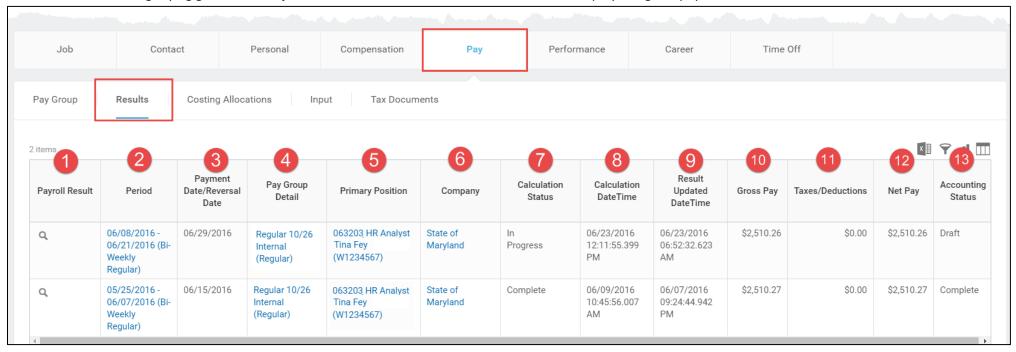**Purpose:** Use this guide to view the gross payroll calculation for an employee in a pay period. **NOTE**: Final payroll results are available on Thursdays after the pay period end date (after DBM Payroll Consolidation Unit (PCU) completes the final payroll run in Workday).

Navigation:
1. Search for the employee and then click the employee's name.
2. Click on the **Pay** tab and then click the **Results** sub tab.
3. Click on the magnifying glass in the **Payroll Results** column to view a breakdown of the employee's gross pay amount.

	Job	Contact	Personal	Compensation	Pay	Performance	Career	Time Off

Pay Group	Results	Costing Allocations	Input	Tax Documents

2 items

① Payroll Result	② Period	③ Payment Date/Reversal Date	④ Pay Group Detail	⑤ Primary Position	⑥ Company	⑦ Calculation Status	⑧ Calculation DateTime	⑨ Result Updated DateTime	⑩ Gross Pay	⑪ Taxes/Deductions	⑫ Net Pay	⑬ Accounting Status
🔍	06/08/2016 - 06/21/2016 (Bi-Weekly Regular)	06/29/2016	Regular 10/26 Internal (Regular)	063203 HR Analyst Tina Fey (W1234567)	State of Maryland	In Progress	06/23/2016 12:11:55.399 PM	06/23/2016 06:52:32.623 AM	$2,510.26	$0.00	$2,510.26	Draft
🔍	05/25/2016 - 06/07/2016 (Bi-Weekly Regular)	06/15/2016	Regular 10/26 Internal (Regular)	063203 HR Analyst Tina Fey (W1234567)	State of Maryland	Complete	06/09/2016 10:45:56.007 AM	06/07/2016 09:24:44.942 PM	$2,510.27	$0.00	$2,510.27	Complete

1. **Payroll Results** – Click the magnifying glass to view breakdown of a gross pay.
2. **Period** – The pay period date.
3. **Payment Date/Reversal Date** – The date of the payment
4. **Pay Group Detail** – The employee's pay group.
5. **Primary Position** – The primary position the employee holds.
6. **Company** – State of Maryland
7. **Calculation Status** – The status of the DBM payroll run. Gross amounts calculated in the final run are sent to CPB.
    - **In Progress =** Status after DBM "Pre-Calculation" payroll run(s) (Mon-Wed)
    - **Complete =** Status after DBM final payroll calculation run completed (Thurs).

