	<p>To increase by \$100, enter "100";</p> <p>To decrease by \$100, enter "-100")</p>
11	Hours	Optional	<p>If the earning type should be calculated by hours (e.g., overtime) enter the applicable number of hours.</p>	<p>10</p>
12	Adjustment	Optional	<p>Indicate whether the 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 amounts/hours entered.</u></p> <p>Enter one of the following:</p> <ul style="list-style-type: none"> - Enter "Y" to add the amount entered to the employee's earning, OR - Enter "N" (or leave blank) to override the employee's earning with the amount entered. "N" is the default entry. 	<p>Y / N</p>
13	Comment	Required	<p>Enter the pay period for which you are making the adjustment (for the row), the date of the original transaction, and the name of the person to contact. Include any other details as needed.</p>	<p>Enter free-form text including pay period beginning and end date, date of original transaction and name of the person preparing the spreadsheet.</p>



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 of the spreadsheet, select the Earning Code and then enter the appropriate Input Details (amount **OR** amount **AND** hours) as directed.

Earning Name	Earning Code	Input Details	CPB DOE Code	
	<i>(Enter /Select the appropriate earning code in the Earning Code field of the payroll input template)</i>	<i>(Enter 1) the Amount OR 2) the Amount AND the Hours for the Earning as indicated)</i>	<i>(For Reference Only)</i>	
1	DLLR: Saturday Differential	SATDIFF	Amount	01
2	DLLR: Sunday Differential	SUNDIFF	Amount	01
3	Racing Differential	RACING	Amount OR Amount AND Hours	01
4	Shift Differential	SHFT_DIFF	Amount OR Amount AND Hours	01
5	Voluntary Separation Program	VSP	Amount	03
6	Asbestos Pay	ASBPAY	Amount	05
7	Bilingual Pay	BILING	Amount	05
8	Clothing Allowance	CLOTH	Amount	05
9	Executive Bonus	EXEC_BONUS	Amount	05
10	Hiring Bonus	HIRING	Amount	05
11	K9 Pay	K9_PY	Amount	05
12	Performance Bonus	PERFORMANCE	Amount	05
13	Referral Bonus	REFERRAL	Amount	05
14	Retention Bonus	RETENTION	Amount	05
15	Retro Miscellaneous	RETROMISC	Amount	05
16	Settlement Amount	SETTLE	Amount	05
17	Severance Amount	SEVAMT	Amount	05
18	Food	FOOD	Amount	25
19	Housing	HOUSING	Amount	29
20	Annual Leave Payout (Pay Thru Date)	ANNLLVPAYOUT	Amount	32
21	COE Time Payout (Pay Thru Date)	COEPYOUTPYTHRU	Amount	32
22	Compensatory Time Payout (Pay Thru Date)	COMPPYOUTPYTHRU	Amount	32
23	Final Leave Payout	FINALPAYOUT	Amount	32



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24	Acting Capacity Pay	ACTING	Amount	CH
25	Accident Leave - with Sick FICA Exempt Time Off	ACCSK_TO	Amount AND Hours	CJ
26	Accident Leave Time Off	ACC_TO	Amount	CK
27	Compensatory Time Payout	COMPPAYOUT	Amount OR Amount AND Hours	Regular
28	Flight Pay	FLIGHT	Amount	Regular
29	Holiday Pay	HOL_LV	Amount	Regular
30	Military Leave	MILI-LV	Amount	Regular
31	Military Leave Pay Difference	MILIPAYDIFF	Amount	Regular
32	MSD Faculty Additional Pay	MSDFCLTY	Amount	Regular
33	Overpayment Recovery	/ERPAYMENTRECOVER	Amount	Regular
34	Overtime 1.5x MPT Daily	MPTOT15	Amount AND Hours	Regular
35	Overtime Straight	OT-STRAIGHT	Amount AND Hours	Regular
36	Retro Reclass	RETRORECLASS	Amount	Regular
37	Retro Regular Pay	RETROREG	Amount	Regular
38	Retro Regular Pay with no Retirement Effect	RETROREGNORET	Amount OR Amount AND Hours	Regular
39	Retro Overtime	RETROOT	Amount AND Hours	Regular
40	Retro Shift	RETROSHIFT	Amount AND Hours	Regular