



Payroll Integration Matrix – It is very important for HR Partners and Payroll Partners to communicate with each other to ensure tasks are completed successfully with the expected outcome, and are reflected in OSPA. This matrix was created to help identify which actions automatically feed to payroll and which require assistance from the Workday Payroll Integration Team.

Business Process Entry and Corrections	Agency can process if...	PIT needs to process if...	Reminders
PERS Pickup corrections (AA to AP, AP to AA, etc.)	On current job and 1st of the month effective date	On a previous job segment or Effective date is anything other than the 1st (such as a start date not on the 1st)	Do your PERS status checks before entering hire whenever possible!
Comp corrections (Grade profile, step, salary)	On current job	On a previous job segment	You can process multiple compensation changes in a day. If agency is able to make the change based on the current job segment - The Agency may enter a new request Comp Change with same effective date as needed to correct prior compensation entry
Allowances	On current job	On a previous job segment Terminating worker has Actual End Date further in future than the term date	Actual End Date field represents last day receiving the allowance. If you have to end an allowance in the past you must delete the allowance plan, effective date is first day NOT receiving allowance.
Union/Repr/Benefit code changes	On current job Eff date is not hire date	On a previous job segment Eff date is hire date (such as ACA upon hire for temps)	You cannot remove an incorrect union by using an end date that is the same as the start date.
Correcting hire, job change, termination, on/off season dates	Future dated	Process is complete	You cannot have multiple job changes with the same eff date Check with your payroll to make sure no time has been entered if you need a hire or job change date corrected
LWOP corrections	Rescinding - current extended leave periods		If you have multiple LWOP actions on one worker, you can only process one per day. Verify with payroll that the action has fed over before processing the next action. All LWOP segments that have been rescinded and/or reentered will need to be manually pushed by the PIT team.
Edit position	On current job	On previous job segment	Many things can be done with Edit Position. Please use the comment field so we know what you have changed.
Leave accrual override	On current job		Manual calculations will be need to be completed by payroll if there are missed accruals on a previous job.
Org assignments, Labor cost code, costing overrides	On current job	On previous job within current tax year	We only push costing for current tax year as the prior year is closed for correctives.
Feeding over to payroll	Automatically*	Manual push by PIT	Reminders
PERS Pickup corrections (AA to AP, AP to AA, etc.)	Within date hook range	Beyond date hook range Corrections made by PIT	You can process multiple compensation changes in a day, If agency is able to make the change based on the current job segment - The Agency may enter a new request Comp Change with same effective date as needed to correct prior compensation entry
Comp corrections (Grade profile, step, salary)	Within date hook range Multiple changes can be made in same day	Beyond date hook range Corrections made by PIT	You can process multiple compensation changes in a day, If agency is able to make the change based on the current job segment - The Agency may enter a new request Comp Change with same effective date as needed to correct prior compensation entry
Allowances	Within date hook range Multiple changes can be made in same day	Beyond date hook range Corrections made by PIT	You can process multiple compensation changes in a day, If agency is able to make the change based on the current job segment - The Agency may enter a new request Comp Change with same effective date as needed to correct prior compensation entry



Feeding over to payroll, continued	Automatically*	Manual push by PIT	Reminders
Union/Repr/Benefit code changes		All stand-alone Union corrections	
Correcting hire, job change, termination, in/end season dates		All corrections	
LWOP and LWOP corrections	Singular entry for on leave or ending leave	All corrections	If you have multiple LWOP actions on one worker, you can only process one per day. Verify with payroll that the action has fed over before processing the next action. All LWOP segments that have been rescinded and/or reentered will need to be manually pushed by the PIT team.
Edit position	Within date hook range	Beyond date hook range Corrections made by PIT	Many things can be done with Edit Position. Please use the comment field so we know what you have changed.
Leave accrual		All entry or corrections as a standalone entry	
Org assignments, Labor cost code, costing overrides	Org assignment changes will feed	All costing or org corrections	Only the costing from an Org assignment feeds to payroll as long as there is not existing costing override

** Daily file starts running at 3pm. Agency actions processed after 3pm will be on the next day's file*

What we do not manually update

	Service dates		
	Prior tax year costing allocations		
	LWOP older than 12 months (rolling calendar)		
	Same day transactions within the date hook range		

When something is missing in payroll

Such as	Reminders
Hire	Is it in the future?
Termination (separation date/code)	Are there multiple or conflicting entries on the same day?
On or Off season	Is it a stand-alone action that doesn't feed to payroll?
LWOP entry	Was it processed after 3pm?
Other position changes	