8. **Calculation Date Time** – The date and time of the last payroll calculation run.
9. **Result Updated Date Time** – The date and time that the employee's gross amount was updated.
10. **Gross Pay** – Gross pay amount calculated for the employee
11. **Taxes/Deductions** – All taxes and deductions are processed by CPB. This amount will always be $0.00 in Workday.
12. **Net Pay** – The net pay will be processed by CPB. This amount is the same as the **Gross Pay** amount.
13. **Accounting Status** – No accounting is posted from Workday.
    1. **Draft** = Status after "Pre-Calculation" DBM payroll run(s) on Mon-Wed.
    2. **Complete** = Status after final DBM payroll run is complete on Thursday.

To view the details of the employee's gross amount, click the magnifying glass in the **Payroll Results** column. View information on the following tabs for the employee:

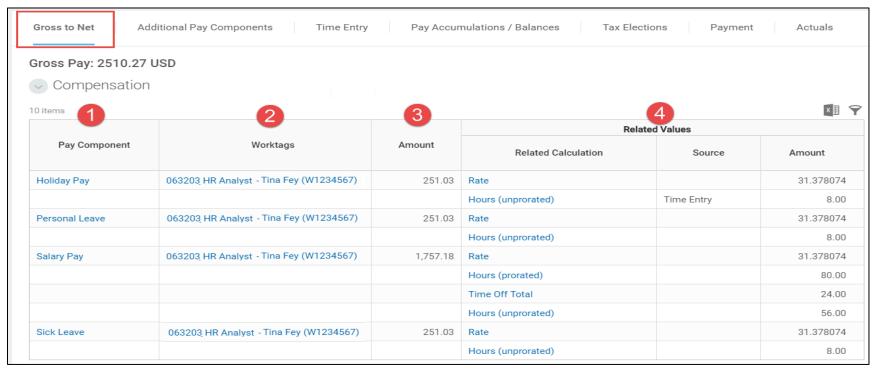|	
Gross-to-Net:	Breakdown of the employee's gross pay amount for the pay period.
Additonal Pay Components:	Retirement contribution amount and percentage. Displays the employee's (Retirement EE) and employer's (Retirement ER) contribution amounts for the pay period.
Time Entry:	Displays when there are exception time entries on the employee's timesheet (e.g. holiday, other time off, overtime, non-exempt work hours, etc.).
Pay Input:	Payment adjustments uploaded or entered for the pay period by DBM PCU.
FLSA:	Displays for Non-Exempt employees only (based on job profile). Wages and hourly totals display for each week in the pay period.

Note: For Exempt employees, gross payroll is calculated on a bi-weekly basis. Payroll results display as a bi-weekly total. For Non-Exempt employes, gross payroll is calucated on a weekly basis and includes overtime. Payroll results display in weekly totals.

Gross to Net Tab

1. **Pay Component –** The type of compensation or earning.
2. **Worktags –** Displays the employee's position and position number
3. **Amount –** The total amount for the employee earning.
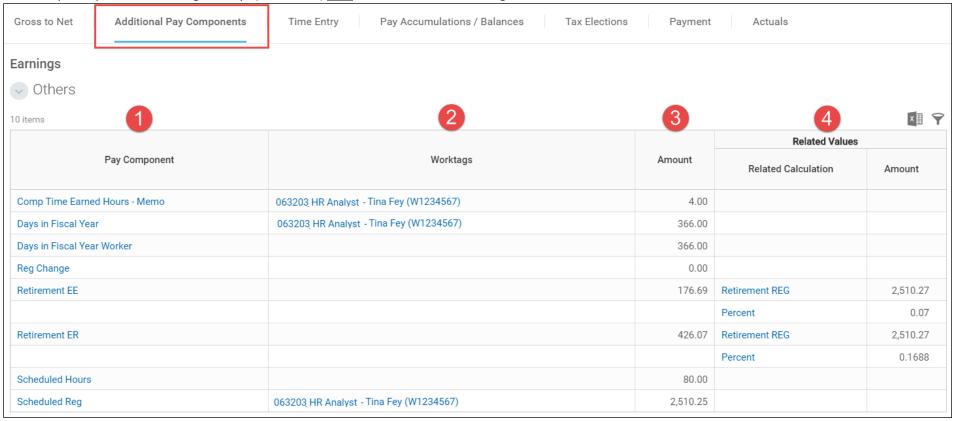
4. **Related Values**
   - **Related Calculation –** Displays the calculation type for the earning.
   - **Source –** The source of payment amount.
   - **Amount –** Displays the employee's hourly rate and hourly totals for each.

Additional Pay Components Tab

NOTE: The retirement amounts on the Additional Pay Components tab are only sent to CPB when there are changes in the employee's compensation such as:

- Current/backdated compensation changes
- Acting Capacity
- Payroll input for "Retro Regular Pay" (RETROREG) <u>AND</u> the calculated amount **is greater than** the scheduled retirement amount

Gross to Net	Additional Pay Components	Time Entry	Pay Accumulations / Balances	Tax Elections	Payment	Actuals

Earnings

⌄ Others

10 items

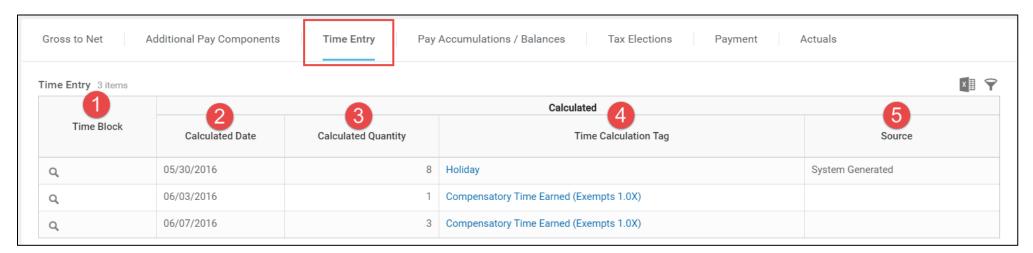| Pay Component ①	Worktags ②	Amount ③	Related Values ④	
			Related Calculation	Amount
Comp Time Earned Hours - Memo	063203 HR Analyst - Tina Fey (W1234567)	4.00		
Days in Fiscal Year	063203 HR Analyst - Tina Fey (W1234567)	366.00		
Days in Fiscal Year Worker		366.00		
Reg Change		0.00		
Retirement EE		176.69	Retirement REG	2,510.27
			Percent	0.07
Retirement ER		426.07	Retirement REG	2,510.27
			Percent	0.1688
Scheduled Hours		80.00		
Scheduled Reg	063203 HR Analyst - Tina Fey (W1234567)	2,510.25		

1. **Pay Component** – Displays the type of retirement contributions for the employee's position including:
   - Employee Contribution (Retirement EE)
   - Employer Contribution (Retirement ER)
   - Regular Retirement Contribution (Scheduled Reg)

2. **Worktags** – The employee's position and position number.

3. **Amount** – Displays the amount of the employee's and employer's contribution. The number of days in the fiscal year and other amounts also display in this column.

4. **Related Values:**
   - **Related Calculation** – Displays the type of calculation for the employee's or employer's contribution including:
     i. **Retirement REG** = Contribution Amount
     ii. **Percent** = Contribution Annual Percentage
   - **Amount** – System calculates every time retirement amount (EE& ER) based on REGULAR earnings in every pay period AND EE and ER percentage is based on the Retirement system maintained in the custom organization

Time Entry Tab

Gross to Net	Additional Pay Components	Time Entry	Pay Accumulations / Balances	Tax Elections	Payment	Actuals

Time Entry 3 items

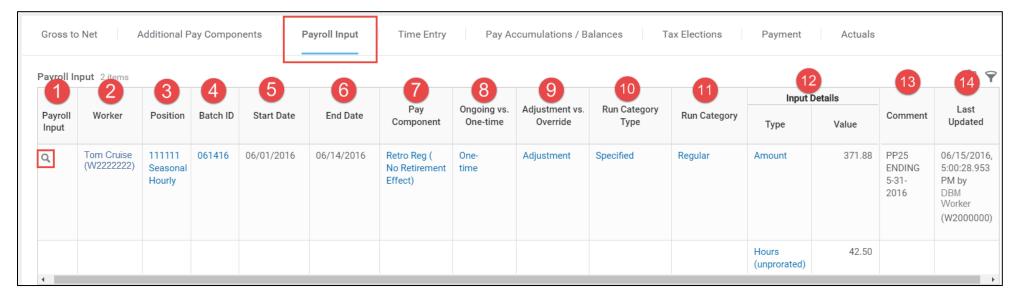| Time Block	Calculated Date	Calculated Quantity	Calculated Time Calculation Tag	Source
🔍	05/30/2016	8	Holiday	System Generated
🔍	06/03/2016	1	Compensatory Time Earned (Exempts 1.0X)	
🔍	06/07/2016	3	Compensatory Time Earned (Exempts 1.0X)	

1. **Time Block –** Click the magnifying glass to view the details of the time entry.
2. **Calculation Date –** Reported date for time entry.
3. **Calculated Quantity –** The number of hours reported on timesheet.

4. **Time Calculation Tag –** The time type calculated from the timesheet.
5. **Source –** Always displays as "System Generated".

SPS STATEWIDE PERSONNEL SYSTEM

Payroll Input Tab

| | Gross to Net | Additional Pay Components | **Payroll Input** | Time Entry | Pay Accumulations / Balances | Tax Elections | Payment | Actuals |

Payroll Input 2 items

Payroll Input	Worker	Position	Batch ID	Start Date	End Date	Pay Component	Ongoing vs. One-time	Adjustment vs. Override	Run Category Type	Run Category	Input Details Type	Input Details Value	Comment	Last Updated
🔍	Tom Cruise (W2222222)	111111 Seasonal Hourly	061416	06/01/2016	06/14/2016	Retro Reg (No Retirement Effect)	One-time	Adjustment	Specified	Regular	Amount	371.88	PP25 ENDING 5-31-2016	06/15/2016, 5:00:28.953 PM by DBM Worker (W2000000)
											Hours (unprorated)	42.50		

Column markers: 1–Payroll Input, 2–Worker, 3–Position, 4–Batch ID, 5–Start Date, 6–End Date, 7–Pay Component, 8–Ongoing vs. One-time, 9–Adjustment vs. Override, 10–Run Category Type, 11–Run Category, 12–Input Details, 13–Comment, 14–Last Updated
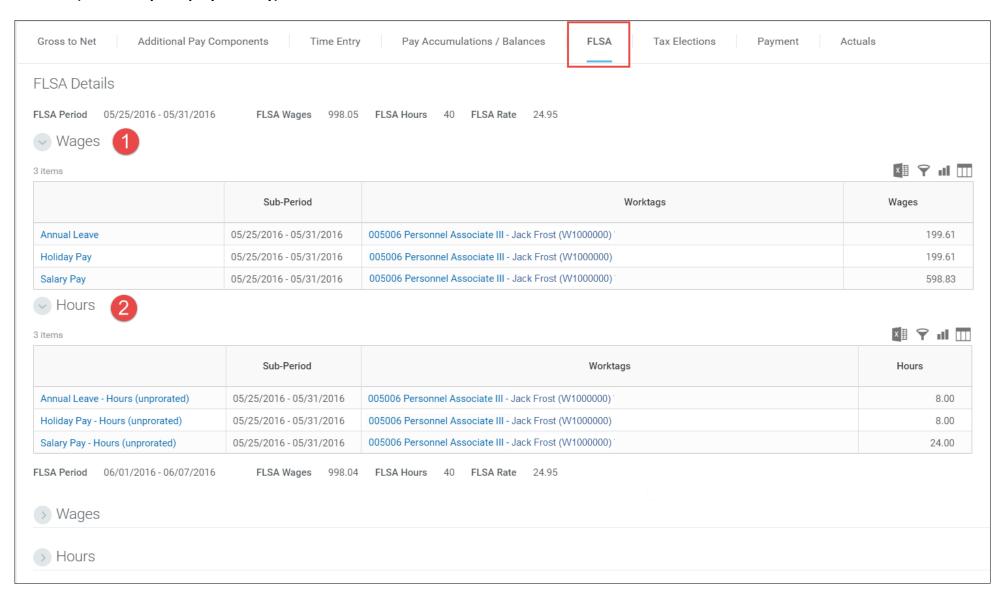
1. **Payroll Input** – Click the magnifying glass to view details of the employee's Payroll Input.
2. **Worker** – Employee name and W number.
3. **Position** – Employee's position for which payroll input is entered.
4. **Batch ID** – ID that identifies the event of a payroll input upload. **Note**: This number is updated by DBM during the upload process and may not match what was submitted by State agency payroll staff.
5. **Start Date** – The pay period start date that the pay input is effective.
6. **End Date** – The pay period end date that the pay input is effective.
7. **Pay Component** – The earning type that is being adjusted.

8. **Ongoing vs. One-time** – Displays whether the adjustment is a one-time payment (One-time) or an ongoing payment (Ongoing).
   NOTE: The DBM PCU does not accept ongoing payments from agencies for payroll inputs. All pay input submitted by an Agency for an employee will be a one-time payment for the current period only.
9. **Adjustment vs. Override** – Displays whether the payment adjustment overrides the employee's earning (Override) or adds to the employee's earning (Adjustment).
10. **Run Category Type** – The type of run category. See **Run Category**.
11. **Run Category** – The type of payroll run. This value will always be "Regular".
12. **Input Details**
    - **Type** – The type of payroll input (e.g., Amount, Hours, or Rate)
    - **Value** – The amount, number of hours or rate associated with the payroll input.
13. **Comment** – Comment entered for the payroll input
14. **Last Updated** – The date and time that the pay input was last updated.

FLSA Tab (Non-Exempt Employees Only)

Gross to Net	Additional Pay Components	Time Entry	Pay Accumulations / Balances	**FLSA**	Tax Elections	Payment	Actuals

FLSA Details

FLSA Period 05/25/2016 - 05/31/2016   **FLSA Wages** 998.05   **FLSA Hours** 40   **FLSA Rate** 24.95

⌄ Wages ①

3 items

	Sub-Period	Worktags	Wages
Annual Leave	05/25/2016 - 05/31/2016	005006 Personnel Associate III - Jack Frost (W1000000)	199.61
Holiday Pay	05/25/2016 - 05/31/2016	005006 Personnel Associate III - Jack Frost (W1000000)	199.61
Salary Pay	05/25/2016 - 05/31/2016	005006 Personnel Associate III - Jack Frost (W1000000)	598.83

⌄ Hours ②

3 items

	Sub-Period	Worktags	Hours
Annual Leave - Hours (unprorated)	05/25/2016 - 05/31/2016	005006 Personnel Associate III - Jack Frost (W1000000)	8.00
Holiday Pay - Hours (unprorated)	05/25/2016 - 05/31/2016	005006 Personnel Associate III - Jack Frost (W1000000)	8.00
Salary Pay - Hours (unprorated)	05/25/2016 - 05/31/2016	005006 Personnel Associate III - Jack Frost (W1000000)	24.00

FLSA Period 06/01/2016 - 06/07/2016   **FLSA Wages** 998.04   **FLSA Hours** 40   **FLSA Rate** 24.95

> Wages

> Hours

1. **Wages** – FLSA wages divided by FLSA hours are used to calculate FLSA overtime rate.

2. **Hours** – Displays the number of hours entered on the timesheet or payroll input.